

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

October 22, 2020
Electronic Meeting Via Zoom
4:00 p.m.

MINUTES

MEMBERS PRESENT

Cameron Cook	Business/Industry
Kearston Cutrubus	WSU Board of Trustees
Kori Ann Edwards	Business/Industry
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
Joyce Wilson, Vice Chair	Ogden School Board

MEMBERS ABSENT

Slade Opheikens	Business/Industry
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EX-OFFICIO MEMBERS

James R. Taggart	Ogden-Weber Technical College
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GUESTS

Jessellie Anderson	Utah Board of Higher Education
Chad Burchell	Ogden-Weber Technical College
Tyler Call	Ogden-Weber Technical College
Brynn Murdock	Ogden-Weber Technical College
Monica Schwenk	Ogden-Weber Technical College

Tina Smith	Recording Secretary
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The Board of Trustees of the Ogden-Weber Technical College held an electronic meeting as allowed under the Board of Directors By-laws on Thursday, October 22, 2020, at 4:00 p.m. The public was provided with a link to livestream the proceedings. Chair Matt Wardle conducted the meeting, and the agenda proceeded as follows:

Mr. Wardle read the following statement regarding the college's anchor location for meetings: *"Pursuant to Utah Code 52-4-207, part 4, the Ogden-Weber Technical College Board of Trustees has determined that conducting their October 22, 2020, meeting with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location. The determination is based on the status of the COVID-19 pandemic and the current risk phase as identified by the Weber-Morgan Health Department and guidelines found in the Utah Leads Together plan. The October 22, 2020, meeting will be held electronically without an anchor location. The public can view the open portion of the board of trustees meeting via a link located on the Board of Trustees' web page (www.otech.edu/about-us/board-of-directors) under 'Board Meetings'."*

1. APPROVAL OF THE MINUTES OF THE MEETING HELD AUGUST 27, 2020

A motion to approve the minutes of the meeting held August 27, 2020, was made by Kearston Cutrubus, seconded by Richard Taylor, and carried unanimously.

2. APPROVAL OF FY22 BUDGET REQUEST

President Taggart reported on the college's request:

- Directed by the Utah System of Higher Education (USHE) Commissioner to pare down budget requests this year due to unknowns in the state budget.
- Requests should focus on market-demand programs where jobs are available and wages are significant.
- The college's number one budget priority is compensation and covering health care premium increases, especially since wages were frozen last year.
- The college is requesting funding to expand the Electrical and Plumbing Apprenticeship programs. Both programs are at capacity, and the institution is turning students away. The college has been able to expand by moving some Plumbing Apprenticeship classes to the Health Building.
- The college is requesting funding to create a testing center in the Health Building. Instructors currently correct tests themselves, so a centralized testing center would give them more time to work with students.

The USHE institutional budgets will be presented in bulk to the USHE Board for approval. The budget will then be submitted to the Higher Education Appropriations Committee, and members will determine what can be funded.

There is a separate system request for capital equipment which is based on the number of students served and membership hours. The college is anticipating \$400,000 for equipment.

Mr. Taylor asked about the number of students who have been turned away from the apprenticeship programs, and President Taggart indicated there were 12. Ogden-Weber has worked with Davis Tech to accommodate these students; however, Davis is also at capacity. Bridgerland offers apprenticeship programs, but it's difficult for many students to commute to Logan.

The college has tried to come up with others ways to meet demand. For instance, it developed a pre-apprenticeship Electrical Trades Prep program. Students who complete can be hired as an apprentice, and it counts as their 1A and 1B programs. Unfortunately, the college does not have a pre-apprenticeship program for Plumbing. Funding to expand training is critical.

A motion to approve the FY22 budget request was made by Joyce Wilson, seconded by Mark Jenkins, and carried unanimously.

3. STATUS REPORT ON CARES FUNDING

Ogden-Weber received \$298,000 of CARES Act funding from the Department of Education (DOE) to disburse directly to eligible students and \$29+8,000 for institutionally-related expenses.

- The college identified 337 eligible students, and 263 received an emergency financial aid grant; disbursed \$233,015. Available to students in all programs except for online Business (DOE did not feel online programs were impacted by COVID).
- Full-time students received \$295, and part-time students received \$355. The money was disbursed directly to students and did not have to be used at the college.
- The college has spent \$72,000 of its institutional funding on items such as PPE and cleaning supplies. Looking at purchasing additional items such as books for high school students. Monies have to be spent by April.

4. ANNUAL GIVING CAMPAIGN

Ms. Murdock explained the "Time of Giving" campaign is an opportunity for employees, Board of Trustees, and Foundation Board members to support students by making donations to support scholarships or student success projects. The campaign runs October 1 – 31, 2020, and already has the highest number of employees participating to date.

Employees participate via payroll deduction, and Ms. Murdock will send board members an email with a link to donate online.

This year's theme is "Spreading the Love." Individuals who make a sustained donation (recurs every year) become members of the "Investor's Circle" and receive an exclusive face mask (spread the love, not the virus).

5. FY21 BUSINESS PLAN FIRST QUARTER HIGHLIGHTS

The Business Plan addresses the specific Strategic Plan objectives the college is focusing on during the fiscal year. College administration provides the board with a status report each quarter. The full report is included in the "Information" section of the board booklet (page 24), and the vice presidents reviewed key achievements made during the first quarter.

- **Instructional Services Division**: In the process of implementing real-time instructional surveys for student feedback through the educational journal. Have implemented three surveys to date. They are specific to the students' program, what they're learning, and their experience in the classroom. Will use the data to determine whether the college is meeting students' needs.

Surveys will be sent during the student's first month in school to gauge how their experience is going. A survey will be sent to students during their second month if their performance dips below the academic standard. A third survey is being sent to students who withdrew to COVID; determine what is needed to get them to re-enroll.

The survey process includes an algorithm to ensure students only receive six surveys in a six-month time frame.

- **Student Services Division**
 - Established a goal to increase new enrollments by 10 percent over FY20. The goal is to serve 2,763 new students; currently at 1,281 (46 percent).
 - Established a goal to increase diversity of the student population by two percent over FY20. The goal is to serve 1,985 minority students; currently at 1,196 (60 percent).
 - Established a goal to increase Custom Fit by 45 percent. Have served 489 trainees to date compared to 467 the previous year, with 6,309 training hours in FY20 compared to 4,326 in FY19.
- **College Services**: Established a goal of developing monthly training for the college's leadership team (mainly supervisors). Can invite others as needed. Developed a draft training schedule. Provided training on unconscious bias in September and will focus on general leadership principles in October and November.

6. INFORMATION/DISCUSSION

Members did not have questions about the information items.

7. PRESIDENT'S REPORT

President Taggart emailed members a link to his monthly report.

Ms. Anderson was impressed with the partnerships the college is creating with Weber State, Davis Tech, and the business community. She complimented President Taggart on his participation in last Friday's town hall meeting along with WSU President Brad Mortensen and Davis Tech President Darin Brush.

8. NEXT MEETING

The Board of Directors is tentatively scheduled to meet on Thursday, December 17, 2020, at 4:00 p.m., via Zoom. Will cancel if there are no items requiring action.

Meeting adjourned at 4:50 p.m.