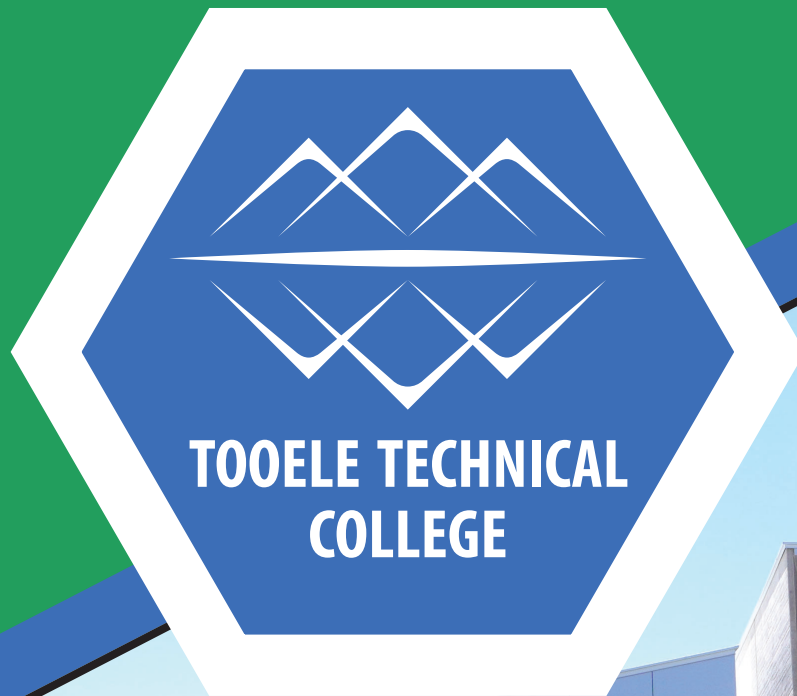


# Institutional Strategic Plan

*For the Fiscal Years of 2023 - 2025*



The review of last year's strategic plan and its components and amendments to the plan were discussed with:

- Administration: August 4, 2022
- Faculty and Staff: August 19, 2022
- Board of Trustees: September 7, 2022

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## **Mission, Vision, and Values**

**Mission Statement** The Tooele Technical College provides rewarding, competency-based, affordable, and accessible career preparation for youth and adults to meet the needs of Utah employers.

**Vision Statement** Our strength is in our difference. The Tooele Technical College concentrates on providing competency-based, flexible, affordable, high tech and focused workforce training for high wage jobs and complementary services in an open-entry/open exit environment.

**Statement of Values** At the Tooele Technical College we value:

- Our students, employers, community and their successes.
- Development and delivery of cutting-edge, career-focused technical training.
- Education and training opportunities for youth and adult students.
- Veterans.
- Being recognized as the employer choice for technical training.
- Local and statewide economic development.
- Entrepreneurship and excellence.
- Diversity of people and ideas.
- Innovation and creativity.
- Honest and ethical behavior.
- An environment that fosters quality teaching and functional learning.
- Using resources efficiently and an environmentally friendly facility.
- Faculty and staff professional development.
- Partnerships with business, industry, education, civic and community partners and other stakeholders.
- Our reputation and leadership role within the community.

## **Executive Summary**

**Focus** Tooele Tech’s Strategic Plan is based on four core areas of emphasis, which will help focus our efforts on solidifying its position as the premier provider of technical education within Tooele County. These areas are:

- Continuous Improvement of Programs and Services;
- Student Access;
- Celebrate Student Success and Completion; and
- Workforce Alignment and Building External Relationships.

By focusing on these core areas and recognizing Tooele Tech’s strengths, weaknesses, opportunities, and threats, the college will be in a better position to commit to the vision of its potential and to align its practices with this vision. This Strategic Plan, as outlined, is a valuable tool to help move Tooele Tech forward to meet the challenges of the future, be valued by its community industry leaders, and ultimately be able to fulfill its mission within the community.

**The Strategic Plan** The Strategic Plan is a dynamic map that is developed and revised in an organized and systematic way. Because our external environment is so dynamic, our institution and thus our strategic plan must remain nimble in order to keep pace with our changing environment. Our plan, which focuses on a three-year period of time, is reviewed annually by our faculty, staff, administration, and Board to keep our focus centered on meeting our mission as it relates to our evolving economic environment. The plan comprises several components, including the mission, vision, and values of the institution.

**Strategies for Evaluating the Progress Towards Achieving Objectives** The College takes seriously the need to evaluate the progress towards achieving the strategies and objectives outlined in this Strategic Plan as a way to document and be accountable to various stakeholders. To that end it has implemented the following strategies for evaluating the progress toward achieving the objectives:

- Annually, every full-time employee will evaluate their professional development goals which align with this Strategic Plan and make updates as necessary.
- In May of each year, the President will document the progress the college has made towards achieving its objectives. The progress report for the past year is contained as an appendix to this document.
- The President will present the progress to the Governing Board who will further evaluate the progress as they feel is appropriate.
- Work groups will discuss the progress and have input on any changes they feel should be included in the next year's plan.
- The President will gather input through the administrative plan and make updates as necessary. The updated plan will be shared with all employees and the Board will approve the updated plan each year in the September meeting.

## Introduction

**History** Tooele Technical College (Tooele Tech) is the newest technical college in the system. The technical college system was established under higher education during a special session of the Utah State Legislature in June 2001. During this session, the Legislature passed House Bill 1003 – *Applied Technology Education Governance*, which established the Utah College of Applied Technology (UCAT) as an institution of the Utah System of Higher Education. The UCAT began operating on September 1, 2001. It consisted of ten regional Applied Technology Colleges that had previously been Applied Technology Centers and Service Regions governed under the Utah State Board of Education. One of the ten entities was the Salt Lake/Tooele Applied Technology College.

During the 2009 General Session, UCAT's governance was separated from the Board of Regents and placed with the UCAT Board of Trustees under House Bill 15 - *Career and Technical Education Amendments*. Significant changes also occurred for the delivery of CTE in the state. House Bill 15 modified the governance structure for post-secondary, prohibited UCAT from offering degrees or awarding credit, consolidated the Salt Lake County portion of the Salt Lake/Tooele Applied Technology College (SLTATC) with the Salt Lake Community College (SLCC) Skills Center to form the SLCC School of Applied Technology, and the Tooele County



portion of the SLTATC was continued to create the new Tooele Applied Technology College (TATC). TATC began operations on July 1, 2009, in the former Tooele County School District office on Vine Street in Tooele.

In 2011, TATC received Tooele City funds, Utah State University property, and legislative appropriations for capital development. Under the watchful eye of the Department of Facilities Construction and Management, Method Studio Inc. designed and Hughes General Contractors constructed the new state-of-the-art, LEED Silver certified 74,000 square foot facility. TATC conducted its Ribbon Cutting Ceremony on June 5, 2013.

During the 2016 General Session of the Utah Legislature, Senate Bill 131 - *Utah College of Applied Technology Governance Amendments* was passed and made effective on May 10, 2016. The bill changed the title of the UCAT "President" to the Utah College of Applied Technology "Commissioner of Technical Education" and re-designated a UCAT "Campus" to an "Applied Technology College."

In the 2017 General Session, Senate Bill 238 - *Higher Education Governance Revisions* were passed and made effective on July 1, 2017. The bill renamed the UCAT to the Utah System of Technical Colleges (UTECH), and Applied Technology Colleges to Technical Colleges. The bill also clarified the roles of the UTECH and Tooele Tech Boards and established Tooele Tech as a corporate body.

During the 2018 session of the legislature, more refining of the UTECH legislature took place, including the relationship between the State Board and each technical college in the system with a special emphasis on the hiring and oversight of technical college presidents.

In the 2020 General Session, SB111 – *Higher Education Amendments* was passed. This bill merged the UTECH Board of Trustees with the Utah System of Higher Education Board of Regents as a new system of higher education for the State of Utah. As such, Tooele Tech became one of 16 institutions of higher learning under the new Utah System of Higher Education Board.

Tooele Technical College 2017 – Present  
Tooele Applied Technology College 2016 – 2017  
Tooele Applied Technology College "A UCAT Campus" 2009 – 2016  
Salt Lake / Tooele Applied Technology College 2001 – 2009  
Wasatch Front South (WFS) Applied Technology Center 1999 – 2001  
WFS Applied Technology Center Service Region 1995 – 1999  
Wasatch Front South Consortium 1992 – 1995

## **Tooele Tech Strategic Objectives & Strategies**

To provide realistic and pragmatic opportunities to obtain the goals and vision expressed within this plan, Tooele Tech considers available financial resources when setting its objectives and strategies it will enact during the next three school years.

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### **Objective # 1: Continuous Improvement of Programs and Services**

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#### ***Strategies:***

##### **1. Accreditation:**

- a. Conduct and write self-study of compliance with COE accreditation standards and host a successful COE accreditation team visit.
- b. Learn from the recent ACEN accreditation team visit and respond appropriately.

##### **2. Tech Ed Programs:**

- a. Actively participate in the USHE's program alignment initiative as appropriate and seek to learn from the best practices and achievements of sister programs at other technical colleges.
- b. Refine the program/course proposal process to improve accuracy and timely submission.
- c. Fine-tune course-based registration by analyze relevant data and modifying systems as the data directs. Provide additional faculty training and resources specific to course-based curriculum that increases student learning, retention, completion, monitoring, coaching, and mentoring.
- d. Improve training, communication and the process for awarding prior learning, including identifying which program competencies are practical to assess and how each competency will be assessed.
- e. Work with Student Services to identify the courses most often taken by high school students, focusing on those initial few courses in each program; then identify strategies to provide learning resources to students at no cost, i.e. classroom set of books, Open Educational Resources options, or alternative teaching methods for these courses.
- f. Working with the Construction Manager, develop a pragmatic plan to minimize program disruptions during the building expansion construction process.

### 3. Student Support Services:

- a. Develop processes to move from clock hours to credit, starting July 1, 2023.
- b. Continue to support EDI efforts, including exploring and building basic needs resources for students to ensure student access and success.
- c. Implement the newly created institutional Mental Health and Wellness Plan, including providing training to students, faculty and staff, tracking student awareness of this resource and their usage of it, and make course corrections as appropriate.
- d. Working with USHE Legal Specialists, streamline policy and systems to be ready for a Title IX Complaint.
- e. Provide training to faculty and standardize new Student Orientation in the classroom, course syllabi, and program disclosures to provide students with a positive first-day experience.
- f. Coordinate with USHE to create a Performance Based Funding Dashboard to monitor efforts to meet the three approved USHE performance metrics.
- g. Seek new sources of financial aid for CDL students.

### 4. Information Technology:

- a. Create an organized and documented process to ensure the college complies with all current policies, laws, and plans pertaining to IT governance.
- b. Use the CIS Controls Framework to evaluate our IT systems and identify best practices to reduce security vulnerabilities. Mitigate these vulnerabilities using in-house employees and outside consultants as necessary.
- c. Develop a process that will simplify IT systems ensuring IT equipment is available and used for its intended purpose in an efficient manner.
- d. Evaluate software to transition to electronic forms, digital signatures, and custom workflows.

### 5. Facilities:

- a. Report building safety audits and action plans for repairing any deficiencies to the Admin. Team and Board Finance Committee.
- b. Provide Active Shooter Training to all full-time employees and regularly scheduled part-time employees.
- c. In coordination with DFCM, CM and Architectural Team, develop building plans which are within budget and within the scope approved by the legislature with the goal of beginning construction after the first of March.

- d. Design the construction of phase I of the outdoor amphitheater project and seek funding for phase II.

## 6. Finance and HR:

- a. Participate in USHE Shared Services and explore options for shared services that will provide reduced costs and improved services for our students.
- b. Coordinate Financial Risk Assessment with USHE Internal Auditor. Maintain financial controls and operations to reduce the risk of any findings and financial fraud.
- c. Improve documentation on financial operations and procedures.
- d. Seek avenues to increase applications for job openings in a manner that will maximize the possibility of attracting qualified, diverse applicants for open positions in harmony with R805.
- e. Provide training for all Directors and above on basic HR concepts that may put the College and state at risk. Train all employees annually on anti-harassment education.
- f. Develop a Faculty and Staff Professional Development system for encouraging and tracking ongoing professional development throughout the year.

## 7. Administration:

- a. Participate in the USHE Leadership Academy Training.

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## Objective # 2: Student Access

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### **Strategies:**

#### 1. Programs:

- a. The College will continue to work with TCSD CTE Director and Wendover High School Principal to seek responsible opportunities to expand Tooele Tech education opportunities at Wendover High School with the intent of students continuing and graduating from Tooele Tech.

#### 2. Student Support Services:

- a. Director of Student Services, with the support of the VP, will continue to work with USHE and support the work of the Simplified Application Task Force to ensure that we limit access barriers to potential students.
- b. Director of Student Services and Counseling will meet with the Access Advisors regularly to build relationships and make sure they are well trained on the services provided by Tooele Tech.
- c. Financial Aid Coordinator will utilize student outreach events, student newsletters, and partnership events with the local school district to increase potential students/student knowledge of FAFSA and scholarship opportunities in an effort to increase completion rates.
- d. The Marketing Team will develop and implement a new strategic marketing plan which includes:
  - i. Develop collaborative, practical, focused strategies to increase enrollments in each program, with an emphasis on high wage/high demand programs that will target adult (incumbent workers, minorities, veterans, underrepresented high school graduates, unemployed and/or underemployed individuals), high school, and TCSD junior high students.
  - ii. Focus direct marketing efforts with HS Pathway Concentrators that will strive to communicate why they should finish their pathway at Tooele Tech. This includes lunchroom visits and presentations to associated clubs and organizations.
  - iii. Seek appropriate/practical ways to foster connections between faculty and HS influencers to help educate about Tooele Tech programs.
  - iv. In cooperation with Nursing, explore better systems to attract, capture and enroll students in the Nursing Program that communicate prerequisites and options for completing the prerequisites in a timely manner to meet enrollment deadlines.
  - v. Develop for each program the DWS labor statistics, facts and talking points that may be used for tours, potential students, and a marketing tool for the website, faculty, advisors, enrollment specialists, and marketing & recruiting materials.
  - vi. Create employer testimonials as a marketing tool to promote our programs and services.
  - vii. Webmaster will ensure that design, maintenance, errors can be addressed efficiently and effectively, as well as verify publications and requirements for the website links are met.
  - viii. Develop and implement a plan to track the success of marketing efforts.

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## Objective # 3: Celebrate Student Success and Completion

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### **Strategies:**

#### 1. Programs:

- a. In cooperation with Student Services, programs will utilize a retention plan to improve completions by focusing on data that may indicate the efficacy of retention strategies and then modifying the plan as appropriate. Programs not meeting COE CPL standards or are close to being triggered will receive special attention. With conscientious and diligent attention it is expected that the College will be on track to exceed five-year performance goals.
- b. Support student leadership opportunities by expanding the number of program areas and students who participate in the Skills USA organization.

#### 2. Student Support Services:

- a. Work with Instruction to develop and implement a plan of action to contact employers who hire students in a position related to their educational program to consider ways to incentivize and assist employed students to graduate.
- b. In collaboration with the Recognition Committee, enhance the new graduation ceremony with special attention given to solidifying alternative plans in case of inclement weather.

#### 3. Administration:

- a. Support the Student Champions Gala and utilize the overall Student of the Year to help communicate the individual impact of our mission.

#### 4. Recognition Committee:

- a. The Recognition Committee will develop a process to support student retention by encouraging all faculty to utilize the student recognition awards. Ongoing statistics will be reported in the newsletter. Additional tracking will be used to identify students who qualify at two months to provide encouragement. Level three and four awards will be enhanced and implemented as a completion tool.
- b. A revised plan will be developed and enacted to recognize student completions in the classroom with an honorary gift to celebrate this milestone and encourage other students to graduate.



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## Objective # 4: Workforce Alignment and Building External Relationships

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### **Strategies:**

#### 1. Student Services:

- a. Instruction will work with Student Services to develop new stackable pathways with UVU and Snow College, and a proper method to message all pathway options.
- b. Strengthen relationships with other Tooele County partner organizations that support students, such as DWS, by supporting their One-Stop Centers, and understanding other programs that may assist our students in completion.

#### 2. Programs:

- a. Enhance the effectiveness of our Occupational Advisory Committees by doing the following:
  - i. Seek help with faculty succession planning.
  - ii. Discuss strategies of getting non-grad completers to return and complete certifications.
  - iii. Invite appropriate TCSD CTE faculty to attend and participate.
  - iv. Visit the chairs of each OAC.
  - v. Discuss the need for and strategies for pathway continuation and stackable credentials.
- b. Investigate future Work-based Learning within individual programs.
- c. Faculty will strive to build deeper relationships with industry partners, document as part of their annual review process their three best employer visits, and log additional time spent with employers.
- d. Bring TTECH and TCSD faculty together in a workgroup to review curriculum and discuss USBE pathway courses.

#### 3. Administration:

- a. The Administrative Team will continue to build relationships with TCSD colleagues, including high school principals.

#### 4. Business and Institutional Development:

##### a. Custom Fit

- i. Meet all performance goals for Custom Fit (CF) including spending the annual state CF grant to support economic and workforce development.
- ii. Personally meet with the top 40 potential CF clients to discuss training needs, as well as discuss opportunities for occupational upgrades through the College. Develop training goals for the top 20 established clients and create specialized community training opportunities at Tooele Tech.

##### b. SBDC

- i. Increase the number of small businesses served through personalized business counseling and other SBDC services by establishing more efficient and accessible processes.
- ii. Conduct biannual client surveys to accurately capture and measure community impact in cash infusion, jobs created, and businesses started in our region.
- iii. Increase stakeholder support for our SBDC and re-establish multi-year MOU's with each partner to increase the capacity of the SBDC to meet the increasing demands for its services.
- iv. Make a presentation to students biannually, informing them of the SBDC services available to them and how to start and run a business.

##### c. Institutional Development

- i. Build upon the success of the first annual Tooele Tech Days as the foundation's primary fundraising event to support scholarships and student support services such as the food pantry and student housing. Develop and expand a continual, year-round donor marketing campaign to increase support, each year.
- ii. Establish and promote a digital process for accepting micro-donations towards the foundation.
- iii. Develop a fundraising plan which includes approaching additional philanthropic foundations and a process for communicating respectful and meaningful gratitude to all foundation contributors for their ongoing support. Create a brief annual report of the success of the College to share with donors as well as community stakeholders.
- iv. Establish a facility naming and recognition process. Seek to develop formal corporate partnerships for each program at Tooele Technical College.
- v. Investigate the development of a "Friends of Tooele Tech" database of student housing options of community member's homes that are willing to host/rent to TTECH students who are economically disadvantaged or graduates from Wendover High.

# President’s Evaluation of Progress towards Meeting Objectives 2022 – 2024 Strategic Plan

Presented to the Board of Trustees - June 1, 2022

FY 2022 has been a memorable year for many reasons specifically, the successful return to normality after the end of COVID and receiving funding from the Legislature for the construction of additional pragmatic space. Although the College has its challenges, we are proud of the progress we have made and the positive feedback we have received from student surveys. During the end of a harsh pandemic, we still grew and served more students than ever before. This report will provide specific details of the progress the College has made towards meeting the objectives listed in our Strategic Plan and should be viewed through the historical lens of surviving the challenges of COVID and the State’s continued efforts to merge the Utah System of Higher Education (USHE).



Although COVID provided many challenges over the last two years, it also provided the College and our students with resources that have proven to be a valuable part of our story and success. I am grateful for the many members of our team who worked to manage COVID and help our College take advantage of the additional resources. A special expression of gratitude goes to my VP of Finance, Kent Thygerson who was our COVID Coordinator during the pandemic, adding to his many other assignments. The following COVID-related state and federal funding was used during FY 2022:

**HEERF**

- Students who Received Aid 646
- Total Amount of Aid Received \$879,595
- Institutional Aid Received \$405,048

**Learn and Work**

- Students who Received Aid 129
- Total Amount of Aid Received \$400,425

**Reengagement Scholarships**

- Students who Received Aid 123
- Total Amount of Aid Received \$171,926

**Individuals Directly Impacted by COVID at Tooele Tech**

- Students Impacted 171
- Faculty and Staff Impacted 17

This report documents the progress towards meeting the objectives of the College's three-year plan. Therefore, it is not expected that every strategy nor objective will be accomplished within the one-year time frame of this report. It will be used to evaluate the current strategies listed in the plan over the next few months to see if they are still the best strategies to help the College make progress towards its objectives. During this review process, some strategies may be altered or removed if it has been deemed accomplished or no longer aligns with current needs, system, and/or College priorities.

