

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

April 27, 2017

Harold W Ritchey Board Room

4:00 p.m.

**MINUTES**

**MEMBERS PRESENT**

Jerry Ropelato	Business/Industry
Frank Ruiz	Business/Industry
William Shafer	Business/Industry
Kevin Sullivan	WSU Institutional Council
Richard Taylor	Business/Industry
Matt Wardle	Business/Industry
Paul Widdison	Weber School Board

**MEMBERS EXCUSED**

Troy Bullard	Business/Industry
Steve Moore, Chair	Business/Industry
Joyce Wilson, Vice Chair	Ogden School Board

**EX-OFFICIO MEMBERS**

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

Bridnee Bingham	Ogden-Weber Applied Technology College
Marilyn Brown	Ogden-Weber Applied Technology College
Chad Burchell	Ogden-Weber Applied Technology College
Tyler Call	Ogden-Weber Applied Technology College
Kathy Carpenter	Ogden-Weber Applied Technology College
Christopher Ellefson	Ogden-Weber Applied Technology College
Judi Elmer	Ogden-Weber Applied Technology College
Pake Hadley	Ogden-Weber Applied Technology College
Johna Howard	Ogden-Weber Applied Technology College
Alexa Larson	Ogden-Weber Applied Technology College
Maddie Lloyd	Ogden-Weber Applied Technology College
Fred Martinez	Ogden-Weber Applied Technology College
Scott Rose	Ogden-Weber Applied Technology College
Celina Sanford	Ogden-Weber Applied Technology College
Carrie Smith	Ogden-Weber Applied Technology College
David Stapley	Ogden-Weber Applied Technology College
Jennifer Streker	Ogden-Weber Applied Technology College
Jim Taggart	Ogden-Weber Applied Technology College
Rex Thornock	Ogden-Weber Applied Technology College
Joseph Western	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, April 27, 2017, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room. Kevin Sullivan chaired the meeting in Steve Moore's absence. The agenda proceeded as follows:

Mr. Sullivan noted that Steve Moore, Troy Bullard, and Joyce Wilson had asked to be excused from the meeting.

Mr. Sullivan introduced the guests in the audience: Monica Schwenk, development director; and Jason Werner, Construction Tech instructor and Faculty Leadership representative.

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

## **1. APPROVAL OF THE MINUTES OF THE MEETING HELD MARCH 23, 2017**

A motion to approve the minutes of the meeting held 23, 2017, was made by Frank Ruiz, seconded by Jerry Ropelato, and carried unanimously.

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

Students who competed in the regional SkillsUSA Competition in January and placed were eligible to participate at the state competition, at Salt Lake Community College, March 23-24, 2017. The college had 54 student competitors, and 26 captured medals (8 gold, 9 silver, and 9 bronze). Sixteen students, advisors, and models will be traveling to national competition in Louisville, Kentucky, June 19-24, 2017.

Jennifer Streker, program director, college SkillsUSA coordinator, and state SkillsUSA coordinator, was introduced. She introduced the instructors and SkillsUSA medalists who were in attendance:

**Barbering:** Fred Martinez, advisor; Christopher Ellefson, gold, post-secondary.

**Cosmetology:** Carrie Smith, advisor; Brindee Bingham, gold, post-secondary.

**Dental Assisting:** Johna Howard, advisor; Celina Sanford, silver, post-secondary; and Maddie Lloyd, bronze, secondary.

**Information Technology Service:** Judi Elmer, advisor; David Stapley, gold, secondary.

**Jobs Skill Demo A:** Marilyn Brown, advisor; Alexa Larson, gold, secondary.

**Job Skill Demo O:** Marilyn Brown, advisor; Pake Hadley, bronze, post-secondary.

**Technical Drafting:** Rex Thornock, advisor; Scott Rose, gold, post-secondary.

**Welding Sculpture:** Joseph Western, advisor; Kathy Carpenter, bronze, post-secondary.

Ms. Streker thanked the board for its support of SkillsUSA. Mr. Sullivan thanked the advisors for their assistance and efforts in preparing students.

