

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

April 22, 2021
Electronic Meeting Via Zoom
4:00 p.m.

MINUTES

MEMBERS PRESENT

Cameron Cook
Kearston Cutrubus
Kori Ann Edwards
Slade Opheikens
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
Weber School Board
Ogden School Board

MEMBERS EXCUSED

Mark Jenkins
William Shafer

Business/Industry
Business/Industry

EX-OFFICIO MEMBERS

James R. Taggart

Ogden-Weber Technical College

GUESTS

Jessellie Anderson
Chad Burchell
Tyler Call
Kelsey Cummins
William Dawson
Sanchaita Datta
Maria Milligan
Brynn Murdock
Leah Orton
Estefani Perez
Monica Schwenk
Kassandra Tello
Jason Werner

Utah Board of Higher Education
Ogden-Weber Technical College
Ogden-Weber Technical College
OTech Student
Former OTECH Student
Utah Board of Higher Education
Ogden-Weber Technical College
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Tina Smith

Recording Secretary

The Board of Trustees of the Ogden-Weber Technical College held an electronic meeting as allowed under the Board of Directors By-laws on Thursday, April 22, 2021, at 4:00 p.m. The public was provided with a link to livestream the proceedings. Chair Matt Wardle conducted the meeting, and the agenda proceeded as follows:

Mr. Wardle read the following statement regarding the college's anchor location for meetings: *"Pursuant to Utah Code 52-4-207, part 4, the Ogden-Weber Technical College Board of Trustees has determined that conducting their April 22, 2021, meeting with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. The determination is based on the status of the COVID-19 pandemic and the current risk phase as identified by the Weber-Morgan Health Department and guidelines found in the Utah Leads Together plan. The April 22, 2021, meeting will be held electronically without an anchor location. The public can view the open portion of the board of trustees meeting via a link located on the Board of Trustees' web page (www.otech.edu/about-us/board-of-directors) under 'Board Meetings'."*

1. APPROVAL OF THE MINUTES OF THE MEETING HELD FEBRUARY 25, 2021

A motion to approve the minutes of the meeting held February 25, 2021, was made by Kearston Cutrubus, seconded by Kori Ann Edwards, and carried unanimously.

2. STUDENT SPOTLIGHT: KELSEY CUMMENS, INDUSTRIAL AUTOMATION, AND WILLIAM DENSLOW, COMPOSITES

Ms. Cummens started in the Industrial Automation program as one of the first students enrolled in the new AM STEM program offered at Ben Lomond High School. She recently completed the college's Industrial Automation program and is enrolled full-time at Weber State University in the Engineering program. She has been hired by Autoliv and also works part-time as a tool crib attendant at the college.

Mr. Wardle asked why she decided to enroll at the college. Ms. Cummens indicated the AM STEM program was the impetus. The class went on field trips to businesses like Autoliv and Fresenius and talked with employers, learning about the field. Ms. Cummens would not have been aware of Industrial Automation or the college if she hadn't enrolled in AM STEM.

Mr. Denslow was employed with United Airlines as a trainer and safety officer. He lost his job in March 2020 due to the pandemic. He enrolled in the Composites program as a full-time student in June 2020 and completed three months later. Precision Cuts in Ogden hired him in September 2020.

Mr. Cook asked him about his favorite part of his college experience. Mr. Denslow related his first experience with the college was 30 years when his sister was enrolled in the Cosmetology program. He has appreciated the instructors, the facility, and ability to learn other skills, e.g., computer-aided drafting and 3D modeling. He uses all he learned from the program in his job.

3. INTRODUCTION OF NEW EMPLOYEES: JASON WERNER, PROGRAM DIRECTOR; KASSANDRA TELLO, BDO MANAGER; ESTEFANI PEREZ LOPEZ, DIVERSITY & INCLUSION COORDINATOR; MARIA MILLIGAN, MARKETING MANAGER; LEAH ORTON, FINANCIAL AID COORDINATOR

Introduced new employees to the board:

Estefani Perez Lopez, Diversity and Inclusion Coordinator. Ms. Perez was formerly employed by Weber State University and Salt Lake Community College. She has a Masters of Interdisciplinary Studies and speaks fluent Spanish. She helps students navigate the tech college experience and represents the college in the community.

Maria Milligan, Marketing Manager. Ms. Milligan was formerly employed by the Utah National Boy Scouts Council as the marketing manager. She is currently enrolled in the Web and Graphic Design program.

