

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

February 28, 2019

C. Brent Wallis Student Services Building

Harold W Ritchey Board Room

4:00 p.m.

MINUTES

MEMBERS PRESENT

Cameron Cook	Business/Industry
Kearston Cutrubus	WSU Board of Trustees
Kori Ann Edwards	Business/Industry
Mark Jenkins	Business/Industry
William Shafer	Business/Industry
Richard Taylor	Business/Industry
Toni Ure	Business/Industry
Matt Wardle, Chair	Business/Industry
Paul Widdison	Weber School Board

MEMBERS EXCUSED

Joyce Wilson, Vice Chair	Ogden School Board
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MEMBERS ABSENT

Slade Opheikens	Business/Industry
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EX-OFFICIO MEMBERS

James R. Taggart	Ogden-Weber Technical College
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GUESTS

Chad Burchell	Ogden-Weber Technical College
Tyler Call	Ogden-Weber Technical College
Cherie Crezee	Ogden-Weber Technical College
Jared Haines	Utah System of Technical Colleges
Steve Moore	UTech Board of Trustees
Monica Schwenk	Ogden-Weber Technical College
Roger Snow	Ogden-Weber Technical College
 Tina Smith	 Recording Secretary

The Board of Directors of the Ogden-Weber Technical College met on Thursday, February 28, 2019, 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: Monica Schwenk, development director; Jared Haines, acting commissioner, UTech; Steve Moore, vice chair, UTech Board of Trustees; and Cherie Crezee, nursing assistant instructor, Faculty Leadership representative.

Mr. Wardle noted that Ms. Wilson asked to be excused from the meeting.

Mr. Shafer reviewed the food items prepared by the Culinary Arts students.

1. INTRODUCTION OF NEW MEMBER: KORI ANN EDWARDS, LSI

Ms. Edwards is employed at Logistics Specialties, Inc. (LSI), a business development consulting group. LSI is a grants specialist, helping businesses win federal grants. Ms. Edwards is active in the community, serving on several boards including the Davis Hospital and Medical Center Board (current) and the Ogden/Weber Chamber Board (2012-2017). She lives in the area and chairs Fremont High's Community Council.

2. APPROVAL OF THE MINUTES OF THE MEETING HELD OCTOBER 25, 2018

A motion to approve the minutes of the meeting held October 25, 2018, was made by Mark Jenkins, seconded by Kearston Cutrubus, and carried unanimously.

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

The data review and initial student enrollment and outcomes was shared with the board last year. Updated data was provided in the board booklet (page 9), and the only change is a slight increase in placements.

A motion to ratify the data review process and certify the final year-end student enrollment and outcomes data was made by Richard Taylor, seconded by William Shafer, and carried unanimously.

4. APPROVAL TO CHANGE 2019-2020 HOLIDAY SCHEDULE

The board approves the holiday schedule a year in advance to help students, employees, and partners plan their time.

The college holds its annual "Opening Institute" during the first full week of August. The institution is closed for business to provide employees with a week of professional development, training, etc. The college's "Welcome Week" is also held during the first full week of each month. This is a time when new students start their programs to give them a positive first-day experience.

In 2019, “Opening Institute” and “Welcome Week” fall on the same week. Since August is generally when enrollments increase, administration recommended keeping “Welcome Week” on August 5 - 9 and moving “Opening Institute” to July 29 – August 2. The change will not affect the number of school days in the fiscal year.

A motion to revise the 2019-2020 holiday schedule to move “Opening Institute” to July 29 – August 2 was made by Kearston Cutrubus, seconded by Cameron Cook, and carried unanimously.

5. APPROVAL OF STRATEGIC PLAN

The Strategic Plan is a long-range blueprint addressing the college’s vision, three to five years into the future. A committee of employees from each division serves on the Strategic Planning Team and reviews the document annually, and the board subsequently approves it.

The team made minor changes to the plan (noted in red; bolded and italicized). Due to changes in Council on Occupational Education (C.O.E.) accreditation standards, strategic plans must address an institution’s financial resources. As a result, page 6 of the plan (page 25 of the board booklet) was added this year.

