

**February 10, 2025**

**Board of Trustees**

Southwest Technical College

**Office of the Commissioner of Higher Education Program Assessment**

Pursuant to Utah Code Annotated 53B-16-102(5)(b)(ii), the following Program Assessment is provided for the proposed **Master Esthetician** program, which the Southwest Technical College Board of Trustees will review for approval.

The Office of the Commissioner of Higher Education (OCHE) assesses program proposals to ensure compliance with Utah Board of Higher Education policies and relevant statutory requirements, including alignment with institutional roles and missions, designated service regions, program approval processes, credential definitions, short-term training, and technical education program alignment. This assessment includes a review of the *New Program Proposal* and incorporates peer review feedback into OCHE's analysis and the Commissioner's recommendation.

**Program Assessment and Peer Review Feedback**

The proposed **Master Esthetician** program aligns with the institutional mission of Southwest Technical College to prepare students for technical occupations. The program demonstrates alignment with workforce needs and regional economic priorities. Peer review feedback and OCHE's assessment identified the following considerations:

1. **Employment Placement:** Peer reviewers noted challenges with employment placement and recommend strong collaboration with local advisory partners.
2. **Title IX Compliance:** Concerns raised by peer reviewers have been acknowledged, and the institution has affirmed its readiness to address these through updated policies.

**Commissioner's Recommendation**

The **Master Esthetician** program is recommended for Trustee approval.

**Process and Trustee Actions**

The Board of Trustees will review this proposal and OCHE report to determine whether to approve, defer, or reject the program. Upon approval by the Trustees, Southwest Technical College must notify OCHE, which will add the program to the Board of Higher Education Consent Calendar.

Please let us know if you have any questions regarding this report.

**Sincerely,**

A handwritten signature in black ink, appearing to read 'G. Landward', with a stylized flourish at the end.

Geoffrey Landward  
Commissioner of Higher Education  
Utah System of Higher Education

**Attachments:**

- Program Proposal
- OCHE Program Assessment and Commissioner's Recommendation, including Peer Review Summary and Feedback

## New Technical Education Program

**Program Title:** Master Esthetician

**Institution:** Southwest Technical College

**Requested Credential:** Technical Certificate, 32 Credits, 1200 Clock Hours

**CIP Code:** 12.0409

### 1. Policy Compliance Overview

#### Policy R312: Institutional Roles and Missions

The review confirmed that the program complies with R312-6.1.1 and Table 1. The program aligns with Southwest Technical College's mission to prepare students for technical occupations and meets Utah State licensure requirements.

#### Policy R315: Designation of Service Regions

The program will operate within Southwest Technical College's designated service region on the main campus in Cedar City, ensuring compliance with regional boundaries.

#### Policy R401: Approval and Modification of Instructional Programs

The review confirmed that the proposal complies with the processes for program approval.

#### Policy R402: Certificate and Degree Award Structures

The program meets the requirements for technical certificates. With 32 credits and 1200 clock hours, the program also aligns with industry requirements for Utah State licensure.

#### Policy R403: Short-Term Training

The review evaluated whether the training should be classified as short-term training intended for experienced workers maintaining or upgrading their skills to meet workforce needs. The program exceeds the criteria for short-term training and appropriately qualifies as a technical certificate.

#### Policy R404: Technical Education Program Alignment

The program complies with alignment standards, including 32 credits of foundational courses.

### 2. Workforce and Economic Relevance

- **Workforce Alignment:** The program addresses workforce demand for licensed Master Estheticians in Utah, classified as a 2-star occupation. Projections indicate 290 annual job openings statewide, driven by growth and replacement needs. Given lacking DWS data for the

Southwest Technical College service region, the institution relied on secondary data shown on the second page of the request.

- **Economic Relevance:** The median wage for skincare specialists in the geographic region is \$35,951, or \$17.287 per hour.
- **Industry Partnerships:** Collaboration with Cedar Dermatology, Skinology Medical Spa, and other advisory partners ensures program relevance and graduate employment opportunities.

### 3. Duplication of Programs

Comparable programs, such as The Skin Institute's Master Esthetician program, are outside Southwest Technical College's designated service region. Southwest Technical College collaborated with Evans Hairstyling College to offer pathways for licensed cosmetologists, minimizing redundancy.

