

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

May 25, 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
Richard Taylor	Business/Industry
Matt Wardle	Business/Industry
Paul Widdison	Weber School Board
Joyce Wilson, Vice Chair	Ogden School Board

**MEMBERS EXCUSED**

Kevin Sullivan	WSU Institutional Council
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**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
Ken Choi	Ogden-Weber Applied Technology College
Monica Schwenk	Ogden-Weber Applied Technology College
Jim Taggart	Ogden-Weber Applied Technology College
 Tina Smith	 Recording Secretary

The Board of Directors of the Ogden-Weber Applied Technology College met on Thursday, May 25, 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 noted that Kevin Sullivan had asked to be excused from the meeting.

Mr. Moore introduced the guests in the audience: Monica Schwenk, development director, and Ken Choi, math instructor and Faculty Leadership representative.

Ms. Wilson reviewed the food items prepared by the students in the Culinary Arts program.

## **1. APPROVAL OF THE MINUTES OF THE MEETING HELD APRIL 27, 2017**

A motion to approve the minutes of the meeting held April 27, 2017, was made by Richard Taylor, seconded by Will Shafer, and carried unanimously.

Mr. Taylor commented that he appreciated having the opportunity to meet the SkillsUSA medalists at the last meeting and hear firsthand about their experiences.

## **2. APPROVAL OF FY18 BUSINESS PLAN**

The Business Plan is an offshoot of the Strategic Plan and is a detailed plan of work for the upcoming fiscal year. The college received new money from the legislature in support of market-driven programs and must provide data on how the funds will be used and outcomes. The college identified four program areas that will be expanded next fiscal year using the monies, and they have been included in the Business Plan because they will be the college's primary focus. If the data is to be reported to the legislature, it should also be reported to the board and college community.

FY18 Business Plan objectives include:

### **1. Expanding Composites/NDI, Industrial Automation, and Pharmacy Tech programs**

Expected outcomes: Increase new enrollments in each program by 30 percent.  
Increase certificate completions by 20 percent.

Each division will help support the objectives.

The Instructional Services Division has been offering Pharmacy Tech during the evening as a lock-step program. The challenge with this enrollment model is that there are job openings all year long. The college graduates students en masse, and they are released into the job market all at one time. By moving to an open-entry daytime format, more students can enroll and complete throughout the year.

The division is also expanding Industrial Automation. Plan to hire new faculty/staff and purchase a new Programmable Logic Controller (PLC) lab. Will also expand robotics.

Composites/NDI will be expanded into the newly remodeled BDO facility. The division plans to add two new full-time instructors and purchase more equipment for Composites/NDI. The Composites program at Ben Lomond High School (BLHS) is full—had 75 students this year; 180 are anticipated next year. After they complete at BLHS, they should enroll in the program at BDO, so the additional resources are needed.

The Student Services Division plans to hire three student advisors for the programs mentioned above. They will serve as a student's connection from initial contact through placement and be responsible for finding prospective students, helping them get enrolled, and assisting them with retention. After the students complete, the advisors will help them find employment. The advisors will be a great asset to the students and programs, and it is hoped that the college's metrics will continue to improve as a result.

The College Services Division will look into contracting for transportation services from the main campus to BDO to help increase access to services.

The college will provide quarterly status reports on these items.

Mr. Moore related that he had spoken to faculty members at Dixie tech college and asked them how they felt about the open-entry/exit process. Half liked it; half didn't, noting that it causes more work in some cases. Mr. Taggart indicated that it depends on the program—most programs at the college were developed open-entry/exit. A handful—like Nursing and Pharmacy Tech—are lock-step. Most instructors like the model, though it's more challenging to teach because students are at different levels in their curriculum. Having an open-entry/exit model or establishing a cohort with a defined starting point with students progressing at their own pace generally provides the best outcomes. The program has to be set up correctly in order for it to work.

Under Pharmacy Tech's current lock-step model, the program may have a waiting list or only have five students enrolled. By offering daytime classes, the peaks and valleys in enrollment will even out. In addition, the program is in high demand by high school students who are interested in enrolling every other day (A/B schedule). They can't do this under the current model; would have to enroll three nights a week for nine months which is very difficult for them. Mr. Taylor stated that it will be beneficial to have a constant flow of students graduating throughout the year because there's a high turnover rate in the field, with openings year-round. Mr. Taggart indicated it will also help the college manage externship sites.

