

**OGDEN-WEBER TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING**

August 23, 2018

C. Brent Wallis Student Services Building

Harold W Ritchey Board Room

4:00 p.m.

MINUTES

MEMBERS PRESENT

Cameron Cook
Kearston Cutrubus
Mark Jenkins
Slade Opheikens
Richard Taylor
Matt Wardle, Chair
Paul Widdison
Joyce Wilson, Vice Chair

Business/Industry
WSU Board of Trustees
Business/Industry
Business/Industry
Business/Industry
Business/Industry
Weber School Board
Ogden School Board

MEMBERS EXCUSED

William Shafer
Toni Ure

Business/Industry
Business/Industry

EX-OFFICIO MEMBERS

James R. Taggart

Ogden-Weber Technical College

GUESTS

Shawna Allen
Marilyn Brown
Chad Burchell
Tyler Call
Kennedie Favero
Mariana Figueroa
Kelsee Grow
Randy Hodges
Fred Martinez
Steve Moore
Mark Overman
Monica Schwenk
Cari Smith
Roger Snow
Rex Thornock
Krista Turnage
Tomas Villegas

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USTC Board of Trustees
Barnes Aerospace
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Tina Smith

Recording Secretary

The Board of Directors of the Ogden-Weber Technical College met on Thursday, August 23, 2018, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room. The meeting was conducted by Matt Wardle, chair, and the agenda proceeded as follows:

Mr. Wardle introduced guests in the audience: Steve Moore, Utah System of Technical Colleges Board of Trustees, member; Monica Schwenk, development director; Mark Overman, Barnes Aerospace, Audit Committee chair; and Rex Thornock, drafting instructor and Faculty Leader representative.

Mr. Wardle noted that Toni Ure and Will Shafer asked to be excused from today's meeting.

Ms. Wilson reviewed the list of food items prepared by the Culinary Arts students.

1. APPROVAL OF FY18 AUDIT

Mr. Overman related that the Audit Committee had met with the state auditors, and they gave the college an unqualified statement (clean audit). There were no issues, and they were very complimentary of the college's staff.

A motion to approve the FY18 audit was made by Joyce Wilson, seconded by Slade Opheikens, and carried unanimously.

2. APPROVAL OF THE MINUTES OF THE MEETING HELD JUNE 28, 2018

A motion to approve the minutes of the meeting held June 28, 2018, was made by Paul Widdison, seconded by Mark Jenkins, and carried unanimously.

3. INTRODUCTION OF NATIONAL SKILLSUSA COMPETITION MEDALISTS

SkillsUSA is a skills demonstration competition offered at the regional, state, and national levels. Students who place first at the state competition are invited to participate in the national competition. This year, nationals were held in Louisville, Kentucky, and the college's students earned three medals. The medalists and advisors in attendance were introduced:

- Mariana Figueroa, secondary student, silver medal winner; Fred Martinez, advisor. This is the first year that Barbering was offered at the national level; will be offered in demo mode for three years to gauge student interest.
- Kennedie Favero, secondary student, Cosmetology, bronze medal winner; Cari Smith, advisor.

It was noted that Ben Jasperson, post-secondary student, was the silver medalist in Programming; was unable to attend the meeting.

Mr. Moore asked about media coverage of the event. Mr. Snow explained that SkillsUSA has a live broadcast on an internal channel. Betsy DeVos attended and spoke with students. Students in Additive Manufacturing were interviewed by a local channel. The college shares information and pictures on social media and has sent out a press release.

4. INTRODUCTION OF “PRESIDENT’S AWARD” RECIPIENTS

The “President’s Awards” are presented on an annual basis, and President Taggart changed the format this year. In the past, the awards criteria required employees to be employed at the college for a minimum of two years in order to be eligible for nomination. President Taggart removed that requirement since new employees who are doing outstanding work deserve to be recognized.

In addition, rather than focusing on specific personnel classifications (exempt, non-exempt), President Taggart established the following award categories: Innovator of the Year; Rookie of the Year; Exceptional Service Award; and President’s Award. The following employees were recognized during Opening Institute Week and introduced to the board:

Innovator of the Year - Tomas Villegas, lead instructional technologist: Mr. Villegas built the website used to collect reports, documents, etc., for the college’s Council on Occupational Education (COE) reaffirmation site visit. The team leader was highly complimentary of the college’s website and Mr. Villegas’s efforts. Mr. Villegas has also been instrumental in helping faculty move to online instruction.

