

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

April 23, 2020

Electronic Meeting Via Webex

4:00 p.m.

MINUTES

MEMBERS PRESENT

Cameron Cook
Kearston Cutrubs
Kori Ann Edwards
Mark Jenkins
Slade Opheikens
William Shafer
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

Richard Taylor

Business/Industry

EX-OFFICIO MEMBERS

James R. Taggart

Ogden-Weber Technical College

GUESTS

Chad Burchell
Tyler Call
Jared Haines
Steve Moore
Monica Schwenk
Natalie Wilson

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

Tina Smith

Recording Secretary

Due to COVID-19, the Board of Directors of the Ogden-Weber Technical College held an electronic meeting (as allowed under the Board of Directors By-laws) on Thursday, April 23, 2020, at 4:00 p.m. The public was provided with a telephone number to listen in on the proceedings via audio. Chair Matt Wardle conducted the meeting, and the agenda proceeded as follows:

1. APPROVAL OF THE MINUTES OF THE MEETINGS HELD FEBRUARY 27, 2020, AND MARCH 17, 2020

A motion to approve the minutes of the meetings held February 27, 2020, and March 17, 2020, was made by Joyce Wilson, seconded by Kearston Cutrubs, and carried unanimously.

2. APPROVAL OF FY21 FEE SCHEDULE

The college does not routinely increase fees unless there is an increased cost to the institution. The following fee increases were proposed for FY21 (effective July 1, 2021):

- **Official Transcript Fee:** Increasing fee from \$3 to \$5. The fee covers the cost of generating a transcript and is a pass-through from the college to the student.
- **Late Fee:** The college has been charging a \$5 per week late fee but has determined it will be easier for students and Accounting Department if it charged a flat \$10 fee.
- Changing the name of the “Re-enrollment Fee” to “Schedule Reactivation Fee” to be consistent with college policies.

A motion to approve the FY21 fee schedule was made by Paul Widdison, seconded by Will Shafer, and carried unanimously.

3. APPROVAL OF BUDGET MODIFICATIONS

Mr. Call reviewed the proposed budget modifications:

Operating Revenues

- Increased Federal Grants and Contracts by \$13,000 due to a new C-SET grant received from YouthBuild USA.
- Increased State and Local Grants by \$214,000 due to a new Strategic Workforce Initiative - Cybersecurity grant and a new Utah Works grant.
- Increased Cosmetology revenue projections by \$5,000.

Operating Expenses

- Increased Salary, Benefits, General, Travel, and Capital Expenses due to the additional expenses from the new Utah Works grant.

Non-operating Revenues

- Increased the Division of Facilities and Construction Management (DFCM) Appropriations budget by \$400,000. Assuming that all DFCM projects included in this budget will be completed and transferred by the end of the fiscal year.

A motion to approve the budget modifications as presented was made by Paul Widdison, seconded by Cameron Cook, and carried unanimously.

Mr. Wardle congratulated Mr. Burchell on his new position as vice president for instructional services. He has been serving as the vice president for student services for the past two years.

4. LEGISLATIVE UPDATE

President Taggart reported on the following items:

- The legislative session ended March 12, 2020, and resulted in the best appropriations the tech college system has ever received. President Taggart thanked Commissioner Haines and Mr. Moore for their work during the session to ensure the needs of the colleges were addressed.
- The legislature allocated \$1.75 million in new funding to market-driven initiatives and student services expansion; \$200,000 for an SWI grant; and funding for compensation and health care premiums.
- However, due to the impact of COVID-19, the colleges have been advised to begin FY21 (July 1, 2020) with their existing FY20 appropriations. Will hold on expansions or compensation until the legislature provides further direction.
- Supervisors are in the process of completing evaluations, and the college has recommendations for raises, merit, and progression through ranges. However, compensation is on hold until the college receives further direction. The college is developing contingency plans to reduce the FY21 budget in the event it is asked to do so by the state.

5. UTAH SYSTEM OF TECHNICAL COLLEGE'S BOARD REPORT

Mr. Moore reported on the following items:

- Mr. Moore expressed his appreciation for leadership across the state among governmental entities, health care professionals, ecclesiastical groups, and educational systems during the COVID-19 pandemic. He was also appreciative of the college presidents' and employees' response to the crisis as they provided online content and kept students engaged. He noted Ogden-Weber had donated personal protective equipment (PPE) from its health programs to the Veterans Nursing Home and Midtown Community Health.

