

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

August 22, 2019

C. Brent Wallis Student Services Building

Harold W Ritchey Board Room

4:00 p.m.

MINUTES

MEMBERS PRESENT

Kearston Cutrubs
Kori Ann Edwards
Mark Jenkins
William Shafer
Richard Taylor
Toni Ure
Matt Wardle, Chair
Paul Widdison
Joyce Wilson, Vice Chair

WSU Board of Trustees
Business/Industry
Business/Industry
Business/Industry
Business/Industry
Business/Industry
Business/Industry
Weber School Board
Ogden School Board

MEMBERS EXCUSED

Cameron Cook

Business/Industry

MEMBERS ABSENT

Slade Opheikens

EX-OFFICIO MEMBERS

James R. Taggart

Ogden-Weber Technical College

GUESTS

Ashlyn Albert
John Branch
Marilyn Brown
Chad Burchell
Tyler Call
Sharyn Dobson
Randy Hodges
Shaun Lindsay
Priscilla Martinez
Mark Overman
Nallely Ruiz
Monica Schwenk
Katie Sellers
Roger Snow
Jason Werner
Shawna Werner
Natalie Wilson

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Barnes Aerospace / OWTC Audit Committee
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Tina Smith

Recording Secretary

The Board of Directors of the Ogden-Weber Technical College met on Thursday, August 22, 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 noted that Cameron Cook had asked to be excused from the meeting.

Mr. Wardle introduced guests in the audience: Jason Werner, program manager; John Branch, Automotive instructor and Faculty Leadership representative; and Shaun Lindsay, Network Cybersecurity instructor.

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

1. APPROVAL OF FY19 AUDIT

Mr. Overman, Audit Committee chair, reported that the committee met with the auditors, and they reviewed the FY19 audit.

- The auditors issued an unmodified opinion.
- The auditors noted one significant deficiency of internal controls. Mr. Overman did not feel this was a serious offense. Rather, it was an error made in recording the final payroll of the year. Payroll was recorded to cash at year-end, but the payroll was not issued until two days after year-end. The college corrected the error.
- The college replaced some equipment during the year and expensed it. The auditors were initially unconcerned about the process, then changed their opinion a few days ago. They asked the college to reclassify the equipment as a capital asset rather than an expense. The auditors also asked Mr. Call to create an asset capitalization policy. The college will draft a response to the auditors.

Mr. Overman indicated that, in his opinion, the Fiscal Office has used a conservative approach when recording expenses, and the reclassification is a non-issue. The college will add this item to the balance sheet.

Mr. Wardle, Audit Committee member, related that the committee did not have any concerns with the quality of the college's financial accounting.

Mr. Widdison noted the payroll issue was due, in part, to the college moving from 24 pay periods per year to 26.

Mr. Wardle indicated the equipment issue—expensed vs. capitalized—has no impact on the college's cash. It is a process issue. He also noted the auditors suggested reclassifying/expensing "Accounts Payable – Other" to "Accounts Payable – Related Party." Mr. Call indicated this issue relates to how some payroll deductions are classified. Mr. Overman indicated the auditors requested a change in how the deductions are labeled. The accounting is correct, and the suggested classification modification does not change the status of the financials.

Mr. Jenkins asked if the college has a capitalization standard, e.g., dollar amount or item type. Mr. Call said the college's policy calls for capitalizing items with a value of over \$5,000 with a life expectancy of over a year. However, the college has always expensed items funded by the Division of Facilities Construction and Management (DFCM), viewing them as repair/replacement projects. The auditors have not raised concerns about this process in the past. He will develop a policy that states the college will classify state-funded projects of this nature as capital improvements and capitalize them over a period of 15 years.

Ms. Cutrubus asked how other tech colleges address the capitalization issue. President Taggart said it varies--some colleges have capitalize Division of Facilities Construction and Management (DFCM) projects. Others follow the same process as Ogden-Weber. Will share this information with the other schools.

A motion to approve the FY19 audit was made by Mark Jenkins, seconded by Kearston Cutrubus, and carried unanimously.

