

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

April 26, 2018

C. Brent Wallis Student Services Building

Harold W Ritchey Board Room

4:00 p.m.

**MINUTES**

**MEMBERS PRESENT**

Cameron Cook  
Kearston Cutrubus  
Mark Jenkins  
William Shafer  
Richard Taylor  
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**

Slade Opheikens  
Toni Ure

Business/Industry  
Business/Industry

**EX-OFFICIO MEMBERS**

James R. Taggart

Ogden-Weber Technical College

**GUESTS**

John Branch  
Marilyn Brown  
Chad Burchell  
Tyler Call  
Bret Holmes  
Fred Martinez  
Steve Moore  
Derek Ponce  
Eric Rassi  
Monica Schwenk  
Roger Snow  
Jennifer Streker  
Tomas Villegas

Ogden-Weber Technical College  
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USTC Board of Trustees  
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Tina Smith

Recording Secretary

The Board of Directors of the Ogden-Weber Technical College met on Thursday, April 26, 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: Steve Moore, Utah System of Technical Colleges Board of Trustees; Monica Schwenk, development director; Eric Rassi, automotive instructor and Faculty Leadership representative; Tomas Villegas, instructional technologist, Center for Teaching and Learning; Derek Ponce, director, Center for Teaching and Learning.

Mr. Wardle noted that Toni Ure and Slade Opheikens had asked to be excused from the meeting.

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

## **1. APPROVAL OF THE MINUTES OF THE MEETING HELD FEBRUARY 22, 2018**

At the February meeting, Toni Ure had provided feedback on the use of the word “exploitation” in the “Employee Conduct” policy (“Exploitation of any kind is forbidden.”) She felt the sentence was too vague. The Policy Team discussed Ms. Ure’s comments and recommended removing the sentence.

Ms. Schwenk reported on the Lab Crawl fund raising event at the February board meeting. The event has been canceled due to low registration. The event will now be offered as part of the Chamber’s Business After Hours activity in November.

A motion approve the minutes of the meeting held February 22, 2018, was made by Paul Widdison, seconded by Mark Jenkins, and carried unanimously.

## **2. INTRODUCTION OF STATE SKILLSUSA MEDALISTS**

The Utah SkillsUSA Competition was held April 12-13, 2018, at Salt Lake Community College. The college sent 40 secondary and post-secondary students to the event, and they competed against over 2,000 students from all over the state. Of the 40 students, 26 received medals.

Marilyn Brown, cosmetology instructor and SkillsUSA advisor, was recognized as the “State SkillsUSA Post-secondary Advisor of the Year.”

The students and advisors who were able to attend the board meeting were introduced:

- John Adams, Automotive Service Technology, second place, secondary
- Sherry Bradford, Nail Care, advisor
- John Branch, Automotive Service Technology, advisor
- Marilyn Brown, Job Skill Demonstration A and Open, advisor
- Shaylee Johnson, Job Skill Demonstration A, third place, secondary

- Alexa Larson, Job Skill Demonstration A, second place, secondary
- Chelsea Leatherow, Nail care, first place, post-secondary
- Fred Martinez, Barbering, advisor
- Aaron Pluim, CNC Technician, first place, secondary
- Carrie Smith, Cosmetology, advisor
- Dakota Swain, CNC Specialist, first place, secondary

The college has been working to get Barbering added to the national competition (currently only offered at the regional and state levels). This year, Barbering will be offered as a demo competition at nationals, and at least 10 schools need to participate. SkillsUSA will then consider adding Barbering as a regular program at nationals.

### **3. APPROVAL OF FY19 TUITION AND DIFFERENTIAL TUITION**

The college is proposing a tuition increase of 5 cents per hour for FY19. As required by statute, the college held a “Truth in Tuition” hearing on April 5, 2018, and developed a handout for attendees (page 13 of the board booklet) which provides detail on current year student enrollment; total tuition revenues for the current year; project student enrollment growth for the next school year; and how the increased tuition revenue will be spent. The college also advertised the proposed increase as required in statute. No students, employees, or community members attended the hearing.