### 4. Institutional Capacity and Resources

The program meets institutional capacity standards with existing facilities, faculty, and one-time equipment investments.

- **Facilities:** Minor renovations on the main campus, funded through capital improvement (\$15,000).
- **Equipment:** One-time investments include treatment tables, autoclaves, microdermabrasion machines, and laser equipment.
- **Faculty:** 1 full-time and 1 part-time instructor with Master Esthetician licensure and industry experience.
- **Budget:** The program's \$250,000 cost is fully funded through institutional appropriations.

### 5. Peer Review Feedback

- **Bridgerland Technical College:** Raised concerns regarding employment placement, noting that many graduates provide services from home rather than securing traditional employment.
- **Davis Technical College:** Highlighted potential Title IX challenges associated with the program. Southwest Technical College has acknowledged these concerns and affirmed readiness to address them through updated policies.
- **General Feedback:** Peer reviewers supported the program overall, noting its alignment with workforce needs and local employer partnerships.

## Conclusion

The Master Esthetician program proposed by Southwest Technical College aligns with Utah Board of Higher Education policies R312, R315, R401, R402, R403, and R404. The program addresses workforce

demand, leverages industry partnerships, and avoids unnecessary duplication. DWS did not have regional labor market data specific to Southwest Technical College's service region, so the institution relied on data from Lightcast. Minor concerns regarding employment placement and Title IX have been acknowledged.

**Recommendation for Approval**

The program is recommended for Trustee approval.

**Prepared by:**

Kim Ziebarth, Associate Commissioner for Technical Education  
Utah System of Higher Education

# Utah System of Higher Education

## Request for Approval of a New Technical Education Program

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### Part 1: Notification of Intent

**Institution:** Southwest Technical College

**Program Title:** Master Esthetician

**Program Length:** 32 credits, 1200 clock hours

**Anticipated Implementation Date:** March 2025

**Institutional Role and Mission Alignment:** Yes

**USHE Aligned Program:** Yes

**Campus Location(s):** Main Campus

**Within Designated Service Region:** Yes

**Credential Awarded:** Technical Certificate

**CIP Code:** 12.0409

### Part 2: Additional Program Information

**Financial Aid Eligible:** Yes

**VA Eligibility:** Yes

**Delivery Method:** Hybrid (1-99% online)

**Work-Based Activities Included:** Yes

**Apprenticeship:** No

**Programmatic Accrediting or Regulatory Body:** Yes. DOPL

**Opportunities for Industry Licensure or Certification:** Yes. After completion of the program.

**Admission Requirements**

N/A

**Program Eligibility**

Postsecondary students

**Schedule**

Fixed schedule - Day

**Comparable Programs**

The closest program that offers Master Esthetician training is located outside our service region.

The Skin Institute (<https://www.theskininstitute.org/>)

Esthetician, 600 Clock hours

Master Esthetician, 1200 Clock hours

Located outside our service region in St. George.

There are no comparable programs offering Master Esthetician within our service region. Evans Hairstyling college offers a Cosmetology license. A licensed Cosmetologist is also certified to perform work as an Esthetician. Our program will be an educational pathway for Evan's students to receive their Master Esthetician certification as listed below.

Evans Hairstyling College

Cosmetology, 1600 Clock hours (Esthetician license is included in Cosmetology license)

#### Collaboration

We are working with our OAC partners as we develop this program. They are: Cedar Dermatology and Medical Spa, Skinology Medical Spa, Cedar City Skin Clinic & Spa, Beautiful You Salon, Spa and Barbershop, and Pure Hydration and Aesthetics. We also will work with Evans Hairstyling College to create a pathway for Cosmetology students to achieve their Master Esthetician license.

#### Educational Partnerships

There are opportunities to provide a Master Esthetician certificate for Licensed Cosmetologists from Evans Hairstyling College and Snow College. Students that complete at Evans or Snow could continue with us to receive their Master Esthetician certification.

Our dual enrollment partnership with Southern Utah University also allows all of our credit courses to articulate as elective credit for degree programs.

#### Market Demand/Need

Statewide, DWS rates Skincare Specialists as a 2-star job. DWS does not have any data for Skincare Specialists for the Southwest Technical College service region. According to data from Lightcast, our service region is a "hotspot" for Skincare Specialists. Regional employment is higher than the national average. On average, for every 1 job posting for a Master Esthetician there are 10 positions filled. This seems to indicate that most positions are filled by word of mouth and referral rather than traditional job postings. This could account for why there is a lack of jobs data in our service region.