2. INTRODUCTION OF NATIONAL SKILLSUSA COMPETITION MEDALIST

The National SkillsUSA competition was held June 24-28, 2019, in Louisville, Kentucky. Eight of the college's students participated, and Ashlyn Albert received a bronze medal in Jobs Skill Demo A. Jason Werner coordinated the SkillsUSA competitions this year, and he introduced Ms. Albert and Marilyn Brown, advisor, to the board.

3. INTRODUCTION OF "PRESIDENT'S AWARD RECIPIENTS"

During the college's fiscal year kick-off week, President Taggart recognized teams and individuals with the "President's Award." He introduced the awardees to the board:

Cross-division Team Award: Policy Team—Lisa Butler, Sharyn Dobson, David Everton, Fred Frazier, Randy Hodges, Katie Sellers, team leader, Tina Smith, and Shawna Werner. The team reviews policies on a three-year rotating basis and helps create/vet new policies.

Rookie of the Year: Natalie Wilson, Pharmacy Tech program coordinator/instructor. When Ms. Wilson was hired, she was responsible for updating all program curriculum, hiring staff, and program accreditation. The program was struggling when she took over but has now met all its vital factors goals (completion, placement, licensure, head count).

Innovator of the Year: Mike Tolson, industrial automation maintenance instructor. Mr. Tolson helped establish the AM STEM program at Ben Lomond. Sixteen students enrolled the first year and were required to attend class in the morning before their regular high school schedule started. Students who completed the program earned 120 hours toward the college's program. There is now a waiting list to get into the program. Mr. Tolson took the initiative to earn an extra certification in robotics and built a lab to meet employer demand.

Exceptional Service: Priscilla Martinez, Access & Outreach coordinator. Ms. Martinez is the face of the college and serves on multiple community boards. She is also responsible for helping students enroll, providing an outstanding level of service.

President's Outstanding Staff Award: Nallely Ruiz, director, Health and Culinary Arts programs. Ms. Ruiz is an excellent leader, and her programs are growing under her direction. They also meet the college's vital factors goals.

4. APPROVAL OF THE MINUTES OF THE MEETING HELD JUNE 27, 2019

A motion to approve the minutes of the meeting held June 27, 2019, was made by Kori Ann Edwards, seconded by Paul Widdison, and carried unanimously.

5. BOARD LEADERSHIP ELECTIONS

Per board Bylaws, leadership elections are held every two years, generally in the month of June. Mr. Wardle postponed the elections so a more formal process could be established. He asked Ms. Ure and Mr. Widdison to serve on an ad hoc Nominating Committee, with the responsibility for developing a slate of officers over the summer.

Mr. Widdison explained that he and Ms. Ure sent out a request for nominations. President Taggart contacted all individuals nominated to determine whether they were interested in serving in this capacity. Some declined due to time constraints, but all expressed their commitment to the college.

The committee received one nominee for the chair position: Matt Wardle. Mr. Widdison opened for the floor for additional nominations. None were received. Nominations were closed.

A motion to elect Matt Wardle for the position of board chair for a two-year term was made by Paul Widdison, seconded by Kearston Cutrubus, and carried unanimously.

The committee received two nominations for vice chair: Joyce Wilson and Toni Ure. Mr. Widdison open the floor for additional nominations. None were received. Nominations were closed.

A motion to accept the nominations and election of either Joyce Wilson and Toni Ure for the position of vice chair for a two-year term based upon a paper ballot vote was made by Paul Widdison, seconded by Matt Wardle, and carried unanimously.

Mr. Taylor asked if the board could have co-vice chairs. President Taggart stated the Bylaws only specify one chair and one vice chair. The Bylaws can be amended if the board is interested in adding this option.

Members cast paper ballots, and Ms. Wilson was elected vice chair by majority vote.

6. APPROVAL OF FY21 BUDGET REQUEST

The Utah System for Technical Colleges (UTech) has spent the past few months developing the FY21 system budget, which includes funding for market-driven programs

and student support. The UTech Board will review and approve the proposed budget on September 19, 2019.

Page 12 of the board booklet includes the detail for Ogden-Weber's request which totals \$1,750,000--\$1,150,000 for market driven programs and \$600,000 for student support.

