

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

August 26, 2021
Student Services Building
Harold W Ritchey Board Room
4:00 p.m.

MINUTES

MEMBERS PRESENT

Nancy Blair	Ogden School Board of Education
Cameron Cook	Business/Industry
Kearston Cutrubs	WSU Board of Trustees
Mark Jenkins	Business/Industry
William Shafer	Business/Industry
Richard Taylor	Business/Industry
Toni Ure	Business/Industry
Matt Wardle, Chair	Business/Industry
Paul Widdison	Weber School Board of Education

MEMBERS EXCUSED

Kori Ann Edwards	Business/Industry
Slade Opheikens	Business/Industry

EX-OFFICIO MEMBERS

James R. Taggart	Ogden-Weber Technical College
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GUESTS

Jesslie Anderson (via Zoom)	Utah Board of Higher Education
Julia Branch	Ogden-Weber Technical College
Chad Burchell	Ogden-Weber Technical College
Tyler Call (via Zoom)	Ogden-Weber Technical College
Devin Hackett	Ogden-Weber Technical College Student
Geoff Landward	Utah System of Higher Education
Bryant Mark	Ogden-Weber Technical College
Rodney McFarland	Ogden-Weber Technical College
Maria Milligan	Ogden-Weber Technical College
Brynn Murdock	Ogden-Weber Technical College
Mitch Pali	Ogden-Weber Technical College
Monica Schwenk	Ogden-Weber Technical College
Rex Thornock	Ogden-Weber Technical College
Jason Werner	Ogden-Weber Technical College

Tina Smith	Recording Secretary
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The Board of Directors of the Ogden-Weber Technical College met on Thursday, August 26, 2021, 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 who could not attend in person. Chair Matt Wardle conducted the meeting, and the agenda proceeded as follows:

Kori Ann Edwards was excused from the meeting.

Mr. Wardle introduced guests in the audience: Brynn Murdock, development director; Geoffrey Landward, Utah System of Higher Education (USHE), deputy commissioner and general counsel; Jason Werner, program director; Devin Hackett, computer aided design student; Rex Thornock, computer aided design instructor; and Rodney McFarland, welding program coordinator.

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

1. INTRODUCTION OF NEW BOARD MEMBER: NANCY BLAIR, OGDEN SCHOOL DISTRICT BOARD OF EDUCATION

Per statute, the Ogden and Weber School Boards of Education and Weber State University Board of Trustees each provide one representative to serve on the college's board. Ms. Blair replaced Joyce Wilson as the Ogden School Board representative. She graduated from Weber State University (WSU) with a Bachelor's Degree in Elementary Education and taught at Polk Elementary for 29 years.

Richard Taylor and Toni Ure represent business, and their terms expired in June 2021. However, they will continue to serve until their vacancies are filled. Proposed members are going through the approval process now. President Taggart presented Mr. Taylor and Ms. Ure with a gift on behalf of the board and college.

Kearston Cutrubus has been serving as the WSU board representative. She is now serving as their board chair. Due to her additional duties, she is stepping down from the college's board and is being replaced by Don Salazar, CTI Construction. President Taggart presented her with a gift on behalf of the board and college.

2. BOARD LEADERSHIP ELECTIONS

Elections were postponed until October.

3. APPROVAL OF THE MINUTES OF THE MEETING HELD JUNE 24, 2021

A motion to approve the minutes of the meeting held June 24, 2021, was made by Paul Widdison, seconded by Kearston Cutrubus, and carried unanimously.

4. STUDENT SPOTLIGHT: DEVIN HACKETT, COMPUTER AIDED DESIGN (CAD) AND TEANDRE JOHNSON, PRODUCTION WELDING

Devin Hackett, Computer Aided Design (CAD): Mr. Hackett contacted Rex Thornock, program instructor, for more information about the Computer Aided Design program. He was living in Florida at the time but was interested in enrolling in a college

that could help him find a career with a living wage. He was not interested in a four-year degree and couldn't find a school in the south that met his needs. He appreciated the college's competency-based approach, and his ultimate goal is to design boats. He will complete in October and return to Florida. He and his family will return to Utah so he can participate in the February graduation.

