

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

September 28, 2017
Harold W Ritchey Board Room
4:00 p.m.

MINUTES

MEMBERS PRESENT

Mark Jenkins
William Shafer
Richard Taylor
Toni Ure
Matt Wardle, Chair
Paul Widdison
Joyce Wilson, Vice Chair

Business/Industry
Business/Industry
Business/Industry
Business/Industry
Business/Industry
Weber School Board
Ogden School Board

MEMBERS EXCUSED

Slade Opheikens
Jerry Ropelato

Business/Industry
Business/Industry

MEMBERS ABSENT

Kearston Cutrbus

WSU Board of Trustees

EX-OFFICIO MEMBERS

James R. Taggart

Ogden-Weber Technical College

GUESTS

Boyd Bindrup
Chad Burchell
Tyler Call
Jody Cevering
Trina Hansen
Leslye Johnson
Steve Moore
Derek Ponce
Eric Rassi
Monica Schwenk
Roger Snow
Tina Smith

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USTC Board of Trustees
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Ogden-Weber Technical College
Recording Secretary

The Board of Directors of the Ogden-Weber Technical College met on Thursday, September 28, 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:

Mr. Wardle noted that Jerry Ropelato and Slade Opheikens had asked to be excused from the meeting.

Mr. Wardle introduced the guests in the audience: Steve Moore, Utah System of Technical Colleges (USTC) Board of Trustees; Monica Schwenk, development director; Eric Rassi, automotive instructor and Faculty Leadership representative; Trina Hansen, apprenticeship programs manager; and Curtis Nielsen, program director.

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

1. APPROVAL OF THE MINUTES OF THE MEETING HELD AUGUST 24, 2017

President Taggart noted that Mr. Jenkins had provided feedback on the definition of a high school student in the "Admissions" policy at the August meeting. Staff reviewed the definition and revised it to read, "A student who is either currently enrolled or who is eligible to enroll in grades 9-12 in a Utah public or private school."

A motion to approve the minutes of the meeting held August 24, 2017, was made by Mark Jenkins, seconded by Will Shafer, and carried unanimously.

2. INTRODUCTION OF ROGER SNOW, NEW VICE PRESIDENT FOR INSTRUCTIONAL SERVICES

President Taggart introduced Roger Snow as the college's new vice president for instructional services. The college received over 50 in-state and out-of-state applications for the position. The college uses a matrix to hire the best candidate and focuses on five characteristics: embraces change, innovates, is team-oriented, has a positive attitude, and has a passion for what the college does. President Taggart also asked Instructional Services Division employees for input on what they consider to be the top characteristics of an effective vice president.

Mr. Snow was previously employed with the Ogden School District as the STEM curriculum administrator and was also an assistant principal at Ben Lomond High School. He was previously employed by the college as a drafting/engineering instructor teaching at Ogden High. He has great experience working with employers to help ensure that curriculum and content meets their needs.

Mr. Snow was excited to return to the technical college and looks forward to accelerating opportunities for adults and high school students, bringing more recognition to the college, and cementing the institution's position as the community's and industry partners' first choice for technical education.

President Taggart thanked Interim Vice President Derek Ponce for his assistance during the past several months, especially his coordination of the Council on Occupational Education (COE) reaffirmation site visit.

3. INTRODUCTION OF THE “PRESIDENT’S AWARD” RECIPIENTS

As part of its Opening Institute activities, the college recognizes employee longevity and presents the “President’s Outstanding Employee Awards.” President Taggart noted that Curtis Nielsen, program director, was recognized for 30 years of service at the event, and he’ll be retiring on October 31.

President Taggart introduced the recipients of this year’s “President’s Outstanding Employee Award”:

- Justin Andrews, Computer-Aided Design program instructor. Programs need to be employer—not instructor—driven, and Mr. Andrews is always looking for new ways to innovate. Employers asked instructors to provide more hands-on opportunities for students. The instructors visited BYU-Idaho for ideas, and as a result, almost half the lab is now comprised of hands-on training. For example, the college’s Architectural Drafting students take construction classes; Mechanical Drafting/CAD students take machining classes. Mr. Andrews developed curriculum so that students design and manufacture a key chain on their first day of class; helps engage students.
- Boyd Bindrup, Electrical Apprenticeship program adjunct instructor. Mr. Bindrup is not only a master electrician but a master instructor as well. He works full-time for CTI Construction and teaches fourth-year apprentices. He also teaches for the Custom Fit Department every other year when electricians have to recertify.
- Leslye Johnson, Custom Fit secretary. In addition to serving as the Custom Fit secretary, Ms. Johnson also supports the OSHA Forklift, Real Estate, and Driver’s Ed programs. She is responsible for ensuring that students are registered and that certification paperwork has been completed correctly.
- Jody Cevering, staff accountant. Ms. Cevering is responsible for the college’s online payroll system, including online time cards. She provides all employees with training on the system. She was instrumental in establishing the college’s Wellness Committee, which resulted in greater participation in wellness activities.

