

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

October 25, 2018

C. Brent Wallis Student Services Building

Harold W Ritchey Board Room

4:00 p.m.

MINUTES

MEMBERS PRESENT

Kearston Cutrubus
Mark Jenkins
William Shafer
Richard Taylor
Toni Ure
Paul Widdison
Joyce Wilson, Vice Chair

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

MEMBERS EXCUSED

Cameron Cook
Matt Wardle, Chair

Business/Industry
Business/Industry

MEMBERS ABSENT

Slade Opheikens

Business/Industry

EX-OFFICIO MEMBERS

James R. Taggart

Ogden-Weber Technical College

GUESTS

Michael J. Bouwhuis
Chad Burchell
Tyler Call
Eric Rassi
Monica Schwenk
Roger Snow
Karen Von Colln

Utah System of Technical Colleges
Ogden-Weber Technical College
Ogden-Weber Technical College
Ogden-Weber Technical College
Ogden-Weber Technical College
Ogden-Weber Technical College
Foundation Board of Trustees

Tina Smith

Recording Secretary

The Board of Directors of the Ogden-Weber Technical College met on Thursday, October 25, 2018, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room. The meeting was conducted by Joyce Wilson, vice chair, and the agenda proceeded as follows:

Ms. Wilson noted that Matt Wardle and Cameron Cook asked to be excused from today's meeting.

Ms. Wilson introduced guests in the audience: Michael J. Bouwhuis, acting commissioner, Utah System of Technical Colleges; Monica Schwenk, development director; and Eric Rassi, automotive instructor and Faculty Leadership representative.

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

1. APPROVAL OF THE MINUTES OF THE MEETING HELD AUGUST 23, 2018

A motion to approve the minutes of the meeting held August 23, 2018, was made by Paul Widdison, seconded by Kearston Cutrubeus, and carried unanimously.

2. ANNUAL GIVING CAMPAIGN

The college and Foundation Board sponsor "A Time of Giving Campaign" each year, and the donated funds support student success initiatives. Karen Von Colln, foundation chair-elect, encouraged board members to make a personal donation of \$100 (or any amount) in support of the campaign. She noted that Foundation Board members were asked to contribute as well.

Ms. Schwenk has been sending emails about the campaign to college employees and partners. The link to the campaign webpage is embedded in the emails and can also be found on page 10 of the October board booklet.

3. FY19 BUSINESS PLAN FIRST QUARTER REPORT

The annual Business Plan supports the Strategic Plan and serves as the college's plan of work for the fiscal year. The vice presidents provided a status report on the Business Plan objectives for the first quarter.

- *Expanding Dental Assisting, Industrial Automation, and Software Development.*

- Dental Assisting: The Dental Assisting team found that: 1) many potential students are working and unable to attend classes during the day; and 2) dental offices are training assistants in-house.

As a result, the program developed an apprenticeship model to train personnel in dental offices. Have partnered with a couple of offices in Roy willing to pilot the apprenticeship model. Johna Howard, program coordinator, worked with the dentists to identify proficiencies in the course outline that can

be passed off by mentors in the dental offices and articulated with the program. The first student has been placed in an apprenticeship.

Still collecting data regarding the demand for evening classes. A minimum of 10 students is needed to justify hiring a part-time evening instructor.

A question was raised about the length of the apprenticeship. Mr. Snow explained that students will complete all required program proficiencies and hours. Apprenticeship does not have a separate course outline. The main difference is that students can pass proficiencies off at the job site. The mentor will sign off on the proficiency, and Ms. Howard will note the skill on the program outline. Most students will complete within a year.

The college offers apprenticeship programs in more traditional fields like plumbing, electrical, HVAC, etc. This is the institution's first foray into healthcare. Anticipate an increase in non-traditional apprenticeships since unemployment is so low. The college is looking at implementing a youth apprenticeship for high school students--apprentice while in school and be employable upon graduation.

