

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

August 24, 2017
Harold W Ritchey Board Room
4:00 p.m.

MINUTES

MEMBERS PRESENT

Kearston Cutrubus
Mark Jenkins
Slade Opheikens
Jerry Ropelato
William Shafer
Toni Ure
Matt Wardle, Chair
Paul Widdison
Joyce Wilson, Vice Chair

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

MEMBERS EXCUSED

Richard Taylor

Business/Industry

EX-OFFICIO MEMBERS

James R. Taggart

Ogden-Weber Technical College

GUESTS

Sherry Bradford
Marilyn Brown
Chad Burchell
Tyler Call
Harli Hall
Mark Overman
Derek Ponce
Monica Schwenk
Carrie Smith
Jennifer Streker
Jason Werner

Ogden-Weber Technical College
Ogden-Weber Technical College
Ogden-Weber Technical College
Ogden-Weber Technical College
Ogden-Weber Technical College
Barnes Aerospace
Ogden-Weber Technical College
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Tina Smith

Recording Secretary

The Board of Directors of the Ogden-Weber Technical College met on Thursday, August 24, 2017, 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. The agenda proceeded as follows:

Ms. Wilson reviewed the food items prepared by the students in the Culinary Arts program.

1. INTRODUCTION OF NEW BOARD MEMBERS: KEARSTON CUTRUBUS, MARK JENKINS, SLADE OPHEIKENS, AND TONI URE

Four new members were added to the board: Ms. Cutrubus, WSU Institutional Council representative; Mr. Jenkins, Petersen, Incorporated, business representative; Mr. Opheikens, R&O Construction, business representative; and Ms. Ure, Chromalox, business representative. Ms. Cutrubus and Mr. Jenkins previously served on the Foundation Board. The new members introduced themselves, as did the current board members.

2. INTRODUCTION OF NATIONAL SKILLSUSA MEDALISTS

Ms. Streker, college program director, SkillsUSA coordinator, explained that the college sent seven students to national competition in Louisville, Kentucky, June 19-24, 2017. Two students won medals.

Brindee Bingham, silver medalist in Cosmetology, was unable to attend the meeting because she was working.

Ms. Streker introduced Harli Hall, silver medalist in nails, noted that she missed gold by one point. Ms. Streker also introduced the program advisors: Marilyn Brown, Cosmetology; Sherry Bradford, Nail Tech; and Carrie Smith, Cosmetology.

3. APPROVAL OF FY17 AUDIT

Mr. Overman, new Audit Committee chair, reported that the committee met with the auditors prior to today's board meeting. The auditors issued an unmodified opinion for the college's financial statements. One minor item was noted—a transaction for \$125,000 was recorded in FY17; however, the cash wasn't actually issued until FY18. The transaction did not impact the college's bottom line, and the college had a clean audit.

A motion to approve the FY17 audit was made by Paul Widdison, seconded by Jerry Ropelato, and carried unanimously.

4. APPROVAL OF THE MINUTES OF THE MEETING HELD JUNE 22, 2017

Referencing page 12 of the board booklet (minutes of June 22, 2017), "Joint Fund Raising Event," President Taggart related that the Foundation Fund Raising Committee

had decided to postpone the event—originally scheduled for October 19, 2017; moved to April 19, 2018.

A motion to approve the minutes of the meeting held June 22, 2017, was made by Will Shafer, seconded by Paul Widdison, and carried unanimously.

5. APPROVAL OF HOLIDAY SCHEDULE 2018-2019

The college has a 238-day school year which includes 14 paid holidays for employees. Holidays generally fall during the same time each year; however, a couple of minor adjustments were made for the 2018-2019 year.

In 2018, Christmas Eve (December 24) falls on a Monday, and the college would normally hold classes on this date. However, past experience has shown that student attendance is very low on Christmas Eve. As a result, the college opted to remove one day from Spring Recess 2019 (two days provided rather than three) to allow students and employees to have Christmas Eve off. In addition, the college will provide employees with four paid holiday days (rather than three) during the Christmas Recess to maintain the 14 paid holidays in the fiscal year.