The college is also recommending a \$20 per month differential tuition rate for academic learning services as allowed under Utah System of Technical Colleges (USTC) Policy 204 – Tuition and Fees. Academic learning services help students develop fundamental skills, e.g., math, required for successful enrollment. Completion of the academic learning courses does not result in a certificate.

Mr. Widdison asked if the 5 cents per hour tuition increase is typical. Mr. Call explained that it is; however, there was one year where no increase was requested and another where 10 cents per hour was requested. Davis Tech currently charges \$2.15 per hour; Bridgerland charges \$1.90 per hour; and Ogden-Weber charges \$1.95 per hour. Bridgerland is also proposing a 5 cent increase, while Davis hasn’t announced any increases.

The college is tasked with keeping tuition as low and affordable as possible per statute and has tried to implement small increases each year rather than making a large increase after a period of years. The five cents per hour increase amounts to a \$6 per month increase for a full-time student (2.56 percent increase).

A motion to approve a 5 cents per hour increase and a \$20 differential tuition was made by Kearston Cutrubus, seconded by Cameron Cook, and carried unanimously.

#### 4. APPROVAL OF BUDGET MODIFICATIONS

Proposed budget modifications include the following:

- Reducing Sales and Services of Educational Departments by \$10,000 due to lower revenue projections in the Culinary Arts program.
- Increasing Other revenues as a result of revenues realized from Nursing Assistant skills testing.
- Reducing Salaries, Employees Benefits, General, and Travel and shifting some of the funds to capital budgets.
- Decreasing Grants – Federal (Pell) by \$150,000. Fewer students are applying, and students are enrolling for fewer hours.
- Increasing Investment Income by \$26,000. Reflects interest earned on investments in the Public Treasurers Investment Fund (PTIF)—yield of two percent.

Mr. Taylor asked about educational capital needs, and Mr. Call explained that most of the funds are used for equipment for the Instructional Services Division, though some monies are used for fund balance projects.

A motion to approve the budget modifications as presented was made by Richard Taylor, seconded by Joyce Wilson, and carried unanimously.

#### 5. APPROVAL OF POLICIES

**Nepotism:** This is an existing policy that came up in the three-year review rotation. Changes include revising the Policy statement to make it more succinct and updating the definition of a “relative.” The definition is not inclusive, and relationships can be reviewed on a case-by-case basis. The college has a few employee relationships that would not be compliant with the changes; these employees will be grandfathered in. Mr. Taylor supported the revised definition; the college should not try to list all possible relationships.

The biggest change was adding wording that states that a subordinate may not hire a relative of a superior at any level.

Mr. Wardle asked if the college’s policies are reviewed by legal. Mr. Call indicated they are reviewed by a representative of the Attorney General’s Office. Risk Management may review policies as needed.

**Course Challenge:** The wrong version of the policy had been included in the board booklet, and members were provided with the updated document. This is an existing policy that came up in the three-year review rotation. The Policy statement was revised

by removing unnecessary language and adding it to the Procedure section where it was more appropriate. "General Guidelines" were added to Procedure section.

A new process (number 3) was added to the Procedure section (page 24 of the board booklet) and outlines the steps for challenging course-based or online courses. Under the current process, students pay the full cost of course-based and online courses up front, thus creating accounting issues if a student challenges the course, passes, and requires a refund. The new process allows the student to pay a small fee to challenge the course first rather than paying for the course up front.

**Transfer Credit:** This is an existing policy that came up in the three-year review rotation. The policy outlines the process for granting competency credit on a student's transcript based on training received from an external or alternative source or from courses taken at the college from another program.

Minor modifications were made to the Purpose and Policy statements for clarification, and references were added to the document.

New wording was added to the Procedure section (section 1.2; page 2 of the board booklet) to address transcripts from colleges/educational institutions outside of the United States. These transcripts will not be accepted until they have been professionally evaluated by an agency specializing in translating/converting international grading standards to U.S. grading standards.

**Property Control:** This is an existing policy that is being revised to remove language relating to donated equipment in order to develop a separate Donations policy. The Policy statement was revised by removing unnecessary language and adding it to the Procedure section where it was more appropriate.

