

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

February 22, 2018

C. Brent Wallis Student Services Building

Harold W Ritchey Board Room

4:00 p.m.

MINUTES

MEMBERS PRESENT

Cameron Cook
Kearston Cutrubeus
Mark Jenkins
Richard Taylor
Toni Ure
Matt Wardle, Chair
Paul Widdison
Joyce Wilson, Vice Chair

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

MEMBERS EXCUSED

William Shafer
Slade Opheikens

Business/Industry
Business/Industry

EX-OFFICIO MEMBERS

James R. Taggart

Ogden-Weber Technical College

GUESTS

Chad Burchell
Tyler Call
Monica Schwenk
Eithan Smalley
Roger Snow

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Tina Smith

Recording Secretary

The Board of Directors of the Ogden-Weber Technical College met on Thursday, February 22, 2018, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room. The meeting was conducted by Matt Wardle, chair, and the agenda proceeded as follows:

Mr. Wardle introduced guests in the audience: Monica Schwenk, development director; and Joseph Western, Fabrication/Welding Instructor and Faculty Leadership representative.

Mr. Wardle noted that Will Shafer and Slade Opheikens asked to be excused from the meeting.

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

1. INTRODUCTION AND APPROVAL OF NEW BOARD MEMBER: CAMERON COOK, THE BOYER COMPANY

Mr. Cook is originally from Ogden and graduated from Bonneville High School. He received his bachelor's from BYU and master's from Notre Dame. He has worked for The Boyer Company for 10 years, mostly at the Business Depot Ogden Location, and also manages The Junction.

Mr. Cook was nominated to fill Jerry Ropelato's vacancy, representing business/industry.

A motion to approve Cameron Cook's nomination to the Board of Directors representing business/industry was made by Richard Taylor, seconded by Kearston Cutrubus, and carried unanimously.

2. APPROVAL OF THE MINUTES OF THE MEETING HELD NOVEMBER 16, 2017

A motion to approve the minutes of the meeting held November 16, 2017, was made by Joyce Wilson, seconded by Paul Widdison, and carried unanimously.

3. INTRODUCTION OF OGDEN-WEBER "STUDENT OF THE YEAR (SOTY)": EITHAN SMALLEY, COMPOSITES

The college has a formal SOTY process. Interested students are asked to submit an application; applications are screened; and finalists are interviewed by a selection committee. Each tech college selects one SOTY.

President Taggart introduced Eithan Smalley, the college's 2018 "SOTY." Mr. Smalley explained that he first heard about the college when he was in eighth grade and wanted to enroll. Because he was too young, he participated in the institution's summer camps instead, and enrolled in the Composites program when he was old enough. He completed the program and is now employed by Orbital ATK. President Taggart showed Mr. Smalley's SOTY video to the board.

As the SOTY, Mr. Smalley is responsible for representing the college and technical education for the next year. The Utah System of Technical Colleges (USTC) hosted a gala dinner for all SOTYs, and the Lt. Governor was a keynote speaker.

Ms. Wilson asked if the college reaches out to companies and schools to have Mr. Smalley speak on the institution's behalf or if they contact the college; both. His schedule is coordinated through Julianne Kettering, marketing director.

4. FINAL RATIFICATION OF STUDENT ENROLLMENT AND OUTCOMES DATA

The board approved the college's preliminary student enrollment/outcomes data and auditing process at the August 2017 board meeting. USTC finalized the numbers in December 2017, and the tech college boards are asked to ratify the final data.

Ogden-Weber did not have any changes in its certificate or head count data. There was a decrease of 3,000 membership hours (out of a total of 1,125,914 hours) due to a reclassification of some students.

The data has already been published and provided to the legislature. However, per USTC policy, the board needs to ratify the final data.

A motion to ratify the final student enrollment and outcomes data was made by Mark Jenkins, seconded by Toni Ure, and carried unanimously.

5. APPROVAL OF FY19 FEE SCHEDULE

The college is adding one new fee for FY19—a certificate reprint fee of \$10. In the past, replacement certificates were provided free of charge. Because transcripts cost \$3, students were requesting the free certificate instead. The certificates are printed on a high-grade paper, so there are some costs associated with replacing them. As a result, the college is requesting the new reprint fee as a way of encouraging students to use transcripts as they can be provided more quickly and are less expensive to produce.