MARKET-DRIVEN PROGRAMS	
PROGRAM/DEPT	AMOUNT
Computer-Aided Design	\$ 110,000
Practical Nursing	\$ 130,000
Automotive	\$ 90,000
Proctored Testing and Tutoring Center	\$ 150,000
AM STEM Apprenticeship Expansion	\$ 150,000
Machining and Welding	\$ 150,000
Electrical Apprenticeship	\$ 150,000
Plumbing Apprenticeship	\$ 100,000
Instructional Services Professional Development	\$ 120,000
TOTAL Market-Driven Programs	\$ 1,150,000

STUDENT SUPPORT	
PROGRAM/DEPT	AMOUNT
Campus Safety/ADA and Security Updates	\$ 90,000
Early Mental Health Intervention	\$ 75,000
Marketing Resources for Market Demand Expansion of Programs	\$ 180,000
Help Desk/Student Support	\$ 80,000
Access & Outreach	\$ 175,000
TOTAL Student Support Programs	\$ 600,000

GRAND TOTAL FY21 REQUEST

\$1,750,000

The grand total may change between now and the 19th as the presidents and UTech review and discuss the request. President Taggart noted the college backs up its request with Department of Workforce Services and other economic data.

Ms. Wilson asked if the college asks its employer advisory team members for support for the request or wording to develop the budget. President stated that he does. In many cases, the budget items are driven by employers, e.g., machining, welding. Employers ask the college to make changes because of demand.

Ms. Edwards asked how the budget falls in line with the workforce initiative the state has been working on with a consultant. President Taggart explained that the Higher Education Strategic Planning Commission is focused on economic and workforce development. The consultant's report has not been finalized; may be released in October/November. In the meantime, the chair and co-chair of the Higher Education

Appropriations Committee have directed the educational entities to continue focusing on job creation and economic and workforce development.

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

7. APPROVAL OF FY21 CAPITAL IMPROVEMENT PROJECTS

Mr. Call reported on the following:

- The college asks the board to approve its list of capital improvements list on an annual basis. The list is then submitted to the state for funding.
- The college has 10 projects for FY21:

Ogden-Weber Technical College
FY21 Capital Improvement Requests

Priority	Project Name	Cost Estimate	Condition Assessment	Description/Justification
1	Phase Two - Upgrade Fire Alarm Systems	\$450,000.00	Second phase of upgrading the fire alarm systems in multiple buildings on the main campus.	Second phase to finish the upgrades of fire alarm systems that are out of date and can't be repaired because parts are not available. Some panels have horns and strobes with delayed activation, communications failures, require multiple repairs, and lack battery backup which can cause life safety issues.
2	Phase Two - Steam Infrastructure Repairs/Replacement	\$550,000.00	Second phase to complete repairs or replacement of the campus steam delivery system.	Second phase to complete repairs or replacement of the campus steam delivery system. The work will address multiple areas of the steam tunnel that have deteriorated over time due to steam leaks, ice melt, salt, etc. We know of steam leaks in the line, steam traps, and other areas that need to be evaluated and then either upgraded or replaced.
3	Waterline Installation	\$300,000.00	Water runoff from the bioswales located in the Health Tech Building parking lot and from other parts of the campus drain into the field north of the building causing the soil to erode and wash down into the storm drain and irrigation canals.	The waterline will be used to catch the runoff water and silt, thereby stopping the silt and contaminated soils from flowing into the irrigation canals and storm drain systems. The college could potentially be fined for the way in which the water is currently being discharged.
4	Replace the Roof on the Manufacturing Technology Building	\$850,000.00	The building has a tar and gravel roof which has exceeded its life expectancy.	The building has experienced multiple roof leaks, damaging property in the facility. Replacing the roof will mitigate the problem and reduce property damage.
5	Main Campus: Interior Building Lights - LED Conversion	\$750,000.00	Replace existing interior fluorescent and incandescent lighting with LED lights. Bulbs for some of the current fixtures are difficult to find, and costs are increasing because incandescent lighting is being phased out.	Converting the existing lighting systems will provide the college with reliable lighting and help bring the cost of energy into compliance with the Governor's directive to reduce energy use by 20 percent by 2020. In addition, LEDs have a longer bulb life, reducing the labor needed to replace them and decreasing the cost to replace the bulbs.
6	Perimeter Road Repairs to Include Main Entrance, Main Exit, and Bus Loop	\$400,000.00	There are multiple broken concrete slabs in the main entrance, main exit, perimeter road, and bus loop. Repairs have been made over time, but the slabs continue to break due to heavy traffic and the weight of the buses.	Repairing the perimeter road, main entrance, main exit, and bus loop will decrease the breaks in the concrete. Replacement will lessen repair costs and eliminate trip hazards.
7	Asphalt Repair Throughout the Main Campus	\$400,000.00	Areas of asphalt need to be repaired, replaced, sealed, and restriped. Drainage needs to be addressed in some areas.	The college has multiple parking lots that have areas that need to be repaired or replaced due to poor drainage conditions. Other parking lots have cracks that need to be sealed, seal coated, and striped to extend life expectancy.
8	Internal Access Control and Surveillance System Upgrade	\$500,000.00	The college does not have an access control system at this time. The surveillance system is reaching its life expectancy and needs to be upgraded to new equipment.	Adding an access control system will improve safety and security for students and staff and give the college the ability to lock down sections of buildings in case of an emergency situation. The current surveillance system is out of date, repairs are costly, and the college is unable to purchase parts for repair.
9	Replace Air Handler Units	\$850,000.00	Replace air handler units that have exceeded life expectancy and are costly to repair.	Several air handlers have exceeded life expectancy and are costly to repair and maintain. Replacing them with new units will increase HVAC efficiencies in the buildings and lower maintenance costs.
10	Replace the Roof on the Construction Technology Building	\$650,000.00	The building has a tar and gravel roof which has exceeded its life expectancy.	The building has experienced multiple roof leaks, damaging property in the facility. Replacing the roof will mitigate the problem and reduce property damage.

