

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

February 27, 2020

C. Brent Wallis Student Services Building

Harold W Ritchey Board Room

4:00 p.m.

MINUTES

MEMBERS PRESENT

Cameron Cook
Kearston Cutrubus
Kori Ann Edwards
Mark Jenkins
William Shafer
Richard Taylor
Toni Ure
Matt Wardle, Chair
Paul Widdison
Joyce Wilson, Vice Chair

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

MEMBERS EXCUSED

Slade Opheikens

Business/Industry

EX-OFFICIO MEMBERS

James R. Taggart

Ogden-Weber Technical College

GUESTS

Brett Barton
Chad Burchell
Tyler Call
Madison Heinecke
Monica Schwenk
Roger Snow

Utah System of Technical Colleges Board
Ogden-Weber Technical College
Ogden-Weber Technical College
Ogden-Weber Technical College
Ogden-Weber Technical College
Ogden-Weber Technical College

Tina Smith

Recording Secretary

The Board of Directors of the Ogden-Weber Technical College met on Thursday, February 27, 2020, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room. Chair Matt Wardle conducted the meeting, and the agenda proceeded as follows:

Mr. Wardle noted Slade Opheikens was excused from the meeting.

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

1. APPROVAL OF THE MINUTES OF THE MEETING HELD OCTOBER 24, 2019

A motion to approve the minutes of the meeting held October 24, 2019, was made by Paul Widdison, seconded by Will Shafer, and approved unanimously.

2. INTRODUCTION OF MADISON HEINECKE, OTECH “STUDENT OF THE YEAR”

President Taggart introduced Madison Heinecke, non-destructive inspection program student, and OTech “Student of the Year (SOTY),” and showed her SOTY video. Ms. Heinecke indicated that tech education is the key to starting and furthering a career. She provided a brief overview of her program and what she is learning.

3. RATIFICATION OF DATA REVIEW AND CERTIFICATION OF STUDENT ENROLLMENT AND OUTCOMES

The board has ratified the membership hour, head count, and certificate data twice. The college is requesting a third and final ratification of FY19 data and review process.

A motion to approve the ratification of FY19 membership hour, head count, and certificate data and the review process was made by Joyce Wilson, seconded by Mark Jenkins, and approved unanimously.

4. APPROVAL OF DIFFERENTIAL TUITION

Utah System of Technical Colleges (UTech) policy allows the college to offer a differential rate for specific courses or programs. The rate expires at the end of each fiscal year and must be approved by the UTech Board annually.

The college is requesting a differential tuition rate of \$20 for academic learning services. Academic learning courses help students with math, literacy, writing, and basic business courses and prepares them for other programs at a lesser tuition rate.

A motion to approve the \$20 differential tuition rate was made by Kori Ann Edwards, seconded by Richard Taylor, and carried unanimously.

5. APPROVAL OF POLICIES

Whistleblower Protection: New policy. The legislature passed a statute two years ago requiring public entities to have a whistleblower policy. The Attorney General’s Office

provided the tech colleges with a policy template which was used by the Policy Team to create the college's document. The policy has been reviewed by legal and staff.

Social Media: Current policy that came up in the three-year review cycle. The document was heavily revised to focus on college-owned social media and what the college can enforce. Deleted wording related to personal social media.

Referencing Procedures, page 4, number 13, Mr. Jenkins asked why supervisors cannot use social media to screen applicants prior to conducting interviews. President Taggart explained that this step helps the college avoid undue bias during the selection process. Ms. Ure agreed, noting supervisors need to base their selections on the resumes received. When social media is introduced, the applicant can argue they weren't selected because of race, age, etc.

College-owned social media includes Facebook, Instagram, and Twitter. Several programs have their own social media pages.

Ms. Ure asked how employees are notified of what they can/can't do as it relates to social media and whether they are required to sign off on the policy each year. Mr. Burchell explained that the Marketing Department oversees all accounts. Supervisors follow up if there are concerns, and the college has the authority to remove inappropriate content. Upon hire, all employees sign a form indicating they are responsible for complying with and familiarizing themselves with college policies. All policies are posted on the college's website.

Mr. Taylor asked if employees are expected to participate in annual, mandatory training. President Taggart explained that required training is generally provided during general staff meetings or the college's annual fiscal year kick-off.