A motion to approve the 2018-2019 holiday schedule was made by Joyce Wilson, seconded by Slade Opheikens, and carried unanimously.

6. VERIFICATION OF DATA AND CERTIFICATE COUNT ACCURACY

Mr. Burchell reported that pages 16-17 of the board book lists the processes the college uses to verify its membership hour, head count, and certificate data. The institution is confident of the accuracy of its information. The processes are consistent among the tech colleges per Utah System of Technical Colleges (USTC) policy. The associate commissioner over data has indicated that Ogden-Weber's numbers are very clean.

A motion to certify the data and certificate count review process and final year-end data was made by Mark Jenkins, seconded by Paul Widdison, and carried unanimously.

7. APPROVAL OF ADMISSIONS POLICY

The Admissions policy came up in the review process, and the team made some modifications to the Policy and Procedures sections. The Policy statement was revised to make it more concise. Other changes include moving the sentence regarding international students to the Procedure section; updating the college's name throughout the document; updating policies in the References section; adding a new section (Guidelines) to provide clarification to students and employees on various issues; and updating the Procedure section to reflect current practice.

Mr. Wardle asked about the policy review process. Mr. Call explained that the Policy Team generally reviews policies on a three-year rotating basis, updating language and processes. Any changes to the Policy statement must be approved by the board. The board doesn't approve changes to the Procedure section; however, the procedures are

provided as background information, and members are encouraged to provide feedback. Drafts of the policies are sent to employees and legal counsel (Attorney General's Office and/or Risk Management) for review. Policies are also revised if there are changes in legislation. New policies are drafted as needed.

The Council on Occupational Education (COE) and Department of Education (DOE) look closely at the Admissions policy, so the college ensures the document is properly vetted. The college uses best practices and follows DOE guidelines to ensure students have equitable access to the institution's programs.

Mr. Jenkins asked if the technical colleges are independent and can develop their own policies; they are, and they can. There is some benchmarking among the institutions since some policies are driven by state and federal law as well as USTC policy.

Referencing page 20 of the board booklet, Admissions policy, Definitions section, subsection 3.3 – High School Student definition, Mr. Jenkins noted there are several parameters listed, all separated by the word "or." He asked if it would be possible for a student to enroll while not necessarily eligible due to how the definition is written. For example, what if a student is disabled (one of the parameters in the definition) but is only in 7th grade (high school student defined in policy as being in 9th through 12th grade). President Taggart indicated that he would ask staff to verify the definition being used; ensure it's the correct one; will report on this item at the next meeting. Mr. Jenkins felt the definition could be interpreted in different ways due to the way it is written.

Ms. Wilson asked if policies have to be brought back to the board because of the college's name change. President Taggart indicated that they do not. The college is in the process of updating all policies to reflect the college's new name.

A motion to approve the Admissions policy pending a review of the definition of a high school student was made by Joyce Wilson, seconded by Kearston Cutrubs, and carried unanimously.

8. APPROVAL OF HAIR DESIGN CERTIFICATE

Mr. Ponce explained that the Hair Design Certificate is a new one. The college has a 1,600 hour Cosmetology Certificate which allows a graduate to do hair, nails, and basic esthetics. Some students aren't interested in nails or esthetics, and as a result, the legislature approved a 1,200 hour Hair Design Certificate. Action is needed to establish the certificate at the college. It's a subset of what is already being taught, and no additional resources or budget is required.

Mr. Wardle noted that the state is driving the development of this certificate, and he asked whether the college can start a program at the local level on its own or if USTC approval is required. President Taggart explained USTC policy outlines the process for creating new certificates. New certificates or existing certificates where the content/length is changing by 25 percent require local board approval. If there is student and employer demand and an institution has appropriate financial resources, the certificate is then forwarded to the USTC Board of Trustees for approval. Local and

state approval is required before COE can add the certificate to its approved-program list. COE approval is required before the college can offer financial aid for the certificate. The college will begin offering the Hair Design Program in January.