As President of Tooele Tech and representing the views of the leadership of this organization, I feel strongly that this report of progress is an essential part of our Strategic Plan. As we put forth the effort to document the specific actions, events, outcomes and intentions taken to complete the strategies listed in the Plan that helped shape the College this past year, we are not only amazed by the progress the College has made towards achieving the objectives, this report also becomes a valuable tool to communicate why the Strategic Plan is so important. It becomes the foundation for revising next year's Plan to keep it live and headed in the right direction. This report is not meant to be a comprehensive history of the achievements of each technical education program and support function, but rather the larger accomplishments of the whole College over this past year, as well as identifying challenges that may require further attention. In addition, this report provides a way to recognize, memorialize, and celebrate the progress the College has made as a result of the purposeful actions made as envisioned in our Strategic Plan -- a history of sorts. As I compile this report, I am truly impressed by the progress the College has made. The progress directly translates to our College that we are better positioned to improve the lives of our students, the businesses we serve, and thus our community. I understand that we will always have areas that need improvement. If I expect our team to adopt a culture of continuous improvement, I believe it is also critical that we make time to celebrate achievements and discuss how to best update our Strategic Plan to keep making incremental improvements over time.

Our Strategic Plan serves as a roadmap for continuous improvement. It provides direction, focus, and specific actions that the College will make that are expected to lead us to continued development and progress. Throughout the year, I met with each department to discuss the strategies that related directly to that department. Vice Presidents also discussed and made assignments for the accomplishment of the strategies assigned to their teams and followed up to make sure they were acted upon. By discussing and making thoughtful actions throughout the year, we have made significant progress in each of our four objective areas. The objective areas are purposefully broad and not expected to be accomplished or to be frequently altered. Instead, the objectives provide specific areas of focus for the College community which keep team members focused in the same direction, which leads to improved performance. As internal and external forces change, our strategies are updated at least yearly to keep relevant and aligned with USHE and College priorities.

The deliverables this fiscal year were still impacted by the safety measures the College enacted to keep students and employees safe during a pandemic, but less so than in previous years. I am incredibly proud that our College has not only stayed open for face-to-face instruction but was able to increase membership hours by 17% and make progress on our strategic objectives.

**\*Please note:** To improve the College's ability to succeed in its mission and vision, all Tooele Tech team members had an opportunity to share ideas and insight during the development and revision of the Plan. Special attention was placed on asking team members for their ideas as to what strategies, at this point in the College's evolution would best help achieve each objective and thereby become more efficient and effective in meeting its mission over time. Each strategy is meant to describe a specific, concrete action the College will enact over the three-year plan that will help develop a culture of continuous improvement within the framework of its mission and in the context of the workforce development needs of Tooele County. Strategies, in order to be effective, must be doable. To this end, every strategy is considered in light of the institution's current and projected financial resources. Tooele Tech team members, especially the leadership team were asked for feedback on the creation of this report.

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## Objective # 1: Continuous Improvement of Programs and Services

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### Building Expansion:

- During the summer of 2021, the leadership of the College contracted with Method Studio with the assistance of our DFCM project manager to update our feasibility study and programming that was created during the previous year to plan for the unprecedented construction cost escalations currently occurring and expected to continue during the construction time frame. Although we contracted with the premier construction cost estimator during this process, when the project went before DFCM for their cost estimator's consideration, he further increased the cost estimate by a considerable amount. I document this fact to emphasize that even though the College has taken reasonable steps to project the cost of our expansion project, there remain reasons to still be concerned.
- As part of the USHE's process for ranking construction projects, we submitted our feasibility information to the State and hosted a visit by the Finance and Facilities Committee of the Board to see our needs firsthand.
- I presented our project in the middle of September to the whole Board for their consideration. Unfortunately, it is my opinion that the current process could not fairly weigh projects which have been in the queue for several years, and rural projects which do not have a larger population in their areas that would have given the projects more points. Also, it is my opinion that the ranking system did not treat our project fairly by the system office. When the Board reviewed the proposals, their votes did not have an impact on the staff rankings. Thus, even though the previous UTECH Board made a motion not to support any project *until* Tooele Tech had been funded, our project received a 3<sup>rd</sup> place ranking from USHE that was shared with the Legislature.
- We are certainly grateful to Representative Sagers, a co-chair of the Infrastructure and General Government (IGG) Appropriations Committee of the Legislature for his unwavering legislative leadership of our building and for Representative Nelson who also sits on this committee. The College also expresses appreciation to our Senators for their support.
- Early in the session, I presented our project to the IGG Appropriations Committee for their consideration. The project was ranked 12<sup>th</sup> by this committee. During the session, I received many positive assurances that our project was worthy of funding consideration by all of the legislators, the USHE Commissioner and his staff, and DFCM representatives who were aware of this project. At the end of the session, to our delight, our project received \$24,749,039 for the construction of this project and \$597,392 of ongoing funding to cover the additional operations and maintenance expenses.
- We are now in the process with DFCM to choose an architect and construction manager who will work with our team to develop the specific drawings for the construction project and a plan for maintaining a reasonable level of operations as we make the necessary adjustments to keep our classes open for business as much as possible during the construction process. We hope to start the actual project in March of 2023. To say we are excited, would be a major understatement.



## Accreditation:

- *ACEN Accreditation:*



In March of this year, a site visit from ACEN reviewed the evidence for meeting the criterion necessary to maintain accreditation for our Practical Nursing program with this organization. I recognize and very much appreciate the amount of time and effort that went into the completion of the ACEN self-study and preparing for this site visit, especially during the first few days of employment of our new Program Director over Nursing. Although we received several suggestions and positive comments from the visiting team, I am incredibly pleased that our PN program did not receive any findings and is well-positioned to be reaffirmed for the full amount of additional years before our next visit.

- *COE Accreditation:*

Our College as a whole is slated for its next accreditation visit by the Council on Occupational Education (COE) in September of this year. VP Aiken has developed a comprehensive plan with deadlines for the College to complete our self-study on time and be ready for our next accreditation team visit.

## Technical Educational Programs:

- Our College has been active in USHE's program alignment initiative with a few of our faculty leading the faculty workgroups. We hope this process will lead to better relationships between faculty in specific program areas, increased credibility of our programs, increased faculty confidence in the quality of their programs, and greater sharing of best practices between USHE Tech Ed programs across the state. During this process, our instructional leaders and faculty have worked hard to be part of the solutions.
- VP Aiken has submitted the required documents on time to transition from clock hours to credit. Because of our accreditation timing and our practical desire to make this change at the start of a fiscal year, we anticipate transitioning to credit on July 1, 2023. We see the main advantage of making this transition to be that most students receiving Title IV funds will have more flexibility in meeting federally mandated attendance standards.
- Being able to effectively meet the Utah Board of Higher Education's mandates with curriculum alignment and credit necessitates that the College offers its courses in a course-based system. Our College has been moving in this direction for several years. This year, all of our programs slated to transition have successfully made this difficult change. We still have challenges with this new way of registering students in our programs. However, we are working through each challenge as they are identified. I am incredibly grateful to our entire team for their efforts, patience, and focus on doing what is best for students. Our efforts over the past two years have put us in a good position to align our curriculum with the other colleges and transfer to credit when it is appropriate for us to do so.
- We are refining the program/course proposal process to improve the coordination, accuracy, and timely submission of program changes. This is still in process. The initial meeting was held in January with most of Student Services and Instruction leadership to discuss priorities and

timelines. Proposal information was given to Student Services to complete financial aid requirements but given the time constraints, proposals have not all been given to the SIS Administrator to be entered into Northstar by the approved deadline. We will meet again and have a better head start on next year's proposal process.

- The goal was to organize and improve the instructional content in Canvas. Although instructors are continually looking at their Canvas courses and making modifications, due to other initiatives, there was not a formal audit or training conducted to improve our Canvas process this year.
- As the faculty workgroups continue to make progress towards curriculum alignment, they will then work together to improve methods for prior-learning assessments. Based on initiatives from the USHE office, this strategy will continue into the revised Strategic Plan to receive more attention next year.
- Students needing to improve basic academic education in math and reading are now able to receive help in these areas using a new curriculum under the guidance of our Business Technology instructors. I recognize this transition has been difficult, but it has made us more efficient and students are still able to receive the help they deserve.
- Student surveys were administered two times this past year with impressive results. The majority of students stated they would recommend or highly recommend Tooele Tech and their instructor. (Appendix A)
- During the past fiscal year, the following significant pieces of equipment were added to our College:
  - After several years of requesting an expensive metal shear for the Welding Program, we were able to purchase one this past year.
  - The CDL program added a new truck and trailer.
  - All new medical beds were placed in the CNA/PN skills lab.
  - 10 welding booths were added to manage the growth in this program, which included extensive work to reengineer the welding exhaust system.



- Our new Program Director over Police Academy has done a fantastic job of resurrecting the Special Function Officer and Law Enforcement Officer programs. With the wise hire of a new Police Academy Director, a retired FBI agent with years of experience in investigation and people-centric interviewing, they have learned the state Police Academy system and put together an effective program that will be sustainable into the future. Next will be to focus on marketing and filling the upcoming cohorts.

## Student Support Services:

- *Training on Inputting Grades in the New School District SIS – Skyward:*  
The school district has not yet transitioned to this new student information system. We will carry this strategy forward into the next fiscal year and provide the necessary training when it is appropriate.
- *Developing a Northstar SIS User Resource Manual for Faculty and Staff:*  
The College's Data Specialist is exploring an application named, Tango as an avenue to create a useful resource for the College's faculty and staff that provides tips and tricks on ways the software can be more powerful to our College community. This strategy is still in process. The administration will evaluate this strategy in next year's revised Strategic Plan.

- *Mental Health and Wellness Plan:*

I am extremely proud of the work and efforts the leadership of Student Services has put into the development of our first-ever, Mental Health and Wellness Plan for improving student access and outcomes. Our College has been very fortunate this past year to add Kim Herrera, our Director of Student Services and Counseling, and Tricia Walker, our VP of Student Services and Marketing to our team. Their impact in their first year at our College



cannot be overstated. They had many challenges and projects which needed their attention, yet they prioritized the development of this plan. Our students will be the beneficiaries of their efforts. They spent considerable time developing our draft plan which includes the results of several collaborative meetings with other student services professionals in USHE who are working with the student access sections of the USHE Strategic Plan. They have also identified our needs and local resources and worked closely with JED Foundation and Trula advisors assigned to Tooele Tech. I am very pleased with the progress we have made in this strategy and look forward to implementing the plan and refining it as appropriate over the next few years. This is not a plan that will be developed once and put on a shelf, but rather a living document we will implement and update as appropriate so our students will continue to receive the level of mental health and wellness support needed to help them be successful. (Appendix B)

- As an additional student resource for mental health, a webpage is now available on the Tooele Technical College website that highlights mental health and wellness, academic, career, and financial aid resources for students. Visit the website at: <https://tooeletech.edu/support-services/>
- *Creation of Standard Operating Procedures (SOP) for Student Onboarding:*  
During the first several months of the fiscal year, VP Walker completed a study of the existing student registration process. The analysis was completed as a starting point to create a systematic process for onboarding students. This will help employees understand their role in the registration process, improve the student's experience with registration, improve efficiencies and student access to technical education programs, and clearly document the new SOPs. I am incredibly proud of the documents VP Walker has created which have already improved practices and created a high level of clear expectations for our staff as students

onboard/apply to our institution. These documents are living documents and are modified as needed to ensure that students' needs are being met and they receive a smooth and welcoming entry to college life here at Tooele Tech.

- ***Back to School Night:***

Tooele Tech hosted the best ever “Back to School Night” for high school students with 150+ in attendance. This was an opportunity to tour the campus, meet instructors, and answer any questions before school begins.

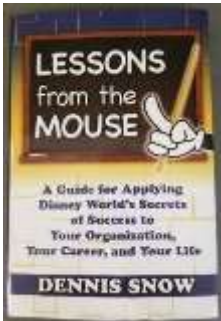
- ***New High School Student Orientation:***

A new student orientation was developed for high school students. Topics include how to access services, frequently asked questions, financial aid opportunities after high school, academic support, and much more.

- ***Student Handbook Appendix for High School Students:***

An appendix to the student handbook was created that is specific to high school students. This document captures the nuances of high school student enrollment to help better inform high school students, parents, and school counselors.

- ***Student Services Professional Development Book Study:***



The Student Services team spent this year reading “Lessons from the Mouse” and discussing what high-quality customer service looks, feels, and sounds like within Student Services. Each month, all members read a chapter and discussed the application to how we conduct business with our students, as well as faculty, staff, and one another. This experience has created a common language and clear expectations of how business is conducted in Student Services.

- ***The Creation of a New Student Newsletter:***

This year, the Student Services and Marketing Team created a fantastic new way to communicate with students via a monthly student newsletter – TTECH CONNECTIONS – that highlights awareness campaigns for mental health, well-being, safety, and resource availability such as food pantry, UTA passes, Trula and other information students need to succeed at Tooele Tech. We also use this newsletter to share upcoming events, celebrations, as well as other topics that are pertinent to life as a student at Tooele Tech.

- ***Mental Health First Aid Training:***

Directly related to the development of our Mental Health and Wellness plan, our College organized mental health first aid training for our employees. Student Services and the Vice Presidents have participated in this training and plans are in place for the faculty to receive this training as well.

- ***Testing Center Relocation and Transformation:***

This past year, the College relocated the Marketing Team to a space formally used by our Testing Center as a way to infuse the Marketing Team more closely with Student Services and be closer to students. This gave us an opportunity to redesign the Testing Center in a space that had been used to store



marketing supplies and an administrative copier. In most areas, the Testing Center was closed to the public but remains available to our students. With the increase in IT and Cybersecurity students, along with CNA and other tests, the testing remains a vital and ongoing need at the College. With testing closed to the public and the transition of this role out of Student Services, the remainder of the time for the position has been used to support the Small Business Development Center (SBDC), Custom Fit, and provide administrative support to Instruction.

### **Information Technology:**

- *Information Technology Successes and Achievements:*
  - The College received ongoing funding for an additional FTE in the IT Department that will allow us to significantly reduce deficiencies in IT security and IT end-user support.
  - The IT ticketing system was revamped to allow the IT staff to be more responsive to staff and students' technical needs. This system allows better tracking, communication, and follow-up.
  - The A/V in the Board and Executive Conference Rooms have been upgraded to allow video conferencing from the room PC or a personal laptop. Wireless microphones were added to improve communication during these meetings.
  - The College added an emergency chat system to facilitate staff communication during an emergency.
  - There were phone system upgrades that allow increased access between the office and mobile operations and included texting capabilities.
- *Information Security Improvements:*
  - The College worked with the NorthStar team to improve the system's password capabilities and management.
  - Context-Aware Controls were put in place to block employees from accessing Google Drive on vulnerable personal and mobile devices.
  - Access to financial servers has been restricted to staff computers that need access, instead of all staff.
  - A second independent layer of encryption was added to more of our most sensitive data.
  - A successful IT security assessment was conducted with the USHE IT audit group. The positive feedback was verification that the College is moving in the right direction. We are becoming more secure, compared to two years ago when UETN completed a full assessment with a PEN test.

### **Physical Facilities:**

- *Building Safety Audit:*

The safety committee performed an audit of the facility looking for any potential hazards. As part of this report, the committee identified an action plan to fix the hazards identified. The report, as well as the actions, were reported to the Finance and Audit Committee of the Board of Trustees who were complimentary of the safety audit and the actions taken to fix the potential hazards.

- *Capital Improvement Funding:*  
The College was successful in obtaining capital improvement funds to improve the functionality of the northeast outdoor space used for student activities, including graduation. An architect has been hired and plans are in draft form for a three-stage renovation to make this space more usable for college functions. I am excited about where this project is going. \$174,000 has been approved for this project.
- *Building Expansion Funding:*  
As was stated above, the College has successfully received donations and legislative funding to expand the building. We are all excited to have this project completed.
- *Bathroom Remodel:*  
It can be said that the quality of an educational organization or company can quickly be determined by the care it takes of its bathroom facility. This past year, the Facilities Team took on a challenge to brighten and update the bathrooms which included changing the lighting and updating the tile to a product that would better reflect the light. We also changed two of our existing bathrooms to be designated as “gender-neutral” and added free menstruation products to appropriate bathrooms.
- *Campus Security Upgrades:*  
To keep our students and team members safer, we upgraded the outside parking lights to cover more areas with brighter and more energy-efficient lighting. We also upgraded the locks of all doors to an electronic lock system which will improve campus safety by being able to more easily control who has access to each room in the building.
- *Campus Vehicle Upgrades:*  
To improve air quality and update our campus fleet, the College sold our suburban and bought a hybrid vehicle.

**Finance and HR:**

- *Efforts to Improve Human Resources at Tooele Tech:*



- The College held a successful Opening Institute which included team-building activities. It was a wonderful day that covered compliance issues and other information to help the year get off to a great start.

- Jonathan Driggs came to a Lunch and Learn at our campus and taught our faculty and staff about Respect in the Workplace.



- *Annual Financial Audit:*  
The College prepared for and achieved a successful financial audit without any findings or findings that bespoke substantial risk or errors on the part of the institution.



- *USHE Shared Services Audit:*  
The College has cooperated with the Shared Services Study and will engage in the system to identify and put into practice whatever efficiencies the State Board decides to enact.
- *NEW HR Director:*  
I am grateful the College was able to hire its first HR Director. We are excited to have this capability within the Finance Department and look forward to receiving the help this position will give to the entire College, especially the Finance Department which has been inundated with additional reporting requirements since the USHE merger. The new HR Director has been tasked with identifying and using a variety of new and practical avenues the College will utilize to advertise employment positions, with the hope of increasing the amount of qualified, diverse applicants. This strategy will continue into the next year.
- *Progress on Institutional Salary System Reset Initiative:*  
As part of the College's commitment to implement a new salary system as funding became available, the College was able to place everyone on the salary ranges created a few years ago, adjust the salary ranges upwards, and move employees up their ranges as per policy. Although I am pleased that this promise has now been fulfilled, I also realize that in an economy with high inflation we still have much to do to keep the salary system competitive. I am committed to keeping the salary system a priority until we are more competitive in the marketplace of like positions in this part of the State.

#### **Legislative Outcomes:**

- *Higher Education Appropriations Committee Presentation:*  
Our presentation to the Higher Education Appropriations Committee was well received. The information provided in that presentation is a good source of the overall health of the College. I appreciated the opportunity to tell our story, including being able to emphasize the impact our College has had on several students. I also provided several data points including enrollments, membership hours, outcomes, placements, secondary success, workforce alignment, and many other critical success factors.
- *New Legislative Appropriated Funding for the College:*  
This was a great year for funding. Not only did we receive funding for our building expansion and ongoing funding for O&M, but we also received \$617,400 of new, ongoing funding that will assist in handling the impacts of our tremendous growth, including support services and adding additional services in Wendover. \$191,200 of one-time funding was also appropriated for much-needed equipment purchases that will help us stay current with industry expectations. Although I am grateful for the record amount of funding we received for compensation of 5.75%, I am also concerned that with 7.9% inflation, we are moving backwards in terms of keeping our salaries competitive.

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## Objective # 2: Improve Student Access

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Tooele Tech could have the best technical education programs in the country, but if potential students could not access them or did not know about them, the quality of our programs would not matter. Improving student access includes not only helping students enroll in our programs but this objective's main focus is meant to help us employ creative, practical strategies to find potential students who could benefit from our program offerings and help them understand why they should consider enrolling.

- *Updates to our Financial Aid Procedures Manual:*

Considerable effort was put into updating the College's procedure manual for our financial aid programs to not only ensure that our practices and procedures are consistent, transparent, and in harmony with federal regulations governing Title IV funding, but also to ensure that visiting with our Financial Aid Coordinator is a required component of the student onboarding process to improve student access as a critical component of the newly created Standard Operating Procedures. Also, monthly information about financial aid is in the TTECH CONNECTIONS student newsletter.

- *Keys to Success App:*

The College has reviewed its information in the Keys to Success App and finds that it is fairly represented. The College has also ensured that students are made aware of the Keys to Success App as part of the adult and high school student orientation process. Students can also access it by visiting our College's website.

- *Develop Common FAQs for all Programs:*

Google files have been created to collect FAQs and talking points for all programs. Employees have been assigned to follow through with this project. We will continue to work on this strategy in the next year.

- *The Director of Student Services and Counseling will meet with UCAC College Access Advisors:*  
We have established relationships with the UCAC College Access Advisors assigned to TCSD.