In the past, wording was added to the document to allow employees to check out college tables and chairs. Due to equipment damage and the time needed to track the equipment, this section (number 5) was deleted from policy. Also added language clearly stating that outside contractors cannot use college resources.

All forms will be removed from all policies and maintained on the college's intranet to avoid duplication and potential errors.

Section 8 – Donated Equipment (page 37 of the board booklet) is being deleted and used as the foundation for a new Donations policy. Employees had a difficult time finding information about donated items, so a separate policy was developed.

**Donations:** This is a new policy that uses and expands upon wording removed from the Property Control policy as it relates to donated items. The document includes more information about IRS regulations and the steps for accepting donations. An online "Donation Receipt" form will be available for employees to use when accepting donations.

President Taggart noted that the college must be cautious when accepting donated items. In some cases, equipment must be retained for a certain amount of time before it is disposed. Ms. Cutrube asked if the college can use scrapped cars in the Automotive program. Ms. Schwenk indicated that the IRS regulations for donations of boats, cars, and airplanes are very strict, so the college generally doesn't accept donations of these items.

Mr. Taylor asked if an appraisal is needed for gifts over a certain value. Ms. Schwenk explained the college won't accept items with a value of \$5,000+ without a certified appraisal. The \$5,000 limit was used since the IRS provides some leeway for items valued under that amount. The Donation Receipt includes a section for noting that an appraisal was conducted and allows a copy of the document to be uploaded.

**Tuition Reimbursement.** This is an existing policy that came up in the three-year review rotation. The Purpose statement was revised to better reflect the scope of the document. The Policy statement was revised to make it more concise, and unnecessary language was removed and added to the Procedure section where it was more relevant. The forms currently included in the document will be removed and maintained on the college's intranet.

Mr. Wardle asked about the process for updating the forms. President Taggart explained that proposed changes are reviewed and approved by administration.

A motion to approve the Nepotism, Course Challenge, Transfer Credit, Property Control, Donations, and Tuition Reimbursement policies was made by Will Shafer, seconded by Kearston Cutrube, and carried unanimously.

## **6. APPROVAL OF COURSE-BASED CHALLENGE FEE**

The updated Course Challenge policy includes language that students who wish to challenge a course-based or online course will be assessed a fee. As a result, the college is proposing the implementation of a new \$35 fee for this purpose. Students who pass the challenge test or skills demonstration will not be required to pay for the courses.

A motion to approve the new \$35 course-based/online course challenge fee was made by Joyce Wilson, seconded by Richard Taylor, and carried unanimously.

## **7. APPROVAL OF FY19 BUSINESS PLAN**

The Strategic Plan is the long-range blueprint for the college, and the document was approved by the board at its last meeting. The long-term objectives of the Strategic Plan include: increase enrollment growth and certificate completions to meet market demand; improve the perception of the value of technical education; and increase enrollment and retention of our multicultural population in Weber County.

The Strategic Plan objectives are then used to develop the Business Plan--the college's plan of work for the upcoming fiscal year. Outcomes are reported to the board on a quarterly basis.

FY19 Business Plan Objectives include:

- Expand Dental Assisting, Industrial Automation, and Software Development.
  - *Dental Assisting:* The goal is to increase head count by 20 percent, with 10 percent of enrolled students participating in apprenticeship opportunities. The college will implement evening courses to increase head count. The employer advisory team recently supported implementing an apprenticeship model to help undertrained employees currently working in the field obtain additional skills.
  - *Industrial Automation:* The goal is to increase secondary student headcount to 20 certificate-seeking students, with 5 students participating in industry internships. The college will implement an early morning robotics program this fall for secondary students. The students will attend morning classes before regular school begins at their home high school. Eighteen Ben Lomond High School students are enrolled to date. The college is developing articulation agreements with its district partners and is looking into the implementation of a youth apprenticeship model.
  - *Software Development:* The goal is to increase the certificate completion percentage to 60 percent and placement to 70 percent. The Software Development program was split into two shorter certificates based on student and employer feedback. The certificates will provide students with varying levels of skills and include more industry engagement/mentorship.
- Increase secondary certificate completion. The goals are to increase overall secondary student head count by 10 percent over the prior year and increase secondary post-secondary completion by 15 percent over the prior year. The college will do this by:
  - *Strengthening/increasing articulation with high schools.* Ogden-Weber will work with the districts to develop new articulations, thereby reducing duplication of coursework between the high schools and college.
  - *Marketing strategically with high schools.* The college will develop specific marketing pieces for the high schools. Will put up static signage in high school hallways and athletic fields.
  - *Increasing Access and Outreach partnerships.* The department will strengthen existing partnerships and develop new ones, especially with private and charter schools.