This occupation is expected to experience much faster than average employment growth with a moderate volume of annual job openings. The need for replacements, rather than business expansion is projected to make up the majority of job openings in the coming decade. Currently 1,496 individuals are employed in this occupation statewide, with projections showing the number rising to 2,010 and annual openings of 290 over the next decade.

### Wage Potential

Lightcast reports that the median annual wage for Skincare Specialists in our service region is \$35,951, or \$17.28 per hour.

### Facilities

#### Program Location and Facility Upgrades

The program will be held on our Main Campus in Cedar City. There are some minor facility upgrades needed to begin the program.

#### Construction and Relocation Plans

Renovation will be completed before the program begins.

#### Estimated Costs and Funding Sources

Renovation is estimated at \$15,000. This will be funded through capital improvement.

### Program Resources

#### Faculty

Status	#	Qualifications
Full-Time	#1	Utah Master Esthetician License.
Part-Time	#1	Above average competency in Master Esthetics subjects and practical skills. 5 Years industry experience preferred.

#### Expense Budget

<b>Personnel (Faculty Salary and Benefits)</b>	\$
<i>Full-time Faculty (Salary + Benefits)</i>	\$100,000
<i>Part-Time Faculty (Salary + Benefits)</i>	\$35,000
<b>Operating Expenses</b>	\$
<i>Equipment [Mainly one-time equipment: treatment tables/beds, stools &amp; chairs, steamers, lamps, towel warmers, storage carts, microdermabrasion machines, Laser, Autoclaves, etc ]</i>	\$100,000
<i>Travel (conferences, professional development)</i>	\$2,500
<i>Resources (training materials, supplies)</i>	\$2,500
<b>Other</b>	\$10,000
<i>[Description]</i>	\$
<b>Total Expenses</b>	<b>\$250,000</b>

#### Funding

Internal Reallocation	\$
Appropriation	\$250,000
Special Legislative Appropriation	\$
Grants and Contracts	\$
Special Fees	\$
<b>Total Funding</b>	<b>\$250,000</b>

#### Student Program Cost

Postsecondary Tuition	\$3,040
Postsecondary Fees	\$1,500
Differential Tuition	\$
Secondary Fees and any additional costs	\$
Estimated cost of required materials	\$
Additional costs	\$

#### Revenue Generation

Projected Revenue	\$81,720
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Description: [If applicable, describe potential revenue sources from services or products offered.]

### Part 3: Required Documentation

- Graduation Requirements (Use aligned program information)
- Program Description and Objectives (Use aligned program information)
- Course Descriptions and Objectives (Use aligned program information)
- Occupational Advisory Committee Minutes (demonstrating support for the program)

### Submission

Submit the completed form and required documentation to the Office of the Commissioner of Higher Education (OCHE). OCHE will coordinate a peer review at an upcoming Chief Instructional Officer or Curriculum meeting, conduct a review for policy compliance, and return these written materials for you to include with your Trustee program approval request.

### Next Steps

1. Submit the Board of Trustees approval to OCHE.
2. OCHE will place the approval on the agenda of the Board of Higher Education.
3. Submit all approvals and the policy to COE for final approval.
4. Once approved, provide accreditation documentation to confirm the new program's implementation.



**Utah System of Higher Education**  
Master Esthetician  
FY2025 / 32 Credits (1200 Clock-Hours)

<b>Master Esthetician</b>			
Institutions: Bridgerland, Davis			
<i>Technical Certificate (Catalog Year: 2025, 32 Credits/1200 Clock-Hours Required, CIP: 12.0409)</i>			
<b>Foundational Courses (32 Credits/1200 Clock-Hours)</b>		<b>Credits</b>	<b>Clock-Hours</b>
TEES 1010	Foundations	1	30
TEES 1020	Basic Theory I	4	120
TEES 1030	Basic Theory II	4	120
TEES 2991	Basic Clinical I	3	135
TEES 2992	Basic Clinical II	3	135
TEES 2993	Basic Clinical III	1	60
TEES 2010	Master Theory I	2	60
TEES 2020	Master Theory II	4	120
TEES 2030	Master Theory III	4	120
TEES 2994	Master Clinical I	3	135
TEES 2995	Master Clinical II	3	165