Efforts include visits to the high schools, as well as attending several counselor monthly meetings. The Advisors visited the College and were trained on the services we can offer potential students. Tooele Tech coordinated efforts with USU and the Advisors to offer four spring Senior Lunch and Learns. These events targeted seniors who were undecided about their postsecondary plans. The students discussed training and financial aid opportunities as well as toured the College.

- *Expanded Access to Wendover High School:*

The College has received funding to add an FTE to Wendover High School in the form of two part-time teachers. As the schedules have already been set for the next year and the school space is in considerable need of renovation, we have much to do including securing faculty to provide our programs in Wendover. At present, the VP of Instruction is working with the CTE

Director and the Wendover High School principal to determine what subjects should be offered and how best to deliver instruction. At a minimum, we will increase by one period of Industrial Maintenance instruction and hope to offer more face-to-face instruction by the time school starts. This strategy will continue into the next fiscal year.

- *Doubled the Medical Assistant Program:*

This year, the TCSD Medical Assistant program was moved to Tooele Tech. Darci Linares and her high school students were welcomed to our campus. This doubled our Clinical Medical Assistant program.



- *Key FY 2022 Student Statistics:*

The College continues to enjoy the pride of helping more students and the sweet challenges that come from increased student access. During FY 2022, at the end of April, the College grew Membership Hours by 11% and Certificates by 18% over FY 2021. Many of the certificates came from continued enrollment increases in our CDL program. Enrollment was less than it could have been because of a decrease in CNA enrollment due to the State removing the requirement (during COVID) of having a CNA license to work in a long-term care facility. This requirement is back in place and we hope CNA numbers will return. With the high burnout in healthcare fields during COVID, enrollment may not return as quickly as we anticipate. For a complete look at Key Student Statistics, please refer to Appendix C.

- *Unique Marketing Team Efforts to Reach Target Markets:*



- The College lead efforts to host all TCSD 9<sup>th</sup> graders during this year's successful Education Days. Feedback shared from TCSD was that most students who begin classes at the CLC report their decision to enroll began during their 9<sup>th</sup>-grade visits.

- Drive-in to a Career: The Utah Motorsports Campus partnered with our Transportation programs to provide a job fair on their campus. 25 CDL employers brought tractor-trailers, signs, tables, swag and treats to meet with the public to encourage them to begin training at Tooele Technical College.

- Our Practical Nursing graduate, Mary Vonk was interviewed on ABC Channel 4’s Good Things Utah. Our friend at USHE helped with sponsoring the interview and making some of the arrangements.



- Students have enjoyed site visits that offer a feel for the day-to-day operations of our employer partners. A few of the site tours this year included Stadler US, Geneva Rock, Utah Transit Authority, and Firefly Automatix.

- Program-specific t-shirts, one of our favorite “moving billboards” with built-in testimonials have been received for the programs. Instructors determine when students receive the shirts and we love seeing them across campus and around the community.

- Access to a convenient at-a-glance sheet and Google Drive folder of program information sheets were provided for TCSD counselors.

- Tooele Tech attended and presented at the Utah Higher Education Day tours at Hunter, Kearns, Cyprus, Granger, Tooele, Stansbury, and Grantsville high schools. This event invites junior students to choose sessions to attend from colleges and universities visiting their schools. We were very pleased with the reception at each location with the interest growing every year.



- “So Many Options” video advertisement on YouTube, Facebook, and Instagram includes many of the friendly faces from Student Services. The goal was to introduce people to the Student Services Team so they recognize faces on campus. It has been great to hear of neighbors seeing our team in these ads and new students recognizing staff when they visit.
- “Gear Up” tours were successful with Cyprus and Cottonwood high schools focusing on underrepresented students, first-generation, etc. Plans are being made with Student Services for this grant-funded group to take a bus to Tooele Tech throughout the summer and possibly into the next school year.
- Throughout the summer months, the College invited middle students to participate in Diesel Technician Summer Camp. Several participants showed interest in this field of study
- The Pathway to Professions event returned and provided Tooele Tech the opportunity to present next to industry and other educational institutions in and around the Salt Lake valley. TCSD bused more students than ever before which helped provide the realization of Tooele Tech’s connections and direct paths to careers.
- Our Director of Student Services and Counseling was invited to be a guest on the Sounding Board Podcast for school counselors. Kim promoted technical education, specifically highlighting Tooele Tech.

### **New Strategic Marketing Plan:**

- *Present Tooele Tech to Underrepresented High School Students:*  
Industry tours were provided for Wendover High School IMAT students to Stadler Rail and Walmart Distribution Center.
- *Employer Testimonials:*  
Employer testimonial videos are in the process of development. Videos were also created with employers that attended our JobWise.com workshop. Efforts will be made to create additional employer videos for all of our programs for marketing purposes. This strategy will continue into the next year.
- *High School Registration Materials to all Counselors by December 2021:*  
Registration materials were provided to school counselors during the annual K-16 Alliance School Counselor Appreciation Luncheon in December. School counselors were also provided access to a shared Google folder that houses up-to-date registration and marketing materials. Registration materials were translated to Spanish to remove barriers to access and attract Hispanic students to the College.
- *Web Maintenance:*  
The College is working with Webinauts to maintain the backend of the website as well as provide training videos to assist with minor glitches.
- *Improving Job Postings:*  
This year we partnered with JobWise.com to provide better networking between our graduates and employer partners. Many of our OAC members are already posting their open positions on this website which automatically feeds to the Student Jobs page on the Tooele Tech website. This has been a fantastic alternative to in-person job fairs. Of course, we may return to large group events in the future. For the time being, we are seeing great support from local businesses. The Job Placement Office also installed an employment opportunities board. Digital slides with job postings are also running in most classrooms.
- *Marketing Corner in the College's Weekly Newsletter:*  
The Marketing Team continues to share the advertising and recruiting events that are taking place to promote the College as a whole as well as individual programs. They use the "Marketing Corner" of the weekly newsletter to keep faculty and staff informed.
- *Marketing Information to the Board:*  
The Marketing Team prepares a "Marketing Report" for the Board of Trustees which outlines the many activities they are promoting to help our College spread the message of our services. (See Appendix D)



### Other Significant Examples of Improved Access:

- *Gender-Neutral Bathrooms and Menstruation Products:*  
The College was able to designate two private bathrooms as “gender-neutral.” We also added free menstruation products to these and women’s restrooms.
- *Food Pantry:*  
The College has relocated our food pantry to a space that allows students to access it without the assistance of employees. Student Services has also upgraded the type of food that is available. The College is working on grant opportunities and accepting private donations to keep the food pantry stocked with appropriate food for students in need.
- *Online Advising Appointments:*  
To increase student access to our programs, we have added an online option to schedule appointments with Student Advisors. We are pleased with the number of students who have taken advantage of this more efficient option for scheduling time with an Advisor.
- *Nelnet Learn to Dream Scholarships:*  
We are very excited about the addition of the NelNet Learn to Dream Scholarship which has helped pay for high school curriculum fees and other related costs. They also hosted a financial wellness seminar for our students.
- *Non-traditional Welding Gear for Those who do not have Equipment:*  
Welding gear was purchased to accommodate smaller sizes which offers some of our non-traditional welding students better access to resources.
- *Systemized Follow-up for Students who do not Finish the Registration Process:*  
Student Services created a valuable tool with clear guidelines that will assist with student access during the onboarding process. The College’s two dedicated Enrollment Specialists have created a spreadsheet that monitors students who, for whatever reason, do not complete the registration process, including advising. This allows the Enrollment Specialists to make contact with students and provide one-on-one assistance with the enrollment process. The Enrollment Specialist has a monthly target goal for student outreach in support of the College’s retention plan.
- *Additional Technology to Help Communicate with Students and Access College Technology:*  
Faculty and Student Services now have access to Google Voice to help contact groups of students about program issues or mass texts about a “snow day” scenario. This new tool has made texting students more robust and effective. We also added a text-to-speech for all student-owned computers.
- *Online Mental Health Resources:*  
We have added several free mental health resources on our website to help students access assistance in a private and efficient manner.





- *Encircle House Visit:*  
The Executive Administrative Team and Director of Student Services and Counseling visited the Encircle House in Salt Lake City to better understand their resources so the College could help our LGBT+ students access these resources as they see fit. The College will add the Encircle House as well as other LGBT+ resources to our website and will provide Encircle information to our students via our Student Resource Center.



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### Objective # 3: Celebrate Success and Completion

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Celebrating student success keeps our focus on student outcomes which is the main reason we exist. Included in this objective is focusing on programs meeting COE benchmarks.

- *The Retention Plan:*  
Training has been provided to all employees concerning what is in our retention plan, and the steps employees are expected to follow when students do not attend as expected or do not meet satisfactory progress standards. Although our retention plan has thoughtful actions that can be taken to encourage students to attend and progress towards completion, there are times when continued training and reminding of the retention plan is needed for faculty and staff.
- *Meeting COE Benchmarks:*  
For FY 2022, COE, in recognition of the continued difficulties of student attendance, has granted another year of forbearance from the normal punitive measures which normally happen when a program falls below the acceptable levels of completion, placement and licensure requirement. COE still had us track this data and report any programs that failed to meet these standards. However, we will only report as an institution and not on each program with extra time given to get the programs below benchmarks back into compliance. This fiscal year, Tooele Tech's Nail Technician, Nail Technician Instructor, and Software Development failed to meet this standard. Therefore, the College is focusing on actions detailed in the College's retention plan and our focus on the mission to help students be career-ready and help regain satisfactory outcomes. The following are our 2021 CPL statistics:

- Completion: 77%
- Placement: 92%
- Licensure: 100%

- *Systemize Outdoor Graduation at Tooele Tech:*  
The College held its 2<sup>nd</sup> graduation on the Northeast lawn of the College in beautiful weather. This year the College had 144 students in attendance, which is a record number of completers that have been honored in this fashion. We look forward to the day the outdoor project is completed and graduation at Tooele Tech is on a more sure foundation.



- *Support Skills USA:*

Tooele Tech had its first gold medal winner at State Skills USA – Josie Jones in Welding Sculpture. Josie will represent the College and the State of Utah at nationals in July. We will continue to focus on our Skills USA efforts as a way to help engage students in the learning process and give them one more reason to progress and complete their programs.



### Recognition Committee Efforts to Celebrate Success:

I am very grateful to my Executive Assistant who leads the College’s Recognition Wellness Committee. This committee is a critical component of what makes our culture a positive place to learn and work. I am grateful to each committee member and the difference they make at Tooele Tech.

- *PN Pinning Ceremony:*

The Recognition Committee supported the PN Pinning Ceremony which included 14 graduates and their families and friends. It was very well attended and the College is proud of our PN students and faculty.



- *President’s List:*

During FY 2022, the President made it a priority to personally recognize students who maintained 90% attendance, over 100% progress rate, and maintained this standard over 3 months. 86 President’s List awards were earned by 69 students with 16 qualifying for this honor multiple times. For the first time ever, we had one student who qualified for four consecutive quarters. The previous year, 41 awards were earned by 37 students. Encouraging students to qualify for the President’s list is not only an opportunity to recognize outstanding student performance, but an important part of our strategy to help students make education a priority and develop resilience strategies that result in student completion. We know that our students, especially during COVID, have many obstacles and distractions that can easily derail their educational goals. Qualifying for the President’s List is one way to help students stay on track to completion as we know that 93% of President’s List recipients graduate.



- *Bell Ringing Ceremony:*

The College successfully refined the completion ceremony to program areas and is now facilitated by the director responsible for that program. Although we miss the excitement that came from the more public, bell-ringing ceremony in the commons area, it is believed this process is more sustainable and students continue to benefit from this timely recognition.

- *Student of the Year Gala:*  
The College held its annual Student Champion’s Gala and honored Amy Rasmuson as the “overall” Student of the Year and five students of the year in their respective program groupings. We are proud to honor these students and understand they represent many other excellent students who could also have won these awards.
- *Student Excellence Award:*  
The Recognition Committee developed a new “Student Excellence Award,” which recognizes students who have overcome difficult challenges and barriers. This award is nominated by their instructor and approved by the Committee. This award provides one more avenue to recognize exemplary performance, which isn’t always academically measured.
- *Wellness Committee:*  
The College’s Wellness Committee continues to do good things to help provide a healthier, successful, and emotionally uplifting environment at Tooele Tech. The Committee continues to market and reinforce PEHP programs for employees to enhance the value of their PEHP benefits and improve their lives in a variety of relevant ways including social, emotional, financial, community, and physical well-being.
- *Student Appreciation Celebrations:*  
We held two Student Appreciations (lunch and dinner) to feed our students, express gratitude, and encourage them to complete their programs. Although there are a few things we will do to enhance this event in the future, we considered it an overall successful event and was appreciated by those who attended.
- *Student Recognition on Social Media:*  
The Marketing Department recognized all President’s List recipients, Student of the Month nominees, Students of the Year, and student completers on the College’s social media pages. In addition, six videos were created to tell the personal story of students on various social media platforms.
- *Diesel Tech Pathway:*  
The Governor’s Office of Economic Development had a Diesel Tech Pathway appreciation event, called Signing Day. They recognized 250+ students and their commitment to continue their training in the diesel tech industry. Tooele Tech has 13 high school students who have completed the pathway and will continue their education to earn a Diesel Tech certificate at Tooele Technical College. Jayden Murphy, a recent graduate from the program spoke at the event.
- *Aerospace Pathway:*  
This year, TCSD had 12 students complete the Aerospace Pathway, which includes completing the Composites class at Tooele Tech. This amount was second to the Davis County School District.



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## Objective # 4: Workforce Alignment and Building External Relationships

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### Workforce Alignment:

- *Occupational Advisory Committee (OAC) Meetings:*

We are pleased that in our relatively small region of the state, 179 employers serve on our OACs who represent 137 companies. During this last fiscal year, all approved COE programs held a minimum of two meetings. These meetings were well attended, supportive and beneficial for the programs they represent. After the difficulties during COVID, our College appreciated the opportunity to hold these valuable meetings with industry partners in a more traditional, face-to-face format. TCS D faculty and the CTE director attended many of them. In March, we held a very successful OAC Appreciation Dinner which gave the administration an opportunity to speak with many chairs and OAC members. Lynn Jeffers did an excellent job representing the Board of Trustees in the remarks he made to the attendees, as did our Student of the Year.

The Program Directors were able to visit with many OAC members at their places of business. Next year, the VP of Instruction, the Program Directors, and I will prioritize visiting with the chairs of each committee at their places of business.

- *Employer Participation in Programs:*

The Placement Office has created a spreadsheet that documents employer classroom presentations, Placement Office visits, and campus tours. 41 employers visited our campus during FY 2022 with several more already scheduled. This helps improve the quality of the learning experience by presenting to the students about employment opportunities or to speak about the realities of working in that career field. This also proved to be a great opportunity to introduce employers to the benefits of the Custom Fit program.



- *Work-based Learning Expansion:*

The College values work-based learning opportunities but has not made progress on this strategy due to COVID restrictions and high placement rates. This lowers the value of developing more work-based learning opportunities. We will keep this strategy on our plan for the next fiscal year.

- *Faculty Employer Visits:*

With the end of COVID, all full-time faculty have documented their top employer visits and we are encouraging faculty to continue to strengthen their ties with industry leaders.

## K-16 Alliance:

- *President, Tooele County School District Superintendent, and USU AVP Relationship:*  
The President continues to meet at least monthly with the Superintendent of TCSD and Jenn Cowburn from USU when her schedule will allow this meeting to occur. These meetings are key to strengthening the overall relationship with our valuable school district partners. I also had an opportunity to discuss our partnership with the TCSD Board. We discuss opportunities to serve students in new ways, evaluate current offerings, identify and fix potential concerns, and strengthen each other as educational leaders in our community.
- *VP of Instruction and TCSD CTE Director:*  
Coordinating instructional programs with the school district in a practical setting is critical to our success. Mark and Kristy have built a relationship of trust and continue to seek ways of helping the CTE programs in Tooele County to thrive. This strengthens the pathway between the District and Tooele Tech as opportunities are identified or possible concerns addressed.
- *Counselor and Student Service Relationship with Tooele School District:*  
I am grateful that both our new VP of Student Services and Marketing and our new Director of Student Services and Counseling have well-established relationships in the TCSD because of working in the district for many successful years. Both maintain their relationships which helped the College have the most successful start of the school year it has ever experienced, as well as mid-year transitions with new students. Kim meets regularly with the counselors in the school district and makes sure they have the information they need to identify the right students who can benefit from our programs. In our continued effort to strengthen relationships with TCSD Counselors, the College and USU hosted our annual Counselor Appreciation Luncheon. It was well attended and provided the perfect forum to strengthen relationships, provide information about our programs, and discuss any questions or concerns.

The Director of Student Services and Counseling attends the following meetings to foster positive relationships with key community partners:

- TCSD counseling meetings (monthly)
  - Standing meeting with the TCSD's Director of Counseling and Social Services (monthly)
  - Tooele Interagency Prevention Professionals (TIPP) – (monthly)
  - UCAC Advisors (quarterly)
  - High school visits (quarterly)
- *USU President Collaboration:*



I have met several times this year with President Cockett and we have set up regular meetings with three tech college presidents who are USU partners. We are working to understand how USHE initiatives affect our partnership and seek to find common ways to work in harmony with our degree-granting partner.



- *Strengthening Ties with USU Tooele Student Advisors:*

Locally we have hosted several meetings with USU's Student Advisors to build better lines of communication and create a practical marketing tool to better inform students about the stackable pathway to an AAS Degree with USU. Although we have met several times during the year and provided information to them, we have not received the pathway pamphlet we are anticipating. Student Services will continue to work with their counterparts at USU to finish this project and strengthen our relationships.

In addition, The VP of Instruction is working with USU's Pathway Coordinator in Logan who is showing a renewed desire to work on this issue. We are also optimistic that USHE's Pathway Coordinator and the new pathway coordinators funded by the Legislature will help us be more successful with this strategy next year.

- *USU Nursing Collaboration:*

Our VP of Instruction and Nursing Director are organizing and prioritizing monthly meetings with USU's nursing officials to strengthen relationships and fix any concerns. We are excited to have Kurtis Ence as our new Nursing Director. He has long and meaningful ties to the local healthcare community and will be a valuable leader to help us build an even stronger relationship with Tooele's healthcare community. Kurtis is committed to doing his part to ensure that our partnership with USU's nursing programs is functional, friendly and streamlined for our students to transition to USU with minimal barriers or frustrations. Although our relationship with USU's Nursing Department is as smooth as it has ever been, there is still much to do to align prerequisite courses with all nursing programs across the state, making sure our students complete their pathway as fast as a student who goes directly through an ADN program. Recently the Commissioner of Higher Education identified this challenge which is getting a lot of attention from the system office. We anticipate that in this upcoming year, we will receive more information and are committed to doing our part if any issues are identified.

### **Community Relations and Stakeholder Engagement:**

- *President and Student of the Year Community Presentations:*

Along with our Student of the Year, Amy Rasmuson, the President was privileged to present to Tooele City, Grantsville City, and the Rotary Club, sharing college updates and hearing Amy's success story.



- *External Community & State Stakeholder Visits:*

We had several visitors come to Tooele Tech which gave the President an opportunity to tell our story and help them understand why we are important to the community. Here is a sample of the people who visited our campus: Governor Cox, Tooele County Council, all three city mayors, Tooele County Manager, Utah State Representatives, GoUtah officials, and the Governor's New Director of the Office of Planning and Budget. The Legislative Fiscal Officers also toured our

building which allowed me to tell our story and hear the story of one of our outstanding CDL students.



- DWS was invited to a luncheon to build better relationships with the employment counselors. This meeting was very beneficial and DWS appreciated the opportunity for open communication
- The CDL program helped TCSD by transporting potatoes for both Tooele and Grantsville high schools' FFA projects. They also did work for the Walmart Distribution Center, Tooele Food Pantry, and Tooele County Resource Center.



- Nursing students gave back to the community by hosting 2 blood drives at Tooele Tech and doing vital screenings at the homeless center.

- *Tooele Tech Visits the Tooele Army Depot:*  
The College was fortunate to take several team members, including faculty who work in related programs, to the Tooele Army Depot to tour their facility and discuss ways to work closer with each other. They are one of the largest employers in our county and a great new partner we hope to work closely with in the future. We are especially pleased to have a member of their leadership team now serve on our Board of Trustees. We hope this is just the beginning of a closer relationship and that both organizations will benefit and strengthen the community as a whole.