- *Increasing high school instructor/counselor summer camps.* The college will reduce the number of student camps and increase the number of instructor/counselor camps. Instructors/counselors can receive recertification credit through the Utah State Office of Education. Camps will last four to five days. These camps help influence the influencers. Some of the college's best referrals come from non-career and technical education (CTE) instructors who have had a tech college experience.
- *Increasing high school student recognitions.* The college has been recognizing students in their home high school classes and presented special medals to students who complete a tech college certificate before they graduate high school. The college is looking at providing academic "letters" to students to wear on a jacket. The intent is to encourage students to complete and improve the perception of technical education.
- Implement plan to improve the perception of technical education. The college will develop marketing pieces, e.g., short videos, testimonials, that show what tech ed means to parents, students, community, leaders, etc.
- Funding priorities and budget. The college received \$1,099,799 for FY19:
  - Provides for a 2.5 discretionary increase based on performance (\$208,700).
  - Partially covers an 8.9 percent increase in benefit premiums (\$50,200).
  - Allows the college to expand the Industrial Automation, Dental Assisting, and Software Development programs (\$304,400).
  - Allows the college to address ongoing maintenance, update, and technology refresh of capital equipment for instructional programs (\$376,300).
  - Establishes CTE scholarships as directed in HB437 (\$104,800).
  - Covers insurance rate adjustments related to college property (\$7,800).
  - Total general operating fund: \$18,068,000; includes state appropriations and dedicated credits (tuition). A more detailed budget will be provided to the board in June.

Some of the college's outcomes are tied into UTSC's goals, e.g., increasing secondary head count. Adult growth is flat, and the college needs to increase efforts to engage students earlier in their educational path.

A motion to approve the FY19 Business Plan was made by Paul Widdison, seconded by Kearston Cutrubus, and carried unanimously.

## **8. UTAH SYSTEM OF TECHNICAL COLLEGES (USTC) BOARD OF TRUSTEES REPORT**

Mr. Moore reported on the following items:

- The USTC Board met in March. The agenda and agenda items can be found on the USTC website: [www.utech.edu](http://www.utech.edu).
- Approved revisions to USTC Policy 202 - Custom Fit. The policy ensures that the colleges correctly appropriate Custom Fit funding.
- Approved revisions to USTC Policy 111 - Technical College Presidents Selection. The policy was revised to comply with statute. Policy now requires that an equal number of USTC Board and college board members serve on the selection committee. In addition, an equal number of faculty and staff will be allowed to participate on the committee.
- USTC is in the process of selecting a new president for Dixie Tech. Five USTC Board members and five community representatives were serving on the President Search Committee. The board approved the addition of Scott Theurer and Steve Moore to the committee as well as additional faculty and staff from Dixie Tech.
- Approved revisions to USTC Policy 101 - Bylaws and Policy 580 – USTC Administration Office Acceptable Use.
- Approved revisions to USTC Policy 114 – Council of Presidents (formerly known as the President’s Cabinet). Under the previous system, the president’s reported to the commissioner. Under the new policy, the president’s report to the USTC Board.
- USTC certificate attainment goals were revised to use graduate numbers rather than certificate numbers.
- USTC realized some positive outcomes from the legislative session. Mountainland and Davis received funding for their buildings. The system received \$800,000 for CTE scholarships to be divided equally among the colleges.
- The board received training on closed meetings.
- The Governor declared 2018 the “Year of Technical Education.”
- The new USTC website is under development.
- Southern Utah University (SUU) and Southwest Technical College recently signed a Memorandum of Understanding (MOU) to allow all SUU students in certificate programs to enroll at Southwest and vice versa. The students must

meet each institution's admission requirements. SUU will work to grant university credit to Southwest's students and look at reciprocal activities, e.g., athletic events. President Taggart indicated that this co-enrollment agreement is groundbreaking. Weber State (WSU) recently approved new degrees in manufacturing engineering and mechanical engineering, and he felt it would be beneficial—and a good use of resources—if the college's students could co-enroll in those programs.