**Utah System of Higher Education**  
Master Esthetician  
FY2025 / 32 Credits (1200 Clock-Hours)

## PROGRAM DESCRIPTION

The Master Esthetics program prepares students to enter the world of skin care, and natural nail care by teaching the required skills for success in one of the fastest growing fields in the beauty industry. Students develop communication skills, professional behavior, and the core skills of working in, or building a spa business. Students work with spa guests in a modern, well-equipped spa with the newest techniques, products and equipment in the industry. This program offers education in facials, manicures, pedicures, skin care massage, chemical peels, microdermabrasion, ultrasonic facials, LED light facials, microcurrent facials, advanced hair removal, advanced makeup, body treatments. Students build upon skills and develop more specific training in advanced facial techniques, and laser treatments. At the end of the program, students are qualified to take the Utah State Master Esthetician Licensing Exams.

### Objectives:

- Demonstrate basic and master esthetic skills such as: communication skills, professional behavior, facials, manicures, and pedicures, advanced facial techniques, skin care massage, chemical peels, microdermabrasion, ultrasonic facials, LED light facials, microcurrent facials, advanced hair removal, advanced makeup, body treatments, and advanced laser treatments.
- Explain general sciences related to Esthetics such as anatomy, infection control, skin structure, skin diseases and disorders, chemistry and electricity.
- Demonstrate spa processes and etiquette with proper sanitation procedures necessary for the health and safety of spa guests and self.
- Perform esthetic services on manikins and spa guests.
- Communicate effectively with spa guests and colleagues.
- Demonstrate communication skills through electronic, verbal, and written formats.
- Prepare for the state board licensure exam.

## FOUNDATIONAL COURSE DESCRIPTIONS

### Foundations

**1 Credit/30 Clock-Hours**

This course prepares students to enter the world of skin care, and natural nail care, by teaching the required skills for success in a competitive industry.

### Objectives:

- Demonstrate communication skills and professional behavior.
- Develop the core skills of working in or building a spa business.

### Basic Theory I

**4 Credits/120 Clock-Hours**

This course introduces the basic procedures of skin care. This includes an understanding of the basic structure, composition of the skin, and maintenance of healthy skin. Students will demonstrate and explain theory and practical application procedures associated with the basic needs of the skin.

### Objectives:

- Identify the factors that influence aging of the skin.
- Recognize which skin disorders can be treated in the spa and which should be referred to a physician.
- Demonstrate proper set-up, cleaning, and disinfection during treatments.
- Perform various types of basic esthetic services.

November 18, 2022  
Adjusted July 1, 2024



**Utah System of Higher Education**  
Master Esthetician  
FY2025 / 32 Credits (1200 Clock-Hours)

- Demonstrate and explain basic theory, practical application, and procedures associated with basic skin care.
- Demonstrate and learn practical applications while working on course related content.
- Students will demonstrate competency through assignments, testing, and practical application.

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**Basic Theory II****4 Credits/120 Clock-Hours**

This course introduces advanced topics, treatments, and nutritional effects of the skin. This includes basic hands-on techniques. Students will demonstrate and explain theory and practical application procedures associated with the basic needs of the skin.

Objectives:

- Demonstrate essential business skills.
- Communicate effectively with spa guests.
- Comprehend the importance of meeting industry standards of quality, professionalism, efficiency, sanitation, and safety in preparation for entering the esthetician industry.
- Demonstrate and explain basic theory, practical application, and procedures associated with basic skin care.
- Demonstrate and learn practical applications while working on course related content.
- Students will demonstrate competency through assignments, testing, and practical application.

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**Basic Clinical I****3 Credits/135 Clock-Hours**

This course applies the principles and practices learned in the Basic Theory I and II. Students will begin to provide spa services in a clinical setting. Students will provide a variety of services on spa guests and models.

Objectives:

- Demonstrate spa processes and etiquette.
- Communicate effectively with spa guests and colleagues.
- Demonstrate sanitation procedures.
- Safety and preparation for entering the esthetic industry.

