

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

April 28, 2022  
Student Services Building  
Harold W Ritchey Board Room  
4:00 p.m.

**MINUTES**

**MEMBERS PRESENT**

Cori Anderson	Business Industry
Nancy Blair	Ogden School District Board of Education
Cameron Cook	Business/Industry
Kori Ann Edwards, Vice Chair	Business/Industry
Christine Jacobson-Ware (Zoom)	Business/Industry
Mark Jenkins	Business/Industry
Don Salazar (Zoom)	Business/Industry
William Shafer	Business/Industry
Matt Wardle, Chair	Business/Industry
Paul Widdison (Zoom)	Weber School District Board of Education

**MEMBERS EXCUSED**

Slade Opheikens	Business Industry
-----------------	-------------------

**EX-OFFICIO MEMBERS**

James R. Taggart	Ogden-Weber Technical College
------------------	-------------------------------

**GUESTS**

Jessellie Anderson (Zoom)	Utah Board of Higher Education
Sherry Bradford	Ogden-Weber Technical College
Marilyn Brown	Ogden-Weber Technical College
Chad Burchell	Ogden-Weber Technical College
Christopher Butler	Ogden-Weber Technical College
Tyler Call	Ogden-Weber Technical College
Nick Galindo	Ogden-Weber Technical College
Carly Green	Ogden-Weber Technical College
Jared Haines (Zoom)	Utah System for Higher Education
Bret Holmes	Ogden-Weber Technical College
Brandy Kershner	Ogden-Weber Technical College
Sam Lowe	Ogden-Weber Technical College
Fred Martinez	Ogden-Weber Technical College
Madison Meaney	Ogden-Weber Technical College
Maria Milligan	Ogden-Weber Technical College
Arturo Nava	Ogden-Weber Technical College
Eric Peterson (Zoom)	Utah Attorney General's Office
Kylee Petersen	Ogden-Weber Technical College
Aaron Pluim	Ogden-Weber Technical College
Stacey Saunders	Ogden-Weber Technical College
Monica Schwenk	Ogden-Weber Technical College
Cari Smith	Ogden-Weber Technical College

Allie Thao  
Jason Werner

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, April 28, 2022, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room. A Zoom option was provided for members and guests who could not attend in person.

Guests present included Maria Milligan, director for college advancement, and students and advisors who participated in the state SkillsUSA competition.

Guests participating via Zoom: Jesselie Anderson, member, Utah Board of Higher Education; Eric Peterson, Utah Attorney General's Office; and Jared Haines, Utah System of Higher Education.

## **1. APPROVAL OF THE MINUTES OF THE MEETING HELD FEBRUARY 24, 2022**

A motion to approve the minutes of the meeting held February 24, 2022, was made by Kori Ann Edwards, seconded by Will Shafer, and carried unanimously.

## **2. INTRODUCTION OF STATE SKILLSUSA COMPETITION MEDALISTS**

SkillsUSA is the leading organization promoting technical education in the United States. Regional competitions are held first, and first place medalists participate in state competition. First place state winners are then sent to nationals (held in Atlanta this year). World competitions are held every two years.

The Utah Leadership and Skills Conference was held at Salt Lake Community College on March 24-25, 2022. The college sent 25 students and won 17 medals, including 11 gold, 3 silver, and 3 bronze.

Jason Werner, OTECH SkillsUSA coordinator, introduced the students and advisors in attendance.

- Barbering: Fred Martinez, instructor; Arturo Nava, gold medalist, post-secondary; Nick Galindo, gold medalist, secondary (Ogden High School).
- CNC Milling Specialist, CNC Technician, CNC Turning Specialist: Bret Holmes, instructor; Madison Meaney, CNC Turning Specialist, gold medalist, post-secondary; Aaron Pluim, CNC Milling Specialist, gold medalist, post-secondary; Sam Lowe, CNC Milling Specialist, gold medalist, secondary (Weber High School); and Christopher Butler, CNC Technician, gold medalist, post-secondary.
- Cosmetology: Cari Smith, instructor; Brandy Kershner, bronze medalist, post-secondary; and Carly Green, bronze medalist; secondary (Fremont High School).
- Job Skills A and Job Skills Demo Open: Marilyn Brown, cosmetology instructor. None of the medalists were able to attend the meeting. Ms. Brown explained that students demonstrate a task pertaining to their program for Job Skills A. For Job Skills Demo Open, students can demonstrate a task not related to their program; demo must be no less than five minutes and no more than seven minutes in length.