Teandre Johnson, Production Welding: Rod McFarland, welding program coordinator, indicated Mr. Johnson was unable to attend the meeting because he is working. Mr. Johnson enrolled in the 900-hour program in June and has already completed 800 hours. He endured many challenges in his life and is enrolled in Welding through the "Second Chance Act." He obtained his GED and has already been hired as a welder.

5. INTRODUCTION OF "PRESIDENTIAL AWARDS" RECIPIENTS

The college recognizes longevity on an annual basis and held a special lunch for employees in July.

During the college's annual Fiscal Year Kick-off, President Taggart presented his "Presidential Awards." He introduced this year's recipients.

Maria Milligan, Rookie of the Year: Ms. Milligan is the college's marketing manager and has made a big impact on the college despite being hired less than a year ago. When she was first hired, she had to create the Annual Report within a matter of weeks. She has been overhauling the website and ensuring it is translated into Spanish. She took over as the college's public information officer, has been setting up on-campus immunization clinics, and provided faculty with training on the impact of social media and best practices.

Mitch Pali, Innovator of the Year: Mr. Pali is the college's Electrical Trades Prep instructor. High school students and adults may enroll in the program even if they aren't working in the field. Amounts to two semesters of apprenticeship training when they complete. Mr. Pali rewrote the curriculum and built the program back up to capacity.

Bryant Mark, Exceptional Service: Mr. Mark is the college's information technology systems engineer. He received many nominations from across campus. He is patient, kind, and always willing to stay late to help employees. The department has had to implement many new processes due to COVID, and he has been a great support.

Julia Branch, Outstanding Employee: Ms. Branch has served as the YouthBuild program manager for the past 10 years. Under her direction, the program has become one of the top 10 in the nation. YouthBuild helps at-risk youth, ages 16-24, earn a GED or diploma and a certificate.

Team Awards:

- **Graduation Team:** Due to COVID, the team has had to come up with three different graduation formats—drive through, online, and in person at Ben Lomond High School.

- Nail Tech Team: The team put 40 percent of its content online. The program is very hands-on, and the instructors built specialized kits for students and found a way to allow them to learn from home.
- Information Technology and Telecommunications Team: Recognized members for all their support and support of required changes due to the pandemic.

6. APPROVAL OF FY23 CAPITAL IMPROVEMENTS PROJECTS

The college is required to provide the Division of Facilities Construction and Management (DFCM) with its capital improvement projects request a year in advance. Mr. Call review the college's top projects (in priority order):

1. Union Building Electrical Survey and Upgrade (\$500,000): Building has a severe electrical fault that damaged cabling and possibly other gear. Need to conduct a building survey to identify what has been damaged, then hire a contractor to replace the damaged cabling and equipment.
2. Phase II – Replace Transformers on Main Campus (\$550,000): Transformers have exceeded their life expectancy and need to be replaced.
3. Replace Fire Risers (\$250,000): This is a proactive preventive approach to replace the fire riser piping from the shut-off valve to the riser in multiple buildings, including BDO.

Once the board approves the request, the college will forward it to DFCM. DFCM generally funds the request but can change it as needed.

The legislature appropriates dollars for campus improvements. DFCM owns all state buildings, receives the funding, and distributes it. The work closely with the college to develop its improvements list.

The college will need to begin looking at building replacement. All buildings, with the exception of Construction Tech, Manufacturing Tech, and Health Tech, are original to the property, and maintenance is a challenge.

Mr. Jenkins asked if there is consistency on the amount allocated for capital improvements. It varies—the college has received as much as \$1.2 million and as low as \$175,000. Mr. Call indicated the college has discussed the allocation with DFCM. The college feels the funding should be higher based on the size and age of the institution. However, DFCM bases the amount on total asset value. If an institution has an aging campus, it receives a lower allocation. This is a difficult situation since the college has identified \$15 million of infrastructure issues that need to be addressed.