- Industrial Automation (IAMT): The college identified a need to expose more high school students to the field. Bridgerland Technical College implemented an AM STEM program--broadcast classes to high school students. They attend class before their regular school schedule begins.

Ogden-Weber replicated the class on a smaller scale, and a pilot program was launched at Ben Lomond High School (BLHS) with 14 students. Class begins at 7:00 a.m., and students will complete 120 hours of the IAMT program in a year. College faculty are at BLHS on Mondays and Fridays, and high school facilitators help students on Tuesdays and Thursdays.

Students gain hands-on experience on equipment they will use in industry. The program gives them exposure to the college's program, articulates with the program, and ties in with the Talent Ready Utah grant (supported by Autoliv, Fresenius, and Setpoint). Students have the potential to participate in paid internships at these companies. Other high schools have expressed interest in participating in this initiative.

- Software Development: Instructors determined that the program was too long and didn't align with job-entry requirements. Split the 1,300 hour program into two 700-hour classes—Software Technology and Software Development. Also identified the need for third-party certification and selected three that students can earn. Implemented capstone projects guided by employers that match what students will do on the job. Purchased more interactive curriculum.

- *Increase Secondary Certificate Completion.*
 - Marketing to high schools. The college is developing marketing pieces geared toward secondary students and creating a co-branding initiative with the high schools, e.g., purchasing sweaters with both high school and college logos on them and gifting them to educational partners. The college has purchased ads in high school theatre programs.
 - Increase partnerships with high schools. The college is teaching Business, Software, Web/Graphic Design, and Information Technology at St. Joseph High School.
 - Increasing secondary awareness. Increasing recognitions of students in their home high schools. Students who complete a college program while still enrolled in high school receive a tech college medal. Students may not be able to complete longer programs before graduating high school—looking at other options to recognize them, e.g., presenting a tech college “letter” after they complete a certain number of hours. Access & Outreach recognizes outstanding students in their home high schools.
 - Improving perception of technical education. The college has a large amount of data to share but will focus on student stories.
 - Increasing articulation agreements. Working to strengthen the articulation process so that students can earn direct college credit for classes taken at their high schools. Have met with all district and charter school partners to discuss the process. Instructors are reviewing high school classes to see if they articulate. Once instructors certify the classes, the college will submit a signed articulation agreement to the regional CTE pathways coordinator.
 - Summer camps. The college is focusing on influencing the influencers and will offer camps for teachers/counselors during the summer.

Ms. Cutruba asked if the college shares its curriculum with the high schools or if it validates the high schools’ coursework for articulation purposes. President Taggart indicated high schools must adhere to state requirements, and the college will evaluate the competencies. Students won’t be required to retake courses at the college if they are articulated.

4. NOTIFICATION OF PTIF RESOLUTION

College funding—with the exception of monies required for operations—is maintained in the Public Treasurer’s Investment Fund (PTIF). PTIF informed the college that it needed to designate two authorized signers on the college’s account. The resolution form needed to be approved and signed in September; however, the board did not meet that month. The board’s Bylaws allow the chair and vice chair to act on routine matters in between board meetings, so Chair Wardle and Vice Chair Wilson approved the

resolution and authorized President Taggart and Mr. Call to serve as signers on the account.

This information was provided to members since the Bylaws require Board Leadership to report on its actions at the next regularly scheduled board meeting.

Members had no questions about the resolution.

5. INFORMATION/DISCUSSION

Referencing page 22 of the board booklet, Outcome Report, it was noted that the college is serving 400 more students compared to the same time the previous year. The institution is experiencing significant secondary student growth. The college's overall minority student population is 32 percent, and its Hispanic population is 25.7 percent.

6. UTECH BOARD REPORT

Steve Moore asked to be excused from the meeting as there were no actions to report on.

