

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

October 26, 2017
Harold W Ritchey Board Room
4:00 p.m.

MINUTES

MEMBERS PRESENT

Kearston Cutrubus
Mark Jenkins
William Shafer
Richard Taylor
Toni Ure
Paul Widdison
Joyce Wilson, Vice Chair

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

MEMBERS EXCUSED

Slade Opheikens
Jerry Ropelato
Matt Wardle, Chair

Business/Industry
Business/Industry
Business/Industry

EX-OFFICIO MEMBERS

James R. Taggart

Ogden-Weber Technical College

GUESTS

Matt Bibb
Chad Burchell
Tyler Call
Mike Kelley
Curtis Nielsen
Monica Schwenk
Roger Snow

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Tina Smith

Recording Secretary

The Board of Directors of the Ogden-Weber Technical College met on Thursday, October 26, 2017, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room. The meeting was conducted by Joyce Wilson, vice chair, in Chair Wardle's absence. The agenda proceeded as follows:

Ms. Wilson noted that Matt Wardle, Jerry Ropelato, and Slade Opheikens had asked to be excused from today's meeting.

Ms. Wilson introduced guests in the audience: Monica Schwenk, development director; Curtis Nielsen, program director; and Matt Bibo, Business instructor and Faculty Leadership representative.

1. APPROVAL OF THE MINUTES OF THE MEETING HELD SEPTEMBER 28, 2017

A motion to approve the minutes of the meeting held September 28, 2017, was made by Richard Taylor, seconded by Paul Widdison, and carried unanimously.

2. INTRODUCTION OF MIKE KELLEY, PROGRAM DIRECTOR

The college hired Mike Kelley for the position of director over the trades programs. He is filling the vacancy that will be left when Curtis Nielsen retires on October 31. Mr. Kelley is originally from Texas and has industry, military, higher ed, and managerial experience. He served in the United States Air Force for eight years and left in 2001 to earn a bachelor's degree. He has worked as an Air Force contractor in Spain, a director at Embry Riddle (Maryland campus), and as a director at Webster University (Texas campus). He applied for the position at the college because he wanted a change in his career and become involved in helping people to learn new skills.

3. RECOGNITION OF CURTIS NIELSEN, PROGRAM DIRECTOR

President Taggart related that Mr. Nielsen first started at the college as a student in the Sheet Metal Apprenticeship program. He was hired as a sheet metal instructor in 1987; became the apprenticeship coordinator; and is ending his career as a program director after 30 years.

President Taggart presented Mr. Nielsen with a special gift made by two of the programs he oversees—Construction Tech and Computer-Aided Design—a specially engraved tin hammer (in honor of his sheet metal background) and a hand-crafted wooden display for the hammer.

4. APPROVAL TO CHANGE DATE OF NOVEMBER BOARD MEETING

No action needed. The scheduling issue that was going to impact the college's November board meeting has been resolved. The Ogden-Weber board will still meet on Thursday, November 16. However, President Taggart noted that the location has been changed to Cross Hall East. The college has traditionally held a holiday reception for employees and board members in November since the board does not meet in

December. The reception will be held on November 16 in Cross Hall West, a half hour before the regularly-scheduled board meeting. More information will be forthcoming.

Time will also be provided at the November meeting to take a picture of the board.

5. FY18 BUSINESS PLAN FIRST QUARTER REPORT

The college's Strategic Plan is used to develop the annual Business Plan which focuses on specific action areas in the upcoming fiscal year. The college provides the board with a quarterly report on how it's meeting its objectives.

Instructional Services

- Expand Composites/Non-destructive Inspection (NDI): The programs were moved to the BDO facility during the summer, and the college hosted an open house in October. Word is getting out to employers, and they are very interested in supporting the facility. Two new employees were hired—Carol Giatras, Composites, and Kirk Lawson, NDI—and they are currently revising curriculum.

Ms. Wilson asked about the expectations for the student success advisors. Mr. Snow related that Madison Keltner was hired through a Utah Aerospace Pathways grants to support building the Composites program. She has assumed additional responsibilities and will oversee the student success advisor for Composites/NDI. She will also coordinate with the other two advisors. The advisors are responsible for industry and student outreach. They will follow-up on over 500 leads culled from various college events; provide orientations for their programs; and coordinate with their instructors on outreach.

- Expand Industrial Automation: The college hired Mike Tolson, instructor, and he is currently revising curriculum to make it more engaging and easily accessible to students. Project Lead the Way national approached the college to develop a regional partnership with secondary schools, Ogden-Weber, and industry partners to create an industrial automation technician pipeline. The college's team is working with coordinators at both school districts, national, and industry partners on this project.

The college is also looking at setting up sites at Roy, Ben Lomond, Fremont, and Ogden High Schools to create an additional high school pipeline based on Bridgerland Technical College's successful A.M. STEM program. A.M. STEM is a before-school program which incorporates a blended learning model where the college's instructors work with teacher facilitators at each high school.

- Expand Pharmacy Tech: The Pharmacy Tech program is establishing blended formats in their curriculum to encourage small group participation and instructional efficiency. These actions are helping increase student retention and provide a greater acceleration rate for completion and progress. The program is increasing industry connections to provide better articulation and placement opportunities for Pharmacy Tech students.

- Develop and implement a transportation plan for secondary and adult students between the college's main and BDO campuses: UTA provides a direct route from several locations to the main campus; easy for students to get here using the bus system. However, it's difficult to go from the main campus to the BDO campus.