4. APPROVAL OF POLICY: PURCHASING AND REQUISITIONING

Mr. Call explained that the policy is being revised to make the Policy statement more concise. He noted that the college follows Utah State Procurement Code and generally-accepted accounting practices.

A motion to approve the Purchasing and Requisitioning policy was made by Richard Taylor, seconded by Paul Widdison, and carried unanimously.

Mr. Wardle pointed out that it is the college’s practice to review policies on a three-year rotating basis.

5. APPROVAL OF MEDICAL OFFICE SPECIALIST PROGRAM

Mr. Ponce related that the college's Health Information Technology program includes two certificates--Medical Office Specialist and Medical Coding. This is significant in that the college reports to its accrediting body and other agencies at the program level, not the certificate level. Data for the two certificates is combined and reported for the Health Information Technology program.

Medical Office Specialist and Medical Coding used to be standalone programs. A couple of years ago, the college created Health Information Technology as an umbrella program (including these two certificates) to simplify processes, e.g., one employer team as opposed to two. The change created some reporting issues that need to be resolved because, while the two programs are similar, they have different hours and specialty codes.

The college would like to separate the two certificates. The Medical Coding certificate would remain under Health Information Technology, and Medical Office Specialist would become a standalone program. Though the college has been teaching Medical Office Specialist for many years, the institution must follow the formal approval process. There will be no difference for students—the content and training will remain the same. The college is following USTC and Department of Education policies in requesting board approval to make Medical Office Specialist a standalone program.

Mr. Taylor asked if the college has recent placement data for these students, noting these jobs are becoming more technical; not entry-level positions. Databases, reports, and forms are more complicated. President Taggart related that the college tracks placement for the program, and it meets the minimums established by COE (60 percent of all students enrolled in the specific certificate complete; of those, 70 percent are employed; and if there is licensure, 70 percent of students are passing). This program has never been triggered for completion or placement.

Referencing page 21 of the board booklet, President Taggart reviewed the course content which includes Anatomy and Physiology, Medical Terminology, computer courses, Medical Financial Records, Medical Billing, Computerized Medical Office, and Advanced Medical Billing and Collections.

By changing Medical Office Specialist into a standalone program, it will have its own specialized employer advisory team. The college feels this action will develop it into a more robust program.

A motion to approve the Medical Office Specialist program was made by Joyce Wilson, seconded by Toni Ure, and carried unanimously.

6. REPORT ON FY19 BUDGET REQUEST

President Taggart reported that the college's FY19 budget request was approved by the USTC Board of Trustees at its September meeting. The process for submitting legislative priorities was changed and took longer than anticipated because USTC wanted to ensure it was data-driven and fully vetted. As a result, the college's budget wasn't finalized in time to bring it to the board in August. In future years, the budget will be presented to the board in advance of it being presented to the USTC Board.

The college's budget was fully vetted by college staff. In addition, each tech college's budget was reviewed by the USTC President's Cabinet. Commissioner Woolstenhulme met with each president to ensure the requests presented to the legislature are valid, defensible, and meet the goal of increasing economic and workforce development viability.

In the past, many state agencies and educational institutions would submit large budgets and ended up being funded at much lower levels than requested. This year, the Higher Education Appropriations Committee requested realistic budgets that meet employer needs, allow for innovation, and make effective change. USTC's overall system request amounts to \$10 million of ongoing funding. Last year, the request was \$30 million and was funded at \$12 million. The presidents feel the request is legitimate, and as such, has a better chance of being close to fully-funded.

The USTC request includes a 2-3 percent increase in compensation (match state employees) and an 8-10 increase in health insurance premiums. The request includes \$3 million for equipment.

President Taggart reviewed highlights of the college's FY19 budget request:

- **Program Expansion**

- Industrial Automation - \$130,000. The funds would be used to establish an A.M. STEM program that would replicate a successful program offered by Bridgerland Technical College (BTC) in partnership with the four districts it serves. BTC broadcasts courses on robotics, controls, and operations from its main campus to high school students during their before-school hours. Much of the content is also offered on campus through its online learning management system. As a result of these activities, BTC has seen an increase in the number students in its Automation program and doubled the number of students who complete the full certificate.

The demand for automation and operation controls is growing in the Ogden-Weber region. It has been a challenge to fill the pipeline—there are only two to three high school students enrolled in the Automation program. Of the college's manufacturing programs, Automation has the lowest high school engagement. It is hoped that the new A.M. STEM program will remove scheduling and transportation barriers and increase student enrollment. If this model works, the college will look at replicating it for other programs.