It was clarified that the certificate has not been approved by USTC yet; rather, it has been approved by the state legislature to be offered as a new licensed program. Institutions interested in offering the new certificate will need to go through the regular process as outlined in USTC policy. Mountainland, Davis, and Bridgerland—along with Ogden-Weber—are planning to request approval for the certificate.

A question was raised as to whether the certificate is required by employers. President Taggart explained that the certificate is part of the state's licensure requirements. The certificate verifies that the individual completed an approved program at an institution approved by the state to offer licensure. Ogden-Weber's Cosmetology program is licensed by the Division of Occupational and Professional Licensing as an approved Cosmetology/Barbering/Nail/Esthetics school.

A question was raised as to whether the request for the new certificate came from students. President Taggart related that the request came from cosmetology employers. The state of Utah has a combination license, and many individuals are only interested in hair, not nails/esthetics. Many students still want to complete the longer certificate. Students also have the option of re-enrolling at a later date to complete nails/esthetics.

The state license doesn't require nails/esthetics. It's only required if an individual wants to be a cosmetologist. Students are aware that this limits their options.

Many secondary students would like to complete within 1,200 hours because they can do so while still in high school and attend tuition-free. Others students need to become employed as soon as possible.

The college also has a separate Barbering program. Mr. Ponce related that, in the past, students interested in Barbering had to complete the entire Cosmetology program. Approximately 10 years ago, a separate 1,000 hour Barbering certificate was developed in response to demand.

President Taggart noted that students can complete Nail Tech as a standalone certificate as well.

A motion to approve the Hair Design Certificate was made by Kearston Cutrubus, seconded by Will Shafer, and carried unanimously.

9. APPROVAL OF PRIORITIZED FY19 CAPITAL IMPROVEMENTS LIST

Referencing page 10 of the audit report, "Statement of Revenues, Expenses, and Changes in Net Position for the Year Ended June 30, 2017," Non-Operating Revenues, Mr. Call noted that the college received approximately \$14 million of state appropriations. The funds are provided to the college in quarterly allotments and are reflected in the financials statements provided to the board as information.

The college also receives funds for capital improvement projects to address infrastructure needs. However, the monies are not allocated directly to the college—the state pays for the projects.

The FY19 capital improvement list was included in the board booklet (pages 33-34) and requires board approval.

The FY18 projects (page 32; upgrade of culinary water system in Construction and Manufacturing Tech Buildings; upgrade of secondary water system/pump house; Business Tech Building chiller upgrade) were approved by the board last year and funded by the State Building Board.

The FY17 projects (page 32; phase 2 of restroom upgrades on main campus; external door access upgrade to smart card; parking lot upgrades on main campus) were also funded. They are in process but were not completed by fiscal year-end (June 30, 2017). As a result, these projects were not included on the college's financials for the FY17 audit. The college plans to complete these projects shortly and begin work on the FY18 projects.

The college is hopeful that its top three-to-five projects will be funded. In recent years, Ogden-Weber has received \$1.3 million for capital improvements. Projects that address life/safety issues are likely to be approved.

Mr. Call reviewed the top FY19 priorities:

- Upgrade of fire alarm systems. The college would like to upgrade all fire alarm panels. Estimated cost: \$350,000.
- Upgrade refrigerant in existing HVAC units. The college would like to upgrade/replace HVAC units that use old refrigerant. Estimated cost: \$450,000.
- Steam infrastructure analysis. The college has a boiler plant that generates steam which is then dispersed to all buildings (except the Health Building) via steam tunnels. The infrastructure is aging, and some of the steam pipes are leaking. The college would like to hire a company to conduct an analysis of the system to identify problems and solutions, e.g., repair, replace, or install individual boilers in each building.

The project list will be submitted to the state next month.

Mr. Wardle asked how the list is developed. Mr. Call explained that the list is primarily developed by the Facilities Department. The department has a new management team that has identified problem areas and is focusing on preventive maintenance. The team makes recommendations on what they have seen in their day-to-day operations. The list is reviewed by administration and approved by the board. The list is then submitted to the Division of Facilities Construction and Management (DFCM) for approval.