#### **Custom Fit and Industry Engagement:**

- *Performance Measures for Custom Fit Including Spending State Allocation:*  
The annual state grant is spent and TTech is currently at a -87,706 balance of obligated funding. To meet the training needs of the ever-expanding Tooele County, we have overspent. We have had to decrease the percentage of funding we can provide due to the high demand. Currently, we are at an average of 41.6% overall funding.
- *Custom Fit Director Meet with Top 40 Potential CF Clients:*  
We have personally met with over 60 *new* clients. Of the 79 companies we have served, 59 of those are new companies. One of the ways this was accomplished was by providing multi-company training at Tooele Tech.

Of the 59 new companies, 6 are consistently sending employees through Tooele Tech programs for occupational upgrades.

The cost of training this year has dramatically decreased. We have increased the number of trainees per training which decreased the cost of training for the businesses.

	<b>Companies Served</b>	<b>New</b>	<b>Trainees</b>	<b>Instructional Hours</b>	<b>Ave. Cost of Training</b>
<b>FY22</b>	81	59	459	12,006	\$939.80
<b>FY21</b>	62	32	389	10,888	\$1,117.28

- Developing Training Goals for the Top 20 Established CF Clients and Specialized Training:*  
 We developed training plans for the top 20 established and potential clients. Those plans were based on past performance and potential training. We were able to demonstrate to companies the ways they could boost productivity or viability in the community through certain training programs. Most of the companies have taken advantage of that opportunity such as VSolvit, Plastic Ingenuity, Cargill Salt, Carlisle Construction, Mountain West Medical, and US Magnesium.

Specialized community training has been a focus this year. One community training was a multi-company series covering all aspects of Digital Marketing. This training was offered in partnership with our SBDC who consulted on course content with Tooele City as a co-sponsor. The class produced active participation from **53** businesses, setting an all-time multi-company registration record for a single course through Tooele Tech Custom Fit.



- Custom Fit and Institutional Development Director Host Industry Visits to Tooele Tech:*  
 Through the efforts of our Custom Fit Director and the Director of Institutional Development, the College cultivated new relationships with new, large employer groups, who are considering relocation to our area in partnership with our county and cities. These companies were invited to tour our facility and learn how they could benefit from the services offered at the College, including its technical programs, Custom Fit, and SBDC. Many new employers, such as Carvana, Plastics Ingenuity and Tyson Foods have directly attributed these resources as major tipping factors in their decisions to relocate to our region.
- Tooele County Economic Development Board, Tooele Chamber, and Rotary Club Leadership:*  
 I am proud of how the College is supporting our business community. Our Director of Institutional Development was the past president of the Tooele County Chamber Board, *as well as a voting member on the TVCC board, assisting aspiring non-profit organizations in getting started.* Tera Porter, the Executive Assistant to the President, has represented the College with the local Rotary Club and is currently serving as president.



## SBDC:

- Our SBDC spent many hours with community leaders helping support our small business community. Our year-to-date SBDC critical success statistics are as follows:
  - 163 hours of business coaching
  - 89 individual sessions
  - 62 business served
  - 14 jobs created
  - 16 start-ups
  - 46 pre-ventures
  - Estimated economic impact/cash infusion = \$450,000 (applications still in review at the time of this report).Custom Fit (CF) partnered with Tooele City, and Tooele SBDC again to help businesses cope with their post-pandemic economic recovery
- *Increase the Number of Small Businesses Served through Personalized Business Counseling and other SBDC Services by Establishing more Efficient and Accessible Processes:*  
The SBDC increased its meeting capacity by implementing a standard scheduling process, leveraging community partners at city and county business licensing offices, and utilizing internships to help with record-keeping and system reporting processes.
- *Conduct Biannual Client Surveys to Accurately Capture and Measure Community Impact in Cash Infusion, Jobs Created, and Businesses Started in this Region:*  
These surveys were conducted in December 2021 to our client base. Another is planned for June 2022. The survey was programmed to be executable every 6 months without recreating them.
- *Visit all Stakeholders at Least Twice Per Year to Present a Report on SBDC Activity and Measured Impact:*  
The SBDC presented its impact to The Tooele City Mayor and City Council as well as the Tooele County Council as major stakeholders. Grantsville was not presented to due to changes in city leadership and COVID-19 restrictions that remained in force at that time.
- *Make a Presentation to Students Biannually, Informing them of SBDC Services Available to them and How to Start and Run a Business:*  
Our Director of Business Development has begun offering “Smart Start” seminars and program advice to students who may wish to start their own businesses. Due to popularity, these seminars are now offered every two months. Since it began, the program has expanded to include students as well as the general community. The goal is not to teach them all they need to know to become an entrepreneur, but help them accurately consider the pros and cons, learn the basics of starting a business, and provide resources to help them should they determine to do so.



## Institutional Development:

- *Tooele Tech Days:*

This past September, we hosted the first annual Tooele Tech Days to support community awareness of our institution's mission and impact, as well as enhance scholarship fundraising. This took place on Sept 17th, 2021. It featured a morning 5K race, an afternoon Car Show, and a BBQ /Smoke meats competition. The community was invited to participate, including judging the meats in a people's choice sampling. 71 runners participated in the 5K, 56 vehicles were displayed from all over northern Utah (despite the threat of rain), and over 900 community members attended the festivities. \$17,691.58 in gross receipts were generated, benefiting the Scholarship Foundation by \$10,649.70 after costs.



- *Development of Institutional Fundraising Plan:*

Our Director of Business and Institutional Development has created a fundraising annual calendar, for tracking current and ongoing opportunities and donors, as well as new prospects as they arise. To date, the College received \$20,000 from Clyde Companies along with O.C. Tanner, Alan and Jeannie Hall Foundation, and Kenworth Sales each donating \$10,000 toward the expansion of Tooele Tech.

- *In-Kind Donations:*

Because of our great OAC partnerships Carlisle Syntec donated 12 welding helmets to the Welding program and Broken Arrow donated a Chevy truck to the Heavy Duty Diesel program.

- *Fledgling Efforts to Raise Funds for the College's Foundation:*

The Director of Institutional Development is in the process of creating a potential donor list and is approaching non-profit foundations to seek financial support for our building expansion project and other needs of the College, including the student food pantry. Former applications have been made or are underway to the Eccles Foundation, Walmart Charities and the American Express Foundation. We intend to pursue these donors for awards on an ongoing annual basis, as is the standard practice of many of our peer tech-ed institutions.

- *Annual Donor/Stakeholder Report:*

Develop a brief annual report on the success of the College to share with donors and community stakeholders at the end of each year. The final document layout is near completion to be used as an annual template with actual data for the current year being assembled. This report is expected for release by July 15, 2022.

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## Conclusion

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I am grateful for this report which documents the many ways we have made substantial progress toward meeting the objectives listed in our Strategic Plan. I hope the stories, events, and data presented in this report give the reader trust and confidence that our institution is headed in the right direction, even though there is still much to do and challenges to overcome.

The most pressing challenge our institution has been facing is growth. Receiving funding for the building, with the hope of receiving future funding for additional faculty to utilize the expanded programmatic space. When our construction project is complete it will provide us the capability to serve more students who can benefit from our education programs in a professional, safe and effective manner. Even though we continue to grow, we are aware that many people in our backyard still do not know about our services. We must continue to discover creative and effective ways to market our programs to the right people. In this explosive economy, employers are needing our students and currently, we are only making a small dent in their needs. In order to continue to matter, we must never lose focus of our four objectives which provide a solid framework for us to succeed in our mission.

We are also mindful of our responsibility and commitment to do our part to help the Utah System of Higher Education to accomplish its Strategic Plan. Wherever the USHE Strategic Plan was relevant to our situation and mission, we incorporated that into our plan in a pragmatic manner. (See Appendix E)

In addition to moving forward on our building expansion, I am especially proud of the progress our team has made to be better trained and positioned to help our students succeed, not only in their chosen career fields but in the game of life. With USHE's assistance, and with the additions of our new VP of Student Services and Director of Student Services and Counseling, the creation of our Mental Health and Wellness Plan has great promise of reducing many non-academic barriers. If the additional mental health resources were not available it could lower student access and their chances of completing their programs of study.

After I present this report to the Board of Trustees and receive their feedback, we will work as a leadership team to make appropriate revisions to our Plan. I look forward to seeing where this will take us over the next 3 years. I believe that as we continue to make our Strategic Plan relevant to our circumstances, and are within our financial and human resource limitations to control, we will continue to improve in our ability to fulfill the dreams communicated in our Strategic Plan.



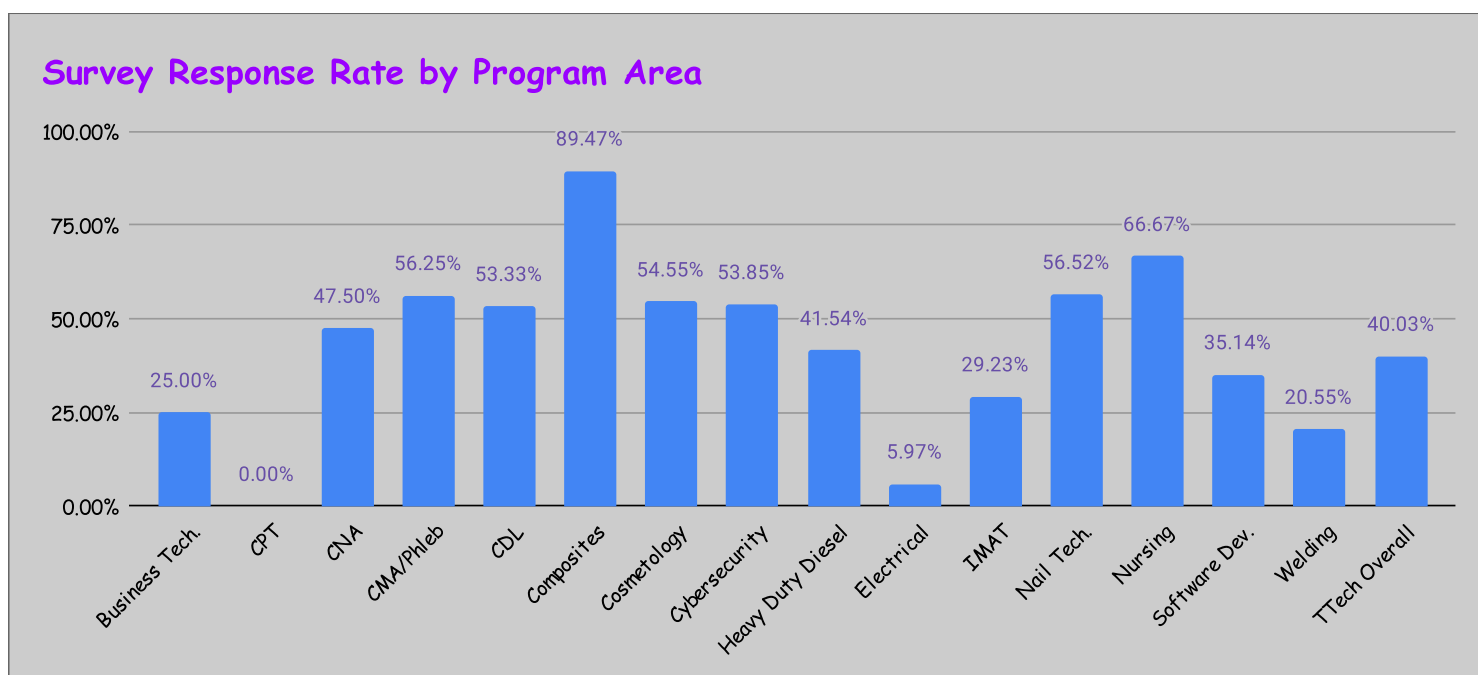
## APPENDIX A



### Instructor/Program Evaluation Survey Results FY22 #1 EXECUTIVE SUMMARY (All Students, All Programs)

Overall Feedback about Instructors	Acceptable - Strongly Agree	Strongly Agree (only)
My instructor stimulates student interest for the industry and training topics.	98%	65%
My instructor engages in classroom discussion or provides demonstrations that are helpful.	98%	60%
My instructor provides useful feedback.	100%	69%
My instructor effectively relates his/her expertise on the subject matter.	99%	67%
My instructor is willing to help me with questions and/or concerns with coursework.	99%	77%
Grading is prompt, fair, and has useful feedback.	99%	68%
My instructor shows concern for my success.	99%	67%
My instructor regularly makes sure I am aware of my course/program progress.	98%	59%
My instructor has provided a safe learning environment.	99%	76%
My instructor is professional and shows adequate respect at all times.	98%	72%
<b><i>I would recommend this instructor.</i></b>	<b>98%</b>	<b>76%</b>

Overall Feedback about Curriculum & Equipment	Acceptable - Strongly Agree	Strongly Agree (only)
The learning objectives are clear and relevant.	99%	60%
The course/program content is relevant, organized and well planned.	98%	57%
The course length is appropriate for the content learned.	96%	55%
The course(s) is organized well allowing students to participate and receive sufficient practice.	98%	58%
The instructional materials are appropriate for course and career goals.	99%	62%
The media services, including on-line and classroom resources, are appropriate.	99%	63%
Tests are appropriate for course and career goals.	99%	60%
The level of skills required to be proficient according to class grading is appropriate.	100%	62%
The equipment is sufficient for student learning and is well maintained.	100%	65%
<b><i>I gained new knowledge and skills in this course/program.</i></b>	<b>100%</b>	<b>78%</b>



\*RESPONSE RATE GOAL: 20%

Total Number of Survey Responses: 265

# Instructor/Program Evaluation Survey Results FY22 #1

## EXECUTIVE SUMMARY (All Students, All Programs)

### Respondent Demographic Information

Male: 52%  
Female: 46%  
Other/Non-binary: 2%

Most Prevalent Age Group Responding: 16 or 17  
Percent of Overall Respondents in H.S.: 51%

### A Sampling of Student Comments

#### Positive Comments

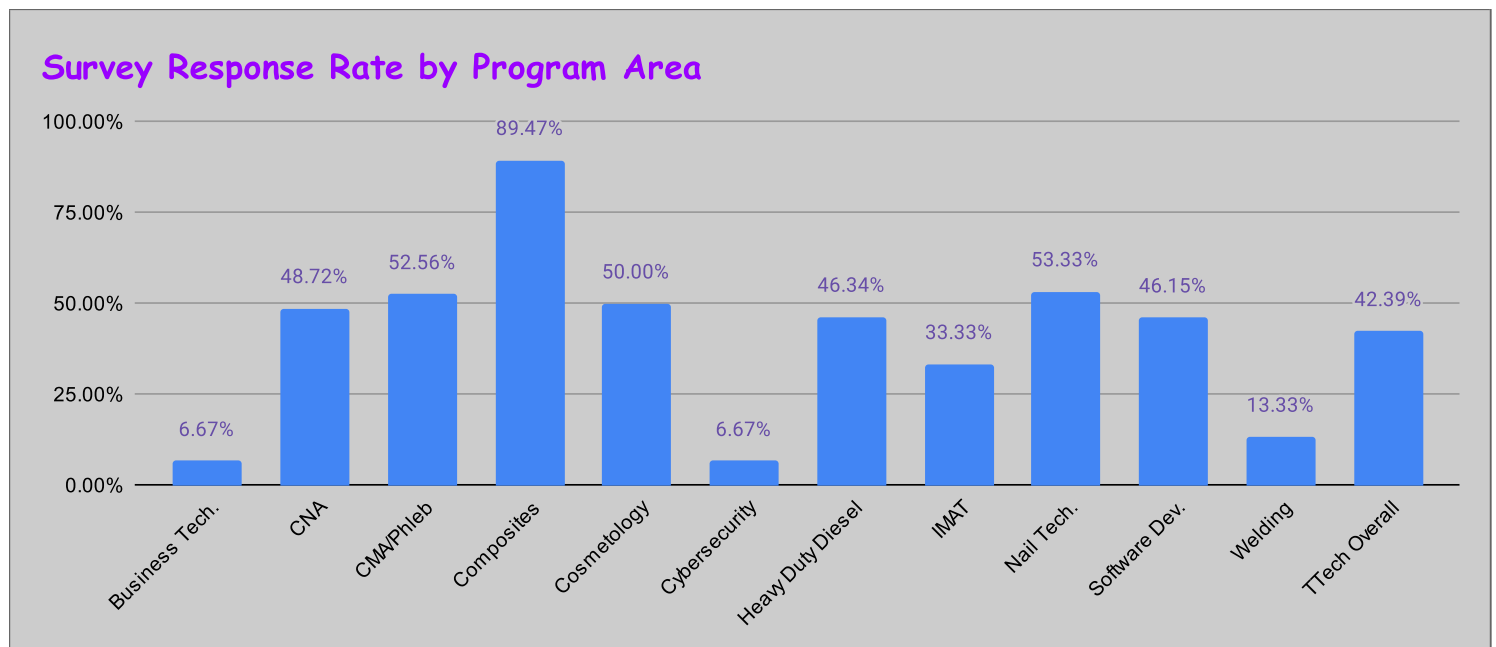
Brett is the best teacher I've ever had
They treat all students with respect and help students according to their abilities equally
Jeff and Tim are both very invested in seeing their students become good drivers not just graduating from the class.
Bryan is a superstar! He goes above and beyond for you and is very invested in your success. Heather is amazing! She is an open book and wants to help any way she can. Melanie is very helpful and will tell you how it is. That sometimes is a little intimidating but she 100% means well. I appreciate her input.
Again, some of the best instructors I have ever had
Mena Bailey and Jackie are the best and have been the best since day one
Absolutely would recommend both Danny and Bill! I started this course with no knowledge of IT and I have learned so much I am able to troubleshoot my own issues and help others already.
Riley is always aware of safety. Which could be a life saving advice at work
Riley Taylor is really Knowledgeable on the course subject
sheri , sheila, and kim are awesome at going over any questions for others or I myself might have . I myself struggle when learning a new course but they have not doubted me they have encouraged me.
I am so glad the study stations are spaced apart and sanitizing wipes are provided so we can stay clean and germ free
my phlebotomy class has provided us students with cleaning wipes, gloves , hand sanitizer, and as well as a plexi glass to ensure we are taking precaution through this pandemic. which I think is great that they have given us the a clean and safe environment.
Caroline, the nail technician instructor, is so friendly and makes everyone feel like part of a family. Anyone can ask any question and no one will judge. The nail salon is a very open and safe environment to learn.
Bill is always asking not only myself but my classmates, about their progression in the course and if they need any extra help.
she is smart and knows how to help and teach
we all try to help each other.
Mrs Sheppard always makes the class more memorable by telling us about her experiences as a nurse!

#### Comments - where improvement is needed

On one of my hour sheets she put that one hour of my attendance time was unproductive. I don't know when that hour was, and I understand if that's what she'd like to put but I would appreciate it if she could tell me when that took place and that she was putting that into my hour sheet.
The stuff that Jackie and Mena themselves teach is really good and relevant to modern cosmetology and barbering, but the Milady textbooks and curriculum is outdated, poorly made, and the tests are worded really weird.
Too much to do in too little time
It would be nice if this course was offered with an at home option. Most of this course can be done online and works better for some people to complete what they can at home.

<b>Overall Feedback about Instructors</b>	<b>Acceptable - Strongly Agree</b>	<b>Strongly Agree (only)</b>
My instructor stimulates student interest for the industry and training topics.	97%	61%
My instructor engages in classroom discussion or provides demonstrations that are helpful.	97%	55%
My instructor provides useful feedback.	99%	61%
My instructor effectively relates his/her expertise on the subject matter.	99%	61%
My instructor is willing to help me with questions and/or concerns with coursework.	99%	73%
Grading is prompt, fair, and has useful feedback.	99%	64%
My instructor shows concern for my success.	99%	54%
My instructor regularly makes sure I am aware of my course/program progress.	98%	49%
My instructor has provided a safe learning environment.	99%	73%
My instructor is professional and shows adequate respect at all times.	98%	65%
<b><i>I would recommend this instructor.</i></b>	<b>98%</b>	<b>72%</b>

<b>Overall Feedback about Curriculum &amp; Equipment</b>	<b>Acceptable - Strongly Agree</b>	<b>Strongly Agree (only)</b>
The learning objectives are clear and relevant.	99%	54%
The course/program content is relevant, organized and well planned.	99%	54%
The course length is appropriate for the content learned.	98%	55%
The course(s) is organized well allowing students to participate and receive sufficient practice.	98%	58%
The instructional materials are appropriate for course and career goals.	100%	58%
The media services, including on-line and classroom resources, are appropriate.	99%	64%
Tests are appropriate for course and career goals.	99%	59%
The level of skills required to be proficient according to class grading is appropriate.	99%	59%
The equipment is sufficient for student learning and is well maintained.	100%	69%
<b><i>I gained new knowledge and skills in this course/program.</i></b>	<b>100%</b>	<b>75%</b>



\*RESPONSE RATE GOAL: 20%

Total Number of Survey Responses: **135**



# Instructor/Program Evaluation Survey Results FY22 #1

## EXECUTIVE SUMMARY (High School Students Only, All Programs)

### Respondent Demographic Information

Male: 53%  
Female: 44%  
Other/Non-binary: 2%

Most Prevalent Grade Level Responding: 12th Grade  
Number of H.S. Respondents: 135

### A Sampling of Student Comments

#### Positive Comments

sheri , sheila, and kim are awesome at going over any questions for others or I myself might have . I myself struggle when learning a new course but they have not doubted me they have encouraged me.