- Some of the projects are follow-ups (Phase II) for previous projects that were not completed.
- The list changes from year to year, but DFCM generally funds the top two or three projects.
 - #1 - Phase II - Upgrade Fire Alarm Systems. Funding received last year was not enough to complete the project. Have three buildings to be finished. At the top of the list because it is a life/safety issue.
 - #2 – Phase II - Steam Infrastructure Repairs/Replacement. The college has a couple of boilers in a steam plant that serves all buildings on campus with the exception of the Health Tech Building. The boilers help control the temperature year-round. Steam tunnels are located under the sidewalks. The infrastructure is aging, and leaks are emerging. Impacts the boilers and how well building temperatures are controlled. Funding for Phase I was set aside to conduct a study. However, because of the scale of the project, it won't be completed even with Phase II funding.
 - Waterline Installation. Runoff and water from the bioswales on the north side of the Health Tech Building collects in a field and is creating a ditch. When the building was first constructed, the plan was to partner with Ogden City to build a retention basin. The city built the pond in a different location, so the college needs to install a waterline to handle the water.
 - Other projects include replacing the roof on the Manufacturing Technology Building, LED light conversion, and repairing the perimeter road. Though the top two or three projects are the only ones that will be funded, the college adds the other projects in case they become a priority.
- College Facilities staff created the list in consultation with DFCM staff.

Ms. Wilson felt the state should provide more funding to the college it is the largest in terms of buildings and acreage. President Taggart explained that capital improvements are funded from a different source of money and is separate from the college's state appropriation. The legislature allocates the funds to DFCM to use for high demand areas. All institutions have needs; however, the college's aging infrastructure is a unique challenge. The college has had to use internal resources in several cases because of the urgency of the projects.

Ms. Wilson asked if the Health Tech Building chiller was replaced as a result of a life expectancy issue. President Taggart explained the chiller failed because a part was installed incorrectly; warranty issue. DFCM and the contractor covered the costs.

A motion to approve the FY21 capital improvement projects list was made by Kearston Cutrbus, seconded by Kori Ann Edwards, and carried unanimously.

8. APPROVAL OF POLICIES

Free Expression on Campus: New policy. During the 2018 legislative session, legislation was passed requiring institutions to protect the civil liberties of students. The institutions were required to submit associated policies to administrative rules.

The college created a “Free Expression on Campus” policy using the wording provided by the Attorney General’s Office and in statute. The policy had to be submitted to rules at the beginning of the month, and the board wasn’t scheduled to meet until later in the month. As a result, President Taggart asked Mr. Wardle and Ms. Wilson to approve the policy as allowed under the board’s Bylaws. They approved the document, and President Taggart shared the policy with the board via email.

