

1.11

The institutional advisory committee meets the following requirements: Is used to seek input and provide community involvement in maintaining a relevant mission for the institution.

Exhibit 1.11.1 — Board of Trustees Agenda & Meeting Minutes (Sample)

Effective 7/1/2021

53B-2a-110. Technical college board of trustees' powers and duties.

- (1) A technical college board of trustees shall:
- (a) assist the technical college president in preparing a budget request for the technical college's annual operations to the board;
 - (b) after consulting with the board, other higher education institutions, school districts, and charter schools within the technical college's region, assist the technical college president in preparing a comprehensive strategic plan for delivering technical education within the region;
 - (c) in accordance with Section 53B-16-102, approve programs, including expedited program approval and termination procedures to meet market needs;
 - (d) adopt an annual budget and fund balances;
 - (e) conduct annual program evaluations;
 - (f) (i) approve a strategic plan for the technical college that is aligned with:
 - (A) state attainment goals;
 - (B) workforce needs;
 - (C) the technical college's role, mission, and distinctiveness; and
 - (D) board goals and metrics described in Section 53B-1-402; and
 - (ii) monitor the technical college's progress toward achieving the strategic plan; and
 - (g) act on behalf of the technical college in performing other duties as authorized by the board or by statute.

Source: [Utah Code](#)

Exhibit 1.11.2 — Board of Trustees Agenda & Meeting 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</p>

- C. **Mission Statement - Brennan Wood**
Brennan Wood introduced a new mission statement for the institution, debating between “empowering individuals” and “empowering people through innovative hands-on technical education to build careers and strengthen communities”. Jarad Brinkerhoff and Paul Terry expressed their preference for “individuals” and “people” respectively, and the board decided to use “individuals” in the mission statement. Garrett Cottam motion to approve the motion, Sharon Corry seconded the motion. The motion passed unanimously.
Motion Passed
- D. **Hiring Faculty for Esthetician Program - Scott Leavitt**
Scott Leavitt discussed the need to hire a new faculty and coordinator for the new Esthetician Program, despite the program approval being delayed until January. The budget impact of hiring a

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