Mena and jackie sense day one have always been interested in giving us the best for our future and success

I am so glad the study stations are spaced apart and sanitizing wipes are provided so we can stay clean and germ free

my phlebotomy class has provided us students with cleaning wipes, gloves , hand sanitizer, and as well as a plexi glass to ensure we are taking precaution through this pandemic. which I think is great that they have given us the a clean and safe environment.

Caroline, the nail technician instructor, is so friendly and makes everyone feel like part of a family. Anyone can ask any question and no one will judge. The nail salon is a very open and safe environment to learn.

gary does a fine job at helping us through the course

Riley is a great teacher!

I would recommend Mena and Jackie to anyone they are the most terrific people that I have ever worked with, they are always a party!

Without a doubt, I would absolutely recommend Caroline. Her personality is open and welcoming no matter the circumstance. She is constantly mentioning how much she loves her job and that impacts my learning and my willingness to learn in such an extreme positive way. She shows up and is ready to teach and learn while she teaches. Caroline is constantly opening up more gateways to learning along with making it comfortable and fun.

Mrs Sheppard always makes the class more memorable by telling us about her experiences as a nurse!

[Jerry] he is really good with help me when i am lost on something

#### Comments - where improvement is needed

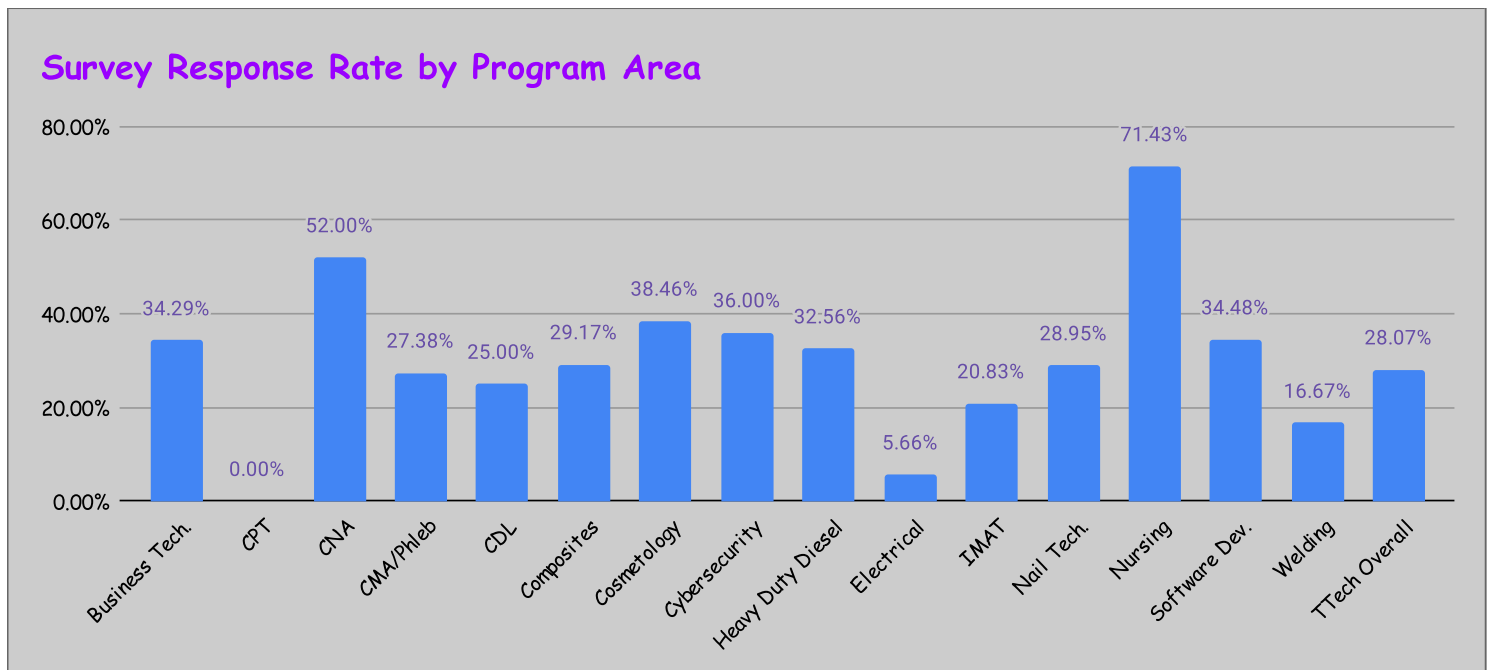
On one of my hour sheets she put that one hour of my attendance time was unproductive. I don't know when that hour was, and I understand if that's what she'd like to put but I would appreciate it if she could tell me when that took place and that she was putting that into my hour sheet.

If you ask a question the instructor will answer it in his best ability, however the deeper you are in a project the harder it is to get



<b>Overall Feedback about Instructors</b>	<b>Acceptable - Strongly Agree</b>	<b>Strongly Agree (only)</b>
My instructor stimulates student interest for the industry and training topics.	98%	65%
My instructor engages in classroom discussion or provides demonstrations that are helpful.	96%	66%
My instructor provides useful feedback.	99%	72%
My instructor effectively relates his/her expertise on the subject matter.	99%	70%
My instructor is willing to help me with questions and/or concerns with coursework.	98%	78%
Grading is prompt, fair, and has useful feedback.	99%	68%
My instructor shows concern for my success.	97%	73%
My instructor regularly makes sure I am aware of my course/program progress.	96%	63%
My instructor has provided a safe learning environment.	98%	78%
My instructor is professional and shows adequate respect at all times.	98%	77%
<b><i>I would recommend this instructor.</i></b>	<b>97%</b>	<b>77%</b>

<b>Overall Feedback about Curriculum &amp; Equipment</b>	<b>Acceptable - Strongly Agree</b>	<b>Strongly Agree (only)</b>
The learning objectives are clear and relevant.	98%	60%
The course/program content is relevant, organized and well planned.	96%	60%
The course length is appropriate for the content learned.	94%	56%
The course(s) is organized well allowing students to participate and receive sufficient practice.	98%	57%
The instructional materials are appropriate for course and career goals.	98%	66%
The media services, including on-line and classroom resources, are appropriate.	99%	64%
Tests are appropriate for course and career goals.	98%	68%
The level of skills required to be proficient according to class grading is appropriate.	100%	62%
The equipment is sufficient for student learning and is well maintained.	98%	64%
<b><i>I gained new knowledge and skills in this course/program.</i></b>	<b>99%</b>	<b>82%</b>



\*RESPONSE RATE GOAL: 20%

Total Number of Survey Responses: 167



## Instructor/Program Evaluation Survey Results FY22 #2

### EXECUTIVE SUMMARY (All Students, All Programs)

#### Respondent Demographic Information

Male: **49%**  
 Female: **49%**  
 Other/Non-binary: **2%**

Most Prevalent Age Group Responding: **18 to 24**  
 Percent of Overall Respondents in H.S.: **45%**

#### *A Sampling of Student Comments*

#### Positive Comments

Kim and Shelia are very helpful with teaching and making sure that you understand what you're learning. They're very hands on and strive to make sure that become the best CMA's.
Good job with everything Dave
Mike is very clear in the instructions he gives. I feel safe and comfortable driving while driving. Mike corrects, and lets me now what I can improve very professionally. great instructor.
Jeff has made this course very fun. He has a good attitude with his students everyday. This can be a very nerve racking thing but jeff helps calm your nerves and really helps you become a professional.
Crystal has a great attitude and she is non/bias. She is professional and brings so much energy to the classroom. She explains everything with great detail and makes sure no one's is left behind.
Mena is really good at sharing life experiences in the hair field that brings natural excitement for the future
Bill Hill does a great job of keeping students up to date with the IT and cybersecurity industry, is great at helping students, and gets to know each of his students.
Danny Reed is a wealth of knowledge that is always willing to share when asked
The instructor Michael Lusk has the most time and is always willing to help and show what you need to do when help is needed.
Caroline Dorsch goes way above and beyond to make sure her students have a firm understanding of the course they are taking and is always there to answer any questions as many times as you need her to. She is 100% committed to helping her students succeed.
Marianne is an amazing instructor. She is very patient & passionate about her students in the class and always willing to help with our needs and encourages us to achieve our goals . She is vey understanding and very helpful. She is a sweet soul. I know personally I have learned some things from her.
Bryan has been extremely helpful in providing all the information needed, as well as real life examples. Melanie and Ryan were amazing in teaching me the skills I needed to thrive as an LPN.
Shawn Morris is a really fun teacher, which in turn makes me want to weld more and more each day. In my opinion, a fun teacher can have an impact on a student in a good way.
Scott does a good job to keep students moving forward at a good pace
mena is really good at giving you helpful feedback
Brett is often making comments on my assignments. He points out items that may need a different perspective and encourages those that he believes I did well.
I have recommended the program to many and will continue to do so!

#### Comments - where improvement is needed

Need more full time instructors
most of the Cengage programs really take a minute to figure out when you start them.
Would enjoy clearer end goals and description of task. (In paper, from instructors its very good and clear but they're very busy people) The tasksheets taken from CDX are a little off the mark and tend to confuse new students.
i think this class could grow if we had more room and eventually become full year
I would say it's a little long, but then again, most people need more time, so it's all good.
The only issue is a lack of welders available and teacher for demonstrations.
"I think there are too many languages trying to be taught in this course. I don't feel like I have enough time to get through the videos, during normal class hours, and also ""learn"" what is being taught.
I find myself watching videos at home, and at work during breaks, which means I don't have time for questions. I do this because, as I mentioned before, the videos are old and I spend a lot of time trying to figure out what the necessary changes/updates are to the code so I can simply get through the videos. "
I'd strongly suggest to have better filming on course videos. The videos have unsteady filming, hard to hear if the classroom is noisy. If some time could go into better videos for the course, it'd lead to better learning.
We could use more materials and equipment so more than one student can practice at one time.



**Institutional Evaluation Survey Results FY22 #2**  
**EXECUTIVE SUMMARY: All Students**

**Respondents**

Male:	55%	Most Prevalent Age Group Responding:	18 to 24
Female:	42%	Percent of Respondents in H.S.:	36%
Other/Non-binary:	2%		

**Response Data**

Total Student Survey Invites sent:	583	Overall Responsesponse Rate:	22.30%
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% < Qualified    % Qualified

Percentage that feel qualified for work (basic, limited) (int. - expert)

My level of skill/knowledge at the end of the course/program was: Basic Knowledge, Limited Experience, Intermediate, Advanced, Expert	7%	93%
	Acc. - SA	Strongly Agree
1. The college staff are knowledgeable and willing to help.	100%	60%
2. The college staff are courteous and respectful.	100%	66%
3. The enrollment process was clearly explained.	95%	48%
4. *Funding options, including financial aid, scholarships, and sponsorships were discussed with me and clearly explained.	95%	48%
5. The course(s)/program was clearly explained.	99%	50%
6. The student orientation was informative.	96%	44%
7. *The bookstore hours at the front desk are convenient.	97%	38%
8. *The bookstore/frontdesk had the books and/or materials I needed when I needed them.	95%	38%
9. *I understand what was owed for tuition and fees and when these payments were due.	97%	43%
10. *I am familiar with the payment options and was able to conveniently complete my payment.	97%	42%
11. I felt prepared with everything I needed for my first day of class.	97%	38%
12. The career advisory services were clearly explained.	91%	38%
13. The course/program costs are appropriate.	98%	45%
14. College staff are responsive to my needs throughout my training.	98%	48%
15. The IT hardware and software used by the college functioned well & is sufficiently maintained.	95%	42%
16. The facilities are appropriate for student learning and are well maintained.	97%	52%

\*=Figures exclude those that are "Not Applicable".

Likely - VL    Very Likely

<b>Considering your overall experience at Tooele Technical College, how likely are you to recommend us to a friend, family member or colleague.</b>	<b>94%</b>	<b>68%</b>
---	------------	------------

**Survey Response Tally**

Program Area	Number of Respondents	Program Area	Number of Respondents
Allied Health	20	Heavy Duty Diesel Technician	18
Business Technology	16	Electrical Apprenticeship	7
Central Sterile Processing (CPT)	0	Industrial Maintenance & Automation	23
Clinical Nursing Assistant (CNA)	3	Nail Technician	0
Commercial Driver's License (CDL)	0	Practical Nursing	13
Composites	0	Software Development	3
Cosmetology / Barbering	6	Welding	11
IT and Security Technician / Cybersecurity	10		
		<b>Total (all programs areas)</b>	<b>130</b>



*A Sampling of Student Comments (See the survey results packet for all comments)*

**Positive Comments**

i know Kim Herrera, but am not sure of the ladies in enrollment but they were extremely helpful in my understanding of the admission process
everyone is amazing and helpful
I appreciate the people at the front desk. They are friendly and nice.
I have been thoroughly pleased with all the staff members, as they have all been very helpful when needed (which is often). Thank You All !!
the older lady at the front desk with the long blonde hair needs a raise.. (I have no clue her name).. but she is always so kind and so helpful!
[Funding options] the way it was approached was not intimidating for me
Carol is amazing
the student portal is a big help on keeping track of my fees and schedule
Its very nice to pay by the class and I have never been surprised by the price.
Incredibly affordable!
When ever I go physically talk to them it seems like they prioritize me so that I can get back to class. This is very appreciated.
Always clean and smells nice
I am recommending that all of my children attend before going into the work force.
I like the feel that exists at Tooele tech already, I do not have any safety concerns.

**Comments - where improvement is needed**

If we could have someone working night for student services and scheduling- it'd really help!
[Enrollment process] There was a lot of confusion... I wasn't guided properly. Had to make several phone calls just to get on a waiting list. Evo worked out at the end but the process was. It clear at all.
I feel like I wasn't explained all the way through about the financial aid/options
Not enough financial help of students with an ITIN Number
I don't remember the student orientation, so I just put acceptable.
They ran out of the required patches for PN program scrubs
What career advisory services?
The classrooms could be cleaned more often.
I disagree with hiding in the sketchy closet during a lockdown. The state of Utah has a program to come teach the facility how to handle situations.

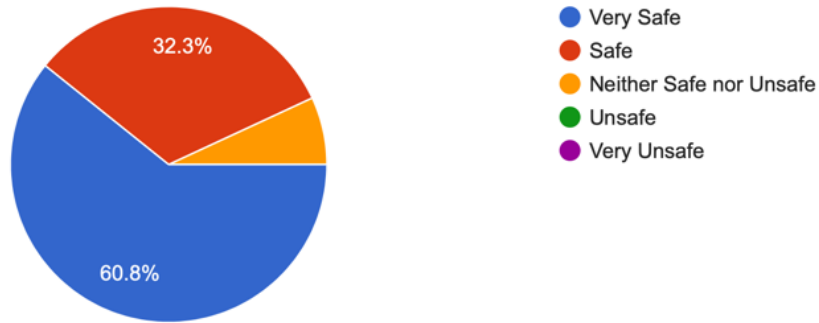


**Respondents**

Male:	55%	Most Prevalent Age Group Responding:	18 to 24	(40%)
Female:	42%	Percent of Respondents in H.S.:	36%	
Other/Non-binary:	2%			

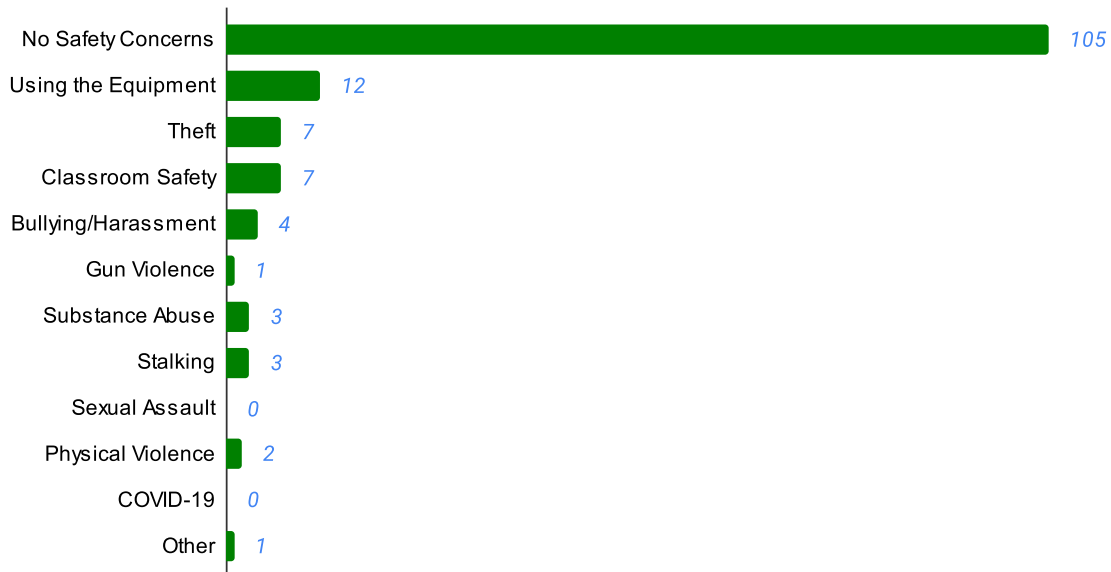
**Overall, how safe do you feel here at Tooele Tech?**

130 responses



**What are your greatest safety concerns at Tooele Tech?**

(Check all that apply)





*A Sampling of Student Comments (See the survey results packet for all comments)*

**Please elaborate on what may be causing the safety concerns listed:**

The size of the classroom
You're not quite sure who you can trust, especially parked in the parking lot
often the machines make a screech sound its normal to do that it just startling at times
I've had things in the past be taken don't know if its happened to other people but would still like it to be on lockdown.
Just use Equipment that could be dangerous, which is fine, but its not ever going to be "safe" Very concerning conversations in the classroom.
I have a basic knowledge on how to use a few machines but in my course i have been asked to use machines i have no idea how to use at first. It would be nice to have a quick demonstration on the equipment by the staff on how to use the machines that are included in our current course or at least a little hands on with what the students are going to need to know. Instead of just being handed a computer and told to watch videos

**Based on your thoughts from the previous two questions, What would make you feel safer at Tooele Tech?**

The nursing lab could use an exit to the outside.
Not hiding in the closet of the skills lab.. I feel like a sitting duck.
Security Personnel
better lighting in the parking lot, security cameras are always a good idea
Feels like anyone could walk in any minute and create an unsafe environment
Catch baskets under a press are always good.
Locking things down better.
Security cameras.



## Mental Health and Wellness Plan

**2022-2023**

### Important Contact Information

- 911** For all emergencies
- Ext. 1820** For non-life threatening emergencies and security concerns: Call Tooele Tech Facilities Manager at 435-248-1820
- Ext. 1848** For non-life threatening school-based mental health concerns: Call Tooele Tech Director of Student Services and Counseling at 435-248-1848

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## Introduction

Student success is Tooele Technical College's (Tooele Tech) core mission – to graduate students with the career preparation youth and adults need to meet the needs of Utah employers. Safeguarding students' mental health and wellness are integral to fulfilling that mission.

*“Tooele Technical College firmly believes that all students deserve to learn in safe, accepting, and supportive environment that closely resembles what the student will experience in their chosen career field. To that end, Tooele Tech is committed to offering a learning environment at an equally high standard as our technical education programs. Our belief is realized by creating a safe and inclusive learning environment where each qualified student is welcomed with dignity, respect, and individuality, and diversity is celebrated. We seek to remove any unnecessary barriers so that students not only access education with us but also enjoy the learning process, providing every reasonable opportunity to complete their program and become employed in a related job. We take great steps in eliciting feedback from our students to help us develop and improve practices and services to meet their individual needs. Formalizing a living mental health and wellness plan is a testament to the importance that our institution values the development of the whole student to be successful in career and life.” – President Paul E. Hacking*

The overarching goal of the Mental Health and Wellness Plan is to build a collective responsibility and a shared vision for mental health and wellness to support student success. Providing students and faculty with proper tools on how to manage mental health and wellness helps create a safe and supportive campus culture. Moreover, data shows that campus-wide mental health and wellness resources for students have a positive impact on student retention. Investing in mental health and wellness at Tooele Tech will improve student outcomes by positively impacting academic performance and retention rates.