Industrial Automation needs to remain open-entry/exit because half the students currently work in industry. If the program were lock-step, half would drop out because they have rotating work schedules. The open-entry model meets their changing needs.

President Mercier reiterated that structuring the curriculum correctly and using computer programs to track progress makes the process easier for the college's instructors. Mr. Taggart explained that the model is oftentimes more difficult if an instructor comes from a traditional education background. It becomes simpler once they learn how to manage the structure. The open-entry/exit model mimics what happens in the workplace—employees learn different things at different times. Computers help manage student/staff loads.

When asked how the college will provide transportation to BDO, Mr. Call explained that the college is looking at outsourcing with UTA or First Student (provides transportation for school districts) to create a direct route between the two campuses. Would like to start with a small bus and monitor usage; looking at having hourly pickups/drop-offs to start. There is funding for transportation in the budget. UTA currently has flex route that starts at Ridley's; however, it doesn't stop by the college's building. With dedicated routes, students can not only go to class but can travel to the main campus to eat lunch, go to the College Store, etc. Employees would be able drop their cars off to the Automotive program and catch the shuttle back. The college does not want to purchase a bus and hire a driver due to liability and high cost.

Mr. Taylor asked if the Foundation Board would consider supporting transportation. Ms. Schwenk stated that the foundation supports student success, and if the college deemed transportation to be critical need, she would discuss it with the board.

## **2. Increase New Enrollments, Retention, and Certificate Completions**

Mr. Moore asked for additional information about the plan to "simplify the alternative documentation for admissions placement tests" as noted in the Business Plan. Mr. Taggart explained that the college is not just focusing on the four programs noted above—it plans to increase new enrollments, retention, and certificate completions across all programs. All programs have admissions requirements, and students with accepted alternative documentation, e.g., ACT scores, high GPA, AP classes, don't have to take the admissions test (math/reading).

Mr. Burchell explained that the college used to have a three-page document for admissions. It was very confusing, and the institution decided to simplify the process. The college developed a one-page document listing the credentials it will accept in lieu of testing.

Mr. Moore asked if the college has access to the high school student databases; it does.

A motion to approve the FY18 Business Plan was made by Frank Ruiz, seconded by Matt Wardle, and carried unanimously.

## **3. APPROVAL OF POLICY: STUDENT RIGHTS, RESPONSIBILITIES, AND CODE OF CONDUCT**

This is an existing policy that came up in the three-year rotation for review. The title of the policy was changed to better align with the language used in the document. Added a section on student rights as a result of training that college counselors attended. This information will be made more visible to students on campus, e.g., posted on website, shared during orientation. The policy should help students understand that they have both rights and responsibilities.

Referencing section 3.4, Disciplinary Action, a question was raised as to whether the college has a gun policy. It does: "Weapons Prohibited on College Property and at College Activities"; listed in the Student Rights policy's "References" section. A question

was raised as to whether individuals on campus could have concealed carry; yes, per state law. The college can prohibit guns if there is a hearing in a secure hearing room.

A motion to approve the Student Rights, Responsibilities, and Code of Conduct policy was made by Joyce Wilson, seconded by Troy Bullard, and carried unanimously.

#### **4. APPROVAL OF COURSE CHALLENGE FEE**

The college is seeing some challenges with the implementation of the online Business program and with some of the math classes that support Weber State math. Current policy allows students to enroll and challenge classes. If the program is open-entry, it's not an issue—if students pass the challenge test, they change their schedules, and no time is lost. It's more difficult when a student pays for a course up front. If they challenge the class and pass, they've already paid the full cost of the course and won't receive a refund past the refund period.

Employees from the Student Services Division, Instructional Services Division, and Fiscal Department developed an option that would allow students in lock-step math (990, 950, and 1010) and online Business classes to pay a \$35 fee to take the challenge test without having to pay the full cost of the class up front. If they pass, it's recorded on their transcript. If they don't, they're encouraged to enroll. Streamlines the process.

It was clarified the fee is \$35 per test. Mr. Bullard asked if the fee is consistent with what is charged at other tech colleges and universities. It is. Bridgerland and Davis both charge a course challenge fee. WSU doesn't allow students to take a test for credit, though it will allow them to take a test to waive a prerequisite.

Mr. Shafer asked if students who successfully challenge the higher math class have to go back and take the lower classes; they do not.

A motion to approve the \$35 course challenge fee was made by Richard Taylor, seconded by Will Shafer, and carried unanimously.