A motion to approve the FY23 capital improvements list was made by Will Shafer, seconded by Mark Jenkins, and carried unanimously.

7. APPROVAL OF FUND BALANCE PROJECTS

The board adopted the practice of approving fund balance use beyond the contingency balance for college projects or equipment needs. The contingency balance is equal to 15 percent of the state appropriation for the year, which equals \$2.9 million for FY22.

The college is requesting \$1,045,000 of fund balance for the following projects:

1. Expand the Electrical Apprenticeship program in the Manufacturing Technology Building (\$945,000): Will remodel the old forklift lab and repurpose it for Electrical Apprenticeship, doubling program capacity. Primarily adding three classrooms. Will use the classrooms for evening apprenticeship classes but can also use them during the day for other classes.
2. HVAC upgrades in the Culinary Arts program space (\$100,000): The area lacks air flow and is very hot.

Mr. Wardle explained fund balance is comprised of excess funds not spent from the previous year. Often used for projects not covered by DFCM. He noted Board Leadership has cautioned the college about fund balance growing too large. Mr. Call indicated there would still be \$4 million in fund balance even after funding both projects. Looking at adding \$2 million more, due in part to the federal funding the college has received. The college has requested use of fund balance five times over the years but has only used it once. Have been able to absorb costs in the current budget.

Mr. Cook asked if DFCM has ever penalized the college because of the size of its fund balance; it has not. Many schools and organizations use this approach because there isn't enough money at the state level to address institutional needs. In addition, many projects, e.g., remodeling, do not qualify for improvement funds.

A motion to approve the FY22 fund balance projects was made by Richard Taylor, seconded by Toni Ure, and carried unanimously.

8. APPROVAL OF FIVE-YEAR PERFORMANCE GOALS

Tech colleges have always received funding for meeting goals (very small portion of their appropriations); generally funded on market growth. The challenge has been that appropriations don't always address the colleges' needs for wraparound services, e.g., mental health, or infrastructure.

The degree-granting institutions (DGIs) receive a majority of their funding from performance. Now that the tech colleges are part of USHE, they will transition to performance funding. Performance is linked to outcomes--students completing and getting jobs.

Statute states all 16 USHE institutions will have the same type of performance goals. The legislature wants to ensure they are driving positive change and outcomes. The budget will have two mechanisms—growth and performance goals.

The Utah Board of Higher Education's (UBHE) goals are access (number of students attending post-secondary institution within three years of graduation), timely completion (completed within 150 percent of expected time), and high-yield graduates (those identified as four- and five-star programs). Statute provides for a two-year implementation phase, and the new performance-funding model will begin in FY24 based on FY23 outcomes.

For each of the three performance areas, there are two goals—one for all students and one for underrepresented students. College employees have reviewed data provided by the Commissioners Office staff which provides trend data and a recommended goal for 2027.

A recent report showed that only 51 percent of graduates are enrolling at a post-secondary institution. USHE institutions need to determine what they need to do to prepare for students.

Mr. Wardle noted the college has reporting software that can drill down to the student level. Employees can access the data in real time to monitor their performance.

A motion to approve the five-year performance goals was made by Kearston Cutrubus, seconded by Cameron Cook, and carried unanimously.

9. REVIEW OF OTECH MARKETING PLAN

Ms. Schwenk reviewed highlights from the Marketing Plan.

- Marketing campaign theme: "Technically, We Run the World"
- Completed a Strengths, Weaknesses, Opportunities, and Threat (SWOT) analysis and developed strategies based on the data.
- Marketing activities are aimed at increasing awareness, leads, and enrollment for high school students and adults ages 16+ in Weber and Northern Davis Counties. Advertising free tuition and fees to new, current, and returning students this year. Conducting targeted marketing for programs with low enrollment. Implementing a new website design that will increase usability and accessibility.
- Biggest challenge is COVID. Has impacted retention rates. Have lower high school enrollments.
- OTech wants to be Utah's completion college. Will work on strengthening articulation and increase opportunities to serve employers. Ensure the college is serving diverse populations.
- Goals and tasks include increasing enrollment in programs, increasing diversity, creating publications, increasing outreach to employers and community organizations, and strengthening relationships with local high schools.
- Outsourcing most of the digital marketing to Fuel Marketing Agency. They provide good analytics and help with targeted marketing. Frees up time for the

college's Marketing Department to work on internal publications. Increasing number of materials written in Spanish.