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**Basic Clinical II****3 Credits/135 Clock-Hours**

This course applies the principles and practices learned in the Basic Theory I and II. Students will perform a variety of services on spa guests. This course will help prepare students for client work and building a clientele.

Objectives:

- Demonstrate spa processes and etiquette.
- Communicate effectively with spa guests and colleagues.
- Demonstrate sanitation procedures.
- Safety and preparation for entering the Esthetic industry.
- Continue practical application and procedures on spa guests.

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**Basic Clinical III****1 Credit/60 Clock-Hours**

This course applies the principles and practices learned in the Basic Theory I and II. Students will perform a variety of services on guests in a spa-like setting.



**Utah System of Higher Education**  
Master Esthetician  
FY2025 / 32 Credits (1200 Clock-Hours)

**Objectives:**

- Demonstrate spa processes and etiquette.
- Communicate effectively with spa guests and colleagues.
- Demonstrate sanitation procedures.
- Safety and preparation for entering the Esthetic industry.
- Continue practical application and procedures on spa guests.

**Master Theory I**

**4 Credits/120 Clock-Hours**

The Master Theory I course covers advanced procedures in skin care including the advanced structure and composition of the skin and how to maintain healthy skin. Students demonstrate and explain theory and practical application procedures associated with the advanced needs of the skin.

**Objectives:**

- Identify factors that influence aging of the skin.
- Recognize which skin disorders can be treated in the spa and which disorders should be referred to a physician.
- Practice the fundamental skills in advanced services.
- Review safety guidelines, effective communication, professionalism, state licensing requirements, and career opportunities within the industry.
- Demonstrate and explain advanced theory, practical application, and procedures associated with advanced skin care.
- Demonstrate and learn practical applications while working on course related content.
- Demonstrate competency through assignments, testing, and practical application.

**Master Theory II**

**4 Credits/120 Clock-Hours**

The Master Theory II course offers the opportunity to continue practicing the fundamental skills in advanced procedures and how to maintain healthy skin. Students demonstrate and explain theory and practical application procedures associated with the advanced needs of the skin.

**Objectives:**

- Explore Advanced treatments behind laser technology and laser safety.
- Demonstrate specific functions and uses of various hand pieces, as well as skin typing.
- Perform hands-on training for a full range of advanced esthetic procedures.
- Recognize which skin disorders can be treated in the spa and which disorders should be referred to a physician.
- Practice the fundamental skills in advanced services.
- Review safety guidelines, effective communication, professionalism, state licensing requirements, and career opportunities within the industry.
- Demonstrate and explain advanced theory, practical application, and procedures associated with advanced skin care.
- Demonstrate and learn practical applications while working on course related content.
- Demonstrate competency through assignments, testing, and practical application.

**Master Theory III**

**4 Credits/120 Clock-Hours**

The Master Theory III course offers the opportunity to continue practicing the advanced skills and procedures. Students demonstrate and explain theory and practical application procedures associated with the advanced needs of the skin.



**Utah System of Higher Education**  
**Master Esthetician**  
**FY2025 / 32 Credits (1200 Clock-Hours)**

**Objectives:**

- Demonstrate specific functions and uses of various hand pieces, as well as skin typing.
- Perform hands-on training for a full range of advanced esthetic procedures.
- Recognize which skin disorders can be treated in the spa and which disorders should be referred to a physician.
- Practice the fundamental skills in advanced services.
- Review safety guidelines, effective communication, professionalism, state licensing requirements, and career opportunities within the industry.
- Demonstrate and explain advanced theory, practical application, and procedures associated with advanced skin care.
- Demonstrate and learn practical applications while working on course related content.
- Demonstrate competency through assignments, testing, and practical application.

**Master Clinical I**

**3 Credits/135 Clock-Hours**

In the Master Clinical I course students apply the principles and practices learned in Master Theory I II, and III. Students begin to perform a variety of advanced esthetic services.

**Objectives:**

- Demonstrate practical interviewing, retailing, and marketing skills.
- Demonstrate spa processes and etiquette.
- Communicate effectively with spa guests and colleagues.
- Demonstrate proper sanitation procedures.
- Demonstrate safety and prepare to enter the esthetic industry.
- Continue practical application and procedures on spa guests.

**Master Clinical II**

**3 Credits/165 Clock-Hours**

In the Master Clinical II course students apply the principles and practices learned in Master Theory I II, and III. Students perform a variety of advanced esthetic services.