- The UTech Board had established four strategic goals:
 - **Build and approve a 10-year UTech strategic framework for technical education.**
Update: The initiative started with the UTech Strategic Planning Committee but has been placed on hold as a result of the governance change for higher education.
 - **Establish statewide program criteria and required student outcomes for technical education in Utah.**
Update: Foundations and expectations have been positioned as a result of multiple discussions with the legislature, Utah System of Higher Education (USHE), and Utah State Board of Education (USBEC). Statute provisions are embodied in SB111.
 - **Establish a statewide technical education employer advisory council.**
Update: A statewide Industrial Advisory Council was established in SB111.
 - **Actively engage and collaborate with USBEC and USHE to address a statewide need for improved consistency in K-12 technical education program development, funding models, articulation, and pathways.**
Update: Groundwork has been laid; continuing discussions with USBEC Board leadership, state superintendent, and career and technical education director.
- Added several provisions to SB111 to help benefit technical education and the colleges.
- Higher Education Transition Plan: Governor Herbert appointed 16 people to the new Utah Board of Higher Education. Of those members, six came from the UTech Board and nine from the Regents. Two students will be appointed to the board—one representing UTech and one representing degree-granting institutions.
- The UTech Board will continue to operate until June 30.

Commissioner Haines thanked the college board and team for making Ogden-Weber a high-quality institution. He also expressed his appreciation for Mr. Moore and his efforts throughout the year and during the legislative session. Mr. Wardle also thanked Mr. Moore for his support and assistance while serving on the UTech Board.

Mr. Wardle asked how the governance changes will impact the college in the near future. Mr. Moore related UTech's greatest fear is that the tech colleges will be taken over by USHE, similar to what occurred in the past. However, UTech was assured this would not happen and that there will be advocacy for technical education. The new board and Commissioner's Office will be responsible for ensuring technical education is protected.

President Taggart stated there is opportunity to transform higher and technical education with commitment and hard work. Have held meetings with the degree-granting institutions in preparation for the transition (effective July 1). Created a

document that clearly identifies the role of each institution. In the past, there was concern about the technical colleges moving outside of their mission, while higher ed institutions had greater license to do what they felt was necessary. The document will be presented to the new board and clearly states that degree-granting institutions that have a technical college in their region should not provide technical education services. Their role is to take students who have completed at a technical college and provide them with a stackable credential leading to an associate or bachelor's degree. Degree-granting institutions without a technical college in their region will serve a dual mission.

6. INFORMATION/DISCUSSION

Members did not have any questions about the information items.

7. PRESIDENT'S REPORT

President Taggart reported on the following items:

- **COVID-19 Response**
 - In mid-March, employees created two weeks of online and distance education in 48 hours.
 - In April, the state was in the "urgent" phase of the pandemic, and the college made the decision to cease face-to-face instruction while continuing to provide support to students. Worked with very small groups of students who were close to completing.
 - A majority of employees began telecommuting. Employees continue to serve students via email, phone calls, and online chat.
 - A small contingent of Facilities and Security staff have been working at the main and BDO campuses.
 - The college has been working with the Governor's Office, UTech, and the Weber-Morgan Health Department to create a phased approach (May through July) to slowly bring employees and students on campus. The Governor's Office has asked tech colleges to focus on currently enrolled students, then individuals who need retraining.
 - Phase 1 (May 4): Provide online and remote training for the first two weeks of May; serve currently enrolled students.
 - Phase 2 (May 18): Continue online and remote training; provide limited on-campus, in-person training; serve currently enrolled students.
 - Phase 3 (June 1): New enrollments in specific programs.
 - Phase 4 (June 15): New enrollments in specific programs.

- Once the Health Department approves the plan, the college will share the information with students, the board, and the system office.
- During this time:
 - Employees are using conferencing technology not only for meetings but also to interact with students.
 - Teams are using conferencing technology to interact with one another.
 - Employees are using technology to stay in touch with employees located at the BDO campus.
 - Employees are working to “package” students so they are ready for enrollment without having to come on campus.
 - Student Services employees employed technology, including remote testing, so students could meet all enrollment requirements.
 - Fiscal employees found ways for people to make payments without coming on campus.
 - Instructors have been providing online and distance education.
 - The college has been learning to serve more students without limitations.
- The college is following Health Department guidelines for masks and physical distancing. If employees/students cannot maintain a safe distance (six feet), they will be required to wear face masks and/or face shields. The college is finalizing physical distancing and disinfecting guidelines.
- The college will hang posters asking people about symptoms or possible exposure to the virus before they enter any building.
- Purchasing is sourcing masks and cleaning supplies. The college has a small supply of masks and PPE. The college wants to ensure it has enough supplies before allowing small groups of students on campus. If supplies are not available, the college will not expose students or staff to an unsafe environment. Ms. Edwards noted the Governor’s Office has an initiative to provide many, if not all, Utah residents with masks made by Utah companies.

8. NEXT MEETING

The Board of Directors is scheduled to hold an electronic meeting on Thursday, June 25, 2020, at 4:00 p.m.

Meeting adjourned at 448 p.m.