- USTC is conducting a formal evaluation on President Taggart.

Mr. Wardle asked if WSU is considering “ability to build partnerships” as a criterion as it seeks a new president. Ms. Cutrubs indicated that this issue has been part of the conversation.

## **9. APPROVAL OF FY19 NEW PROGRAMS AND SUBSTANTIVE PROGRAM CHANGES**

Per USTC policy, board approval is required if changes to a program certificate increase/decrease it by 25 percent. The college is requesting changes to nine programs. Only one program is new; the rest are reclassifications. Four programs were embedded in larger programs and need to be pulled out standalones.

Mr. Snow explained that the college's Center for Teaching and Learning will be responsible for implementing the changes. He introduced Derek Ponce, director, and Tomas Villegas, instructional technologist, and thanked them for their efforts.

The program changes were suggested by the employer advisory teams at their October 2017 meetings. Updates were made and presented to the teams in March 2018 for approval. The changes were also approved by instructors, directors, and Mr. Snow prior to their submission to the board.

Changes include:

- New standalone programs (previously exit-points in another program):
  - Electrical Trade Preparation (500 hours); previously part of Electrical (720 hours)
  - Machinist II – (420 hours); previously part of Machinist (1,575 hours)
  - Machinist Apprentice Related Instruction (590 hours); previously part of Machinist (1,575 hours)
  - Metal Fabrication (1,200 hours); previously part of Welding (1,100 hours)
- Programs making substantive changes (increases/decreases in hours that exceed 25 percent):

- Industrial Automation: decrease from 1,300 to 900 hours (31 percent)
- Machinist I: decrease from 1,575 to 900 hours (43 percent)
- Medical Assisting: decrease from 1,545 to 1,050 hours (32 percent)
- Software Development: decrease from 1,335 to 720 hours (32 percent)
- New program with new content:
  - Software Technology – 720 hours. This program was developed as a result of feedback from employers. They indicated that the Software Development program was too long. Instructors identified specific jobs and third-party certifications, e.g., Java, HTML, SQL, in order to create this standalone program.

A motion to approve the new FY19 programs was made by Mark Jenkins, seconded by Paul Widdison, and carried unanimously.

## **10. PRESIDENT'S FORMAL EVALUATION**

President Taggart is currently undergoing a formal evaluation this year per the parameters outlined in USTC policy. The presidents are informally evaluated on an annual basis and formally evaluated at least once during each three years of service. All board members should have received a survey (due May 11) and were asked to complete and submit it to the USTC office.

Mr. Wardle and Ms. Wilson are scheduled to meet with the USTC Evaluation Committee on May 22.

## **11. INFORMATION/DISCUSSION**

Members did not have any questions on the items.

## **12. PRESIDENT'S REPORT**

President Taggart reported on the following items:

- Members were provided with a hard copy of the open meetings training materials that were presented to the USTC Board in March.
- The president thanked the board members who attended the spring graduation (March 22) and/or National Technical Honor Society Induction Ceremony (April 11). He encouraged all members to attend at least one of these events as their schedules permit.
- Summer graduation is scheduled for Thursday, June 21. The college has moved to three graduations per year due to the size of the crowds.

- The college hosted a Tech Expo on March 21, and over 500 community members attended. This event replaced the parent night activity. Petersen Incorporated and JD machine also held open houses at their places of business and used the opportunity to encourage individuals to enroll at the college if they were interested in employment.
- The college is one of the Utah Hispanic Chamber of Commerce's partners. The Chamber offered a 12-week training course on the college's campus for individuals interested in opening a business. Those who completed the training were eligible for an SBA loan.

### **13. NEXT MEETING**

The Board of Directors is scheduled to meet on Thursday, June 28, 2018, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 5:53 p.m.