- **Nail Care:** Sherry Bradford and Kylee Petersen, instructors; Allie Thao, gold medalist, post-secondary; and Stacey Saunders, silver medalist, post-secondary.
- **Technical Drafting:** Jacob Rollins, bronze medalist, post-secondary.

### 3. **APPROVAL OF FY23 STRATEGIC PLAN**

The college's Strategic Plan covers three-to five years into the future but is updated annually. During the summer, the Strategic Planning Team will update the document to plan for 2024-2029.

Modifications and additions were highlighted in the document:

- Added a section addressing goals from the Utah Board of Higher Education (UBHE) Strategic Plan. The college's Strategic Plan already incorporates UBHE's Strategic Plan pillars of access, affordability, completion, and workforce alignment.
- Expanded the "Three – Five Year Objectives, Strategies, and Evaluation." The college will continue to focus on increasing enrollment, completion, and on-campus engagement of its diverse population in Weber County.
- The college will implement its 2022 College Master Plan, and the first step is to request board approval at the June meeting.
- The college plans to add support for wraparound services; obtain legislative funding for a new Pathways Building (request board approval in June); and increase participation of adults without diplomas through a partnership with Weber Adult Ed. The college will also work with Ogden School District once it launches its adult ed program.
- The college will increase the number of employer-validated stackable credentials.
- The college will implement an updated employee salary structure based on a recently completed salary survey.
- The college is developing policies and procedures for remote and hybrid work models.
- Added a key factor to the "Evaluation" section—transparency. Will provide monthly, quarterly, and annual reports to the college community and board.

The college develops its Business Plan based upon Strategic Plan initiatives. The Business Plan will be presented to the board for approval at the June meeting.

Mr. Cook asked how the \$19 million of state appropriations compare to other years. President Taggart noted the Council on Occupational Education (COE) requires the Strategic Plan to include a section on "Financial Resources" to ensure it has funding to support institutional initiatives. Mr. Call indicated the \$19 million is \$1.5 million higher

than the previous year. Approximately 92 percent of the college's resources comes from state appropriations; used to be below 89 percent.

A motion to adopt the changes shown in the agenda for the college's Fiscal Year 2023 Strategic Plan was made by Nancy Blair, seconded by Cameron Cook, and carried unanimously.

#### **4. APPROVAL OF BUDGET MODIFICATIONS**

Mr. Call reviewed the highlights of the proposed FY22 budget modifications:

- Some of the larger shifts are due to federal grants, such as the Higher Education Emergency Relief Funds (HEERF) provided as a result of the pandemic. The funds were booked under Operating Revenue. However, the Department of Education indicated they should be booked as Non-operating Revenue; shifting \$2.1 million to that account. The college received an additional \$1.5 million HEERF allocation but won't be able to spend the monies this fiscal year. As a result, the college is reducing the current budget by \$1.5 million but will include it in the FY23 budget.
- Strategic Workforce Initiative (SWI) funds were included in the college's appropriations funding instead of as a reimbursable grant. The proposed decrease of \$277,502 for State and Local Grants and Contracts reflects moving the SWI funds as well as moving the non-operating portion of Learn and Work grants.
- Culinary Arts and Driver's Ed had higher than anticipated sales. Sales and Services of Education Departments will increase by \$56,384.
- Cost of Goods Sold increased by \$205,500.
- Salary, employee benefits, general, and travel budgets are being adjusted to accommodate shifts within budgets.
- Depreciation expense is higher (adding \$600,000) because more capital asset purchases qualify for capitalization.
- The college is reducing Capital Expenditures by \$800,000—tied to the federal funding the college received.