Beginning in April, the Strategic Planning Team will conduct a more in-depth review of the Strategic Plan and involve partners, board members, employees, etc., in developing the document. The updated plan would be approved by the board in February 2020, effective July 1, 2020.

A question was raised as to whether the college has a process that shows accountability in meeting the plan’s goals. President Taggart explained that the Business Plan—plan of work for the fiscal year based on Strategic Plan initiatives—includes specific objectives, strategies, and outcomes. Status reports are reported to the board on a quarterly basis.

A motion to approve the FY20 Strategic Plan was made by Mark Jenkins, seconded by Toni Ure, and carried unanimously.

6. APPROVAL OF FY20 DIFFERENTIAL TUITION

Utah System of Technical Colleges (UTech) policy provides a mechanism to offer a differential tuition rate for a specific course or program. The college uses the differential tuition rate for academic learning services for classes such as remedial math and support of high school completion for YouthBuild students. Students in these courses do not receive certificates; rather, the courses help them to be more successful in their programs.

The board must approve the differential tuition rate on an annual basis, and the college requested a rate of \$20 for academic learning services (no change from previous year).

A question was raised as to whether the rate is comparable to what is charged at other technical colleges. It is comparable to Bridgerland Technical College.

President Taggart noted that the college is not requesting an increase in regular tuition or fees this year.

A motion to approve the FY20 differential tuition rate of \$20 was made by Kearston Cutrube, seconded by Cameron Cook, and carried unanimously.

7. APPROVAL OF POLICIES: STUDENT LEAVE OF ABSENCE, SICK LEAVE, AND NON-SOLICITATION

The college reviews policies on a three-year rotating basis or when changes are required.

Student Leave of Absence: This is an existing policy that came up in the three-year review cycle. The Policy statement was revised to make it more concise and move unnecessary language to the Procedure section where it is more appropriate. Added a definition for “day.” The Procedure section was updated to reflect current processes.

Mr. Taylor recommended one grammar correction in the policy. “An LOA” should be changed to “a LOA.”

Sick Leave: This is an existing policy that is being revised because the college moved to a bi-weekly payroll schedule last year. The Policy Team needed to update the procedures but reviewed the entire document to determine whether any other changes were needed. The Policy statement was revised to more accurately reflect the intent of the document. The Procedure section was updated to more accurately reflect current practice.

Non-solicitation: This is an existing policy that came up in the three-year review cycle. The Purpose and Policy statements were revised to make them more concise and more accurately reflect the intent of the document. Added language to the Procedure section stating that employees are prohibited from using the college’s email system for solicitation.

President Taggart explained that the Policy Team is comprised of representatives from all divisions on campus. Policy drafts are reviewed with administrative leadership before being sent to employees and legal (Attorney General’s Office and/or Risk Management) for comment. The board also provides feedback and subsequently approves the policies.

Mr. Jenkins asked if the Sick Leave policy is the same or similar at other technical colleges. President Taggart explained that Ogden-Weber’s, Bridgerland’s, and Davis’s sick leave benefits are similar—often depends on the age of the institution. In general, the colleges have similar sick leave, vacation, and retirement benefits.

Ms. Ure asked if all individuals listed in the first section of the definition of “dependents” are truly dependents. Ms. Smith indicated for purposes of this policy they are, but only if they live with the employee.

A motion to approve the Student Leave of Absence, Sick Leave, and Non-solicitation policies was made by Cameron Cook, seconded by Toni Ure, and carried unanimously.

