

1.9

The institutional advisory committee meets the following requirements: Meets at least once annually.

Exhibit 1.9.1 — Board of Trustees Bylaws Excerpt (Meetings)

ARTICLE V

Officers, Executive Committee & Meetings

5.1 Officers

Officers of the Board of Directors will form an Executive Committee that shall consist of the Chair, Vice-chair and a member appointed by a majority vote of the Board of Directors.

5.1.1 Executive Committee

The Executive Committee shall have full authority of the College Board of Directors to act upon routine matters during the interim College Board of Directors' meetings.

5.1.2 Executive Committee Action

The Executive Committee may act on non-routine matters only under extraordinary and emergency circumstances or to research questions from the board.

5.1.3 Executive Committee Reporting

The Executive Committee shall report all activities to the College Board of Directors at the next regular meeting following the action.

5.2 Meetings

The board shall meet five times each year, or as often as necessary, to conduct the regular and emergency business of the board and/or the institution. Board leadership, along with members of the administrative team, shall establish an agenda for each scheduled board meeting and to discuss/resolve critical issues of the board and the institution. Board leadership, along with members of the administrative team, shall establish an agenda for the next scheduled board meeting and to discuss/resolve critical issues of the board and the institution.

Source: [Board of Trustees Bylaws](#)

Exhibit 1.9.2 — Board of Trustees Minutes (Sample)

<p style="text-align: center;">Agenda Southwest Technical College Board of Trustees Meeting November 7, 2024; 12:00 – 2:00 p.m. Southwest Tech Boardroom</p> <p>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)</p> <p>Southwest Tech: Brennan Wood, Scott Leavitt, Clarissa Crosby, Gail Goodman, Neal Mason, Whitney Benzon, and Valerie Stringfellow (Administration)</p> <p>I. Agenda Items by Kristie McMullin, Chairperson</p> <p>A. Call to order A quorum was confirmed. Vice Chairperson McMullin called the meeting to order at <u>12:02pm</u>.</p> <p>B. Pledge of Allegiance Vice Chairperson McMullin led the Pledge of Allegiance.</p> <p>C. Approval of the Agenda Garret motioned to approve the agenda as presented. Sharon Corry seconded the <u>motion</u>, and the passed unanimously.</p> <p>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. <u>Motion</u> passed unanimously.</p> <p>II. Action Items:</p> <p>A. Oath of Office Skipped as the person was not in attendance.</p> <p>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. <u>The definition of immediate family is updated to include step-family, and employees can</u></p>

Source: [Board of Trustees Meeting Minutes 11/7/2024](#). Additional Board of Trustees meeting minutes are available [here](#).