The Mental Health and Wellness Plan outlines how Tooele Tech intends to address the ever-changing needs of students through a tiered approach to student support. Offering multiple interventions and strategies of varying intensity provides a range of support necessary to meet the needs of the whole student: social, emotional, and academic. Therefore, this framework engages in a humanistic and holistic approach of the whole individual that is comprehensive in scope, preventative in design, and aimed at improving student success. The Plan will be reviewed annually and modification will be made based on student need.

## **Vision and Mission of the Mental Health and Wellness Plan**

### **Vision**

Foster a learning environment where the people, processes, systems, and spaces contribute to the social, emotional, and academic success of each student.

### **Mission**

Develop and implement a Mental Health and Wellness Plan that promotes a whole student approach to social, emotional, and academic success through a tiered system of student supports.

## **JED Campus Program Multi-Year Strategic Partnership**

The JED Campus Program is a nationwide initiative of the Jed Foundation (JED) designed to guide schools through a collaborative process of comprehensive systems, program, and policy development with customized support to build on existing student mental health, substance abuse, and suicide prevention efforts. Tooele Tech has embarked on a multi-year strategic partnership with JED to help create a positive, lasting, systemic change in campus community and safeguard the emotional well-being of students. This partnership is foundational to the successful implementation, evaluation, and sustainability of the Plan.

### **Contacts:**

- Lead: Patricia Walker, Vice President of Student Services & Marketing
- Co-Lead: Kim Herrera, Director of Student Services & Counseling

### **Team Members:**

- Patricia Walker, Chief Student Affairs Officer/Dean of Students Representative
- Kim Herrera, Student Services & Counseling Representative
- Clint Bryant, Public Safety/Security Representative
- Craig Emmett, Financial Aid Representative
- Sean Farris, Recruitment and Institutional Effectiveness Representative
- Janae Duersch, Faculty Representative

### **Implementation Plan:**

- Year 1 (FY22): Assessment & Strategic Planning
  - Build an interdisciplinary team to steer efforts across campus
  - Administer the Healthy Minds student survey
    - The Healthy Minds Study (HMS) is a survey-based study examining mental health and related issues (depression, anxiety, and substance abuse) and service utilization among students. Data will be utilized to drive decision-making and assess implementation progress.
  - Complete the JED Campus baseline self-assessment
  - Participate in a JED Campus visit to discuss feedback with team and strategies for consideration
  - Develop a strategic plan in collaboration with JED Campus
- Years 2 (FY23): Implementation & Learning Community Participation
  - Track and communicate strategic plan implementation progress
  - Participate in conversations on the JED Campus Learning Community discussion forum

- Stay current with best practices through JED Campus-exclusive webinars and newsletters
- Year 3 (FY24): Evaluation & Sustainability
  - Administer second Healthy Minds Study
  - Complete JED Campus post-assessment
  - Provide an executive summary on school accomplishments in systems change and student outcomes
  - Set future goals for continued growth and improvement
  - Join JED Campus Alumni Community

### **Prevention and Intervention Strategies through a Tiered Framework**

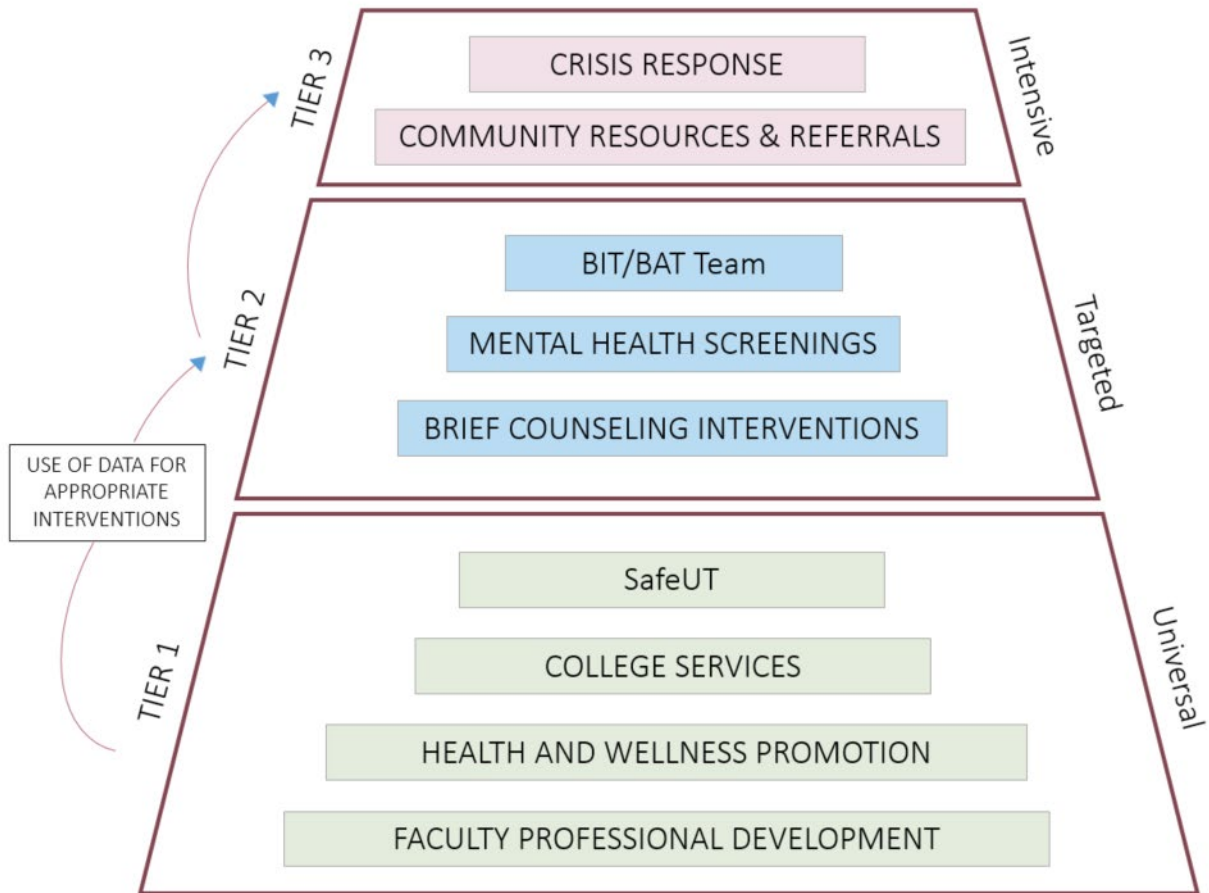
A systems approach suggests that campus-wide proactive, preventative, and data-driven intervention services are the responsibility of the entire campus community. Therefore, the implementation of the Plan, and application of tiered prevention and intervention strategies, will be based on a school-wide effort. This reinforces that the entire school community at Tooele Tech is invested in student achievement and the mental health and well-being of students.

Strategies to improve mental health and wellness will be implemented through a tiered approach to prevention and intervention. Within this framework, Tier 1 (universal supports) is the foundation – comprehensive services that are focused on meeting the needs of all students. Tier 2 (targeted supports) is comprised of supplemental interventions, in addition to Tier 1 universal supports, for students identified through the use of data identifiers/indicators and student referral. Tier 3 (intensive supports) addresses the students with the highest level of need with supports of a greater intensity specifically tailored to meet the needs of individual students. Ongoing data analysis will be used to evaluate the effectiveness of the tiered prevention and intervention strategies.

The image on page 7, Figure 1, helps capture the mental health and wellness prevention and intervention strategies through a tiered framework.

**Figure 1**

Tooele Technical College Mental Health & Wellness Multi-Tiered System of Supports



The rest of this document provides a detailed description of each tier and supports.

## Tier 1: Universal Supports

Tooele Tech will implement Tier 1 – Universal Supports that are preventative in design and are accessible to all students. Students and faculty/staff will be made aware of universal supports through various platforms, which may include new student/faculty orientation, social media, website, communication systems, etc. The following Tier 1 strategies promotes a positive school climate, and fosters a safe and supportive learning environment for students and staff/faculty.

### ➤ Tier 1 Supports for Students

#### SafeUT

Utah House Bill 370 (53E-10-506) requires higher education institutions to implement a school safety and crisis line. Tooele Tech joined the other Higher Education Institutions in adopting and implementing the SafeUT Application.

SafeUT services are provided by the University of Utah. Services can be accessed through the SafeUT website or downloadable app. The website offers expanded resources to better support students, parents, educators, veterans, and frontline workers facing a mental health crisis or concern. The SafeUT app provides immediate, real-time, two-way communication with a licensed counselor at no cost, 24/7/365.

#### Contacts:

- Primary Contact: Patricia Walker, Vice President of Student Services & Marketing
- Secondary Contact: Kim Herrera, Director of Student Services & Counseling

#### Maintenance Plan:

- In a non-acute emergency, the SafeUT crisis worker speaks to the student. The SafeUT crisis worker provides local referrals and resources, and attempts to connect the student with a therapist
- During the hours of 7:00am-3:30pm (M-F), SafeUT forwards the tip to Tooele Tech via text and email to the following:
  - Patricia Walker (Vice President of Student Services & Marketing): [pwalker@tooeletech.edu](mailto:pwalker@tooeletech.edu)
  - Kim Herrera (Director of Student Services & Counseling): [kherrera@tooeletech.edu](mailto:kherrera@tooeletech.edu)
  - Mark Aiken (VP of Instruction): [maiken@tooeletech.edu](mailto:maiken@tooeletech.edu)
  - Kent Thygerson (VP of Finance & Operations): [jolson@tooeletech.edu](mailto:jolson@tooeletech.edu)
  - Clint Bryant (Campus Safety Officer): [cbryant@tooeletech.edu](mailto:cbryant@tooeletech.edu)
    - Clint will assign the tip to the appropriate person or department
- The SafeUT App portal where tips are assigned is <https://safeut.med.utah.edu/portal/>. Patricia Walker, Kim Herrera, Kent Thygerson, and Clint Bryant have access to the portal.
- After hours, SafeUT dispatches the tips and send the tips the following morning. In case of a weekend or holiday, the tips are sent the following business-operating day.
- In case of an emergency, SafeUT will reach-out to local law enforcement, but will keep Tooele Tech updated. Tooele Tech will follow-up with the student if SafeUT intervenes.
- The Director of Student Services and Counseling will follow-up with the Tooele Tech executive staff when a tip is received to determine if interventions are needed.

## **TrulaCampus Life and Wellness Coaching for Students**

Through a partnership with the Utah System of Higher Education (USHE), Trula provides free peer coaching to college students in Utah. TrulaCampus peer coaching is an evidence-based program designed to increase student wellness and foster connection through one-on-one coaching sessions. Trula coaches can assist college students in personal development, goal setting, confidence building, stress management, self-care, and more.

Trained and qualified peer coaches are available for enrolled students looking for support and guidance at no cost to the student. Coaching sessions are provided via text, phone, or video. Students can receive services for up to six sessions, once a week for 30 minutes, with flexible appointment options (Monday-Saturday from 8 AM to 8 PM). Students can sign-up for coaching sessions by completing an online intake form at [trulacamplus.org](http://trulacamplus.org).

### **Contact:**

- Kim Herrera, Director of Student Services and Counseling

### **Implementation and Maintenance Plan:**

Training opportunities will be made available to staff/faculty who would like to receive more information on Trula's peer coaching program. The Director of Student Services and Counseling will coordinate Trula Advocate Trainings with a Trula representative based on need.

The 45-minute Trula Advocate Training is offered virtually and covers the following information:

- Trula Foundation
- The peer coaching program
- How and when to refer students into coaching
- How the coaching process works
- Who coaching is suited for
- Access to data

Furthermore, ongoing promotional and marketing strategies will be implemented, including advertisement through new student orientation, the Work Place Relations course, website, social media, and marketing materials in student common areas and classrooms.

## **Mental Health and Wellness Promotion**

Mental health and wellness promotion will be modeled after the bio-psycho-social-spiritual model (Gale & Therivel, 2019). This framework engages in a humanistic and holistic prevention plan that is a comprehensive and thorough approach to the whole individual. There are four elements to the bio-psycho-social-spiritual model (biological, psychological, social, and spiritual) and content will target these main elements of mental health and wellness through the calendar year via Facebook (and other social media platforms) and college events to strengthen student resiliency skills.

### **Contacts:**

- Sean Farris, Director of Marketing
- Kim Herrera, Director of Student Services & Counseling

### **Implementation and Maintenance Plan:**

The following is an outline of the mental health and wellness promotional events that will be held each year:

- September: Suicide Prevention Awareness Month
- October: Substance Abuse Prevention Month
- December: Service Project (i.e., food drive)
- January: National Get a Balance Life Month
- April: Stress Awareness Month
- May: Mental Health Awareness Month

The Director of Student Services and Counseling will oversee and assign the monthly themes and coordinate targeted messaging strategies with the Director of Marketing.

### **Campus Resources**

Like any source of overwhelming stress, financial and lack of basic needs can take a toll on mental and physical health, relationships, and overall quality of life. Tooele Tech provides resources to help reduce non-academic barriers for students, including those experiencing economic hardship.

#### **On-Campus Resources**

The student food pantry is available for students who may need additional assistance related to food security. The student pantry is located outside of the Student Service reception desk and office doors. This resource is available during college hours and is accessible to all students who are in need. Products offered are dependent on their availability, as well as donations. Student Services staff monitor items for expiration date and stock.

Our Veteran Services Coordinator offers one-on-one assistance to provide support and services to the Tooele Tech Veterans community. Services include academic advising and referrals for counseling in financial, technical, and academic supports. The Veterans Corner is adjacent to the student media center and provides a welcoming space for students to relax, study, and learn more about available resources.

Our Financial Aid Coordinator provides financial aid services for incoming and current students. Supports are provided to students experiencing family, personal, or economic challenges to reduce barriers to access, school performance, and student retention. The Coordinator also makes necessary referrals to other student service offices when deemed necessary.

Our academic and career advisors are trained student advocates who assist in the course selection and onboarding processes. For enrolled students, advisors track student progress and attendance and assist students who are struggling to meet satisfactory academic progress (SAP). Students are connected with appropriate resources and services based on identified need.

#### **Off-Campus Resources**

Tooele Tech collaborates with the Department of Workforce Services (DWS), Vocational Rehabilitation, and the Veterans Administration to help reduce non-academic barriers and find solutions to improve student success (see page 15 for additional community partners).

## ➤ Tier 1 Supports for Faculty and Staff

### **Mental Health First Aid Training**

Educators and school personnel play a vital role in promoting mental health and well-being and identifying and responding to emerging mental illnesses in students. Offering Mental Health First Aid (MHFA) Training to the Tooele Tech faculty/staff is intended to increase mental health literacy and equip all personnel with the ability to identify signs and symptoms and respond appropriately.

MHFA is an early intervention public education program. It teaches people how to recognize signs of mental health or substance use challenges; how to listen non-judgmentally and give reassurance to an individual who may be experiencing a mental health challenge; how to offer and provide initial help; and how to guide a person toward appropriate professional support and services.

#### **Implementation and Maintenance Plan:**

Each year, multiple opportunities for MHFA training will be provided to faculty/staff with the goal of having at least one instructor from each program and one staff member from each department certified. A campus-wide directory will be provided to faculty/staff members identifying MHFA trained personnel.

The cost for training will be covered by Tooele Tech. MHFA certification is valid for three years. Ongoing opportunities will be provided for original training and recertification.

The Director of Student Services and Counseling will coordinate trainings through a certified MHFA trainer in collaboration with the VP of Instruction and Student Services.

### **PEHP Wellness Program**

As part of the PHEP Health & Benefits Wellness Program, Tooele Tech has established a Wellness Council that provides support and resources to improve the health and well-being of employees and the College as a whole. The goal of Tooele Tech's Wellness Council is to create a culture of wellness at work where healthy, happy people can thrive; Inspiring staff to improve their overall health and well-being.

#### **Contact:**

- Wellness Council Chair: Tera Porter, Executive Assistant

#### **Council Members:**

- Austin Donovan, Instructor
- Donna Hesleph, Program Director
- Joe Mena, Academic Advisor
- Sarah Ussing, Accountant
- Milenna Russell, Marketing & Recruiting Specialist

#### **Implementation and Maintenance Plan:**

The council meets quarterly and plans events and activities that build on employee well-being in the following areas: career, social, physical, emotional, financial, and community. Employees also receive *Wellness Connection* emails from PEHP that offers additional resources and supports.



## Tier 1 Supports for Everyone

### EVERFI Training

As part of Tooele Tech's comprehensive prevention program for students and employees, Tooele Tech has partnered with EVERFI to help address critical life skills such as how choices affect goals, risk/protective factors, healthy relationships, and much more. This training is delivered online through the following two courses: AlcoholEDU and Sexual Assault Prevention for Community Colleges. This online education empowers participants to address critical skills and make well-informed life decisions.

#### Contacts:

- Lead: Patricia Walker, Vice President of Student Services & Marketing
- Co-Lead: Kim Herrera, Director of Student Services & Counseling
- Co-Lead: Lisa Bryant, Enrollment Specialist/Administrative Assistant to the VP of Student Services & Marketing

#### Implementation and Maintenance Plan:

- For students:
  - Students are introduced to EVERFI during new student online orientation
  - Adult students receive an email inviting them to complete the AlcoholEDU and Sexual Assault Prevention for Community Colleges
- For employees:
  - The IT Director invites new employees via email to complete either the Preventing Harassment and Discrimination; Non-supervisor with Title IX Clery Act Module or Supervisor with Title IX Clery Act Module

## Tier 2: Targeted Supports

Tier 2 supports are intended for some students and are provided to those who need additional services beyond what is available at the Tier 1, universal level. Tier 2 supports are more targeted and include interventions facilitated by qualified staff, community partners, or other licensed professionals.

### ➤ Tier 2 Supports for Students

#### **Brief Counseling Interventions**

Provided by a licensed school counselor, brief counseling interventions are evidence-based techniques designed to be effective, efficient, and demonstrate good fit within the educational context. Strategies are solution-focused and address the day-to-day issues that may hinder educational achievement. Standard assessment tools (i.e., PHQ-9 and GAD-7) and progress monitoring are used to determine student need and a plan for next steps, which may include a referral to appropriate professional support and services.

Student need for brief counseling interventions is identified through student, faculty, and staff referrals. Documentation of services is noted in Northstar as “Counseling services provided. Handle with care.” The term “handle with care” signifies to those who work with the student that the student is receiving counseling services while protecting student privacy. Private notes are documented in Northstar under the section titled “Sensitive Notes.” The VP of Student Services and the Director of Student Services and Counseling are the only individuals on campus who have access to view notes documented under sensitive notes.

For high school student referrals, the Director of Student Services and Counseling helps connect the student with their high school counselor for services and/or referral to community resources.

#### **Mental Health Screening Events**

Mental health screenings are a systematic way to identify the strengths and needs of students. Through the use of an assessment tool and trained clinicians, mental health screenings can help identify individual students who are experiencing or are at risk of experiencing mental and/or behavioral health difficulties. This process is used as an early identification strategy to detect the onset of challenges early so that they can be addressed before they escalate.

The Director of Student Services and Counseling will oversee the coordination and scheduling of the on-campus mental health screening events. Screenings will be by appointment only and will take approximately 30 minutes. Licensed professionals will be utilized to conduct the screenings with the individual and discuss possible mental and behavioral health needs. Based on the results, recommendations may include providing the individual with additional campus and/or community resources, referral to the Director of Student Services and Counseling, or referral to clinical mental health services. Depending on available funding, students who are identified as needing clinical behavioral health services will be provided the opportunity to receive up to four clinical counseling sessions free of charge in accordance with the Tooele Tech and licensed clinical behavioral health provider memorandum of understanding (MOU).

## **Behavioral Intervention Team (BIT) / Behavioral Assessment Team (BAT)**

Tooele Tech's BIT/BAT is a multi-disciplinary group that collects and reviews concerning information about reported or observed disruptive, problematic, or concerning behaviors (e.g., exhibited behavior that indicates that the person is at risk of physical harm to oneself or others). The team then determines the best mechanisms for support, intervention, and response per established protocols.