First Student—which provides bus service to Ogden City Schools—provided a bid to the college, but it was expensive. Ogden-Weber would first like to implement a 60- or 90-day trial to identify demand. The college has been in talks with UTA to obtain a Ride Share van (college to provide a bus driver). The college is currently working with Risk Management to determine whether it can offer this option to secondary students and asked the district CTE coordinators to estimate the number of students who could benefit from the shuttle service.

Student Services

- Hire student success advisors to support the Pharmacy Tech, Composites/NDI, and Industrial Automation programs. The college is hiring student success advisors for the Pharmacy Tech, Composites/NDI, and Industrial Automation programs and will consider rolling this initiative out to other programs after outcomes have been evaluated. The students will have one instructor and one advisor to answer to. The advisors are responsible for identifying potential students, helping them enroll, advising them, and helping them with completion and placement.

The advisor for Pharmacy Tech has been hired, and the college is holding second interviews for the Industrial Automation advisor.

The college will monitor head count, retention, graduation, and placement to evaluate the impact of the advisors.

- Implement National Clearing House transcript process. Completed. Students no longer need to bring in a paper transcript for admissions purposes or have a paper transcript sent to another institution. The process is completed electronically. Courses can be articulated/waived immediately.
- Simplify the alternative documentation for admissions placement tests. Completed. The college had a three-page document that listed all the documentation it would accept in lieu of the student taking the entrance test. This was too confusing for students. The college now has a one-page document with four categories.
- Celebrate benchmarks. In process. The college has identified specific benchmarks in the enrollment and student life cycle, e.g., student completes an application, that it will recognize. The college will send them some type of recognition as a way to keep them motivated.

- Student database. Completed. The college implemented Salesforce software to track every prospective student. Approaching 4,000 students.
- Implement a pro-active approach to interacting with prospective and current students. In process. The college implemented an online chat feature and is averaging 50-60 student interactions per week. The college also implemented more ads on Facebook. The college is in the process of utilizing the SMS texting feature in its Customer Resource Management software tool.

College Services

- Deploy a college-wide student wi-fi service. Completed. The college updated its wi-fi equipment and infrastructure to provide students with more secure access at higher speeds. The college will be able to track student utilization to ensure compliance with college, state, and federal use policies. The college added new wireless access points, new central wireless controllers, and a new authentication system for the wireless network.

The college is moving away from having as many computer labs because of the cost involved and because more students are using personal laptops or mobile devices to access content.

The final task to be completed is the creation of individual accounts for each student. The process needs to be fully automated to ensure that students are automatically added/removed.

President Taggart noted that in the past, the college had guest wireless access that was metered. The Utah Education Technology Network required the college to provide slower access if the college couldn't identify every student using the system; helped prevent students from downloading information they weren't supposed to. The new process logs the user so the college can offer faster wi-fi.

President Taggart stated that the college is focusing on increasing student enrollment because jobs are going unfilled due to a lack of a technically-trained workforce. The college is working closely with its district and employer partners to fill the pipeline. With unemployment at an all-time low, the college will focus on unemployed/underemployed individuals and get them into training.

6. INFORMATION/DISCUSSION

Outcome Report: Adult head count is still down. Adult students are attending but taking fewer hours. The college is working to keep them engaged so that they complete. Secondary enrollments are up; higher than last year.

7. PRESIDENT'S REPORT

President Taggart reported on the following:

- Jerry Ropelato tendered his resignation from the board due to other responsibilities. His last meeting will be in November. Mr. Wardle emailed the board and asked them to send him two names of potential members.
- Fall Graduation is scheduled for Thursday, November 9.
- The annual breakfast with Weber County legislators has been scheduled for Friday, December 15, 7:30 a.m., at the BDO campus.
- President Taggart shared photos of the following events:
 - The "Do You Speak Millennial" event was held on October 4 at the Egyptian Theatre. The college was a sponsor.
 - The college is a sponsor of the Upcoming "Dia de los Muertos" community event at Ben Lomond High School, October 28, 10 a.m. to 2:00 p.m.
 - The Governor's Technical Education Summit was held on October 13 at Utah Valley University. Governor Herbert launched his new theme, "Year of Technical Education," noting that too many jobs are going unfilled. The economy will stall if this trend continues. He asked all educational entities to work together to address this issue.

The event include a student panel, and Roman Murga, Ogden-Weber's "Student of the Year," was a participant. The students discussed their challenges and recommendations for improving education. A question was raised as to some of the challenges, and Mr. Snow indicated that some students had been misdirected by counselors; others took a route that didn't fit them; some just happened to find their way into a technical education pathway. President Taggart indicated that perceptions about technical education is still an issue.

- The college held an open house for the newly-remodeled BDO facility on October 16. Tammy Pyfer, the Governor's deputy for education, spoke at the event. The college also had a student speaker, and the Chamber Spikers conducted a ribbon-cutting ceremony.
- The National Technical Honor Society Induction Ceremony was held on October 24. The top two to three percent of students who meet certain criteria, e.g., good attendance, progress, soft skills, are invited to participate. The college also recognized Charles Barker, president of the Powell Foundation, as an honorary member. The Powell Foundation has been a great supporter, donating over \$900,000 to the college for student success initiatives, scholarships, and equipment.

- Members were provided with a copy of the college's Annual Report. The document is also posted on the college's website.

8. NEXT MEETING

The annual holiday reception for the Board of Directors and employees is scheduled for Thursday, November 16, 2017, beginning at 3:30 p.m. in the Barker Family Health Technology Building, Cross Hall West.

The Board of Directors is scheduled to meet on Thursday, November 16, 2017, at 4:00 p.m. in the Barker Family Health Technology Building, Cross Hall East.

Meeting adjourned at 5:02 p.m.