No other changes are being made to the fee schedule.

A motion to approve the FY19 fee schedule was made by Kearston Cutrubus, seconded by Joyce Wilson, and carried unanimously.

Mr. Jenkins asked about the history of the college's fees and how much they've increased. President Taggart stated that the college seeks to keep both tuition and fees low. Fees are reviewed on a regular basis to ensure they are covering the college's costs.

6. FY19 SECONDARY STUDENT FEE SCHEDULE AND CHARGES

While high school students are not charged tuition, they are assessed an annual \$70 fee with a few exceptions. Fees are waived if students are on fee waiver at their home high school or if the college provides the training at the students' home high school.

The college is not increasing the secondary student fee.

Some programs have associated equipment costs (pages 13-14 of the board booklet), and students are responsible for covering those costs.

President Taggart related that the college is required to share the fee schedule and information on program material costs with its secondary partners by March 31 of each year per statute. The information is sent out early so the schools can share the information with students and parents.

No action was required as these were informational items.

7. APPROVAL OF FY19 STRATEGIC PLAN

The college reviews the Strategic Plan on an annual basis and conducts a full overhaul of the document approximately every five years. A draft of the document is sent to the Strategic Planning Team, employees, and board members for review and comment every year. A few minor changes were made to the FY19 plan. Once approved, the document is then used to develop the annual Business Plan.

Mr. Taylor pointed out that on page 19 of the board booklet, the “Introduction” states that the plan is “not a static document”—it can be amended as needed. He noted most organizations develop goals, set metrics, and amend their goals once they have been met. He indicated that goals in the college’s plan are very general and asked if more detailed goals will be developed. President Taggart explained that the college’s goals and metrics are included in the annual Business Plan which is an offshoot of the Strategic Plan. The college provides the board with a status report on the metrics on a quarterly basis.

A motion to approve the FY19 Strategic Plan was made by Richard Taylor, seconded by Kearston Cutrube, and carried unanimously.

8. APPROVAL OF POLICIES: HOLIDAYS, EMPLOYEE CONDUCT, AND GARNISHMENT

Mr. Call reviewed proposed changes to the following policies. The policies came up in the college’s three-year review rotation.

Holidays: Revised the Purpose statement to more clearly define the intent of the policy. Revised the Policy statement for clarification; removed the number of paid holidays (14) in case that number changes in the future. Steps in the Procedure section were revised to reflect current practice.

Ms. Wilson asked if there had been any concerns about using the term “Christmas” Break; there haven’t been. The college can change the terminology if any concerns are expressed in the future.

Employee Conduct. The Policy statement was revised to make it more concise. Additional references were added to the References section.

Mr. Taylor noted that the Non-solicitation policy is listed in the “References” section and stated that the college needs to stand firm on the policy.

Ms. Ure asked if conduct is based solely on acting professional. President Taggart clarified that this is an over-arching policy, and specific behaviors are addressed in other policies as well.

Mr. Widdison asked if employees are notified of changes to policy. President Taggart explained that all policies are posted on the college’s website. Employees are responsible for reading all policies. As policies are revised, they are sent out to employees and legal counsel for review and feedback.

Ms. Ure asked if the college has an exploitation policy since exploitation is specifically called out in the Procedure section, page 1, section 1.1. She asked if employees would know what the term means. She was concerned that employees are being asked to sign off on the policy but may not know what some of the language refers to, especially if there’s ever a situation that calls for disciplinary action. President Taggart noted that situations where exploitation could occur are covered in other policies, e.g., sexual harassment.

Ms. Uri suggested adding clarifying language or adding a reference to where employees can find more information about exploitation. She felt that the policy was vague on this point; needs to be more clear. Mr. Taylor suggested revising section 1.1 to read, “...exploitation as described in (list references).”

Mr. Wardle asked if the change in the procedure as discussed above will need to be brought back for approval by the board. President Taggart explained that the board approves the Policy statement, and the college can change procedures as needed. College staff will review/revise section 1.1, and he will provide the board with an update at the April meeting.