8. UTAH SYSTEM OF TECHNICAL COLLEGE’S BOARD REPORT

Mr. Moore reported on the following items:

- The UTech Board met on January 17, 2019, at the Ogden-Weber Technical College. Mr. Moore complimented President Taggart on his review of the accomplishments and challenges of the institution.
- The UTech Board welcome Russell Lamoreux, new trustee; Kim Ziebarth, new associate commissioner for academic and student affairs; and Darrin Brush, new president, Davis Tech College.
- The board approved the board minutes, budget report, FY18 Annual Report, performance-based funding allocations, and C.O.E. completion, placement, and licensure rates.
- The board heard Strategic Workforce Initiative proposals from seven of the eight colleges.
- Discussion items:
 - Some trustees had requested updates on actions or information shared at the technical college board meetings. The information can be found on the Public Notice Website and on the technical colleges’ websites. The trustees will continue to discuss this issue to determine the best way to disseminate the information to members.
 - Reviewed the UTech budget requests. Requested \$10.9 million; legislature recommended \$7.8 million. Acting Commissioner Haines indicated that revenue is not as high as anticipated; however, the legislature is supportive of the technical colleges.
 - Discussed Custom Fit. Suggested the tech colleges ask their employer team members to express support for the Custom Fit and increased funding for the program.
 - Discussed a tentative proposal from Dixie Tech and the Southern Homebuilders Association to construct a shared building on Dixie Tech’s campus. The board was cautious about using college land for private industry.

- The board members held a private dinner with the “Student of the Year (SOTY)” award recipients on January 28, followed by a gala celebration on the 29th. The students’ stories are posted on the UTech website. In the past, a single student was selected as the system’s SOTY. This year, all eight students were celebrated.
- The trustees requested an internal enrollment and placement audit. Zach Barrus will conduct the review.
- The trustees discussed the recent Board of Regent’s state audit and how it might apply to the UTech Board. They wanted to be prepared in case they faced a similar audit in the future.
- The trustees discussed the presidents’ evaluation schedule. Presidents are formally evaluated every three years and informally evaluated every two years.
- Formed two committees to review and suggest possible improvements to the presidential and commissioner search processes.
- Mr. Moore is serving on the Higher Ed Strategic Planning Commission which is tasked with considering what higher ed will look like in 20 years; will also look at governance. The commission will hold three regional meetings to speak with educators, community leaders, and representatives from economic development.

Ogden, Davis, and Weber State (WSU) completed a joint spreadsheet listing potential invitees for the regional meeting. President Taggart forwarded the names of the college’s board members to UTech, so they may be invited by the National Center for Higher Education Management systems (NCHEMS – consultant) to participate in the discussion. He encouraged members to speak openly and honestly about what they would like to see happen in higher education.

9. STUDENT SATISFACTION SURVEY REVIEW

In October 2018, Mr. Burchell implemented a student satisfaction survey for all Student Services Division interactions that includes Pre-Enrollment, Enrollment, Financial Aid, Counseling, Testing Center, Student Success Center, graduates, and certificate leavers. Every time a student interacts with a division employee, it triggers a survey tailored to that contact. Students receive survey notifications on their phones, computers, etc.

The college sent out 4,500 surveys and had a 14 percent response rate. If a score of six or lower is received, Mr. Burchell contacts the individuals to ask them what can be improved. Students are providing good feedback. Overall, on a scale from 1-10, students are scoring “likely to recommend the college” at 9.1.

The college has begun implementing surveys to address the instructional side of a student's experience. Survey triggers are based on high-risk elements such as completing the first month of training, not meeting progress, or having seven consecutive absences. If students have multiple triggers, they receive one survey.

If students rate the college a 9 or 10, they are asked to post a Google review.

Ms. Ure asked if there is a link or contact information if students have critical issues they want to address. Mr. Burchell related that his name, email, and phone number are included on the survey.

10. LEGISLATIVE UPDATE

President Taggart reported on the following items:

- Higher Education Appropriations Committee funding recommendations:
 - Employer-driven Program Expansion/Student Support: Requested \$7 million; the committee recommended \$6 million. If funded, Ogden-Weber would receive approximately \$700,000.
 - Custom Fit: Requested \$650,000; received \$600,000.
 - Equipment Funding: Requested \$3 million; received \$1 million.
 - Administrative Staff – System Office: Requested \$250,000; received \$200,000
- Looking at 2.5 percent for compensation and 4.35 for benefits. Waiting for final confirmation.
- Three different apprenticeship bills were introduced during the session. UTech has the only board that includes apprenticeship representatives. Reminded bill sponsors that they had not involved UTech in the development of the bills.
- HB60 – DFCM Property Amendments: This bill would allow the transfer of the O&A property from the state to the college.
- HB260 - Utah College Access Promise Program: Would provide scholarship funding for Utah System of Higher Education (USHE) and UTech students. WSU established the Dream Weber Scholarship for students who cannot access federal financial aid; provides them with two years' of tuition and fees. The program has a good success rate.

