1.10

The institutional advisory committee meets the following requirements: Keeps typed minutes to document its activities, recommendations, and meeting attendance.

Exhibit 1.10.1 — Board of Trustees Agenda & Meeting Minutes (Sample)

Agenda
Southwest Technical College
Board of Trustees Meeting
November 7, 2024; 12:00 – 2:00 p.m.
Southwest Tech Boardroom

Board of Trustees
Chairperson: Kristie McMullin; Roger Howard; Garrett Cottam; Sharon Corry: Paul Terry; Beverly Burgess; Jarad Brinkerhoff; Myron Cottam; Eric Petersen: Eric Packer (remote); Commissioner Landward (remote)

Southwest Tech: Brennan Wood, Scott Leavitt, Clarissa Crosby, Gail Goodman, Neal Mason, Whitney Benzon, and Valerie Stringfellow (Administration)

I. Agenda Items by Kristie McMullin, Chairperson
   A. Call to order
      A quorum was confirmed. Vice Chairperson McMullin called the meeting to order at 12:02pm.

   B. Pledge of Allegiance
      Vice Chairperson McMullin led the Pledge of Allegiance.

   C. Approval of the Agenda
      Garret motioned to approve the agenda as presented. Sharon Corry seconded the motion, and the passed unanimously.
   D. Approval of the September 5, 2024 Minutes
      Beverly Burgess made a motion to approve the September 5, 2024 meeting minutes, and Jarad Brinkerhoff seconded the motion. Motion passed unanimously.

II. Action Items:
   A. Oath of Office
      Skipped as the person was not in attendance.

   B. Employee Benefits Policy - Whitney Benzon
      Whitney Benzon presented possible updates to the employee benefits policy, including aligning it with current practices and updating vacation leave to match other technical colleges in the State of Utah. The definition of immediate family is updated to include step-family, and employees can

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Source: Board of Trustees Meeting Minutes 11/7/2024. Additional Board of Trustees meeting minutes are available here.