

**OGDEN-WEBER APPLIED TECHNOLOGY COLLEGE  
BOARD OF DIRECTORS MEETING**

January 26, 2017  
Harold W Ritchey Board Room  
4:00 p.m.

**MINUTES**

**MEMBERS PRESENT**

Troy Bullard	Business/Industry
Steve Moore, Chair	Business/Industry
Jerry Ropelato	Business/Industry
Frank Ruiz	Business/Industry
William Shafer	Business/Industry
Kevin Sullivan	WSU Institutional Council
Richard Taylor	Business/Industry

**MEMBERS EXCUSED**

Matt Wardle	Business/Industry
Joyce Wilson, Vice Chair	Ogden School Board

**EX-OFFICIO MEMBERS**

Collette Mercier	Ogden-Weber Applied Technology College
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**GUESTS**

Chad Burchell	Ogden-Weber Applied Technology College
Tyler Call	Ogden-Weber Applied Technology College
Roman Murga	Ogden-Weber Applied Technology College
Douglas Richards	Attorney General's Office
Monica Schwenk	Ogden-Weber Applied Technology College
Jim Taggart	Ogden-Weber Applied Technology College
Josh Ulm	Ogden-Weber Applied Technology College
Jason Werner	Ogden-Weber Applied Technology College

Tina Smith	Recording Secretary
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The Board of Directors of the Ogden-Weber Applied Technology College met on Thursday, January 26, 2017, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room. The meeting was conducted by Steve Moore, chair. The agenda proceeded as follows:

Mr. Moore indicated that Matt Wardle and Joyce Wilson had asked to be excused from the meeting.

Mr. Moore introduced the guests in the audience: Monica Schwenk, development director; Roman Murga, Ogden-Weber Tech College "Student of the Year"; Josh Ulm, facilities director; Jason Werner, Construction Tech instructor and faculty leadership rep; and Douglas Richards, Attorney General's Office.

Mr. Sullivan reviewed the food items prepared by the students in the Culinary Arts program.

**1. APPROVAL OF THE MINUTES OF THE MEETING HELD NOVEMBER 17, 2016**

A motion to approve the minutes of the meeting held November 17, 2017, was made by Richard Taylor, seconded by Frank Ruiz, and carried unanimously.

**2. INTRODUCTION OF OGDEN-WEBER "STUDENT OF THE YEAR": ROMAN MURGA**

Mr. Moore related that he had met each of the "Student of the Year" (SOTY) finalists, noting that they were all outstanding students.

President Mercier explained that students are invited to apply for the SOTY. They submit an application and go through a series of interviews, with a committee making the final selection. Four finalists were identified, with Roman Murga, Machinist student, ultimately being selected. Mr. Murga's career goal is engineering, but he knew he needed to start in the Machinist program in order to obtain some technical skills. He is also enrolled at Weber State University.

Members were provided with the opportunity to view Mr. Murga's SOTY video. A video was created for each finalist and shared at the college's SOTY reception in December.

Mr. Murga made a few comments to the board, noting that his goal is to open his own machine shop and employ other machinists.

The UCAT SOTY gala is scheduled for January 31. President Mercier noted that the UCAT SOTY process has changed slightly. Rather than have an outside committee choose the SOTY, all eight campus SOTY's will vote for the winner (cannot vote for themselves). In addition, the presidents have discussed changing the process in the future so that all eight SOTYs are recognized rather than selecting one student.

### **3. INTRODUCTION OF NEW EMPLOYEES: CHAD BURCHELL, VICE PRESIDENT FOR STUDENT SERVICES, AND JOSH ULM, FACILITIES DIRECTOR**

Mr. Burchell has been employed at the college for three years as a Business instructor. He was previously employed with the University of Phoenix where he worked in marketing and student services.

Mr. Ulm has been employed with the college for approximately one month as the new facilities director. He was previously employed by America First Credit Union for 18 years. He started as a tech, worked his way up to a supervisor position, and finally served as assistant operations manager during his last two years with the credit union. He was responsible for building branches, security, safety, procurement, and fleet vehicles.

### **4. APPROVAL OF POLICIES**

**Working Hours:** Mr. Call related that the Policy Team reviews existing policies on a three-year rotating basis, and the Working Hours policy came up in the rotation. The team revised the Policy statement to make it more concise. The Procedure section is being revised to remove unnecessary language, reflect current practice, and mirror language contained in labor statute. The biggest changes deal with meal breaks and rest periods. Added sections 2.1 – 2.4.