Once approved, the project costs (up to a certain level) are covered by the state. The state also manages the projects, though the college will provide some oversight.

Ms. Cutrubus asked where the dollar amounts come from, and Mr. Call indicated they are compiled from estimates, initial bids, facilities staff, vendors, etc. If the project is under-bid, the college may have to remove one of its other projects. If the cost is underestimated, the college can use the leftover funding for other projects.

Ms. Cutrubus asked if the college is required to use state contractors or if it can work with local contractors. Mr. Call stated that the state procurement process is followed—usually involves a bidding process; a local contractor may/may not be selected. Mr. Opheikens explained that the state has a list of pre-approved contractors who are invited to bid through the Small Projects Division (jobs under \$1 million); very competitive. President Taggart noted that, depending upon the size of the project, low bid is used. However, projects can be value-added, and contractors must be notified up front.

Mr. Jenkins asked who is responsible for the project management. Mr. Call indicated that DFCM is, and their reps meet with college staff, generally on a weekly basis.

Mr. Opheikens asked if the Construction Tech program could take care of project #7 (replace brick pavers). Mr. Call stated there is a possibility that the paver project won't be approved until FY20 or FY21. The college may not be able to wait to address this issue. President Taggart indicated that students might be able to work on this project. However, the challenge is that once they learn a skill, e.g., concrete finishing, they are ready to move on to their next skill, which would leave much of the project unfinished. The paver project is a large one, extending from one end of the campus to the other.

The college has replaced some pavers with stamped concrete, and Mr. Opheikens cautioned that exterior stamped concrete is slick—most slip/fall claims stem from this material. Mr. Taggart stated that the college doesn't use stamped concrete in primary areas; generally used in smaller, aesthetic areas.

Mr. Call noted that the board recently approved the fund balance list which included replacing pavers in critical areas.

A motion to approve the FY19 capital improvements list was made by Jerry Ropelato, seconded by Toni Ure, and carried unanimously.

10. UPDATE ON COUNCIL ON OCCUPATIONAL EDUCATION (COE) REAFFIRMATION VISIT

Reaffirmation through COE takes place once every six years after an institution's initial accreditation. The process includes the completion of a comprehensive self-study which details the college's response to over 2,800 criteria along with documentation. The college is in the process of completing and sending the self-study to the visiting team. Team members will be on campus September 18-21, and the college is hosting an on-

campus reception on the 18th from 6:00 p.m. – 7:00 p.m. Board members will be invited to attend.

11. INFORMATION/DISCUSSION

Mr. Wardle pointed out that the 2018 board meeting schedule is published on page 56 of the board booklet.

12. USTC BOARD REPORT

The USTC Board of Trustees has not met since the Ogden-Weber Technical College Board met in June.

13. PRESIDENT'S REPORT

President Taggart presented photos of activities that occurred over the summer;

- The college's name was officially changed to "Ogden-Weber Technical College," effective July 1, 2017. The college updated its logo to reflect the official statutory name. However, future branding will focus on the "T" alone.
- The college closes campus during the first week in August for Opening Institute activities. The institution sponsors workshops and provides time to clean department areas and prep for the new fiscal year. This is also an opportunity for salaried, part-time, and adjunct instructors to spend time with each other in team-building activities. The college hosted an evening BBQ for employees and their families.
- The Composites and Non-destructive Inspection programs moved into the newly expanded BDO space during Opening Institute week. Students started classes a week ago.
- The Foundation Student Success Golf Tournament was held on August 22, 2017, at Hubbard Memorial Golf Course. Ms. Schwenk thanked everyone who participated. The foundation's goal was \$50,000; raised \$49,000. She noted that Will Shafer participated, representing Lucky Slice Pizza. Students were located at various holes on the course. College programs sponsored various activities. President Taggart golfed with Mr. Wardle, Richard Taylor, and Representative Kelly Miles. She explained that the tournament is the college's only fund raiser in support of student success.

14. NEXT MEETING

The Board of Directors is scheduled to meet on Thursday, September 28, 2017, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 5:31 p.m.