A motion to adopt modifications to the Fiscal Year 2022 budget as presented in the agenda was made by Will Shafer, seconded by Mark Jenkins, and carried unanimously.

#### **5. APPROVAL OF FY23 CERTIFICATES**

The college kept changes to FY22 certificates to a minimum in order to provide instructors with sufficient time to right-size their programs.

Mr. Burchell reviewed the following:

- A majority of programs made changes to their certificates from FY22 to FY23.
- On average, program hours decreased. A few programs increased slightly due to the clock hour to credit transition. To help with the process, courses are being changed to 30, 60, or 90 minutes in length. Hours were decreased a result of feedback from employers who need skilled workers more quickly.
- Overall, instructional hours were reduced by 1,100.
- Manufacturing Foundations is a new program that feeds into Industrial Automation. Employers in the manufacturing sector indicated Industrial Automation trains current employees to maintain manufacturing lines. What they need are employees trained on the equipment. Manufacturing Foundations (120 hours) was created to meet that need to get students to work. Once on the job, the individuals can enroll in Industrial Automation if they want to become a technician.
- Medical Office Specialist is on teach-out based on employer feedback. Hospitals, clinics, etc., are using medical assistants and other employees to fill medical office positions. Software Development is also on teach-out. Students enroll in Software Technology and can then move into Software Development. The college found that students don't return to complete Software Development after completing Software Technology and finding employment. Software Technology was renamed Computer Programming (840 hours) to be in line with what employers are asking for on job descriptions. Software Development is on teach-out.
- Changing Web and Graphic to Graphic Design. Web programming is moving to Computer Programming.
- The college has 31 programs for FY23 which amounts to 427 course syllabi; 6,085 modules/Canvas; 427 Canvas courses; and 6,085 modules/Northstar.

All changes are validated by employers who serve on occupational advisory committees that meet twice a year. Mr. Burchell attends all meetings (unless there is a scheduling conflict) to ensure he hears employer feedback.

All AM STEM students (Ben Lomond, Ogden, and Roy High Schools) complete Manufacturing Foundations as part of the program, making them ready for employment.

Ms. Edwards related discussions are taking place at the state level regarding billions of dollars for infrastructure projects through President Biden's Infrastructure Investment and Jobs Act (IIJA). Will be allocated in different ways. Some agencies will receive formula funding while others, e.g., academia, can apply for competitive funding. Many states are concerned about having enough trained workers for the projects over the next three years. The technical colleges will be looked at as part of the solution, and the USHE system may want to start looking at how to prepare for the influx of funding.

President Taggart said the state had workforce limitations even before the pandemic. However, the tech colleges continue to grow. Historically, enrollments have declined when the economy is strong, but adult enrollments have increased over the past couple of years. The state needs more high school students to complete a post-secondary certificate while they're in high school. The college needs to reach out to individuals who do not have a high school diploma and give them a pathway to complete a high school diploma embedded inside a technical certificate.

Ms. Edwards encouraged the college to look at the funding and ensure its programs are aligned with what will be needed. The college is in the forefront with its programs, but the pipeline needs to be bigger.

Coordination and collaboration between the Governor's Office of Economic Opportunity and Talent Ready Utah (now under USHE) should not change; will still be partners. The college should ensure its Learn and Work grants are directly tied to areas of high economic demand.

President Taggart related the college is working on other certificates that will be implemented next fiscal year to meet employer needs. Will follow the approval process and bring them to the board early in the new fiscal year.

A motion to approve discontinuation of programs as outlined in the agenda; approve Manufacturing Foundations as a new program; and approve all other changes in the length of existing programs as presented in the agenda was made by Cori Anderson, seconded by Cameron Cook, and carried unanimously.

## **6. INFORMATION/DISCUSSION**

Summer Graduation is scheduled for Thursday, June 2, 2022, 6:00 p.m. at Ben Lomond High School, Athletic Field.

## **7. NEXT MEETING**

The Board of Directors is scheduled to meet on Thursday, June 23, 2022, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 5:04 p.m.