- Purchased more bus wraps. Hired a new graphic designer. He recommended wrapping buses in full Spanish as well as a mix of English/Spanish.

10. INFORMATION/DISCUSSION

President Taggart reported on the following:

- Information shared with the board is also posted publicly for integrity and transparency. Recently changed the Outcome Report to include information on minority/gender breakdown. President Taggart will begin providing information on completers and programs to the board next month.
- Brent Wallis, the college's first president, recently passed away. Will lower the college half-mast until after his funeral.
- Held summer graduation at Ben Lomond High School (BLHS). BLHS allowed the college to use its facilities free of charge.
- The college recently received a \$1.2 million YouthBuild grant (covers the next three years).
- The college held its Fiscal Year Kick-off on July 15-16. The theme was "Reset, Recharge, and Reconnect."
- College staff participated in Ogden City's 24th of July parade. Alums Shelly Smith, Utah Board & Commissions, and Rep. Cal Musselman rode in the college's car.
- As part of the college's 50th anniversary celebration activities, President Taggart and Ms. Murdock are making presentations about the college to every city council and the Weber County Commission. Also providing every city with a full-year scholarship to give to a resident, employee, or dependent of an employee.
- As part of its 50th anniversary activities, the college is co-branding with local employers and food/drink vendors like Coffee Links and Farr Better Ice Cream. Farr has designated Cherry Black Jack ice cream as the college's flavor.
- By pooling state and federal dollars, the college is providing community members with free tuition. The legislature allocated \$1 million for Re-engagement Scholarship to encourage students to re-enroll and complete. WSU has a similar offer. The college provided WSU with contact information for students who completed within the last two years. WSU sent them letters congratulating them on completing and encouraging them to enroll at the university.
- The college has moved from "mask friendly" to "mask recommended." Encouraging social distancing in large concentrated areas. Hosting vaccination

clinics on campus. UBHE is researching whether USHE can mandate vaccinations with exemptions for personal, religious, or health reasons. The college is strongly encouraging students and employees to get vaccinated so the college can remain open.

- The college is working with Method Studios to revise the Master Plan. The last overhaul took place in 1985. The state requires institutions to complete a feasibility study before requesting a new building, and the college wants to update the Master Plan before moving forward in the process. Will need to be approved by the board. One challenge is people still associate the campus with the State Industrial School, and they can't see the campus from Washington Blvd. Looking at putting a building on the front of the property.
- The college held its annual golf tournament on Tuesday, August 24, 2021, at Hubbard Memorial.
- The college is hosting a 50th anniversary party on September 8 from 11:00 a.m. to 1:00 p.m. Will be catered by The Lucky Slice and Farr Better Ice Cream.
- The college was planning to commemorate its 50th anniversary by planting a tree, but decided against it due to the drought. Have created a new flag and will hold a flag raising ceremony prior to the party on the 8th.

Ms. Anderson asked about students' reactions to the free tuition initiative. Ms. Schwenk indicated that, overall, the initiative has been met with tremendous gratitude. The funding allows the college to take care of DACA students who are typically ineligible for any other funding. They are especially grateful.

Ms. Anderson asked if there has been any pushback on masks or vaccines. President Taggart related the college hasn't received any comments from employees or students on this issue. No one has requested a mask or vaccine mandate. Ogden-Weber will continue to encourage mask use and vaccinations until it hears otherwise from the Weber-Morgan Health Department or USHE.

The college did well during the summer months but is now starting to see an increase in the number of employees impacted by COVID. The college is not asking employees about their vaccine status and is providing free (non-symptomatic) testing on campus. Will continue to be as pro-active as possible under the law.

11. NEXT MEETING

The Board of Directors is scheduled to meet on Thursday, October 28, 2021, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 5:48 p.m.