- Software Development - \$180,000. The funds would be used to offer more hybrid training. The Software Development program is experiencing capacity issues. Many individuals are working full-time or are high school students with busy schedules, and they would like to access more classes online. Students would then come on campus to learn the hands-on competencies.
- Dental Assisting - \$80,000. The college would also like to implement a hybrid approach in this program to allow high school students and working adults to access content online. Students would then come on campus in the evening or on weekends to learn hands-on competencies.

These are not the college's only priorities. There are critical demands in other health care, Machinist, Welding, and Construction programs. The college is implementing changes in some of those programs in FY18 to help them expand.

Mr. Wardle asked how the \$3 million for equipment will be allocated system-wide. President Taggart explained that USTC will consider how much is tied to market demand requests as well as the size of the institutions. The three Ogden-Weber program requests noted above are outside of the \$3 million USTC request.

Mr. Wardle asked how the college determined which programs were priorities. President Taggart explained that the institution had to make an evaluation based on "waiting lists"; where the college has employer demand; and four- and five-star programs (as determined by the Department of Workforce Services). The college had to show the number of job openings, wages, and student demand for the programs and was also asked to look at ways to meet the needs of high school/adult students and innovation in serving adults.

Ms. Wilson asked if the college has conducted a survey on roadblocks for high school students. President Taggart indicated that scheduling and transportation are generally the main issues, with scheduling being the more critical of the two. Both school districts have been very supportive in providing students with bus tokens to get to the college.

Ms. Wilson indicated that she thought that BTC had experienced a large increase (approximately 50 percent) in high school students a couple of years ago as a result of some type of transportation assistance. President Taggart was unsure about the past and noted that the current increase is due in large part to implementing the A.M. STEM training and meeting the needs of high school students without having to bus them. BTC is willing to share its content, curriculum, and experience with the college. The system would like Utah to be a leader in automation and control operations, especially since there are pathways to Weber State and Utah State at the bachelor's and associate's levels.

7. REPORT ON COUNCIL ON OCCUPATION EDUCATION (COE) REAFFIRMATION SITE VISIT

President Taggart thanked the board members and Steve Moore for attending the COE reception last Monday.

The site team members were very thorough and provided the college with an exit report today. They had no suggestions or findings of non-compliance. They provided the following three commendations:

- **Standard 1 – Institutional Mission:** The team commends Ogden-Weber Technical College for developing a dedicated web site to demonstrate compliance with the standards, conditions, rules and policies of the Commission in an organized, well-documented and efficient manner. The web site allowed the team to review program and institutional documentation prior to the scheduled visit.

President Taggart noted that Tomas Villegas, instructional technologist, and Derek Ponce, program director, were responsible for much of the success of the website. They will more than likely be providing presentations about the website at upcoming COE conferences.

- **Standard 6 – Physical Resources and Technical Infrastructure:** The team commends Ogden-Weber Technical College for their commitment to provide high quality training to students in well-equipped, spacious classrooms and labs in modern facilities that are well-maintained and create an inviting, supportive atmosphere for students.

President Taggart noted that the college's success in this area is a result of the feedback it receives from employers about programs, equipment, etc., and support from the legislature.

- **Standard 8 - Human Resources:** The team commends Ogden-Weber for their commitment to hiring well-qualified administrative, instructional and support staff and for building strong community partnerships that help to assure the College's position in the community as an excellent provider of technical training.

President Taggart sent an official letter to the Commission of the Council on Occupation Education requesting reaffirmation. The Commission will review the request at its next scheduled meeting. Accreditation can be granted for up to six years, and President Taggart was confident the college would receive the full amount. The Commission has the option of making an unscheduled visit at any time during the next six years (generally done by lottery or as a result of hearing about potential problems), and the college plans on maintaining and updating its COE website.

8. INFORMATION/DISCUSSION

Mr. Moore reviewed items approved/discussed at the September 13, 2017, USTC Board of Trustees meeting.

- Senate Bill 238 changed the name of the Utah College of Applied Technology to the Utah System of Technical Colleges; also changed its governance. As a result, new trustees were appointed to the board—Brecken Cox, Susan Johnson, Aaron Johnson, Chuck Taylor, and Catherine Carter. Members who were reappointed were Scott Theurer, Dave Ulery, Brad Tanner, and Mr. Moore. Jim Evans is the chair, and Mr. Moore is the vice chair.
- In the past, board meetings were held at USTC. Meetings are now held at each college throughout the year (September meeting held at Mountainland). The hosting president is given an opportunity to highlight what's taking place at his/her institution.
- The board approved the FY17 student data.
- The board reviewed the outline of the "USTC 2017 Annual Report." The report is due to the Governor and Education Interim Committee by October 31. The board

doesn't meet until November 16, so the Executive Committee was authorized to approve the final report.