7. PRESIDENT'S REPORT

President Taggart reported on and shared photos of the following items:

- **Dia de los Muertos Celebration:** The college and Ben Lomond High School (BLHS) are co-sponsoring the event. Scheduled for Saturday, October 27 at BLHS.
- **Northern Utah STEM Expo:** Weber State, Davis Tech, Ogden-Weber, and the Davis, Morgan, Weber, and Ogden School Districts are sponsoring the event; scheduled for November 6 at the Davis Conference Center. High school students will learn about STEM jobs and interact with employers. The college will have a booth with hands-on activities.

The Governor requested that town hall meetings be held in every region as part of "The Year of Technical Education." The Ogden/Weber/Davis region is holding its town hall in conjunction with the STEM Expo from 6:00 p.m. to 7:00 p.m. at the conference center.

- **Chamber Business After Hours (BAH):** The college is hosting the BAH on November 14, 5:00 p.m. – 7:00 p.m., and is offering a "Lab Crawl" in the Health Building. Attendees can participate in a number of hands-on experiences in select health programs.
- Secondary students comprise 30 percent of the college's overall enrollment.
- President Taggart shared a photo of the Nail Tech program--every chair in the area was being used by clients or students. The program is at capacity.

- President Taggart shared photos of instructors visiting local high schools.
- Shawna Allen, outreach coordinator, visits local high schools and presents students with graduation medals (for completing a college program before they graduate from high school) or “Student of the Month” awards.
- The college supported Ogden City’s Hispanic Festival. The Construction Tech instructor staffed a table at the event and provided attendees with a hands-on activity.
- The college hosted a “Manufacturing Day” for junior and high school students. They participated in hands-on activities and visited employers.
- The college sponsors “Welcome Week” during the first full week of every month. Different activities are provided as a way to engage new and current students.
- The National Technical Honor Society (NTHS) Induction Ceremony was held on September 27, 2018. Dale Cox, former UTech Board member, was recognized as an honorary NTHS member.
- The Cosmetology program held its annual fashion show (“It’s a Small World” theme) on October 16, 2018, and showcased the skills of the students.
- President Taggart showed a photo of the college’s first Dental Assisting apprenticeship student.
- Monica Schwenk, development director, is using the tag line, “One Student at a Time,” for the college’s Annual Giving Campaign.
- Fall graduation is scheduled for October 18, 2018. The college publishes the names of graduates in the Standard Examiner. There are 345 completers, 45 of who are high school students. The college recently expanded graduation from two times per year to three. President Taggart thanked members for attending when their schedules permit.

8. EXECUTIVE SESSION

A motion to move to a closed session per Utah Code Title 52, Chapter 4, sections 204, 205, and 206 for the purpose of holding a strategy session to discuss the purchase, exchange, or lease of real property was made by Richard Taylor and seconded by Toni Ure.

Tina Smith, executive assistant, conducted a roll call vote on the motion:

Kearston Cutrubus: Yes

Mark Jenkins: Yes

William Shafer: Yes

Paul Widdison: Yes

Joyce Wilson: Yes

Toni Ure: Yes

The motion carried unanimously. The board moved to an Executive Session (closed meeting) at 5:07 p.m.

President Taggart, Roger Snow, Tyler Call, Chad Burchell, and Ms. Smith also attended the closed meeting.

A motion to return to the regular board meeting was made by Kearston Cutruba, seconded by Paul Widdison, and carried unanimously.

The board returned to the regular meeting at 5:21 p.m.

9. OPEN DISCUSSION

The next board meeting is scheduled for December 20, 2018. At the current time, there is only one agenda item—certification of data. If that's still the case when December approaches, President Taggart will poll the board on whether to cancel the December board meeting.

Per changes made to UTech's statute, an additional member will be added to the Ogden-Weber board (bringing the total to 11). The name of Kori Ann Edwards, LSI, will be submitted to the Senate for approval in November. Her appointment will more than likely be approved, and she will officially start in December or February. President Taggart will notify members once the Senate formally appoints her to the board.

10. NEXT MEETING

The Board of Directors is scheduled to meet on Thursday, December 20, 2018, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room, unless otherwise noted.

Meeting adjourned at 5:25 p.m.