Ms. Ure commented the procedures section reads more like a policy. President Taggart explained the document follows the college's policy format. The first page contains the policy statement (approved by the board), followed by procedures. Procedures can be revised without board approval.

Mr. Shafer asked about employee or students using their personal social media to post to the college's social media. Mr. Burchell explained employees and students are expected to follow the college's conduct policies.

Mr. Barton asked if employees are required to sign a non-disclosure agreement (NDA). President Taggart stated they are not. However, due to FERPA and other privacy laws, employees must maintain the confidentiality of student information.

A motion to approve the Whistleblower Protection and Social Media policies was made by Toni Ure, seconded by Cameron Cook, and carried unanimously.

6. STUDENT SATISFACTION SURVEY REVIEW

The college implemented surveys last year to evaluate student satisfaction after interacting with Pre-enrollment, academic success advisors, Testing Center, Financial

Aid, Enrollment, counselors, and Student Success Center. Students receive texts or email messages asking them to complete a survey whenever they interact with staff.

The college sent out 8,200 surveys and received 1,100 responses (13 percent response rate; very good). The last question students answer is how likely they are to recommend the college, and the average score is 9.3/10. When the surveys were first implemented, the average score was 9. The college feels the score has increased because employees have followed-up or implemented student feedback.

Ratings of six or lower are forwarded to managers and directors for follow-up to see if employees could have done anything to improve the students' experience.

Respondents are identifiable. If they rate the college very low or very high, the survey includes a question regarding follow-up. Students will not receive more than six surveys in six months.

Mr. Barton noted the scores for Financial Aid and Pre-enrollment have been up and down. Mr. Burchell explained Pre-enrollment has had some staffing challenges, and it is taking a little longer to contact potential students. Financial Aid typically has the lowest scores because students may or may not be eligible for financial assistance.

Ms. Wilson asked if the college can track who is responding to the surveys, and Mr. Burchell indicated that data can be tracked by demographic.

7. SECONDARY FEE SCHEDULE

UTech policy requires the tech college to notify secondary school partners about secondary student fees by March 31 each year. The college also provides information on additional charges students might incur, e.g., supplies (information included in board book).

The college currently charges a \$70 annual fee and is not requesting an increase for FY21. The fee is waived if students are on fee waiver at their high schools or if they are enrolled in Ogden-Weber courses housed within district facilities.

8. LEGISLATIVE UPDATE

President Taggart reported on the following items:

- The legislature repealed the new tax reform legislation.
- The state released the fourth quarter tax revenue projections for 2019 last week. There are funds available in the Education Fund, so the legislature should be able to provide good support to public education. The General Fund does not have as much funding.
- The challenge for higher education is that while the legislature can fund higher ed employees out of the Education Fund, it chooses to fund them from the General Fund (like any other state employee). As a result, the legislature is

recommending higher ed receive the same as increases as state employees—1 percent for compensation and 4.5 percent for health benefits.

The college switched to the Select Health Share program which provides a locked-in rate below 4.5 percent for benefits. Without Share, the college would normally experience a 9-13 percent increase in premium.

The one percent compensation increase will make it difficult to recruit and retain employees. Most instructors come from industry where they can earn higher wages. Another issue is hiring new employees at a higher rate than current employees. The college was able to address some range progressions last year through budget efficiencies.

- UTech budget request:
 - Presented a separate request for tech college compensation after completing a salary survey. The survey identified significant salary gaps. Requested \$1.2 million for each of the next three years to help the colleges catch up. The Higher Education Appropriation Committee recommended \$500,000.
 - Requested \$9 million for market demand and student services expansion. Legislature is recommending \$6 million with stipulations. Still finalizing how the monies will be distributed. Looking at using a performance matrix.
 - Requested \$2 million of ongoing funding for capital equipment. Legislature fully funded this request.
- The Higher Education Strategic Planning Commission studied higher education over the past 18 months and recommended specially looking at governance. Senate Bill 111 – Higher Education Amendments will change governance of Utah's colleges and universities. The rationale for the bill is to increase access to post-secondary education, create seamless pathways from certificates to degrees, and improve collaboration between institutions.

President Taggart already meets with the district superintendents, Weber State president, and Davis Tech president on a regular basis to discuss ways to meet the needs of a growing population and workforce. The bill will help ensure these collaborations are taking place on a statewide basis.