**Objectives:**

- Demonstrate practical interviewing, retailing, and marketing skills.
- Demonstrate spa processes and etiquette.
- Communicate effectively with spa guests and colleagues.
- Demonstrate proper sanitation procedures.
- Demonstrate safety and prepare to enter the esthetic industry.
- Continue practical application and procedures on spa guests.

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## OAC Letter of Support

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**Samantha Bassarear** <sbassarear19@gmail.com>

Fri, Dec 6, 2024 at 9:26 AM

To: JR Quarnberg <jquarnberg@stech.edu>

Im so excited to see an esthetics program finally come to Cedar. I graduated in 2021 and at that time the only schools were in St. George. Out of the 12 girls in my class 4 of us were making the commute. With Southwest Tech's addition of an esthetics program it will provide life changing possibilities for our local community. Below I have listed the suggestions of needs for the program.

**Employment needs:**

Master estheticians who thoroughly understands the foundations of esthetics.

**Curriculum:**

Milady Standard Esthetics has updated information as well as a paperless option through Cima.

**Daily Schedule:**

First 2 hours is theory period where the entire class meets to go over the lesson plan for the week. Afterwards the class will split into 2 practical times (groups of 6). If in the first time slot of practicals the students will be given a demo of the lesson for the week. They will then use the leftover time to practice on peers. For those not in that practical time they will have Open Spa until after lunch where they then will go to practical. Open spa is the time where students are able to bring their models in and pass off services.

**Equipment:**

Basics- Galvanic Machine and High Frequency

Masters- Dermaplane (surgical scalpel), Ultrasonic, Microdermabrasion device, LED device

Advanced Master Devices- Alexandrite Laser, Hydrafacial

**Professional Product Lines:**

Glymed (UT based), Image Skincare, Eminence Organics, PCA, Face Reality

Please let me know if there is anything else you'd like for me to add.

[Quoted text hidden]

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## Southwest Tech Esthetician OCA

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**Megan Hunt** <meganmartinahunt@gmail.com>

Tue, Nov 26, 2024 at 7:07 PM

To: JR Quarnberg <jquarnberg@stech.edu>

To Whom it may concern,

I am so grateful for this opportunity to contribute in a small way to the future growth and development of our southern Utah region and local communities! I look forward to the growth of this program to help so many. The need for continued career and educational opportunities is essential. Creating a program such as this takes a dedicated team of talented individuals as you well know. As the southern Utah communities continue to grow and develop there is and will continue to be a great need for these services. Providing education in this particular skill set and industry will open up so many job opportunities for local individuals and families. This will also provide employees to local salon and spa businesses, amplifying service potentials and small business growth. As a salon and spa owner in southern Utah I personally appreciate and commend this educational opportunity for so many.

Sincerely,

Megan Hunt

[Quoted text hidden]

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## OAC Letters of Support

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**Krista Johnson** <southernutahskinology@gmail.com>  
To: JR Quarnberg <jquarnberg@stech.edu>

Fri, Dec 6, 2024 at 9:17 PM

To Whom It May Concern,

We at Skinology Medical Spa express our full support for the proposed Esthetics program at Southwest Tech. We believe this will provide new and needed educational opportunities for students in Iron County as well as other surrounding areas with less access to such a program.

As most medical spas, we require our Estheticians to have their Master Esthetics license. Many of the services we offer are more corrective, preventative, and medical in nature. This includes, but is not limited to, laser hair reduction, microneedling, IPL, Morpheus 8 (micro needling with radio frequency), and ultrasonic facials.

It is also imperative that Estheticians are trained in facial and waxing services, such as, advanced body, and facial waxing. Their training must also focus on eyelash lifting and tinting, brow lamination, and brow tinting.

We are excited to be involved in the upstart of this Esthetic program at Southwest Tech. We love giving our clients at Skinology Medical Spa a luxury spa experience "close to home," and our Master Estheticians make that possible. We look forward to the future opportunities to work with Southwest Tech.