**Student Records:** This is a new policy that combines two existing policies related to student records—Release of Student Information and Records Retention. The policy was updated to ensure compliance with Council on Occupational Education (COE), Government Records Access and Management Act (GRAMA), and Family Education Rights and Privacy Act (FERPA) requirements. The document has been reviewed by management, employees, and legal counsel.

A motion to approve the Working Hours and Student Records policies was made by Kevin Sullivan, seconded by Jerry Ropelato, and carried unanimously.

### **5. OPEN MEETINGS TRAINING**

Doug Richards, Attorney General's office, provided the board with open meetings training as required by state statute.

A question was raised as to whether the board meeting agenda should include a statement that the board may elect to go into a closed meeting if the need arises. Mr. Richards said he has seen that language included in agendas for other public meetings. He felt it would be appropriate as it's best to be transparent.

### **6. INFORMATION/DISCUSSION**

Mr. Moore noted that board member Richard Favero had passed away a couple of weeks ago and expressed his sympathy for the family's loss.

Mr. Moore had contacted all board members via email about their terms:

- Terms expire in June 2017: Troy Bullard, Steve Moore, Frank Ruiz, Kevin Sullivan, Richard Taylor, and Joyce Wilson.
- Terms expire in June 2019: Weber School District representative, Jerry Ropelato, William Shafer, and Matt Wardle.

Mr. Moore had also asked members in the email if they were interested in serving again once their terms were completed. Will discuss in the future.

Mr. Moore stated that the board needs to consider who will serve on the UCAT Board as the term of office for the UCAT trustees who represent BATC, DATC, OWATC, and TATC expires June 30. The colleges have been asked to identify two individuals whose names will be submitted to the Governor for consideration. Trustees currently serving on the UCAT Board can be nominated again. The Governor will make the final selection between the two names provided by the colleges. Mr. Moore asked members to provide him with the names of potential UCAT Board reps by the end of February.

President Mercier related that Senator Ann Millner is considering revisions to UCAT statute. A question had been raised as to whether local board members can serve on the UCAT Board concurrently. Members of the Utah System of Higher Education (USHE) Board cannot also serve on a university's Institutional Council. UCAT statute doesn't prohibit this type of action. If Senator Millner changes the UCAT statute, and it's approved, then a current sitting board member wouldn't be able to serve on the UCAT Board. UCAT will monitor the bill and notify the board of any language that comes up.

Mr. Sullivan asked if the presidents have a preference on the change in statute. President Mercier said the presidents would prefer not making changes to the statute. They feel it's beneficial to have a current sitting member on the UCAT Board since they have campus-based experience and understand how the tech colleges operate. Senator Millner is inclined to change the language because she thinks it's good practice based on what traditional higher ed has done.

**Financials:** The biggest variance from last year is in the area of non-operating expenditures (capital; used to buy equipment). This time last year, 30 percent of the budget had been spent vs. 80 percent in the current year; not a concern. All other budgets are on track. Earning 1.15 percent on the Public Treasurer's Investment Fund. Tuition revenue, fees, and Pell grant usage are not as high as hoped due to flat enrollments but are within budget. Federal grants and contracts are down by \$62,000 as a result of lower-than-expected expenses in Pell grants.

**Outcome Report:** Adult enrollments are down slightly. Secondary enrollments are strong.

**Custom Fit Update:** The Custom Fit budget is usually \$500,000, and the college received an additional \$100,000 this year. In the past, the college has used fund balance to meet employer demand. Oftentimes Custom Fit funds have been fully committed by February; should be able to stretch this year's monies out to March/April.

Custom Fit employees have been diligent in meeting with employers to predict how much funding they will need for the remainder of the year.

**Campus Development Update:** Installation of the solar array is complete; haven't gone live yet. Finishing up projects related to wiring and fuse boxes. Negotiating with Solar City on repairs that need to be made due to damage that occurred when a contractor installed data lines.

Mr. Call provided an update on Ogden City's proposal to purchase property/easements on North Street from the college. The college had asked the city to include a sidewalk on the south side of the property, and it was included in the documents shared with the board in November. The proposal was supposed to be submitted to UCAT for approval in January; however, Mr. Call received an email from an engineering firm that worked on the proposal, and the individual stated that the project does not include a sidewalk as the city doesn't have the budget for it. Mr. Call and President Mercier discussed the issue with Board Leadership, and they agreed to continue to request the sidewalk. However, the city engineer recently confirmed that the city won't install a sidewalk. The engineer is out of town until the 30<sup>th</sup>; agreement is on hold. Mr. Call will provide an update in February.