### **Contacts:**

- Lead: Mark Aiken, Vice President of Instruction
- Co-Lead: Kent Thygerson, Vice President of Finance & Operations

### **Team Members:**

- Kent Thygerson, Vice President of Finance & Operations
- Clint Bryant, Public Safety/Security Representative
- Patrica Walker, Chief Student Affairs Officer/Dean of Students Representative
- Kim Herrera, Student Services and Counseling Representative
- Mark Aiken, Vice President of Instruction

### **BIT/BAT Team Responsibilities:**

The BIT/BAT's primary function is to help keep the university community safe and connect students to support services. The BIT/BAT responsibilities include, but not limited to the following:

- Gathers and manages reported information from concerned faculty, staff, student, or the larger college community
- Assesses the level of threat a student's behavior poses using the NaBITA Risk Rubric (a research-based expert system tool used to assess potential threat)
- Intervenes with students and connects them to support services
- Provides faculty and staff with support and intervention resources
- Makes referrals to school and/or community resources
- Disseminates relevant information to police

The BIT/BAT meets formally once a year to review expectations, protocols, and procedures. Additional meetings are scheduled on an as needed basis.

## **Tier 3: Intensive Supports**

Intensive supports are for a few students and are provided to students for whom Tier 1 and Tier 2 supports are insufficient. These supports may include crisis response and/or referral to appropriate professional support and services.

### ➤ **Tier 3 Supports for Students and Community Outreach**

#### **Community Referral**

When a student's needs require more than what can be provided in the school setting, a referral to an outside behavioral health provider or other community resources will be recommended. Depending on available funding, this may include a referral to receive up to four clinical counseling sessions free of charge in accordance with the Tooele Tech and licensed clinical behavioral health provider memorandum of understanding (MOU).

If at any time, the student is in immediate danger to themselves or others the Tooele Tech faculty/staff member will take one or more of the following steps as deemed necessary based on the situation:

- Refer student to the emergency room
- Contact the Huntsman Mental Health Institute (formally known as UNI) at (801) 587-3000
- Contact the Mobile Crisis Outreach Team (MCOT) at (888)-949-4854
- Call 911
- Notify the student's family or significant other

#### **Crisis Response**

The Tooele Tech BIT/BAT Team has been designated to assist the College in responding to crises and determining how to respond to the psychological impact that can occur from a crisis situation. Team members will follow the protocols outlined in the Medical Emergency Procedures as defined in the Emergency Response Procedures Manual.

#### **Community Partners**

Through collaborative programming and networking, Tooele Technical College works closely with the Tooele Interagency Prevention Professional (TIPP) Coalition to provide the citizens of Tooele County support, guidance, and resources to improve their quality of life by being substance-free, healthy, and contributing members of society. The Director of Student Services and Counseling is designated as the Tooele Tech representative for this committee and attends monthly meetings.

Other community partners include the Tooele County School District, Tooele County Health Department, Valley Behavioral Health, Life's Worth Living Foundation, and the Tooele Community Resource Center.

## Appendices

### Forms:

- [Student Safety Plan](#)

### Resources:

- [Mental Health and Crisis Resources for Student and Families](#)
- [Mental Health First Aid \(Adult\)](#)
- [Mental Health First Aid \(Youth\)](#)
- [NaBITA Risk Rubric Flowchart](#)
- [Tooele County General Resource List \(UT 211\)](#)
- [Tooele County Local Resources for Sexual Violence, Child Abuse, Domestic Violence](#)
- [Tooele County Provider List](#)
- [TrulaCampus Life and Wellness Coaching for College Students Overview](#)
- [Utah Department of Human Services Crisis Referral Resources](#)

# APPENDIX C



## Membership Hour, Enrollment and Certificate Attainment Report FY2021-2022

### MEMBERSHIP HOURS

	JUNE											
	ADULT			HIGH SCHOOL			GRAND TOTAL					
	FY21	FY22	Loss/Gain	FY21	FY22	Loss/Gain	FY21	FY22	Loss/Gain			
Academic Development Center	3,378	109	-3,269	-97%	445	-445	-100%	3,823	109	-3,714	-97%	
Business Technologies	21,675	18,136	-3,539	-16%	2,246	5,140	2,894	129%	23,921	23,276	-645	-3%
Certified Nursing Assistant C.N.A.	1,652	792	-860	-52%	9,687	8,261	-1,426	-15%	11,339	9,053	-2,286	-20%
Clinical Medical Assistant, Phlebotomy, CPT	23,151	20,631	-2,520	-11%	12,283	17,126	4,843	39%	35,434	37,757	2,323	7%
Commercial Driver's License CDL	11,724	16,632	4,908	42%				#DIV/0!	11,724	16,632	4,908	42%
Composites			0	#DIV/0!	3,126	4,048	922	29%	3,126	4,048	922	29%
Cosmetology & Barbering	28,144	37,351	9,207	33%	8,095	7,000	-1,095	-14%	36,239	44,351	8,112	22%
Diesel Technician	14,468	17,025	2,557	18%	12,132	9,701	-2,431	-20%	26,600	26,726	126	0%
Electrician Apprenticeship	8,822	9,801	979	11%	591		-591	-100%	9,413	9,801	388	4%
Industrial Maint. & Automation Technician	21,585	19,175	-2,410	-11%	5,058	9,996	4,938	98%	26,643	29,171	2,528	9%
Information Technologies	23,027	29,240	6,213	27%	2,150	3,852	1,702	79%	25,177	33,092	7,915	31%
Nail Technician	9,053	9,319	266	3%	3,163	6,420	3,257	103%	12,216	15,739	3,523	29%
Peace Officer's Standard Training POST	3,935	2,276	-1,659	-42%				#DIV/0!	3,935	2,276	-1,659	-42%
Practical Nursing	12,156	12,888	732	6%				#DIV/0!	12,156	12,888	732	6%
Software Development	14,232	13,058	-1,174	-8%	3,544	3,622	78	2%	17,776	16,680	-1,096	-6%
Welding Technician	24,928	27,888	2,960	12%	8,506	8,649	143	2%	33,434	36,537	3,103	9%
<b>Totals</b>	<b>221,930</b>	<b>234,321</b>	<b>12,391</b>	<b>6%</b>	<b>71,026</b>	<b>83,815</b>	<b>12,789</b>	<b>18%</b>	<b>292,956</b>	<b>318,136</b>	<b>25,180</b>	<b>9%</b>

Percentage of Total

76% 74% 24% 26%

### ENROLLMENT

	JUNE											
	ADULT			HIGH SCHOOL			GRAND TOTAL					
	FY21	FY22	Loss/Gain	FY21	FY22	Loss/Gain	FY21	FY22	Loss/Gain			
Academic Development Center	45	4	-41	-91%	5	-5	-100%	50	4	-46	-92%	
Business Technologies	73	61	-12	-16%	17	22	5	29%	90	83	-7	-8%
Certified Nursing Assistant C.N.A.	20	8	-12	-60%	76	60	-16	-21%	96	68	-28	-29%
Clinical Medical Assistant, Phlebotomy, CPT	133	129	-4	-3%	68	117	49	72%	201	246	45	22%
Commercial Driver's License CDL	86	108	22	26%				#DIV/0!	86	108	22	26%
Composites			0	#DIV/0!	39	37	-2	-5%	39	37	-2	-5%
Cosmetology & Barbering	59	68	9	15%	12	9	-3	-25%	71	77	6	8%
Diesel Technician	56	41	-15	-27%	60	58	-2	-3%	116	99	-17	-15%
Electrician Apprenticeship	62	72	10	16%	5		-5	-100%	67	72	5	7%
Industrial Maint. & Automation	60	64	4	7%	38	55	17	45%	98	119	21	21%
Information Technologies	76	84	8	11%	13	17	4	31%	89	101	12	13%
Nail Technician	40	50	10	25%	14	25	11	79%	54	75	21	39%
Peace Officers Standards Training POST	8	5	-3	-38%				#DIV/0!	8	5	-3	-38%
Practical Nursing	14	15	1	7%				#DIV/0!	14	15	1	7%
Software Development	42	39	-3	-7%	19	18	-1	-5%	61	57	-4	-7%
Welding Technician	85	84	-1	-1%	47	50	3	6%	132	134	2	2%
<b>Totals</b>	<b>819</b>	<b>806</b>	<b>-13</b>	<b>-1.59%</b>	<b>365</b>	<b>424</b>	<b>59</b>	<b>16%</b>	<b>1,184</b>	<b>1,230</b>	<b>46</b>	<b>4%</b>

Program enrollment counts are duplicated

Cumulative enrollment counts are unduplicated

69% 66% 31% 34%

### CERTIFICATE AWARDS

	JUNE											
	ADULT			HIGH SCHOOL			GRAND TOTAL					
	FY21	FY22	Loss/Gain	FY21	FY22	Loss/Gain	FY21	FY22	Loss/Gain			
Business Technologies	11	11	0	0%	1	-1	-100%	12	11	-1	-8%	
Certified Nursing Assistant C.N.A.	13	2	-11	-85%	13	16	3	23%	26	18	-8	-31%
Clinical Medical Assistant, Phlebotomy, CPT	27	28	1	4%	4	9	5	125%	31	37	6	19%
Commercial Driver's License CDL	76	90	14	18%				#DIV/0!	76	90	14	18%
Cosmetology & Barbering	22	27	5	23%				#DIV/0!	22	29	7	32%
Diesel Technician	10	5	-5	-50%				#DIV/0!	10	5	-5	-50%
Industrial Maint. & Automation	10	3	-7	-70%				#DIV/0!	10	3	-7	-70%
Information Technologies	1	12	11	1100%				#DIV/0!	1	12	11	1100%
Nail Technician	19	28	9	47%	5	7	2	40%	24	35	11	46%
Peace Officers Standards Training POST	13	7	-6	-46%				#DIV/0!	13	7	-6	-46%
Practical Nursing	12	14	2	17%				#DIV/0!	12	14	2	17%
Software Development	1	3	2	200%				#DIV/0!	1	4	3	300%
Welding Technician	13	21	8	62%	3	2	-1	-33%	16	23	7	44%
<b>Totals</b>	<b>228</b>	<b>251</b>	<b>23</b>	<b>10%</b>	<b>26</b>	<b>37</b>	<b>11</b>	<b>42%</b>	<b>254</b>	<b>288</b>	<b>34</b>	<b>13%</b>

Percentage of Total

90% 87% 10% 13%

\*updated as of 7/28/2022

COE Completers	GRADS				Total
	GRADS	% of Total	Non-Grads*	% of Total	
Allied Health (Phlebotomy, CMA)	28	82%	6	18%	34
Business Technologies	11	65%	6	35%	17
Certified Nursing Assistant	2	100%	0	0%	2
Commercial Driver's License	90	99%	1	1%	91
Cosmetology & Barbering	27	100%	0	0%	27
Heavy Duty Diesel Technician	5	42%	7	58%	12
Industrial Maintenance Technician	3	18%	14	82%	17
Information Technologies	12	50%	12	50%	24
Nail Technician	28	100%	0	0%	28
Police Academy	7	100%	0	0%	7
Practical Nursing	14	100%	0	0%	14
Software Development	3	60%	2	40%	5
Welding Technician	21	72%	8	28%	29
<b>Totals</b>	<b>251</b>	<b>82%</b>	<b>56</b>	<b>18%</b>	<b>307</b>

\*Non-Grads will continue to grow through November 2022.

# Marketing & Recruiting

Prepared for September 1, 2021 Board of Trustees Meeting

**Tooele Tech Days preparation:** We hope you can feel the excitement. Our annual scholarship fundraising event is about to happen. The marketing team has been diligently working on event branding, flyers, and social media events. Digital billboards will also be advertising the event.



**Back to School Night:** A successful back to school event, hosted by the Student Services staff and faculty, involved some help from the Marketing team including developing flyers and social media posts.



**First Day for High School:** We were glad to be part of the team that helped get the new high school students off to a great start of the school year. We were also able to acquire pictures and video footage over the two first days. This media was used on social media channels and will be used in upcoming productions.

**Youtube Ad:** Our most recent advertisement on Youtube, a student testimonial of the job opportunities his IMAT training made possible, has delivered 22,833 impressions and just over 4,500 views within Tooele County and a few neighboring zip codes.



**Jobwise partnership:** Kim R. and Sean met with the developers of Jobwise and decided to join the numerous sister institutions utilizing the portal for program completers to find employment. Outreach efforts to bring our employer partners on board included an open house recruiting summit, where HR and recruiting representatives learned how to post open positions with Jobwise, as well as other benefits Jobwise offers to assist in their recruitment efforts.



**Employer testimonials:** At the recruiting summit, efforts to gather testimonials from employer partners began. Many friends of Tooele Tech enthusiastically stepped forward and spoke favorably about the training available at the college, and the employment opportunities for our graduates.



**Diesel Camp:** 26 middle school students signed up for this year's Diesel Tech camps! Some of these kids are really showing an interest in this kind of work. Great job Jerry and Gary for making it fun for them! These are wonderful events that the Marketing team is thrilled to partner with faculty and help with advertising and sharing some of the fun via social media.







**Parades:** Thank you Jeff, Stephanie, Riley, Tim, Marianne, and their families for participating in the 4th of July parades! We got a lot of exposure and the kiddos got a lot of candy! A big thank you to Greg for making the frame to display our wonderful graduates!



**CNA Employers:** 5 employers seeking to hire CNA graduates provided lunch and learn opportunities throughout the last CNA session. Kim R. has many employers seeking the chance to share opportunities with our students.

**www.tooeletech.edu:** Since our new website launch, we have gathered nearly 220 leads into Salesforce with our contact form. They have all received follow-up emails and Student Services personnel are seeking to help these folks find their way into Tooele Tech!

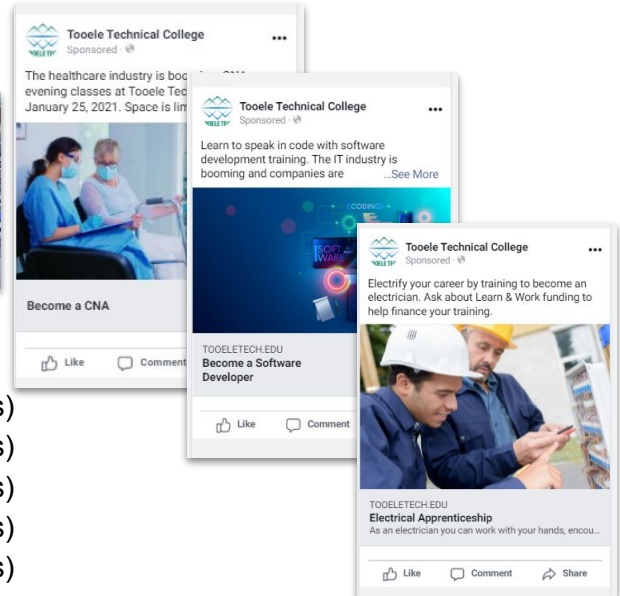
**Drive-in to a Career:** The Utah Motorsports Campus partnered with our Transportation programs to provide a job fair on their campus. 25 CDL employers brought tractor trailers, signs and tables, swag and treats and met with the public to encourage them to begin training at Tooele Technical College.



**Employer Visits:** Kim Rice has employers knocking down her door! Visits to classrooms lately have included Kold Transportation and Knight Transportation who came to talk to our CDL students.



If you haven't seen the graduation video, you are missing a good one! Be sure to watch it on our Facebook page or YouTube.



**Social Ads:**

Industrial Maintenance

Reached 14,824 (2 weeks)

Practical Nursing

Reached 16,853 (2 weeks)

Certified Nursing Assistant

Reached 17,833 (2 weeks)

Software Development

Reached 22,352 (3 weeks)

Electrical Apprenticeship

Reached 50,452 (4 weeks)

Industrial Maintenance and Automation is a lucrative career in the manufacturing industry. Learn electrical, machining, PLC's and more. Train to become a...



Learn More

Do you want to work on the frontlines and help people? The healthcare industry needs qualified LPN's. We have a few spots left in our next Practical...





# Marketing & Recruiting

Prepared for November 10, 2021 Board of Trustees Meeting

Recruiting season has been in full swing, and we are grateful for opportunities to partner with so many high schools in and near Tooele County. We've also supported Lunch and Learn sessions in TCSD Junior Highs. Some of the high schools we've attended for evening events, lunchtime table visits, and/or College Application Week events include:

- East Hollywood High School
- Grantsville HS Countdown to College & Careers
- Tooele High School
- Taylorsville High School
- Granger High School
- Cyprus High School
- Roots Charter High School



Many employer networking opportunities have been held over September and October (see list below). Placement Services have also continued meeting with JobWise.Com to improve services to students.

Diesel Geneva Rock, Matco Tools, Snap-On Tools, UTA, Cummins, Talent Ready Utah, Wheeler CAT

IMAT/Com SKF Group, Purple  
posites

Welding Firefly Automatix, Quality Steel/Prime Staffing

IMAT/Com Hexcel  
p/Weld

IMAT/Diese Linde/Praxair  
I/CDL

CNA Harmony Home Health, Home Instead Senior Care, Rocky Mtn. Care, U of U Health Care

Wendover Walmart Distribution Center  
High Students

Auto?? Carvana







# Marketing & Recruiting

Prepared for January 12, 2022 Board of Trustees Meeting

**Cyprus High School Counselors** made tremendous efforts, in partnership with Kim Herrera, to make two different fieldtrips with bus loads of students to learn about the opportunities at Tooele Tech. The Marketing Team was happy to help prepare and provide tours to the groups. We are hopeful that seed planting and nurturing through efforts like this, coupled with Utah Higher Education Days visits and other events with Cyprus High, will result in increased enrollment from the Magna community.

**An At-A-Glance Sheet** for high school counselors has been produced, distributed and made available to TCSD Counselors. It was explained and passed out at the annual counselor luncheon hosted on campus.

A [video spotlighting a remarkable high school senior, Traevynn Miner](#), who has completed the Phlebotomy Technician and Clinical Medical Assistant programs before completing high school was also produced for the counselor luncheon.

**Police Academy advertisements** are on digital billboards, flyers, and across social media platforms to help inform individuals interested in serving ours and neighboring communities of the pending return of this important training here at Tooele Tech.

**Student of the Year Gala** was a wonderful event. The Marketing Team is happy to help provide posters, program agendas, [videos highlighting](#) the students, and vinyl banners commemorating the outstanding students. Their hard work and dedication to fully utilize the opportunities at Tooele Tech are inspiring.

**Santa Claus earned his CDL.** Shortly after passing his state test this cherry cheeked student began his contract of serving as the University Place Santa Claus for the holiday season. We had some fun showing this friendly face on social media channels, but it is our understanding this Grantsville native shaves the beard off in January and will be driving truck in the very near future.

**WHAT MAKES TOOELE TECH UNIQUE?**

TOOELE TECH COLLEGE AT A GLANCE For High School Students

**Advantages of Competency-Based Education**

Efficiency	Flexibility	Transparency	Responsibility
• No prerequisites • No waiting for classes • No waiting for advisors • No waiting for advisors	• No prerequisites • No waiting for classes • No waiting for advisors • No waiting for advisors	• No prerequisites • No waiting for classes • No waiting for advisors • No waiting for advisors	• No prerequisites • No waiting for classes • No waiting for advisors • No waiting for advisors

**SCHOLARSHIPS AND FINANCIAL AID**

TOOELE TECH COLLEGE FOUNDATION (TECF) SCHOLARSHIP

**2022 Tooele Articulation**

**BUSINESS AND TECHNOLOGY**

COURSE NAME	BIENNIAL OCCUPATION	SEMESTER	CREDITS
Business Administration	Business Administration	1	3
Business Management	Business Management	1	3
Business Technology	Business Technology	1	3

**MANUFACTURING**

COURSE NAME	BIENNIAL OCCUPATION	SEMESTER	CREDITS
Manufacturing Technology	Manufacturing Technology	1	3
Manufacturing Technology	Manufacturing Technology	1	3
Manufacturing Technology	Manufacturing Technology	1	3

**CONSTRUCTION**

COURSE NAME	BIENNIAL OCCUPATION	SEMESTER	CREDITS
Construction Technology	Construction Technology	1	3
Construction Technology	Construction Technology	1	3
Construction Technology	Construction Technology	1	3

**HEALTHCARE**

COURSE NAME	BIENNIAL OCCUPATION	SEMESTER	CREDITS
Phlebotomy Technician	Phlebotomy Technician	1	3
Clinical Medical Assistant	Clinical Medical Assistant	1	3
Clinical Medical Assistant	Clinical Medical Assistant	1	3

**SERVICE INDUSTRIES**

COURSE NAME	BIENNIAL OCCUPATION	SEMESTER	CREDITS
Service Industries	Service Industries	1	3
Service Industries	Service Industries	1	3
Service Industries	Service Industries	1	3

**TRANSPORTATION**

COURSE NAME	BIENNIAL OCCUPATION	SEMESTER	CREDITS
Transportation Technology	Transportation Technology	1	3
Transportation Technology	Transportation Technology	1	3
Transportation Technology	Transportation Technology	1	3

**HOW TO GET STARTED**

High School Schedule: Meet with your Counselor, Register for Classes, Orientation

Get Started: Complete an Application, Talk to an Advisor, Direct Enrolled Schedule

Tooele Tech Campus is located at 88 South Tooele Blvd., Tooele Utah 84074. Call 435-248-1800 to set up a meeting with an advisor.