The bill places all tech colleges and degree-granting institutions under one system and creates a single Utah Board of Higher Education responsible for all 16 higher education institutions. There is no intent to combine the institutions, and the universities and colleges will continue to have distinct missions.

Six members from the Board of Regents and six members from the UTech Board will serve on the new board. The Governor will select four additional members from the community. Two student reps will serve on the board—one from a tech college and one from a degree-granting institution.

The bill addresses the process for combining the two higher education systems and establishing the new board. Will have to adopt current policies so the colleges and universities can continue to operate. The new system includes a commissioner appointed by the board with the approval of the Governor and Senate. The commissioner will have two primary associate commissioners—one for technical education and one for academics—who must also be approved by the board.

The bill provides protection for the institutions' budgets. The tech colleges' and degree-granting institutions' budgets will move forward separately.

The previous statute stated that tech colleges may not provide any technical training that is provided at a degree-granting institution or school district. That language has been removed.

The previous statute also stated the tech colleges must be clock hour. That provision has been removed. The tech colleges may choose, in consultation with the board, to become credit-bearing institutions in the future. There may be some benefits for all higher education institutions to become credit bearing since the clock-hour format has limitations. For instance, the college has faced challenges providing distance/online training—not authorized for students on federal financial aid. Credit-bearing institutions can provide distance/online training.

The bill includes a provision to conduct a \$3 million efficiency study. Appears the state is targeting administrative services but may review all services for improved efficiency and collaboration.

- The college is tracking HB68, an apprenticeship bill patterned after a model used by Stadler Rail. The company partners with West High School to offer pre-apprenticeship training. When students complete the program as sophomores, Stadler Rail can hire them as juniors. After students graduate, Stadler Rail has the option to hire them as full-time employees. Stadler also has the option to pay for them to complete an associate degree at Salt Lake Community College. The legislature is interested in establishing similar partnerships with other companies in the state. Companies would have to partner with at least one school district, technical college, or degree-granting institution.

WSU already offers an Associate of Applied Science. Because of existing partnerships among WSU, Ogden-Weber, and the school districts, it would be simple for companies to involve all three partners in setting up an apprenticeship agreement.

The bill establishes a pilot program (\$2 million). The legislature is interested in establishing non-traditional apprenticeships, e.g., information technology, health care, financial services.

9. INFORMATION

The FY20 Outcome Report – January 2020 (page 40 of the board booklet) shows the college is experiencing growth in the number of secondary students (30 percent over

previous year). Adult enrollment is flat. Overall retention has increased substantially. The college has more completers and membership hours (30,000+) compared to this time last year.

10. UTAH SYSTEM OF TECHNICAL COLLEGE'S BOARD REPORT

Mr. Barton reported on the following items:

- The UTech Board wants to ensure UTech and the technical colleges remain viable under SB111. The Senate approved the bill and sent it to the House.
- Mr. Barton studied the Stadler model and is interested in a model for manufacturing. Most importantly, students need to complete with a credential so they can market themselves throughout Utah, not for just one company. He toured the Stadler program and has spoken with representatives from the Department of Workforce Services and the Governor's Office about the model.
- Members were provided with a copy of the "UTech Board Mission, Vision, and Goals" document (draft). Goals include building and approving a 10-year strategic framework for technical education; establishing statewide program criteria for technical education in Utah; establishing a statewide technical education employer advisory council; and actively engaging and partnering with the Utah System of Higher Education (USHE) and Utah State Board of Education to address statewide need for improved consistency in technical education program development, funding models, articulation, pathways, and desired student outcomes stated.

President Taggart noted legislators have expressed a willingness to separate UTech and USHE if the statute doesn't work as intended. The duties and composition of the local boards will not change. Board members will change from being "directors" to being "trustees" to match the degree-granting institutions.

11. PRESIDENT'S REPORT

President Taggart reported on the following items:

- The college is hosting a Tech Expo on March 11, 2020, from 5:30 p.m. – 7:30 p.m. in the Barker Family Health Tech Building.
- The Children's School South Building was remodeled to house Cosmetology Basics. The program has scheduled an open house for April 6, 2020 (*Note: The instructors postponed the open house due to COVID-19*).

12. NEXT MEETING

The Board of Directors is scheduled to meet on Thursday, April 23, 2020, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 5:20 p.m.