Rookie of the Year - Kelsee Grow, Medical Assisting coordinator: When Ms. Grow was initially hired, she was faced with supporting a very full program at a time when her assistant went on maternity leave. Ms. Grow updated the curriculum and added it to Canvas, hired new staff, and focused on providing students with one-on-one attention. The college had planned to expand the program into the evening next year, but Ms. Grow ended up implementing the new hours this year.

Exceptional Service: Shawna Allen, high school liaison: The number of high school students enrolling at the college has been increasing over the past couple of years, and they are also taking more hours. Much of this success is due to Ms. Allen’s efforts in the high schools and with charter schools. She works part-time but puts in full-time effort.

President’s Award – Randy Hodges, Health Sciences instructor, and Krista Turnage, institutional reporting and SIS manager: President Taggart had intended to select one employee for the “President’s Award” but ended up choosing two because of their high quality.

Mr. Hodges always ensure that students have a positive experience at the college. Many students have been out of school for many years, and he puts them at ease. Retention and completion in his area is strong because he helps students find success early. Several employees and students nominated him for this award.

Ms. Turnage has focused on improving the college's data so that the institution can make sound decisions based on the numbers. The information is transparent and shared with all employees, thereby helping them understand where they are in meeting their programs' and the college's goals. She has made the data very easy to read and understand using Tableau software. In addition, the Access & Outreach Department is able to share data with their district partners about the districts' students because of her efforts. Ms. Turnage's team has also helped automate many of the college's manual processes using BPLogix.

5. APPROVAL OF FY20 BUDGET REQUEST

The college is presenting its budget request to the UTech Board for approval on September 20. UTech has asked the colleges to focus on two areas: market-driven programs and student support. The system will request funding for compensation, equipment, Custom Fit, and SIS support at UTech.

Ogden-Weber is requesting the following (not prioritized):

Market-Driven Program Expansion: \$725,000

- Construction Trades - \$200,000: Qualified labor is a limiting factor for many construction companies. Funding will be used to establish post-secondary training programs in both Ogden and Weber School districts. Students will receive hands-on training in construction tech, HVAC, electrical, and plumbing.
- Cyber Security - \$185,000: The college offers a few cyber security-related classes; however, due to the demand from defense contractors and employers, there is a need to develop a separate certificate that meets industry certifications.
- Medical Assisting - \$90,000: The Medical Assisting program is at capacity during the day, and there is a need to expand it into the evening hours.
- Non-destructive Inspection (NDI) - \$130,000: Ogden-Weber and Salt Lake Community College are the only two institutions that offer NDI classes, and demand continues to outpace current capacity.
- Hybrid Instruction Development - \$120,000: The college is requesting funding for an instructional designer position that will focus solely on developing hybrid instruction (combination of online/face-to-face instruction).

Student Support - \$265,000

The Access & Outreach Department has been funded through internal efficiencies, and most employees are part-time (30 hours). The college has over 5,000 leads (individuals expressing interest in enrolling) that need follow-up. Funds would be used to purchase and implement software to help prospective students enroll and complete their programs.

Mr. Cook asked if the college generally receives what it requests for the budget. President Taggart stated that it usually doesn't--Ogden-Weber received 80 percent of what it requested last year.

Mr. Taylor asked about the average budget request. President Taggart related that, in the past, UCAT would submit a robust request (\$25 million) and receive a smaller allocation (\$6 million). Legislators were concerned about the size of the requests and requested data to support them. Commissioner Dave Woolstenhulme implemented a process to ensure the system's request was data-driven.

Ogden-Weber requested funding last year to expand four programs, and the request was data driven. The college will use the same approach this year. Acting Commissioner Mike Bouwhuis plans to meet with all colleges to ensure their requests are realistic.