**BECOME A POLICE OFFICER**

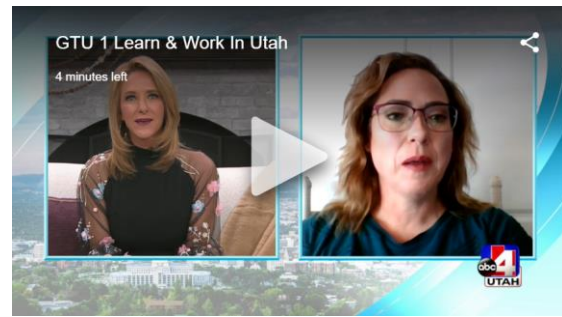
Police Academy begins February 1

TOOELE TECHNICAL COLLEGE

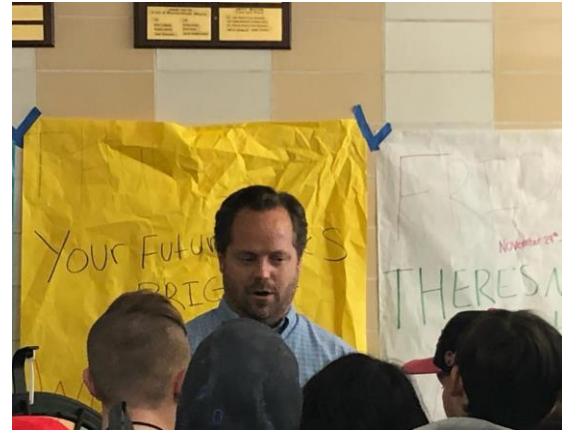
**be the change**



**Our Practical Nursing graduate, Mary Vonk, was interviewed on [ABC4's Good Things Utah](#). Our friends and USHE helped with sponsoring the interview and making some of the arrangements. The Marketing Team appreciated our wonderful instructors who make such good impressions on our students/alumni.**



**TJHS College Week** visit included our trivia challenge wheel and discussions with 7th and 8th graders about great opportunities coming their way sooner than they may realize here at Tooele Tech. The partnership with school counselors, pathway coordinators, and scholarship specialists opens many doors for us to share details about the College.



**The retirement farewell** for founding diesel instructor, Jerry Hansen, involved producing a quick video of thanks and well wishing from industry professionals, faculty and staff, community members, and alumni. We often like to speak about everyone on campus being part of the recruiting team. Jerry Hansen has been and will continue to be a great recruiter for Tooele Technical College!





# Marketing & Recruiting

Prepared for April 6, 2022 Board of Trustees Meeting

Program t-shirts, one of our favorite moving billboards with built-in testimonials, have been received for the programs. Instructors determine when students receive the shirts, and we love seeing them across campus and around the community.


Our ad in the Business View Magazine will be showing up in this local publication in the near future.

JobWise process began implementation with students self-selecting to engage with job listing service. As employer partners upload job listings, students and alumni with those skills can receive text messages inviting them to begin the process of applying. The backend tracking and reporting of applicants, plus the repository of related work opportunities we hope to find as a valuable resource in placement services.

The Pathway 2 Professions Conference has returned, and involved students from Tooele, Stansbury, and Grantsville high schools. This year included a prize drawing for TCSD students who found our booth alongside other colleges and industry partners. The Marketing team appreciated the companionship of Gary Snow, from the Heavy Duty Diesel Technician program at this two-day event.

Junior High Reality Towns gave Tooele Tech another opportunity to plant seeds with younger students. Over 900 Tooele Tech branded notebooks were distributed at the three area junior high schools.

The Utah Higher Education Day Tours included Tooele Tech presenting at Hunter, Kearns, Cyprus, Granger, Tooele, Stansbury, and Grantsville high schools. This event allows junior students to choose from all the colleges and universities visiting their schools that day. We were very pleased with the reception at each location, with interest growing every year.



The screenshot shows the Tooele Technical College website with a search bar and a list of job openings. The search bar includes fields for Keywords, Location, Job Categories, and Job Types, with a Search Jobs button. The job listings include:

- Maintenance Mechanic**  
Full Time - 8165 Dannan Way, West Jordan, UT 84081, USA - Danone North America
- Maintenance Tech**  
Full Time - Salt Lake City, UT, USA - Utah's Hogle Zoo
- Concrete Batch Plant / Loader Operator**  
Full Time - Logan, UT, USA - Geneva Rock Products, Inc.
- Intern - Natural Gas Operations Technician (Salt Lake City, Utah)**  
Full Time - Internship - Salt Lake City Utah - Dominion Energy
- Healthcare Service Associate**  
Part Time - Temporary - Salt Lake City, UT, USA - IQVIA MedTech
- Lube and Service Technician for Heavy Equipment**  
Full Time - 2800 Ellerbeck Road, Grantsville, UT, USA - Broken Arrow Incorporated
- Injection Molding Technician/Set Up**  
Full Time - Sandy, UT, USA - Becton Dickinson



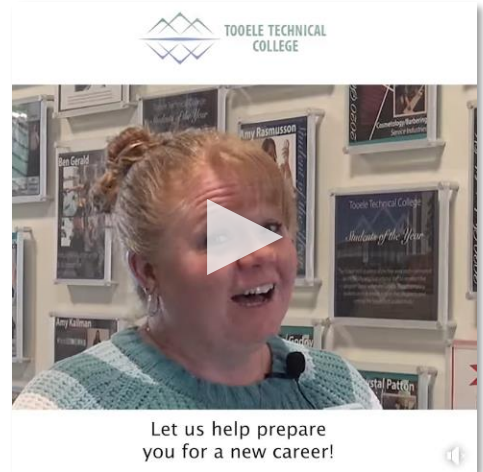
Lunch and Learn events with USU Tooele and Kim Herrera provided seniors from the three area high schools to visit with representatives from both institutions and then tour Tooele Tech. This is a new initiative, well-positioned to grow in the future.



Employer Visits included:

- Fastenal
- Advance Manufacturing Technology
- FedEx
- FprimeC Mix
- Core Mark
- Frito Lay

Kim Rice enjoyed networking at OAC meetings for Software Development, Diesel Technician, and CDL. These meetings allowed her to explain the benefits of JobWise.com.



“So Many Options” video advertisement on Youtube, FB & IG, big thanks to the Student Services staff for participating. Their friendly faces are surely helping to create connections with folks from our community.

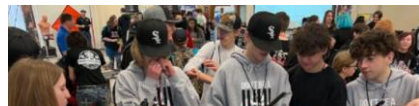
The Nursing Program Information Night received social posts and ads to try to draw a larger crowd to the event. We appreciate the efforts of the Nursing faculty and staff to provide such valuable information at this event.



Wendover High School students took a field trip to Stadler Rail and learned about potential job opportunities related to our broadcast course. Afterward they enjoyed a pizza lunch and tour of the IMAT lab.



High School Gear Up groups from Cottonwood and Cyprus High schools came to tour campus. They were impressed by the facilities, and faculty and staff that were so accommodating.



Education Days with partners from TCSD and USU Tooele were another successful event!





# Marketing & Recruiting

Prepared for June 1, 2022 Board of Trustees Meeting

**Our Learn & Work YouTube ad** continues to perform well with over 400,000 impressions. The willing participation of Student Services staff has also contributed to hearing feedback from friends and neighbors that have recognized these YouTube stars!

**Preparation for Graduation** involved sending out invitations electronically to students, community leaders, OAC members, USHE leaders, etc., and managing the RSVPs on the Punchbowl site and on separate spreadsheets for Student Services to track graduation gowns, award medals, cords, and other honors. The program information was compiled, designed in-house, sent out for printing.

**Graduation coverage** included all the Marketing & Recruiting staff taking pictures, capturing video, and a hired drone photographer. We appreciate Craig Emmett also supporting the photography needs of the day.

**Celebrating Graduation** happened through posts during graduation on Facebook and Twitter. Photos of graduates and the ceremony were posted the day after making photos available for students to tag other students, family members, etc. Individual graduate photos are being emailed to students for personal use and distribution. The Graduation highlight video has also been shared.

**Composites presentation** at CNJJHS with Scott Wolfe, as part of the Lunch and Learn program with TCSD junior high schools, went very well. Those young students attend these presentations quite regularly and are becoming more aware of the opportunities they will have in the future here at Tooele Tech.

**Dyno Nobel** provided a pizza lunch for IMAT and Welding students interested in learning about employment opportunities. One of our students has already interviewed for a welding position.

**The OAC Appreciation Dinner** provides an opportunity for Kim Rice, our Placement Specialist, to interact with local employers and to seek further connections.

**Utah Diesel Technician Pathway Signing Day** was held at South Jordan HS and included one of our Diesel Tech students as a speaker. Kim attended and staffed a recruiting table.

**Mental Health Support Month & webpage:** A slideshow with mental health support tips was created and posted for the entire month of May on all screens around the campus, as well as a large poster designed and printed to draw attention to helpful handouts and swag at a table in the lobby.

**CNA speed interviews** were conducted for all high school CNA students. Students were able to experience a panel interview and receive feedback on their resumes and interview skills.

**Clean Harbors** visited the IMAT and Welding programs to help build a better partnership with our college.

**Kaman Industrial Technologies Corporation** visited the IMAT program to gain a better understanding of how we can partner to help meet their staffing needs.

**Albany Engineered Composites** provided the Composites and IMAT students to tour their facility. At the time of the tour 3 Composites students had applied for positions and were in the interview process.

**Tooele County Magazine** is a publication that highlights services and businesses in Tooele County it is mailed out to all residents (22,000 households) and also used as a tourism magazine. It includes an advertisement for Tooele Tech again!

**Diesel Tech Summer Camp** enrollment is nearly full after Gary Snow and Kim Rice visited the 3 local junior high schools. Flyers sent out twice on PeachJar to TCSD families. The 3 charter schools in Tooele County also shared the flyer with their students. Students were excited to hear about the 74 opportunities at Tooele Tech and eager to enroll in Summer Camp.

**A tour of FireFly Automatrix** was recently held for our IMAT and Welding students. FireFly designs and manufactures sod harvesters and mowers. One of our students has already interviewed for a welding position.

**Jacobs representatives**, a contractor at Dugway, were on campus to discuss hiring our IMAT, Diesel, and CDL graduates.

**Hoyt Archery** came to tour our Industrial Maintenance and Automation Technician program and meet the instructors. Don Smith gave an excellent tour and explained the training program.

**Anchor Expedited**, a contractor for FedEx, presented employment opportunities to our CDL students.

**Canyon Pipeline** brought posters and flyers for their current CDL openings to be posted in the Placement office.

**Pride Transport** presented employment opportunities to the CDL students.

**Placement Services receives employer inquiries** to post their open positions, schedule presentations, or meet with instructors on a daily basis. Here are a few from this quarter:

- Central Transport - CDL
- Discount Tires - Diesel Tech
- SLC Corp - Street Fleet - Diesel Tech
- Owen Equipment - Diesel Tech
- Russell Welding - Welders
- Utah Dept. of Corrections - Open positions for Corrections Officers
- Anchor Xpedited - CDL
- Advantage Transportation - CDL
- Wasatch Infusion - PN, possible CMA
- Carrier Transcold of Utah - CDL
- Anchor3PL - CDL - **HE SAW OUR TRUCK AND CALLED US WHILE HE WAS DRIVING!**
- Transman International - Welders and Electrical Apprentice
- Senawave - IT
- Hansen Brother LLC - CDL
- McCown Technologies - Welding
- U of U Healthcare - CMA
- Purple - IT
- ARUP - Software Development and Phlebotomy
- LW Miller - Diesel
- Sliencerco - IMAT
- Ames Construction - CDL
- The Key - CNA
- Stanley Black & Decker - IMAT
- LACO Technologies - Welding
- Waste Management - Diesel
- Ensign Engineering & Land Survey Inc - Business
- US Customs and Border Patrol - Police Officers
- Pacific West - Diesel and CDL
- Tradestar - IMAT and Welding
- FedEx Ground - IMAT
- Utah National Guard - all programs
- Copper Ridge Health and Rehab - CNA and PN
- Software Technology Group - Software Development
- Teva Pharmaceuticals - IMAT
- Canyon Home Care & Hospice - CNA and PN
- Westech Equipment - IMAT
- Republic Services - CDL
- Tooele County - IT
- Cabela's - IMAT
- Stadler - IMAT
- Circa - CDL
- Step Saver Companies - CDL
- Command Industrial Technologies - IMAT and Welding
- Plastic Ingenuity - IMAT and Welding
- Creek Technology - IT
- Lake Point Insurance Agency - Business
- Airgas - CDL
- Ralph Smith Co. - CDL
- ACE Recycling & Disposal - Diesel
- Godfrey - CDL
- Andrus - CDL
- TBC Brands - CDL
- North Park Transportation - Business, Diesel, and CDL
- EJ - Welders
- Campbell Companies - Diesel
- Honnen - Diesel
- Maxim Healthcare SLC - PN



## APPENDIX E

# Comparison of Tooele Tech’s Strategic Plan Objectives with USHE’s Strategic Plan

September 2021

### Strategic Objectives for Tooele Tech:

- **Objective # 1: Continuous Improvement of Programs, Services and Completion**
- **Objective # 2: Student Access**
- **Objective # 3: Celebrate Student Success and Completion**
- **Objective # 4: Workforce Alignment and Building External Relationships**

<b>USHE Strategic Plan Access</b>	Tooele Tech Strategies which align with USHE Strategic Objectives
Facilitate collaboration among college access partners such as UCAC, TRIO, GEAR UP, AVID, Latinos in Action, USHE CE Directors, CTE directors, institutions, and advisors.	The Student Records and Data Specialist will create training for faculty on maintaining high school student attendance and grades using the new school district information system, Skyward.
Partner with USBE on messaging and advising on TE/CTE coursework options in K-12, including PRIME pilot implementation.	
Consider a USHE common technical education admissions and scholarship application, and acceptance letter.	Streamline and systemize student onboarding for efficiency and effectiveness that is in harmony with USHE’s vision of developing a common application process.
Connect institutions to high school student data to improve access, particularly for underrepresented student populations. Implement the Single Student Identifier system wide. Analyze available data to determine more inclusive future measures	The Student Records and Data Specialist will create training for faculty on maintaining high school student attendance and grades using the new school district information system, Skyward.
Provide additional training and resources for technical college staff to connect new students with health, transportation, housing, food, services for undocumented students, childcare, or technology for student success. Evaluate data on referrals and outcomes to determine efficacy.	Student Services will create and implement a Social and Emotional Health & Wellness Plan.
Collaborate with community and tech college staff to identify resources for student basic needs; advocate for better community resources supporting tech college students.	Student Services will create and implement a Social and Emotional Health & Wellness Plan.
Review policy to support institutions in their efforts to attract and retain diverse faculty and	Seek avenues to increase applications for job openings in a manner that will maximize the

staff. Facilitate collaboration on best equitable hiring and retention practices.	possibility of attracting qualified, diverse applicants for open positions.
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<b>Affordability</b>	
There were several comments about increasing student access to financial aid, such as:  Research creation of a simplified, pre-FAFSA form to indicate if participants may qualify for financial aid before filling out the full FAFSA.	Student Advisors will provide a financial aid opportunities overview to all new students as part of the enrollment process. When they determine that a student could benefit from meeting with the Financial Aid Coordinator, they will schedule student meetings to ensure that financial aid options are clearly communicated and continue to support student access and completion.
Study shared services in the System. Board reviews recommendations from the study.	Participate in USHE Shared Services exploration by providing consultants with data that accurately presents the systems, priorities, benefits, and requirements of Tooele Tech.

<b>Completion</b>	
Embed equity, diversity, and inclusion in foundational training requirements.	Investigate opportunities that promote Tooele Tech to underrepresented high school graduates by providing support and a welcoming environment.
Adjust policy to define reporting for credit for prior learning in the documentation of alternate documentation and competency demonstration. Benchmark and set goals to increase the awarding of credit for prior learning.	Identify which program competencies are practical for prior learning assessments.
Update the Utah Transfer Guide to include articulations from high school to technical colleges.	Ensure College programs are represented in the Keys to Success (KTS) app and other college referral systems in an appropriate manner. Advertise KTS and discuss it during student orientation.
Implement JED Campus at technical colleges. Receive recommendations after completion of institutional assessments.	We have completed our training with Jedd and have registered with them.  Student Services will create and implement a Social and Emotional Health & Wellness Plan.
Analyze Cicero campus safety study to determine next steps on campus safety from a technical college perspective.	Student Services will create and implement a Social and Emotional Health & Wellness Plan.
Develop baseline expectations for mental health/campus safety for technical colleges. Support institutions in meeting baseline	Student Services will create and implement a Social and Emotional Health & Wellness Plan.

expectations. Facilitate collaboration on best practices.	
Refine policy for supportive instruction offerings for students unable to meet minimum admission requirements, and implement corequisite and other models to support student entry in and success into technical programs.	Programs will utilize a retention plan to improve completions by focusing on retention data and monitoring the data in relation to retention strategies and customizing plans as necessary. The expectation will be to have outcomes above the minimum standard requirement.

<b>Workforce Alignment</b>	
Collaborate with stakeholders (DWS, USBE, UCAC, UDOC) to support the enrollment of adult learners in technical education.	<p>Develop for each program, DWS labor statistics and FAQ talking points that may be used for tours, talking with potential students, and as a consistent marketing tool for the website, faculty, advisors, enrollment specialists, marketing and recruiting materials</p> <p>Strengthen relationships with DWS by supporting their One-Stop Centers and understanding other programs that may assist our students in completion</p>
Increase adult learner awareness of scholarships and other aid for certificates via Keys to Success.	Ensure College programs are represented in the Keys to Success (KTS) app and other college referral systems in an appropriate manner. Advertise KTS and discuss it during student orientation.
Ensure technical education program information, articulation of secondary course work, and opportunities for educational, career, and wage progression are represented in the Programs and Majors Guide, Transfer Guide, and Keys to Success.	Ensure College programs are represented in the Keys to Success (KTS) app and other college referral systems in an appropriate manner. Advertise KTS and discuss it during student orientation.
Advocate for statewide marketing campaign. Focus on the unique needs of adult learners (program flexibility, prior learning, funding, etc).	We have paid, out of our small budget, \$25,000 towards this marketing campaign.
<p>Refine policy to define the role of work-based learning in technical education.</p> <p>Develop system wide practices for reporting progress in the development of and participation in work-based learning activities.</p> <p>Collaborate with stakeholders (DWS, USBE, GOED) to connect work-based learning opportunities to high-demand pathways to certificates</p>	Investigate future Work-based Learning within individual programs

<p>Engage employers to strengthen the connection between certificates and employment options.</p>	<p>Enhance the effectiveness of our Occupational Advisory Committees by:</p> <ul style="list-style-type: none"> <li>○ Ensuring curriculum is aligned with workforce requirements for entry-level employment.</li> <li>○ Seeking help with faculty succession planning.</li> <li>○ Discussing strategies of getting non-grad completers to return and complete certifications.</li> <li>○ Inviting appropriate TCSD CTE faculty to attend and participate.</li> <li>○ Visiting the chairs of each OAC.</li> </ul> <p>Placement Services will create and maintain a system for documenting employer contacts, visits, and campus tours</p> <p>Faculty will strive to build deeper relationships with industry partners, document as part of their annual review process their three best employer visits, and log additional time spent with employers</p>
<p>Review policy governing enrollment and classification of adult students enrolled in training for the purpose of maintaining or advancing their employment.</p>	<p>Discussing with employers strategies of getting non-grad completers to return and complete certifications</p>