**FY16 COE Data:** The COE information is provided on an annual basis. COE has minimum requirements of 60 percent completion, 70 percent placement, and 70 percent licensure. Three programs were triggered for placement—Clinical Lab, Culinary Arts, and Baking and Pastry. The college discontinued the Clinical Lab program, though it is offered on campus through Weber State. Culinary Arts and Baking and Pastry were flagged for completions, and the college has developed a plan for both. Enrollments have increased in both programs, and they are on track to exceed placement and completion. It was noted that triggered programs have two years to become compliant; have to report semi-annually until such time as they are compliant.

**FY17 Business Plan Report:** Reaffirmation is the priority for this year; on track.

**BDO Remodel:** On track. Anticipate hosting an open house in early summer; move students in by September. Requesting funds from the legislature to hire additional instructors to expand the program.

**EAT Update:** The fall employer meetings were completed in the winter, and the college is preparing for the spring meetings. During the spring meetings, employers evaluate the programs' curriculum, equipment, and facilities and prioritize equipment lists. Mr. Moore commented that it would be beneficial to share this information with legislators.

## **7. UCAT BOARD REPORT**

Mr. Moore reported on the following items:

- Administered the oath of office to two new members: Tim Miller, SLCC board rep, and David Ulery, TATC board rep. Recognized outgoing board member Barbara Corrie.
- Received a report from the Commissioner on his activities.

- Action items:
  - Approved FY16 student data.
  - Revised the 2020 certificate goal. The goal was revised to reflect the discontinuation of Occupational Skills Certificates and a review of actual growth the past several years. Have a stretch goal of 9 percent. The goal was increased from 9,500 certificates awarded annually to 11,492.
  - Approved Strategic Workforce Investment proposals.
  - Approved schedule to meet every other month. Will hold meetings at each tech college on a rotating basis. Ogden Weber is not on the schedule this year due to COE reaffirmation; scheduled for January 2018.
  - Approved reducing the Executive Committee to five members. Appointed new members: Jim Evans, chair; Steve Moore, vice chair, Dale Cox, Audit Committee rep; Mike Jensen, college rep; and Brad Tanner, at-large member.
  - Approved three policies related to college presidents—(110) Functions, (111) Selection, and (112) Review/Evaluation.
  - Authorized Commissioner to search for a new UCAT office in downtown Salt Lake to allow for more collaboration with USHE. MATC would eventually take over the UCAT offices.
- Information items: UCAT Board terms, 2016 college COE reports, SOTY program, 2017 legislative calendar.

## **8. PRESIDENT'S REPORT**

Mr. Taggart presented some college highlights:

- Thanked the board for staying for the events held in November--Cosmetology fashion show and Culinary Arts bake-off.
- Showed a picture of projects designed and built by students in the Composites program. The students fabricated a disc and holder for the Foundation Board. They also designed and built centerpieces for the college's Christmas party. Mr. Taggart showed pictures of the final projects.
- SOTY: Showed pictures of the finalists.
- Culinary Arts Program: Two students from the program were featured on Fox 13; can view their appearances online.
- YouthBuild Program: YouthBuild has remodeled over 20 units for the Homeless Veterans Federation (HVF). The HVF purchased a facility that was built in 1891

(townhouses for railroad workers) at 527 23<sup>rd</sup> Street. YouthBuild students helped remodel one of the bathrooms in the building, and Mr. Taggart shared pictures of the project. He noted that YouthBuild serves individuals 16-24 years of age, none of who have a high school diploma or GED. The students are economically disadvantaged, have a parent who is incarcerated, or have problems with the law themselves. YouthBuild focuses on helping the students earn their diploma/GED while learning a technical skill.

- **Legislative Update:** President Mercier related that, in the past, UCAT would be given time—generally 10 minutes--at the end of the Higher Education Appropriations Committee meetings to present its budget request. The committee has new membership, with Senator Vickers as the new chair. He is a strong supporter of UCAT and technical education and has made some changes to the committee's structure. Members want to spend their time in meetings hearing from the institutions rather than reviewing reports. Senator Vickers is committed to providing the 8 USHE institutions and 8 tech colleges with 30 minutes to make their presentations. The committee is interested in hearing about highlights from the institutions in addition to their budget presentations. Five tech colleges will present tomorrow, and the remaining three will present next Tuesday.

The legislature has indicated that there won't be much money available this year. The college's main priorities are compensation and funding to expand the Composites and Non-destructive Inspection programs.

## **9. NEXT MEETING**

The Board of Directors is scheduled to meet on Thursday, February 23, 2017, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 5:44 p.m.