Rep. Derrin Owens, the bill's sponsor, indicated that scholarships are begin given to the same students. The bill aims to shift some of the funding and expand the number of students who would benefit from scholarships.

- SB94 – Technical College Scholarship Amendments: This bill was approved last year but requires revisions. As currently written, scholarship funds are only available for the Information Technology program. The revisions increased the number of eligible programs. Students have up to 12 months to complete, and they can defer the scholarship if they go on a mission or sign up for the military. The bill used to stipulate that the funds could only be used for high-wage, high-demand programs. If a program is found to be high-demand but not high-wage, the revisions allow a Department of Workforce Service auditor to validate the program.
- HB102S – Higher Education Capital Facilities: Passed the Senate; currently in Rules. Senator Ann Millner created the bill to incentivize USHE and UTech to plan their building needs more creatively and efficiently. Will allocate money to the two systems, and the Board of Regents or UTech Board will then determine which projects to fund.

Ms. Cutrubus asked if the technical colleges are discussing space utilization. President Taggart explained that the system has been discussing this issue for the past several months. The challenge is identifying a good utilization tool and defining measures. The technical colleges are the only educational entities that, statutorily, must ask their district and university partners for written statements indicating they do not have space to share with the college as part of the building request process.

President Taggart supports incentives that encourage educational partners to work together more often.

11. INFORMATION/DISCUSSION

Mr. Wardle explained that he and Joyce Wilson (Board Leadership) meet with President Taggart and Mr. Call on a monthly basis to review the financials and discuss any outstanding issues. He noted that the O&A Building on Monroe is part of the campus via a lease agreement. The Department of Facilities Construction and Management is interested in having the college take on full ownership of the property.

As noted on page 61 of the board booklet, the college has officially purchased the LDS Seminary Building.

12. PRESIDENT'S REPORT

President Taggart reported on and shared photos of the following items:

- Belinda Griffeth, Nursing student, was selected as the college's "SOTY." President Taggart showed her SOTY video. Mr. Widdison and Mr. Taylor attended the "SOTY" celebration as guests of the college. Ms. Griffeth was unable to attend the board meeting since she is working at South Davis Hospital.

- The college hosted an “OTech Exploration Week” on January 14-18, and over 2,000 ninth graders participated in hands-on activities in the Multipurpose Facility.
- The YouthBuild program recently received \$1.1 million of ongoing funding. President Taggart noted that for every \$1 in federal funding provided to the program, \$7 is given back to the community. He shared pictures of the YouthBuild students meeting with Governor Herbert at the Capitol.
- Graduation was held on February 21. Natalie Wilson, pharmacy tech coordinator, was the alumna speaker. She shared her story with the graduates, noting that she had dropped out of school in 10th grade but returned to school two years later. She started at George Washington High with four credits and was able to graduate while also taking Pharmacy Tech classes at the college. President Taggart shared photos of high school students wearing their medals at graduation. They are presented with medals if they complete a program before graduating from high school.
- The college is focusing on increasing its minority population, especially Hispanic/Latino students. President Taggart noted that Hispanic/Latino high schools students are graduating at a higher rate than non-Hispanic students. The same is true of adult Hispanic/Latino students.

13. OPEN DISCUSSION

Ms. Schwenk presented board members with “One Student at a Time” t-shirts for participating in the “Time of Giving Campaign.” Employees, foundation members, and board members raised almost \$25,000 that will be used for scholarships. She thanked members for their support.

Ms. Schwenk noted the college supports several community events, and she and the President have been inviting Board of Directors and Foundation members to participate with them. She thanked members for their support.

14. NEXT MEETING

The Board of Directors is scheduled to meet on Thursday, April 25, 2019, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 5:37 p.m.