Leah Orton, Financial Aid Coordinator. Ms. Orton has been employed by the college for the past nine years and worked in a variety of departments, including enrollment, financial aid and scholarships, and data automation.

Kassandra Tello, BDO Manager. Ms. Tello has a Bachelor's of Integrated Studies and recently completed a Masters of Public Administration from the University of Utah.

Jason Werner, Program Director. Mr. Werner has a Bachelor's of Technical Sales from Weber State University and recently completed a Master's of Education and Leadership. He has been employed by the college for nine years in a variety of positions, including YouthBuild Construction instructor, Construction Tech program coordinator, and BDO manager. He now serves as the program manager for manufacturing and BDO.

4. APPROVAL OF PROPOSED FY21 OPERATING BUDGET MODIFICATIONS

Mr. Call reported on the following:

- State and Local Grants and Contract revenue increased by \$453,100. The college received two new grants—Weber CARES and UEN CARES—to help offset costs associated with COVID-19.
- Auxiliary Enterprise revenue is estimated to increase overall by \$71,000 due to higher sales projections in the College Store of \$101,000 and lower sales in Copy Services of \$30,000.
- Cost of Goods Sold increased by \$8,000 due to adjustments with the Copy Services budget.
- Salary, Benefits, and Travel budgets have decreased to accommodate shifts for the General Expense budget.
- Federal Pell Grant projections have decreased by \$100,000.

- Investment income decreased by \$100,000 due to lower interest rate yields.
- Capital expenditures increased by \$575,000 due to an increase in equipment purchases associated with Weber CARES and UEN CARES grants to offset costs associated with COVID-19.

Mr. Opheikens asked if CARES Act funding is restricted and whether the college is expecting additional funding. Mr. Call explained the college received \$600,000 of federal CARES funding, half of which had to go to students. The college used a majority of its funds to purchase PPE and tools to support safety, distance learning, and telecommuting. The college was recently audited by the state to ensure it spent its federal monies as required. Had no findings and received a couple of recommendations.

The college is slated to receive \$1.5 million of Coronavirus Response and Relief Supplemental Appropriations Act (CRRSSA) funding, \$300,000 of which must go to students. The remainder will be used for institutional needs. The college is currently in process of identifying appropriate uses and spending the funding.

The college is slated to receive a third allocation of \$3 million as part of the American Rescue Plan Act (ARPA). Currently discussing appropriate use.

The college is also looking at upgrading its IT infrastructure. UEN funding was used for VPN access and firewalls. Weber County funding was used to purchase laptops and Chromebooks.

The college lost revenues in auxiliary enterprises and student tuition and fees in FY20. Federal funds can be used to offset the losses.

A motion to approve the FY21 operating budget modifications was made by Joyce Wilson, seconded by Richard Taylor, and carried unanimously.

5. APPROVAL OF YEAR-END STUDENT DATA

This is the final certification for FY20. Ms. Schwenk reviewed the college's safeguards to ensure data is correct, which includes reviewing and updating the Data Dictionary; monthly reviews by program directors, vice president, and president; use of the NorthStar System; use of Tableau reports; sharing best practices with other tech college data managers; reviewing NorthStar and Tableau administrative reports on a at least a quarterly basis; and checks and balances throughout the year.

She reviewed the college's final reports:

	FY19		FY20		% INC/DEC	
Category	Membership Hours	Head Count	Membership Hours	Head Count	Membership Hours	Head Count
Adult	893,881	4,187	826,998	4,014	-1.3%	-4.13%
Secondary	365,834	1,828	333,064	1,869	13.9%	2.24%
Total	1,259,715	6,015	1,160,062	5,883	2.7%	-2.19%

	FY19	FY20	% INC/DEC
Category	Certificates	Certificates	
Adult	812	713	-12.19%
Secondary	140	169	20.71%
Total	952	882	-7.35%

The college was closed for the entire month April 2020 which impacted head count. Though the college phased students back in May, most students didn't return until June. The college experienced strong secondary growth at the beginning of FY20 but lost ground in April, and many students didn't return. However, a total of 882 students were still able to complete.

A motion to ratify the review process and certify the final year-end data was made by Kearston Cutrubus, seconded by Slade Opheikens, and carried unanimously.

6. REVIEW OF FY22 BUSINESS PLAN OBJECTIVES

The college's Business Plan is the plan of work for the next fiscal year and supports the Strategic Plan goals.

