

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

November 16, 2017

Barker Family Health Technology Building, Cross Hall East  
4:00 p.m.

**MINUTES**

**MEMBERS PRESENT**

Kearston Cutrubus	WSU Board of Trustees
Mark Jenkins	Business/Industry
Jerry Ropelato	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 EXCUSED**

Slade Opheikens	Business/Industry
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**EX-OFFICIO MEMBERS**

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

Chad Burchell	Ogden-Weber Technical College
Cherie Crezee	Ogden-Weber Technical College
Roger Snow	Ogden-Weber Technical College
Theresa Verrett	Ogden-Weber Technical College
Tina Smith	Recording Secretary

The Board of Directors of the Ogden-Weber Technical College met on Thursday, November 16, 2017, at 4:00 p.m. in the Barker Family Health Technology Building, Cross Hall East. The meeting was conducted by Matt Wardle, chair, and the agenda proceeded as follows:

Mr. Wardle introduced guests in the audience: Theresa Walker, human resources director; and Cherie Crezee, nursing assistant instructor and Faculty Leadership representative.

## 1. BOARD PHOTO

Time was provided to take a photo of the board.

## 2. RECOGNITION OF JERRY ROPELATO

Mr. Ropelato tendered his resignation due to job and personal responsibilities. He was formerly employed by the college as an information technology instructor and designed the institution's student information system which was used for many years. He has been a board member since 2011. President Taggart thanked him for his service to the college and board and presented him with a college jacket.

Mr. Wardle had sent an email to board members asking them for names of individuals to fill Mr. Ropelato's vacancy. He received several suggestions and asked members to continue to provide him with names.

## 3. APPROVAL OF THE MINUTES OF THE MEETING HELD OCTOBER 26, 2017

A motion to approve the minutes of the meeting held October 26, 2017, was made by Will Shafer, seconded by Jerry Ropelato, and carried unanimously.

## 4. APPROVAL OF POLICIES: EMPLOYEE COMPLAINTS AND GRIEVANCES AND POLITICAL ACTIVITY

Ms. Walker reviewed proposed changes to the following policies:

**Employee Complaints and Grievances:** The policy was revised to streamline the complaint process. The current process includes informal/formal steps and hearings. Risk Management and the Attorney General's Office advised the college to remove wording related to hearings since college employees are not attorneys. Unnecessary wording was removed from the Policy statement and placed in the Procedure section where it was more applicable. The informal and formal processes were combined to create a single process.

Referencing page 11 of the board booklet, "Employee Complaints and Grievances" policy, Policy, page 1, section 2.1., Policy statement, Mr. Taylor asked if it's the college's policy "to encourage" resolution of complaints or if it's "to resolve all complaints and grievances." He felt that the word "encourage" was too soft. Ms. Ure suggested replacing "encourage" with "engage," i.e., "It is the policy of the College to *engage* in open and candid resolution...." Members supported this suggestion.

Mr. Wardle asked if the policy needs to be sent back to the Policy Team due to the proposed wording change. President Taggart stated that it does not—the board has the authority to make this change as it does not alter the tone of the policy.

A motion to approve the policy with the change noted above (“It is the policy of the College to *engage* in open and candid resolution...”) was made by Joyce Wilson, seconded by Mark Jenkins, and carried unanimously.

**Political Activity:** This is an existing policy that came up in the three-year review rotation. Changes include revising the Policy statement to make it more concise and moving language from the Policy statement to the Procedure section where it is more appropriate.

A motion to approve the Political Activity policy was made by Richard Taylor, seconded by Paul Widdison, and carried unanimously.

## **5. APPROVAL TO CHANGE BOARD MEETING SCHEDULE**

President Taggart reviewed the master board agenda calendar and found that some months have full agendas while other months are generally made up of informational items. In surveying other tech colleges, he found they average 6 - 8 meetings per year. Ogden-Weber has 10 meetings per year. In addition, there are times when the college's board meetings conflict with the Utah System of Technical Colleges (USTC) Board of Trustees' meetings.

President Taggart noted that some board members serve on multiple boards, and he wanted to make the best use of members' time. He proposed changing the meeting schedule so the board meets every other month (February through December). The change would also help eliminate conflicts with USTC Board meetings.

