

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

August 25, 2022
Student Services Building
Harold W Ritchey Board Room
4:00 p.m.

MINUTES

MEMBERS PRESENT

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| 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 | Business/Industry |
| Mark Jenkins (Zoom) | Business/Industry |
| Slade Opheikens | Business Industry |
| Don Salazar (Zoom) | Business/Industry |
| William Shafer | Business/Industry |
| Matt Wardle, Chair | Business/Industry |
| Paul Widdison | Weber School District Board of Education |

EX-OFFICIO MEMBERS

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

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| Shawna Allen | Ogden-Weber Technical College |
| Chad Burchell | Ogden-Weber Technical College |
| Tim Burgess | Ogden-Weber Technical College |
| Tyler Call | Ogden-Weber Technical College |
| Jaime Contreras | Ogden-Weber Technical College |
| Geoffrey Landward | Utah System of Higher Education |
| Maria Milligan | Ogden-Weber Technical College |
| Jose Rodriguez | Ogden-Weber Technical College |
| Sherry Stapley | Ogden-Weber Technical College |
| Jason Werner | Ogden-Weber Technical College |

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| Tina Smith | Recording Secretary |
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The Board of Directors of the Ogden-Weber Technical College met on Thursday, August 25, 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 Geoffrey Landward, USHE; Maria Milligan, director for college advancement; Shawna Allen, Cosmetology program manager; Tim Burgess, College Store associate; Jaime Contreras, Graphic Designer; Sherry Stapley, Dental Assisting instructor; and Jose Rodriguez, Culinary Arts program coordinator/ instructor.

Ms. Anderson reviewed the food items prepared by the students in the Culinary Arts program.

1. APPROVAL OF THE MINUTES OF THE MEETING HELD JUNE 23, 2022

A motion to approve the minutes of the Board of Trustees meeting held June 23, 2022, was made by Slade Opheikens, seconded by Christine Jacobson-Ware, and carried unanimously.

2. INTRODUCTION OF NATIONAL SKILLSUSA COMPETITION MEDALIST – ALLIE THAO, NAIL TECHNICIAN PROGRAM

Ms. Thao was unable to attend the meeting. Ms. Allen, cosmetology manager, related Ms. Thao competed in the Nail Tech category at nationals held in Atlanta, Georgia. She created “The Beauty of Nature” theme and won first place in the post-secondary category.

Eight of the 11 students who attended the national competition placed in the top 10.

3. INTRODUCTION OF “PRESIDENTIAL AWARD” RECIPIENTS

President Taggart requests nominations from employees, students, and partners for the “Presidential Awards” each year. The winners are announced during the college’s Fiscal Year Kick-off. This year, the awards were presented to the recipients in the programs/departments prior to the kick-off and were announced at the event.

President Taggart introduced the individual award winners:

Exceptional Service: Sherry Stapley, Dental Assisting instructor, and Tim Burgess, College Store associate

Innovator of the Year: Jaime Contreras, graphic designer

Rookie of the Year: Genny Goulet, HR generalist I (unable to attend)

President’s Outstanding Employee: Jose Rodriguez, Culinary Arts program coordinator

Team awards were also announced at the kick-off:

- Culinary Arts program: Jose Rodriguez, program coordinator, Caleb Sorenson, instructor, Abigail Christiansen, instructor, Christopher Hurst, grill cook, and Jackson Maltby, grill cook
- Center for Teaching and Learning: Justin Rague, instructional technologist, and Clarissa Thiriot, instructional technologist
- Human Resources: Sharyn Lobato, HR director, Genny Goulet, HR generalist I, and Joann Chandler, payroll specialist

4. UTAH BOARD OF HIGHER EDUCATION TRAINING FOR TRUSTEES REPORT

Mr. Shafer attended the Utah Board of Higher Education (UBHE) training in July on behalf of the OTECH Board and reported on the highlights:

- The training focused on the vision, mission, and plan of the higher education system. The Utah Board of Higher Education governs and supports the Utah System of Higher Education (USHE) to equitably provide accessible, valuable, innovative, and affordable higher education for students to expand their economic mobility, enhance their cultural awareness, and improve their overall quality of life.
- The vision is to see every Utahn in higher education, and the mission is to make that possible.
- Priorities
 - System Unification: Develop, strengthen, and leverage a seamless and articulated system of higher education.
 - Align programs with institutional roles and minimize duplication among institutions.
 - Increase stackability of credentials from technical colleges to degree-granting institutions.
 - Merge system policies and align data and measures as appropriate.
 - Train boards of trustees on delegated responsibilities.
 - Streamline presidential evaluation and R&R processes.
 - Access: Increase the college-going rate of high school grads by three percent in five years. Increase the college-going rate of underrepresented groups by four percent in five years.
 - Ensure high school students are meaningfully informed on scholarships, dual enrollment programming, financial aid, and higher education pathways.
 - Simplify institutional admissions processes.

- Ensure system-wide institutional supports for student basic needs.
- Support institutions and the Utah State Board of Education in diversifying the pipeline of P-20 educators, faculty and staff.
- Affordability: Increase student ability to pay the cost of attendance. Ensure institutional cost of attendance remains within the standard of affordability year over year.
 - Develop an expanded standard of affordability.
 - Increase Free Application for Federal Student Aid (FAFSA) completion.
 - Evaluate and prioritize state student financial aid.
 - Develop a cost structure model to compare the cost of delivering degrees and awards for each USHE institution.
 - Expand shared services.
- Completion: Increase timely completion of degrees and awards by three percent in five years. Increase the timely completion of underrepresented students by four percent in five years.
 - Structure awards to facilitate completion and transfer.
 - Increase awarding of credit for prior learning.
 - Ensure system-wide institutional supports for student mental health and campus safety.
 - Expand supportive entry-level education process.
- Workforce Alignment: Increase the completion rate of graduates in high-demand, high-wage programs by seven percent in five years. Increase the completion rate of underrepresented groups in programs aligned with high-wage, high-demand jobs by eight percent in five years.
 - Increase higher education participation rate of adults with/without a high school diploma.
 - Ensure students are meaningfully informed on the value and return on investment (ROI) of higher education.
 - Increase student participation in work-based learning.
- Research: TBD.
 - Advocate for the role of research at degree-granting institutions in innovation, technology transfer, economic development/workforce, and community engagement and impact.
 - Ensure institutions have needed support to conduct research.
- The breakout session focused on how trustees can better support the institutions over which they govern. Trustees can start by being involved, providing feedback and expertise, and bringing an outside perspective to their college.

President Taggart related when UCAT and USHE were merged, the UBHE made a concerted effort to define the role of the state and local boards. UBHE delegated authority and responsibility to the local boards, including approving programs that are

mission related and approving tuition and fees. Currently, the college charges tuition based on clock hour. In FY23, that will change to credit hour.

Training on crisis management was also provided by Risk Management at this meeting.

5. APPROVAL OF CAPITAL IMPROVEMENT PROJECTS

The board approves the college's capital improvement projects on an annual basis, and the institution generally receives \$1.5 million per year, allocated through the Division of Facilities Construction and Management (DFCM). Some FY21 projects haven't been completed due to supply chain issues or inability to find contractors.

The college has many infrastructure projects that need attention due to the aging of the campus (average age of buildings is 60 years old). The problem is that funding is based on the value of buildings, so as they get older, less money is provided. DFCM has tried to help the college with this issue.

Two of the top three projects deal with HVAC and cooling (replacing air handlers and chillers). The equipment has reached its life expectancy, no longer works efficiently, and is impacting the learning environment. The transformer replacement (priority #2) is Phase III of the campus-wide project. The college is hopeful the top three projects will be funded.