- The board approved the system goals and metrics (covers the next 10 years). President Taggart stated that he wanted to develop realistic stretch goals with verifiable data points. The Governor is looking at making this the year of technical education across all educational providers. As a result, the college needs to increase the number of high school students completing post-secondary technical certificates by the time they graduate. The college has the following goals: one-third of high school students enrolled in programs will complete by the time they graduate, and 50 percent will complete within a year of graduating.
- The board approved the performance-based funding model. State statute requires a five percent increase in specific metrics in order to receive 100 percent of the performance-based funding.
- As a result of SB38, many USTC policies need to be changed, e.g., minor wording, titles. The board authorized Commissioner Woolstenhulme to make those changes as needed without bringing the policies back to the board.
- The college presidents presented their FY19 budgets to the board.
- The board approved a bond for Southwest for a building remodel to accommodate growth.
- The Governor's Education Summit is scheduled for October 13. President Taggart sent an invitation to members of the Board of Directors, Foundation Board of Trustees, and employer team members.
- The process for the presidents' evaluations has been restructured. Informal evaluations will take place for two years, and a formal evaluation will be conducted during the third year. USTC will send a questionnaire to employees, board members, etc.

Ms. Wilson asked if it's unusual for a college to bond. Mr. Moore said it is somewhat outside the norm, but Southwest decided to bond rather than submit a building request. Mr. Moore indicated that he will attend the college's board meetings after each USTC Board meeting to provide a report on the board's actions.

9. PRESIDENT'S REPORT

Upcoming activities:

- Governor's Education Summit: October 13, 2017, at Utah Valley University. Specifically focusing on technical education at all educational institutions. Board members were encouraged to attend.
- NDI/Composites Open House: October 16, 2017, 4:00 p.m. – 6:00 p.m., at Business Depot Ogden. Participants will have an opportunity to speak with instructors and students and see hands-on demonstrations.

- National Technical Honor Society Induction Ceremony: October 24, 2017, 6:00 p.m. – 7:00 p.m., Multipurpose Facility.
- Fall Graduation: November 9, 2017, 6:30 p.m. – 7:30 p.m., Multipurpose Facility.

Campus activities:

- Mr. Burchell showed a picture of the COE visiting team.
- Mr. Burchell shared data on prospective students college staff assisted during the last week of July through the first week of September.
 - **Prospective student inquiries:** The college had 363 inquiries this year vs. 30 last year (1,213 percent increase) compared with the same time period last year. The college implemented different marketing activities to generate interest.

Mr. Jenkins asked if the college has detailed data on where students are hearing about the college, e.g., word of mouth, advertising. Mr. Burchell explained the college changed its marketing philosophy to be more proactive and more engaged online. Prospective students can click on a Facebook ad, online banner, etc., and this generates a lead for staff to follow-up on. In the past, the college used to rely on walk-ins or call-ins.

 - **Access and Outreach enrollments:** The Access and Outreach Department enrolled 151 students this year vs. 93 last year (40 percent increase).
 - **Enrollment Office:** The Enrollment Office assisted, e.g., schedule changes, requests for information, 1,918 students during this time period (19 percent increase).
 - **Pre-enrollment testing:** Students taking pre-enrollment tests prior to enrolling increased 11 percent. The number of students coming into the pipeline is increasing, and the college will focus on getting them through to completion.
- Ms. Schwenk board members to pledge a minimum of \$100 to one of the college's giving campaigns each year. In the past, members have donated to the Barker Family Health Tech Building and Love Utah Give Utah. This year, she asked members to donate to the Giving Campaign which runs from October 1 – 31. One hundred percent of the funding is used to support students, with a majority of the monies used for scholarships. Last year, 52 employees donated to the campaign and supported 10 students. In the past, 100 percent of the Foundation Board and 98 percent of the Board of Directors made pledges. Support this high is very rare across the nation. Ms. Schwenk will send members an email which includes an online pledge form. She will also send emails throughout the time period highlighting students and donors.

Mr. Jenkins asked how much money was donated by employees and the board. Ms. Schwenk indicated that over \$15,000 was donated, with some of the funding going to United Way (\$2,000). She noted that while she is raising funds for this purpose, her other goal is to increase the number of employees participating in the campaign each year. This year's goal is 75 employees. She explained that she is often asked by grantors about support provided by employees/boards.

Mr. Jenkins related that Petersen Incorporated sets a goal, advertises it, and provides updates and asked if the college has similar activities. Ms. Schwenk explained that she sends emails with student stories and goal updates.

10. NEXT MEETING

The Board of Directors is scheduled to meet on Thursday, October 26, 2017, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 5:21 p.m.