Mr. Wardle asked if budgets could be scaled down proportionately once the legislature determines the allocations. President Taggart said it depends. The legislature will ask how scalable the college's request is if not fully funded; what the impact will be on the workforce; and what the impact on the economy will be. This year, since the college's request was funded at a lower level, the institution made some internal shifts and was able to fund the four programs.

A question was raised as to why the college is focusing on construction in the high schools. President Taggart explained that adults interested in the field are already working, so the college needs to reach out to secondary students. The college is developing a youth apprenticeship model that will give them skills to make them job-ready by the time they graduate.

A motion to approve the FY20 budget request was made by Richard Taylor, seconded by Kearston Cutrbus, and carried unanimously.

6. UTECH BOARD REPORT

Mr. Moore reported on the following:

- Mr. Moore complimented President Taggart on his advocacy of the college and UTech system and the accomplishments of the institution.
- Reinstated President Kelle Stephens, Dixie Tech College, effective July 1, 2018.
- The board appointed Mr. Moore to serve on the Higher Education Strategic Planning Commission. The legislature appropriated \$300,000 to conduct a study on higher education, projecting 20-25 years into the future. Legislators are interested in the governance of higher education for both UTech and the Utah System of Higher Education. The commission has met four times and interviewed six consulting firms who would help with the strategic planning process. The National Center for Higher Education Management Systems (NCHEMS) was selected.

- The board accepted Commissioner Woolstenhulme's resignation. He accepted a new position at Utah State University, effective August 1.
- The board discussed and approved the timeline for hiring a new commissioner; interested in hiring a person in time for the legislative session. Posted the position nationally July 16; deadline is August 30. Have received eight applications to date. Appointed Mr. Moore chair of the Selection Committee.
- Approved moving the September 20 board meeting from Southwest Tech to Dixie Tech.
- Approved having Mike Bouwhuis, Davis Tech president, serve as acting commissioner, effective August 5. He will retire after the position has been filled.
- Approved Kim Ziebarth, a vice president at Davis Tech, to serve as interim president of Davis.
- Approved timeline and search committee for the Davis Tech presidential search.
- Changed the November 15 board meeting location from Ogden-Weber to Davis Tech. Will announce Davis's new president on that date.

7. APPROVAL OF CHANGES TO BOARD BYLAWS

The board's Bylaws need to be updated because of changes in statute. Changes including updating the college's and UTech's names, updating the process for selecting board members, adding term limits, and adding language to reaffirm the board's authority to hold closed meetings.

A question was raised on the term limits. President Taggart indicated that members have always served four-year terms, but there were no term limits. The new wording limits members to two four-year terms.

A motion to approve the changes to the Board Bylaws was made by Paul Widdison, seconded by Kearston Cutrube, and carried unanimously.

8. APPROVAL OF FUND BALANCE PROJECTS

Several years ago, the board adopted the practice of approving fund balance use beyond the contingency balance. The contingency balance is 15 percent of the current year's state appropriation which equates to \$2,453,340 for FY19. As of June 30, the college had an unrestricted net position in excess of that amount.

It was noted the college requested \$700,000 for fund balance projects last year and did not spend any of the funds. The college actually added to fund balance overall. However, even though last year's monies weren't spent, the college is requesting funding for FY19 as part of its regular process. The monies are set aside to be used in

the event of a shortfall. This year, the college is requesting \$755,000 for the following projects:

- *BDO Campus Upgrades - \$140,000:* Funds would be used for:
 - HVAC control system for Bay 1; system works but isn't automated;
 - Recognition wall for Collette Mercier and lobby furniture in Bay 1;
 - Replacement of concrete ramp to Auto program; and
 - Window installation in Auto program.
- *IT Projects – Data Center - \$100,000:* Funds would be used for:
 - Fiber optic cable plant; and
 - Phone handset refresh.
- *Facilities Projects/Equipment - \$515,000:* Funds would be used for:
 - Boiler re-tube and chemical piping upgrade;
 - Repairs identified by Risk Management;
 - IT program remodel;
 - College Services enclosure wall for Human Resources Department;
 - Outdoor pavilion; and
 - Miscellaneous concrete/paver repairs.

If approved, the funding will be added to the college budget during the budget modification process in February/March.

