

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

June 27, 2019

C. Brent Wallis Student Services Building

Harold W Ritchey Board Room

4:00 p.m.

MINUTES

MEMBERS PRESENT

Cameron Cook
Kori Ann Edwards
Slade Opheikens
William Shafer
Toni Ure
Matt Wardle, Chair
Paul Widdison
Joyce Wilson, Vice Chair

Business/Industry
Business/Industry
Business/Industry
Business/Industry
Business/Industry
Business/Industry
Weber School Board
Ogden School Board

MEMBERS EXCUSED

Kearston Cutrubus
Mark Jenkins
Richard Taylor

WSU Board of Trustees
Business/Industry
Business/Industry

EX-OFFICIO MEMBERS

James R. Taggart

Ogden-Weber Technical College

GUESTS

Tyler Call
Derek Ponce
Monica Schwenk

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, June 27, 2019, 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 introduced guests in the audience: Monica Schwenk, development director, and Derek Ponce, director of teaching and learning.

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

1. APPROVAL OF THE MINUTES OF THE MEETING HELD APRIL 25, 2019

A motion to approve the minutes of the meeting held April 25, 2019, was made by Will Shafer, seconded by Slade Opheikens, and carried unanimously.

2. BOARD LEADERSHIP ELECTIONS

Mr. Wardle indicated that his and Ms. Wilson's terms as chair and vice chair respectively expire at the end of June, so the board needs to hold elections to fill the positions. He recommended postponing the elections and allowing him to appoint a Nominating Committee responsible for developing a slate of nominees for the board to review and vote on at the August meeting.

A motion to postpone Board Leadership elections and appoint a Nominating Committee to develop a slate of officers was made by Paul Widdison, seconded by Toni Ure, and carried unanimously.

3. APPROVAL OF FY 20 OPERATING BUDGET

Mr. Call reviewed the highlights of the budget:

- Decreasing Federal Grants and Contracts by \$265,000 due to timing issues associated with YouthBuild and AmeriCorps funding. The college is in the final year of a three-year grant, and less funding is required for staff. The program does not have the same budget every year depending upon its needs.
- Increasing State and Local Grants and Contracts by \$94,000 due to an increase in Custom Fit funding.
- Increasing Sales and Services of Educational Departments by \$72,000 due to higher revenue projections in Custom Fit other training programs.
- Decreasing projected revenue in Auxiliary Enterprises by \$81,000 due to projected sales decreases in the Driver Education and Copy Services programs revenues.
- Increasing salary and benefit budgets due to a 2.5 percent merit-based increase provided by the legislature along with an increase from a new salary structure tool implemented to help employees move through their ranges. The college

funded the new progression tool through internal efficiencies and budget redistribution. Had a 2.5 percent increase in benefits renewal. Added funding for salaries and benefits due to the expansion of market-driven programs.

In the past, some budgets have had leftover funding at the end of the year. As a result, President Taggart and Mr. Call developed the FY20 budget using a new, data-based process to help the college more efficiently allocate its resources.

- Increasing State Appropriations by \$1,258,000--\$345,000 for compensation and health insurance increases; \$707,100 for employer-driven programs; and \$158,500 for equipment (one-time funding).
- Increasing the Division of Facilities Construction and Management (DFCM) budget by \$325,000 due to the timing of the completion of the Campus-wide Fire Alarm project (to be completed in FY20; initially budgeted for FY19).
- Decreasing Investment Income slightly due to lower interest rate projections for FY20.
- Increasing Capital Expenditures by \$62,000.

Ms. Wilson noted the legislature has talked about changing Utah's tax structure. President Taggart said the legislature funded many items on a one-time basis because they were going to restructure. Will continue to monitor the situation to see if the changes will affect the FY20 budget.

Mr. Opheikens asked how the divisions handled the change in the budget development process. Mr. Call stated that, for the most part, they supported it. President Taggart explained the division departments and programs were provided with enough funds to operate for the year. Additional monies are available throughout the year for areas that need it, e.g., high-growth.

A motion to approve the FY20 budget was made by Joyce Wilson, seconded by William Shafer, and carried unanimously.

4. APPROVAL OF CONSTRUCTION TRADES PREP PROGRAM

Board approval is required for the implementation of new programs or if an existing program increases/decreases content by 25 percent. The college is requesting approval to add a new Construction Trades Prep program.

This is a 30-hour, lock-step program. Students start on Monday, and if they complete, they are interviewed by available construction companies and have the potential to be hired the following Monday. The program ties in with the pathway to Weber State. The college will maintain its 240-hour Construction Technology program. The Construction Trades Prep program is short-term in nature to help meet current employer demand for workers.

Students will gain knowledge of OSHA safety standards, construction power tool usage, basic framing techniques, job-site communication, team building, and essential workplace skills. Some employers plan to send new employees to the training as part of their first week on the job.

Targeting the training to:

- Adults. Specifically targeting individuals who need to find employment within a week.
- High school students. The college has expanded its construction training programs in the high schools. Want to ensure the training will help students complete a post-secondary certificate. Students should be able to complete a 30-hour certificate and be job ready.