Garnishment. The Policy statement was changed to make it more concise. This was the only change to the document.

Mr. Widdison asked if the college’s benefits program includes employee assistance, e.g. financial management training; it does not. He noted that when employees reach a point where a garnishment is requested, they may need some type of guidance. He was concerned that this type of situation might impact their work. Mr. Call noted that the number of garnishments is very small for the number of employees employed by the college.

A motion to approve the Holidays, Employee Conduct (with possible revisions to Procedure, section 1.1), and Garnishment policies was made by Paul Widdison, seconded by Cameron Cook, and carried unanimously.

9. JOINT BOARD OF DIRECTORS/FOUNDATION BOARD FUND RAISING: LAB CRAWL

Ms. Schwenk explained that, approximately a year ago, the Foundation Board of Trustees extended an invitation to the Board of Directors to participate in a joint fund raising event. With the large number of golf tournaments, dinners, etc., in the region, the foundation has been looking at a different way to raise funds—in this case, specifically for health program equipment.

When the Barker Family Health Technology Building was constructed, the foundation raised over \$1.1 million for equipment, and the funds have lasted 6 years. To help replenish the equipment fund, the foundation decided to sponsor a new event—the “Lab Crawl”—based on a suggestion from Ms. Cutrubus when she served on the Foundation Board. The college provides hands-on experiences for secondary students, and the foundation wanted adults to have a similar experience.

The event is scheduled for Thursday, April 19, 2018, from 6:00 p.m. to 8:30 p.m. in the Barker Family Health Technology Building. This is the foundation’s first event of this nature. Members are hoping the event will grow in the future and be replicated in other programs.

Sponsors can purchase teams; individuals can also sign up. Participants will receive a schedule, scrubs, and ID and participate in two rotations in seven different health programs. At the end of the evening, they will receive a “graduation” certificate and picture (will be mailed to them). Culinary Arts will prepare a light, healthy dinner, and health program students will staff a small health fair (cholesterol, blood pressure, blood sugar).

Ms. Schwenk asked the board to attend and volunteer at the event, helping move the participants among the rotations and making them feel welcome.

The Powell, Swanson, and Neal Foundations have already donated lead gifts, and the foundation has raised approximately \$50,000 to date. The Powell Foundation also provided an additional \$15,000 matching grant.

Ms. Schwenk shared a short video advertising the Lab Crawl which emphasizes the Dental Assisting program.

10. LEGISLATIVE UPDATE

President Taggart reported on the following:

- **FY19 Budget**
 - The colleges presented their institutional and budget highlights to the Higher Education Appropriations Committee (HEAC). The HEAC will then make recommendations to Executive Appropriations.

- Compensation: looking at 2 percent.
- Health insurance: increase still being determined.
- HEAC recommended the USTC and college requests be funded at 78 percent (Employer-Driven Program Expansion; Equipment Funding; and Student Support). Ogden-Weber's request of \$390,000 for program expansion would be reduced to \$304,200.
- There is an estimated \$581 million in additional revenue. Prior to yesterday's revenue updates, there was \$327 million in ongoing tax revenue surplus and \$45 million in one-time surpluses. After the revenue update, projections are now \$453 million in ongoing tax revenue surplus and \$128 million in one-time surpluses.

- **Bill Tracking**

- SB 103: Strategic Workforce Investments: Passed. Funding from this source helped the college expand Non-destructive Inspection and Composites at the Business Depot Ogden (BDO) campus. The bill allows for state-wide partnerships, whereas schools were limited to regional partnerships in the past.
- SB174: Higher Education Capital Facilities: Sponsored by Senator Ann Millner and Representative Gage Froerer. The legislation would allocate capital facilities funding to the Board of Regents and USTC Board. When the funding reaches a certain level, the boards would then determine which of their projects should be funded. The sponsors felt that if the boards have their own budget, they will look at the most efficient way to fund their projects. This bill came up last year but didn't pass.
- SB176: Student Internship Liability. Risk Management currently only covers students in health program internships. The bill broadens the class of student interns.
- HB437: Career and Technical Education Scholarships. The Legislature has funded Regents' and New Century scholarships in the past and would like to fund scholarships for secondary students interested in enrolling at the tech colleges.