-Krista Johnson, RN and Marla Braunberger, LME

Krista Johnson, RN  
Owner/Nurse Injector  
Skinology Medical Spa  
Cedar City, UT 84721  
[Quoted text hidden]

**Agenda**  
**Southwest Technical College**  
**Board of Trustees Meeting**  
January 9, 2025; 12:00 – 2:00 p.m.  
Southwest Tech Boardroom

**Board of Trustees**

**Chairperson:** Kristie McMullin (Iron County Business Representative); Roger Howard (Beaver County Business Representative); Garrett Cottam (Iron County Business Representative); Sharon Corry (Iron County Business Representative), Paul Terry (Iron County Business Representative); Melinda Pfundstein - remote (Iron County Business Representative); Beverly Burgess (SUU Trustee)

**Invited Guests:** Kim Ziebarth (remote)

**Southwest Tech:** Brennan Wood, Scott Leavitt, Clarissa Crosby, Jason Rhodes, Selena Orgel, James Mullenau, and Valerie Stringfellow (administrative)

**I. Agenda Items by Kristie McMullin, Vice Chairperson**

**A. Call to order**

A quorum was confirmed. Vice Chairperson McMullin called the meeting to order at 12:08pm.

**B. Pledge of Allegiance**

Vice Chairperson McMullin led the Pledge of Allegiance.

**C. Approval of the Agenda**

Paul Terry motioned to approve the agenda as presented. Beverly Burgess seconded the motion, and the motion passed unanimously.

**D. Approval of the November 7, 2024 Minutes**

Roger Howard made a motion to approve the November 7, 2024 meeting minutes, and Sharon Corry seconded the motion. Motion passed unanimously.

**II. Action Items:**

**A. Oath of Office**

Skipped as the person was not in attendance.

**B. Special Projects & Approval of Budget Adjustment - Brennan Wood & Clarissa Crosby**

Brennan Wood explains the reopening of the budget to include special projects, including a cafe remodel and public safety training expansion. The cafe remodel is discussed, including its design and the inclusion of a smaller bookstore. Brennan presents a proposal for expanding public safety training with additional funding. The proposal includes creating a rubble pile for training and building container cities for various first responder training needs. He highlights the benefits of the proposed expansion, including partnerships with agencies like the National Guard. Clarissa Crosby supports the proposal, emphasizing the expansion's potential to improve current programs

and offer new training opportunities. Brennan discusses the potential for future development and how the current proposal fits into the master plan. The possibility of expanding the public safety training area and the flexibility of the proposed structures are highlighted. He also mentions the potential for additional sponsorship opportunities as the project develops and the net position and the need to use funds strategically for program advancement. Roger Howard motioned to approve the motion, and Garrett Cottam seconded. The motion passed unanimously.

C. **Approval of Master Esthetician Program - Scott Leavitt**

Scott Leavitt introduces the Master Esthetician program, mentioning a new policy and peer review process. The review noted challenges in tracking student placement and the lack of regional data from DWS. Scott also mentions subscribing to a new data tool called Lightcast to address the data gap. Brennan Wood highlights the support from Kim Ziebarth and the need to move forward with the program despite the data issues. The program aligns with the role and mission of technical education and has support from local institutions. Kim clarifies that the data issue is not about collection but availability from DWS. Brennan and Scott discuss the challenges with DWS data and the need for robust regional data. Scott outlines the program details, including the 32 credits and 1200 hours required. Brennan mentions the support from the OAC and industry letters of support. Scott then discusses the timeline for the program implementation and the challenges in hiring a master esthetician. Garrett Cottam motioned to approve the motion, and Beverly Burgess seconded. The motion passed unanimously.

D. **Approval of New Foundation Board Member (Jodi Lee Simmons) - Brennan Wood**

Brennan Wood introduces Jodi Lee Simmons as a new Foundation Board member. Jody's background and experience at SUU and her current position at the college are highlighted. Beverly Burgess motioned to approve the motion, and Roger Howard seconded. The motion passed unanimously.

E. **Consent Agenda Approval - Kristie McMullin**

There were not any consent items on the agenda to approve.