If approved, the schedule change would be effective January 2018, and the January, March, May, July, September, and November meetings would be canceled. Board Leadership (board chair and vice chair) would continue to meet with President Taggart every month unless otherwise noted. The college will send information items to members during the months when the board does not meet. The information will also be posted on the college's website for the public.

The Board of Directors Bylaws allow Board Leadership to convene a board meeting if needed. President Taggart felt the needs of the institution could still be met with six board meetings per year.

Mr. Wardle noted that the new schedule still supports the timing of certain action items, e.g., budget approval, tuition approval. He reiterated that President Taggart wants to ensure that the college is making the best use of board members' time, and President Taggart can meet with members on a one-on-one basis as needed.

Ms. Wilson noted that some board members donate their board stipends to the foundation, and this will decrease the funding for scholarships/student support. President Taggart stated that Ms. Schwenk is aware of the impact on donations and supports the schedule change. She feels this will provide members with more time to advocate on behalf of the college.

A motion to revise the board meeting schedule as presented was made by Paul Widdison, seconded by Kearston Cutrbus, and carried unanimously.

## **6. REPORT ON ENROLLMENT TRENDS**

Mr. Burchell noted that the college has developed several reports to help it track its performance and outcomes and reviewed the following items:

- **Pre-enrollment at a Glance.** The college has seen a significant increase in the number of individuals requesting information about the college. The two members of the Access & Outreach team contact individuals who request information. The Pharmacy Tech and Composites/NDI academic success advisors will also help contact potential students. The college has enrolled 20 percent of individuals who requested information.
- **Brand New Enrollments.** This report tracks individuals who have never enrolled in the college before. Overall, the college is down 19 students year-to-date (903 last year vs. 884 this year). However, new secondary student enrollments are up 54 over last year. A majority of these students will convert to adults as they don't always complete their certificates while in high school.

Mr. Widdison asked about recruiting at the high schools. Mr. Burchell related that the Access & Outreach staff members work strictly in the high schools. They work closely with the career and technical education (CTE) coordinators to help students who elect to enroll at the college. In addition, Roy High's principal has established a goal that 66 percent of the school's students will have a tech college experience before they graduate. The college also has a strong partnership with Ben Lomond High.

Mr. Burchell noted that approximately 100-200 students fill out a federal student aid application (FAFSA) at the college, but only 20-30 enroll. The college will follow-up with those who don't. The college needs 100 or more leads a month or needs to increase its conversion rate in order to meet its goals. The FAFSA leads will help.

Ms. Ure asked if the college encourages high school students to post about their experiences on social media. Mr. Burchell indicated that the college cannot post information about high school students because of privacy laws; however, secondary students are encouraged to tag the college in their pictures and posts.

- **Overall Head Count:** Down by 25 students. The college feels it can make up some of the deficit with the growth in secondary and from FAFSA mining. The college's Hispanic/Latino population continues to increase each year.

## **7. PRESIDENT'S REPORT**

President Taggart reported on the following:

- The annual Weber County Delegation Breakfast is scheduled for Friday, December 15, 7:30 a.m., BDO. Ms. Smith sent appointments to the board.
- President Taggart showed pictures of the following college activities:
  - Employees supported Men's Health Month by growing beards in November.
  - Students and staff participated in the Halloween costume contest.
  - The Dia de los Muertos event was held on October 18. The college partnered with Ben Lomond High School on the activity.

- Fall Graduation was held on November 9.
- The Fall Fashion Show (“Under the Sea” theme) and Culinary Arts Baking Competition was held on November 7.
- The college celebrated Veterans Day and recognized the Marine Corps birthday on November 10.
- The Northern Utah Stem Expo was held at the Davis Conference Center. Students from the Weber, Ogden, Davis, and Morgan school districts as well as charter schools were bused in for the event. Ogden-Weber provided engaging and hands-on activities at its booth. The event was very well attended.

## **8. NEXT MEETING**

The Board of Directors is scheduled to meet on Thursday, February 22, 2018, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 5:12 p.m.