The college's FY22 objectives are:

1. Increase welcome week enrollments by 10 percent or 276 new students. Supports Utah Board of Higher Education goals of access, affordability, and completion.
2. Increase minority student enrollment by 2 percent. Supports Utah Board of Higher Education goals of access, affordability, and completion.
3. Increase the completion of certificates by 11 percent or 115 certificates in FY22. Supports Utah Board of Higher Education goals of access, affordability, and completion.
4. Reinforce the value of technical education. Supports Utah Board of Higher Education goals of workforce alignment and economic impact. Will create a single comprehensive list of donors, partners, occupational advisory committees, etc., that can be shared with employees.
5. Reinforce the value of technical education, create a culture of agility, and increase enrollment and completion of diverse population in Weber County. Supports Utah Board of Higher Education goals of workforce alignment, economic impact, access, affordability, and completion. The college is dedicated to investing in its employees. Will continue to focus on professional development and training, onboarding, and telecommuting options.

Mr. Taylor asked if the college has any data regarding the economic impact an 11 percent increase in completion would have on the state. President Taggart indicated the most conservative data shows students who graduate and go to work or receive enough training to become employed impact payroll by approximately \$65 million per year. The benefits remain since these individuals will continue to work for many years.

Mr. Call reviewed the FY22 funding priorities and budget:

- The college's state appropriation was reduced by 2.5 percent (\$480,000) in FY21 due to the pandemic. The legislature restored the funding for FY22.
- The legislature provided \$441,600 to fund a 3 percent compensation increase and a 4.3 percent benefits increase.
- The college received \$306,300 of ongoing funds for equipment.
- The college received \$480,000 of ongoing funds for market-driven program expansion. The funds will be used to assist with growth and capacity limitations in the college's apprenticeship and health programs.
- The college received \$255,900 of Strategic Workforce Initiative (SWI) funding to expand the Automated Manufacturing AM STEM program at Ben Lomond High School and launch new programs at Ogden High School.
- The college received \$140,000 of one-time funds as part of an articulation partnership for dual enrollment with Weber State University.
- Budget breakdown:
 - Instruction: \$12,034,852
 - Student Services: \$2,950,321
 - Maintenance and Operations: \$2,278,506
 - Institutional Support: \$3,196,361
 - Custom Fit: \$685,000
 - Contingency: \$270,060
 - Total FY22 State-Appropriated Budget: \$21,414,700

A question was raised on whether the college's premiums only increased 4.3 percent (to match the legislative allocation). Mr. Call explained the college is enrolled in the Select Health Share program where employees take an active role in managing health/medical awareness, participate in different health challenges, and maintain a certain level of participation in the program. As a result, the college was guaranteed an increase of 2.5 percent for three years. Prior to enrolling in the program, increases were 10-12 percent.

A question was raised on whether the college can roll unused contingency funding into the next fiscal year. Mr. Call indicated it can. The contingency is generally used for emergencies and is a buffer so the college does not have to reduce budgets.

The final Business Plan and operating budget will be submitted to the board for approval in June.

7. INFORMATION/DISCUSSION

President Taggart presented on the following:

- Updating the “Outcome Report” to include a new report showing total head count; adult certificate headcount; brand new enrollments; and welcome week students (all reports show year-over-year comparisons). Also adding a new report that provides data on diversity percentage by program and gender/age breakdown.
- The college turns 50 on April 23. President Taggart reviewed the list of activities that will take place over the remainder of the calendar year.
- The college is also launching its Alum Association as part of the anniversary activities.
 - Will reach out to alum, provide information on resources available to them, update them on college activities and initiatives, and invite them to donate to give back to current students.
 - Reaching out via foundation-related emails. Asked occupational advisory committees to share the information with their employees.
 - Creating a social media kit for employees they can post on their social media.
 - Created a LinkedIn and Facebook page for the Alum Association.
 - Everyone who joins the association receives an exclusive alum t-shirt.
 - Have received several alum stories. Will email highlights throughout the year.
 - Inviting alum and partners to donate to the 50th Anniversary Scholarship Campaign. Encouraging them donate any amount with a “5” in it. Created an email signature line for employees that contains links to donate.

8. NEXT MEETING

The Board of Directors is scheduled to meet on Thursday, June 24, 2021, at 4:00 p.m. The intent is to hold an in-person meeting with a Zoom option. Will keep the board posted on the format and location.

Meeting adjourned at 5:23 p.m.