### **3. APPROVAL OF POLICIES**

Mr. Call reviewed proposed changes to the following policies. All three policies were reviewed by the Policy Team as part of its three-year rotation process, and minor changes were made to the documents.

**Cell Phone Allowance:** Changes were made to the Purpose and Policy statements to make them more concise. The title of the policy is being changed from “Wireless Communications” to “Cell Phone Allowance” to make it easier for employees to find and use updated terminology. It was noted that section 2.7, page 2 of Procedures, was added as recommended by legal counsel. The language specifically states that business-related content on a personal cell phone, especially if employees receive the cell phone allowance, is the property of the college and can be accessed as necessary.

**Criminal Background Checks:** Changes were made to the Policy statement to make it more concise. Unnecessary language was removed from the Policy statement and added to the Procedure section where it was more appropriate.

**Volunteer/Intern Workers:** The Policy statement was revised to make it more concise. Unnecessary language was removed from the Policy statement and added to the Procedure section where it was more appropriate.

A motion to approve the Cell Phone Allowance, Criminal Background Checks, and Volunteer/Intern Workers policies was made by Matt Wardle, seconded by Richard Taylor, and carried unanimously.

### **4. INFORMATION/DISCUSSION**

**Financials:** The incorrect financials were included on pages 60-62 of the board booklet. Ms. Smith will email the correct financials to the board. The financials on page 33 reflect the budget modifications that were previously approved by the board. Had been trending above budget in non-operating expenditures (capital), and the percentage has decreased.

As requested by Board Leadership, Mr. Call related that the more detailed financial documents that will be sent to the board reflect changes in variances between budget and actual. The variances between salaries and benefits was high (\$500,000)—somewhat questionable since it was so high even after the budget modifications were made. However, Mr. Call stated that the data is correct. The college reduced salaries and benefits by \$278,000.

**Best of State:** The college won the “2017 Best of State” designation for the sixth time in the “Education - Vocational Training – Public” category. Mr. Ruiz’s company, International Armoring, also received recognition in the “Production and Manufacturing – Transportation Equipment” and “Community Development – Private Sector – International Business” categories. Mark Jenkins, Petersen Incorporated, serves on the

college's Foundation Board, and his company was recognized in the "Production & Manufacturing – Fabrication" category.

## **5. UCAT BOARD REPORT**

The UCAT Board has not met since the Ogden-Weber Tech College Board met in March. The next UCAT Board meeting is scheduled for May 18, 2017.

## **6. PRESIDENT'S REPORT**

Mr. Burchell presented highlights/photos of the following activities:

- The National Technical Honor Society (NTHS) Induction Ceremony was held on Wednesday, April 25. Colonel Scotty Nowlin, USAF retired, was recognized as an honorary NTHS member. NTHS students represent the top three percent of the student body for the past six months. They are nominated not only based on attendance and progress standards but for leadership in the classroom.
- The college hosted several high school student tours in the Nursing, Dental Assisting and Medical Assisting programs, providing the students with hands-on experiences.
- Aquabots Competition: The college offers two robotics programs at Ben Lomond High School (BLHS). For the Aquabots competition, students can build an underwater robot or develop a bulletin board. Had both male and female teams this year. Students from the Weber, Morgan, Davis, and Box Elder Counties participated in the regional competition held at the Clearfield Aquatic Center. The Ben Lomond High School girls' team took third in bulletin board; the men's took fourth in underwater. Students use applied physics and problem-solving skills. Already have a waiting list at BLHS for next year.
- State SkillsUSA Competition: Showed pictures from the various competitions (Dental Assisting, Cosmetology). The college hosted the state CNC Machinist Competition, with the Northern Utah National Tooling and Machining Association judging the event.

## **7. OPEN DISCUSSION**

Mr. Sullivan noted the upcoming events listed on the board agenda.

## **8. NEXT MEETING**

The Board of Directors is scheduled to meet on Thursday, May 25, 2017, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 4:41 p.m.