The college created “Build to Success” curriculum; used statewide. Tested the curriculum as part of a college-sponsored summer camp for high school students (offered in conjunction with the Ken Garff “Keys to Success” program and Utah Home Builders Association) and was very successful.

- YouthBuild students. The students are learning construction skills as part of their training. However, not every student completes the 240-hour Construction Technology certificate. The new program will provide them with a certificate.

Have good support from employers for the training. Also supported by the school districts because completion increases when students receive hands-on experiences.

A question was raised on how the college marketed its summer camps—coordinated with the districts and charter schools and through the “Keys to Success” app. The college is expanding construction training at Ogden and George Washington High Schools next year.

Ms. Ure indicated the college could expand the training and develop a work readiness component that covers safety, communication, and teamwork. Could be used for manufacturing, construction, etc. President Taggart related the Governor’s Office of Economic Development Talent Ready Center has a “Utah Works” program that is focusing on one- or two-week pre-employment programs for manufacturing and aerospace. The Construction Trades Prep program is similar to that program.

Ms. Ure asked about the cost for the program. High school students can enroll tuition-free. Adults will pay \$105 (\$60 tuition and \$45 enrollment fee). Employers can use Custom Fit funds for the training.

A motion to approve the Construction Trades Prep program was made by Slade Opheikens, seconded by Paul Widdison, and carried unanimously.

5. INFORMATION

Enrollments slowed, though secondary growth is still strong. Minority students make up 26 percent of the college's student body. The institution's biggest challenge is contacting the individuals who have shown interest in enrolling. As a result, the college is expanding the Access & Outreach Department to reach out to more prospective students.

Tuition revenue is robust. Adult students are enrolling in more hours, bucking past trends.

The college received \$180,000 of Custom Fit funding in addition to the \$500,000 it generally receives.

Mr. Wardle asked about the spike in leads in the "Pre-enrollment at a Glance" report. President Taggart explained the college collaborates with the "Keys to Success" program, and it recently provided the college with data on students interested in information about enrollment, scholarships, apprenticeships, etc., leading to the spike in leads.

6. UTAH SYSTEM OF TECHNICAL COLLEGE'S BOARD REPORT

Steve Moore, UTech Board member, was unable to attend the college's board meeting. However, he prepared a written report, and it was distributed to the board.

Mr. Wardle indicated that Mr. Moore was elected to the position of UTech Board chair, effective July 1.

Governor Herbert suspended the UTech commissioner search and asked UTech and Utah System of Higher Education (USHE) to appoint interim commissioners until the Strategic Education Plan is presented to the legislature. USHE appointed Dave Woolstenhulme as the interim USHE commissioner.

UTech is looking at how it will approve new capital facilities requests. The tech colleges will need to complete their facilities studies. Ogden-Weber also needs to update its Master Plan.

7. PRESIDENT'S REPORT

President Taggart shared photos and reported on the following items:

- President Taggart noted that Vice President Roger Snow is attending the National SkillsUSA Competition and therefore unable to attend the meeting. Vice President Chad Burchell is on vacation.
- The college's acrylic horse is located on Washington Blvd. Karen Thurber, former development director, and John Huerta, graphic design instructor, designed and painted it several years ago.

- The college presents high school students with medals if they complete a tech college certificate before they graduate from high school. Shared several photos of students wearing medals at their graduations.
- The college implemented an AM (Automated Manufacturing) STEM program at Ben Lomond High School. Students learned about robotics and automated manufacturing. Shared a photo of the students celebrating completion of 120 hours of Industrial Automation training. The students were required to attend the class early in the morning before their regular schedules started. The college worked to fill the first year's class. This year, there's a wait list of 30 (can accommodate 25 students)

Mr. Opheikens asked if the college works with Weber High School; it does. President Taggart related that Weber School District generally sends its students to the Weber Innovation Center, or students are involved in Project Lead the Way. The college has a limited amount of funds to expand programs, so it focuses on schools where student demand is high.

- The college sponsored summer camps for high school students in June. Students in the Business program's camp ran lemonade stands. They built stands, developed business plans, and calculated their price points. The goal was to see which business made the most money and which one had the best-tasting lemonade.
- Shared a photo of the students involved in the "Build to Success" summer construction camp. Students visited local employers, including Big D, R&O, and Associated Builders and Contractors. The college also sponsored Robotics and Composites summer camps for junior high, high school, and charter school instructors and counselors. They received recertification credit.
- The college moved to a new health insurance plan (Share Program) which requires a majority of employees to participate in wellness. The college's Wellness Team developed a "Get Slim with Jim" initiative to motivate employees. Encouraged employees to take a cartoon cutout of the president with them during their wellness activities and take photos. Showed the board a "Get Slim with Jim" video developed by a Business instructor.
- Summer graduation is scheduled for 6:30 p.m. tonight. Have a record number of VIPs attending. Shared a photo of a student who completed the Nursing Assistant program.

8. NEXT MEETING

The Board of Directors is scheduled to meet on Thursday, August 22, 2019, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 5:08 p.m.