Secondary students pay no tuition while enrolled at the tech colleges. Once they graduate, they are considered adults and must pay regular tuition. The new scholarship funding would provide \$1 million (split among the eight colleges) for students who were enrolled in a technical education program while in high school to help them complete. The monies cover the costs of tuition, fees, and supplies. Students have seven months to complete. They can defer the scholarships for up to three years and would still have seven months to complete.

Approximately 24 percent of the college's population is made up of secondary students.

In the past, the college has provided Bridge Scholarships for graduating seniors to help them complete (covers the summer months). The new funding will help the college stretch its scholarship monies.

- HB300: Higher Education Governance Amendments. Sponsored by Senator Ann Millner.
 - Authorizes USTC to call itself UTech.
 - Permits Governor to remove, for cause, certain members of the State Board of Regents, USTC Board of Trustees, and technical college board of directors.
 - The USTC Board appoints the tech college presidents. Legislation used to state that the USTC president would work with the local board to hire the president. This process is consistent with the one used by the Board of Regents. The local board will still be involved in the selection process, with the USTC Board making the final decision.
 - Adds language that states that the technical college president serves at the pleasure of the Board of Trustees. Again, this process mirrors the one used by the Board of Regents.
 - The biggest change deals with how business/industry representatives are appointed to the board. In the past, business/industry provided the names of proposed nominees. After May 7, representatives have to be appointed by the Governor with the consent of the Senate. If Ogden-Weber's board has vacancies, President Taggart will contact employers, businesses, etc., for recommendations and provide the names to the Governor. The Governor's staff may contact USTC or the local board for feedback about the potential members.
 - The bill changes the number of business/industry members on Ogden-Weber's board from 7 to 8 (total of 11 board members, including 3 education representatives).
 - Implements term limits—members may not hold office for more than two consecutive full terms. A term on the Ogden-Weber board is four years in length.

11. PRESIDENT'S REPORT

President Taggart reported on the following:

- Industry Week magazine ranked Ogden-Clearfield as third in the nation for being one of the best places to work in manufacturing.
- Individuals who enroll in a tech college while in high school are 41 percent more likely to complete a program. The college has excellent secondary partnerships who are working to encourage completion. For example, DaVinci expects 100 percent of its students to enroll in a tech college. Roy High set a goal to ensure that 66 percent of its students have a tech college experience.
- Non-career and technical education (CTE) instructors from the Ogden School District participated in a special composites camp last year. The college has found that instructors who have a tech college experience are some of its strongest advocates and plans to offer more camps aimed at teachers in the future.
- President Taggart shared a photo of Superintendent Rich Nye, Ogden School District, wearing the newly-created tech college medal. The college also sent medals to all principals and CTE coordinators. Every high school student who completes a tech college program before they graduate from high school will receive one. College staff will present the medals to the students at their local awards programs and encourage them to wear them to their high school and college graduations. The college also plans to implement a medal marketing campaign in the high schools.
- The college has established a shuttle route between the main campus and BDO.
- The college changed its URL to otech.edu (website and email). The system will continue to forward emails using the old URL until September.
- The Regional SkillsUSA Competition was held at the college on January 30 in partnership with the Ogden and Weber School Districts. A list of the winners was included in the board booklet (pages 55-58). Winners from the regional competition are eligible to compete at the state competition scheduled for April 12-13; will provide the board with a status report on the outcomes.
- Spring Graduation is scheduled for March 22 at 6:30 p.m. in the Multipurpose Facility. Members were invited to attend.

12. OPEN DISCUSSION

Ms. Ure suggested hosting a weld-off to increase interest in the Welding program. President Taggart noted that the college used to host this type of event in the past but hasn't done so for many years. He indicated that the college would need feedback from employers on what competitors would be evaluated on. The event could include

separate categories for students and employer-sponsored welders. This would be a good way to introduce students to employers. The college will give some consideration to hosting a weld-off in the future.

13. NEXT MEETING

The Board of Directors is scheduled to meet on Thursday, April 26, 2018, 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.