A motion to approve the FY19 fund balance projects was made by Mark Jenkins, seconded by Cameron Cook, and carried unanimously.

9. APPROVAL OF 2019-2020 HOLIDAY SCHEDULE

The college has a 238-day school year with 14 paid holidays. The college generally avoids having employees work on December 24 which may result in the need to remove a day from Spring Recess (usually three days).

A motion to approve the 2019-2010 holiday schedule was made by Slade Opheikens, seconded by Paul Widdison, and carried unanimously.

10. INFORMATION/DISCUSSION

The college had more enrollments in June and July 2018 than it has had in the past five years. More high school students are enrolling between their junior and senior years.

11. PRESIDENT'S REPORT

President Taggart reported on the following items/shared photos:

- Shianne Lowe, Miss Rodeo Ogden, is a graduate of the Cosmetology program and often speaks on behalf of the college. Because of her support, the college sponsored her chaps; includes the college's logo in the design.
- The Bay 2 remodel continues to win awards, most recently the ENR Mountain States award for best renovation/restoration. It also won interior design and outstanding tenant design awards from other organizations.
- The college hosted the Chamber Board of Governors at BDO in Bay 2. Presentations from the Chamber focused on the construction and design industries, and the Keir Corporation, Wadman Corporation, and R&O construction presented on the status of the industry.
- EDsmart ranked the college's Cosmetology program as #1 in the country.
- The college held its annual Opening Institute event during the week of August 6. Students were released from class so employees have an opportunity to participate in professional development training.
- Asked employees to participate in an AnswerGarden activity, responding to the question, "What aspect of your job makes you happy?" President Taggart shared the results, noting that the success of students and helping co-workers were the highest responses.
- Hosted a lunch to recognize employee longevity. Shared photos of employees who have attained 5, 10, 15, etc., years of service with the college.
- Overall head count increased by two percent. Secondary head count increased by four percent; adults increased two percent. Membership hours increased by 9 percent. Students are taking more hours, reversing a trend from the past four years. Mr. Widdison asked about the programs adults are enrolling in. President Taggart indicated that it's spread out among all programs. The evening manufacturing programs have had the most increases—classes are full. Day classes have more capacity, so the college will be focusing on filling that pipeline.
- There has been a 12 percent increase in certificate-seeking students.
- The college has a Strategic Plan goal to match the Hispanic population in Ogden City. In FY18, the college's Hispanic population was approximately 24 percent; head count increased. Have found that the completion rate for Hispanic students is the same as for non-Hispanic students.

The college works closely with the Utah Hispanic Chamber of Commerce (UHCC) and recently hosted a Hispanic Business Academy on campus. The

academy was held in three different places throughout Utah, and Ogden-Weber had the highest participation.

- Many Hispanic students are interested in enrolling, but their parents and guardians want to understand what the college offers. As a result, the college's website can be converted to Spanish by clicking a button on the screen.
- The Hispanic Festival is scheduled for September 15 at Union Station. The college is a sponsor, and the Culinary students will help in the evening.
- The college shares "vital factors" information with employees which provides them with a quick way to gauge the health of their programs. Last year, the college focused on certificate completions, secondary completions prior to high school graduation, and secondary completion within one year of graduating high school. The data is visual, and red/yellow/green is used to show, at a glance, how programs are doing in meeting the college's goals.
- Because so many schools want their ninth graders to tour the college, Ogden-Weber scheduled an "OTech Exploration Week" from January 14-18, 2019. Junior high counselors and teachers will be involved in the activity. For half a day, students will receive a hands-on experience and meet with employers (similar to STEM Expo). Having a dedicated week for junior high school students frees up more time for high school students.
- The college has moved to three graduations per year, with the next one scheduled for October 18. Board members were invited to attend.
- Mr. Jenkins invited President Taggart to participate in the Petersen Incorporated golf tournament. Petersen donates a portion of its proceeds to the college for scholarships.
- Presented each member with a copy of a coffee table book entitled, "Weber County: Where People, Innovation & Recreation Connect." The college was one of the sponsors of the book and partnered with Weber County in its creation.

12. NEXT MEETING

The Board of Directors is scheduled to meet on Thursday, October 25, 2018, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 5:34 p.m.