Mr. Wardle asked if there is an issue getting funding if the projects from previous years haven't been completed. Mr. Call explained the college doesn't receive the funding directly. Projects are funded and paid for directly through DFCM. Projects aren't recognized on the college's books until they are substantially completed.

Mr. Opheikens noted air handlers and transformers have two of the longest wait times in construction (8 to 14-months). He recommended ordering items sooner rather than later. President Taggart noted DFCM is often aware of these wait times and will order items and move the project down the list to be taken care of at a later time.

Mr. Call noted the perimeter road (last item on the list; \$10 million) actually belongs to UDOT, yet the college has had to use its funding to repair and maintain it. Not a priority for UDOT. Mr. Opheikens asked if the college can obtain some of the federal infrastructure funding; not sure. Have scheduled a meeting with DFCM since they have input into some of the funding UDOT receives. Ms. Edwards agreed with Mr. Opheikens—the Infrastructure Investment and Jobs Act (IIJA) has a formula component based on population. She recommended working with DFCM to see where the college fits in the state's plan.

A motion to approve the college's Fiscal Year 2024 capital improvement prioritized projects list was made by Cori Anderson, seconded by Will Shafer, and carried unanimously.

6. APPROVAL OF POLICIES

Employment At-Will

The college has decided to become an at-will institution because hourly and full-time employees are treated differently (hourly already considered at-will); poorly performing employees will negatively impact the college's performance funding; and the majority of tech colleges are at-will.

The Policy Team created a new policy to clearly state all employees are at will unless otherwise specified in statute. The at-will status exists regardless of other policies.

The policy was sent to employees and legal for feedback. One employee was concerned with how the policy was written, and Ms. Milligan responded that the document was based on a template provided by the Attorney General's Office.

At the June general staff meeting, President Taggart announced the college would be moving to at-will status. Previously, the college was held to due process with progressive discipline, and several employees left the institution because they did not feel non-performing employees were being held to expectations. The at-will model is seen as a retention initiative that will help keep good employees.

A motion to approve college policy #520.9 – Employment At-Will was made by Kori Ann Edwards, seconded by Cameron Cook, and carried unanimously.

Eliminate the Employee Discipline, Employee Probation, and Employee Termination Policies

Even though the Employment At-Will policy states that the document supersedes all other policies, the college is requesting formal approval to eliminate the Employee Discipline, Employee Probation, and Employee Termination policies as they are no longer needed under at will.

A motion to eliminate the following college policies—Employee Discipline - #520.28; Employee Probation - #520.35; and Employee Termination - #520.58--was made by Kori Ann Edwards, seconded by Slade Opheikens, and carried unanimously.

Corrective Action: This is a new policy that states the college may elect to provide corrective action but is not obligated to do so.

A motion to approve college policy #230.29 – Corrective Action was made by Kori Ann Edwards, seconded by Will Shafer, and carried unanimously.

Mr. Landward noted he is seeing a rise in lawsuits where attorneys are looking for termination errors. He recommended the college include language in policies, handbooks, etc., that the documents do not create a contractual obligation.

7. INFORMATION/DISCUSSION

Mr. Burchell, Mr. Call, and Ms. Schwenk reported on the outcomes of the FY22 Business Plan:

- Instructional Services: The college had 941 graduates in FY21 and set a goal of 1,000 graduates in FY22. The goal was reached with 1,019 graduates. FY23's goal is 1,100 graduates.
- Student Services: The team had a goal to increase new enrollments by 10 percent for a total 3,039 new students in FY22. The division was at 99 percent of goal with 3,025 new students. The division also had a goal to increase the percentage of historically underrepresented groups and came in at 102 percent of goal.
- College Services: Main focus was to invest in employees. The HR Office conducted a compensation study and updated the salary ranges—the largest change in 10 years. The college also adopted a Telecommuting policy that will be used where it makes sense.

8. NEXT MEETING

The Board of Directors is scheduled to meet on Thursday, October 27, 2022, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 5:19 p.m.