**III. Discussion Items:**

A. **Alumni Student Services - Selena Orgel & Jason Rhodes**

Selena Orgel and Jason Rhodes introduced themselves and their roles in student engagement and alumni relations to the Board of Directors. The initiative aims to foster a better network for alumni and support student transition to the workforce. Jason outlines his responsibilities in recruiting, resources, and job placement for students. Selena shares her background and experience in working with students from initial testing to graduation. Brennan introduces the Alumni Association highlighting the oversight team consisting of Jason Rhodes, Cindy Tracy, and James Mullenau. The focus is to create a strong Alumni Association similar to traditional universities, leveraging the hands-on attention students receive at technical colleges. The goal is to build a sense of belonging and support students, integrating them into key college events and guest speaking opportunities. Plans include hosting networking events to create a supportive network for alumni, employers, and former classmates. Discussion ensued regarding the challenge of implementing the Alumni Association, noting that it is a new initiative for the

college and the importance of alumni outreach and creating a clear definition of what it means to be on STech Alumni. Selena mentions the timeline for implementation, aiming for the next graduation in May as the kickoff point. Brennan praises the presentation and expresses support for the initiative.

**B. Investment Report - Clarissa Crosby**

Clarissa Crosby presents the investment reports, noting the requirement for monthly reports and the current visual format. And explains the decision to use State Bank due to local services and the approval list of banks.

**C. 2025 Legislative Funding Request - Brennan Wood**

Brennan Wood provides an overview of the 2025 legislative funding request, highlighting the \$1.5 million for the diesel project and other funding requests. The public safety building project is ranked second, with a proposed budget of \$68 million, and other requests include compensation increases and new program capacity. Brennan mentioned the upcoming presentation to the Higher Ed Appropriations Subcommittee and the importance of the fiscal analyst's input. Kristie McMullin asks about the new elected officials and potential changes, and Brennan discusses the leadership changes and their impact on higher education initiatives.

**D. Construction Projects & Feasibility Study Update - Brennan Wood**

Brennan Wood lists recent construction projects, including drainage improvements, sidewalk repairs, and new IT offices. The feasibility study for the diesel project is finalized, with three potential locations for the building. He discusses the estimated cost of \$4 million and the potential for combining the diesel project with the public safety building to reduce costs. The master plan and potential strategies for funding and building are presented, with a focus on strategic planning and partnerships. It was emphasized the need for creative solutions to reduce building costs and the importance of strategic planning with the DFC. The possibility of combining projects to reduce costs and the potential for partnerships with BZI were discussed. Brennan spoke about plans to strategize with Jeff from DFC to explore creative solutions and ensure the feasibility of the projects and outlines the next steps for the feasibility study and master plan, emphasizing the importance of strategic planning and partnerships. The potential for combining projects to reduce costs and the importance of strategic planning with DFC are reiterated. The discussion concludes with a focus on strategic planning and the importance of community partnerships in achieving the college's goals.

**E. Succession Planning & Leadership Academy - Brennan Wood**

This item focused on the development and implementation of a leadership program at Southwest Tech. Key points included the creation of a detailed plan for succession, emphasizing skills like emotional intelligence and problem-solving. The program, modeled after the Iron Leaders Academy, will run for nearly a year, covering topics such as leadership, communication, and budget management. Participants will engage in activities like DISC assessments and strategic planning. Additionally, the need for a new member for the audit committee was discussed, highlighting the importance of financial oversight and compliance. The team expressed enthusiasm for the new leadership initiative and the positive team dynamics.

**F. Appointing an Audit Committee Member - Clarissa Crosby**

Clarissa discusses the need for a new member for the audit committee due to Eric Packer's retirement, emphasizing the importance of having three board members on the committee. The audit committee oversees business operations and ensures the college is running appropriately, with input from an auditor during annual audits. Brennan and Clarissa explain that the audit committee's role is to review financial operations and make recommendations for policy changes, rather than conducting the audits themselves. The group discusses the job description and the importance of having business operations experience, with current members Melinda Pfundstein and Jarad Brinkerhoff already on the committee.

**IV. Adjourn**

Roger Howard motion to adjourn and Beverly Burgess seconded the motion. The meeting was adjourned at 1:55pm.

**Next Board Meeting:** March 6, 2025 at 12pm in the Southwest Technical College Boardroom.

***NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS***

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Valerie Stringfellow (970) 376 - 4793, three days prior to the meeting. In accordance with the Open and Public Meeting Act, this meeting is being recorded. Trustees may participate in a Board of Trustees meeting by means of electronic media.

**Upcoming Events and Informational Items:**

- A. Martin Luther King Jr. Day 1/20 - Campus Closed
- B. President's Day 2/17 - Campus Closed