President Taggart asked the board to review and approve the policy again as part of the college’s regular process.

A motion to approve the Free Expression on Campus policy was made by Richard Taylor, seconded by Paul Widdison, and carried unanimously.

Professional Development: Existing policy. In the past, only salaried employees could access tuition waiver for programs. Utah Retirement Systems (URS) had cautioned the college against providing hourly employees with anything that could be considered benefit. As a result, hourly employees were not provided with access to tuition waivers.

At the request of employees, Human Resources contacted URS again, and URS stated that it does not consider tuition waiver to be a benefit. As a result, the college changed its policy. All hourly employees (not their family members) can request tuition waivers.

The Professional Development policy needs to be revised a result of the change to the Tuition Waiver policy.

Family members of salaried employees can access tuition waivers while family members of hourly employees cannot. Ms. Cutrubus asked if this might be an issue for hourly employees. President Taggart did not feel it would. He wanted to provide the resource to hourly employees. If the waiver is offered to their family members as well, it could be considered a benefit.

A motion to approve the Professional Development policy was made by Kearston Cutrubus, and carried unanimously.

9. APPROVAL OF 2020-2021 HOLIDAY SCHEDULE

The 2020-2021 holiday schedule is consistent with what has been approved in the past with one exception. Historically, the college closes for one week at the beginning of August to provide employees with training and an opportunity to prep for the new fiscal year. Employees indicated this was a hardship for customers, with many of them wanting to enroll in August.

As a result, the college will close for two days (July 16 – 17, 2020) for training and one day per quarter for employee development. Employees will have specific projects to complete on those days. The number of school days (238) remains the same.

A motion to approve the 2020-2021 holiday schedule was made by Kori Ann Edwards, seconded by Toni Ure, and carried unanimously

10. INFORMATION

The 2020 board meeting schedule is included in the “Information” section of the board booklet. Ms. Smith will send meeting appointments to members.

Members did not have any questions on the informational items.

11. UTAH SYSTEM OF TECHNICAL COLLEGE’S BOARD REPORT

No report this month.

12. PRESIDENT’S REPORT

President Taggart shared photos and reported on the following items:

- YouthBuild students participated in an “Extreme Makeover” event in Ogden. They built a deck and pergola for the home highlighted on the television show.
- The college held camps for high school students and high school and junior high school counselors during the summer.
- *Devour Utah* magazine featured the college’s Culinary Arts students and instructors. The dish featured on the front page was created by the program.
- Ogden City recognized WSU and the college during “Lifelong Learning Week.”
- The Utah Hispanic Chamber of Commerce held its Business Academy graduation on campus in July.
- Outcomes:
 - Certificate completions increased 10 percent
 - Head count increased 6.5 percent
 - Secondary head count increased 32 percent
 - Minority student head increased by 16 percent
 - Hispanic/Latino head count grew by 19 percent
- FY20 Vital factors:
 - Certificate completion – 1,020 certificates
 - Secondary completion prior to high school graduation – 18 percent of secondary students

- Secondary completion within one year of high school graduation – 28 percent
 - Retention: 70 percent
 - Increase in certificate-seeking students: 4 percent
 - Most growth occurs in the first quarter of the year. If the college does not meet its goals in the first quarter, it will generally struggle the rest of the year. The college's goal is to increase enrollments by 20 percent, with a first quarter goal of 940 new enrollments. Mr. Burchell emails a status report to all college employees on a weekly basis.
- Thanked all members who attended June graduation.
 - Shared pictures of employees during Fiscal Year Kickoff week.
 - Mr. Snow presented a report that tracks secondary student data, including number of students who have completed, enrollments by high school, and number of high school students enrolled in regular programs on campus. The college provided the high school administrators with logins so they can view the data at any time. Can drill down to the names of individual students and the programs they are enrolled in (for their students only).

Ben Lomond has historically been the leader in the number of students enrolled. Other schools are becoming more competitive now that they can see how they compare to other schools. The college is looking at creating an "Iron Horse" type of award for the school with the most enrollments each year.

13. NEXT MEETING

The Board of Directors is scheduled to meet on Thursday, October 24, 2019, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 5:34 p.m.