#### **5. APPROVAL OF FY18 OWATC PROGRAMS**

The Board of Directors approves the college's programs on an annual basis as a matter of business. Last year, the college made significant changes to the program structure because it was moving into its Council on Occupational Education (COE) reaffirmation self-study year. The college is now locked—cannot change the length of programs, though minor modifications can be made to content based on employer feedback.

All of the college's programs (28) are included on the FY18 list. Some have multiple certificates, e.g., Welding; however, COE only approves programs, not certificates. There are no changes from the FY17 list. The list includes a note that the college will move the Composites/NDI programs to the BDO campus sometime in the first quarter of FY18 (between August and September). Delivery methods for each program are also listed. One program—Business—is taught via distance ed. Every program can be taught as a hybrid (49 percent taught online).

Mr. Moore complimented the tech colleges for changing programs to meet employer needs and ending programs that are no longer viable.

Mr. Ruiz asked how the college's programs compare with other tech colleges. Mr. Taggart related that Ogden-Weber and Davis are the two largest tech colleges and have the most programs and longer certificates (900 hours; one academic year). All programs are driven by employers and have enough completions and placements to be viable. The college removed several short-term certificates last year. The content is still taught, but they don't need to be transcribed certificates as indicated by employers.

The college will conduct a critical review of program length after reaffirmation to determine whether programs are too long.

A motion to approve the FY18 OWATC programs list was made by Frank Ruiz, seconded by Matt Wardle, and carried unanimously.

## **6. INFORMATION/DISCUSSION**

**Financials:** Financials are generally consistent from year to year. There is a minor variance in non-operating revenue which is impacted by several items, such as the amount budgeted for Division of Facilities Construction and Management (DFCM) projects (capital projects). These numbers are budgeted at the beginning of the year but not recognized until the end of the year. The variance is also impacted by the timing of federal grant money allocations.

The college is tracking behind in expenditures. However, the college is expecting additional purchases and payments in the coming weeks which will impact the numbers. Earning 1.25 percent on the Public Treasurer's Investment Fund (PTIF). Have received all state allocations for the year.

The institution is approximately \$80,000 behind in student tuition and fees.

**Outcome Report:** Adult enrollments are holding steady. Outcomes for certificate completion matches the college's estimates. Knew the certificate count would be lower since the college removed several short-term certificates. The college is seeing strong increases in minority enrollments and completions—an area of special focus in the Strategic Plan.

Mr. Wardle asked what the "distinct number" covers. Mr. Taggart explained that there may be students who enroll in multiple programs or secondary students who enroll as adults later in the year, and they are only counted once. The "distinct number" includes both adults and secondary students with no duplication.

**Campus Development Update:** The BDO remodeling project is on track to be completed by July 28. Composites/NDI will be moved to BDO during the second week of August during Opening Institute when the college is closed to the public. R&O Construction is the contractor and has been a great partner. The solar array is not operational; waiting for Rocky Mountain Power and Solar City to meet.

**Name Change Process:** Mr. Burchell explained that SB38 changes the names of the colleges from “applied technology colleges” to “technical colleges,” effective July 1, 2017. This won’t have a big impact on Ogden-Weber as it implemented “Ogden-Weber Tech College” several years ago. The college has created a punch list to ensure all items impacted by the name change will be updated.

The biggest change is the URL—was “owatc.edu” and will be changed to “ogdenwebertech.edu.” Once the COE reaffirmation visit has been completed, the college will move to the new URL. The college has put a hold on the URL change because much of the college’s COE documentation points to the original website. She noted that most of the tech colleges are moving to a similar URL, e.g., davistech, tooeletech.

Mr. Ropelato cautioned against moving forward too quickly and recommended taking a closer look at the ramifications of the change. He suggested looking at the initials and finding out if there are other acronyms that might be associated with it in a negative way. Mr. Taggart indicated that the college will move forward cautiously to ensure the URL change works for the institution.

**EAT Update:** The Culinary Arts Employer Advisory Team held a make-up meeting since it didn’t have quorum at the joint meeting in spring. Mr. Moore noted that the program had a 47 percent completion rate in FY16—much lower than the college’s other programs. Mr. Taggart explained that both the Culinary Arts and Baking programs were triggered by COE last year. Culinary Arts has made some improvement, especially in the area of completions—had 10 completions in the last three weeks. Have three years to move out from under heightened monitoring, and both programs will no longer be under heightened monitoring after only a single year.

## **7. UCAT BOARD REPORT**

Mr. Moore reported on the following items:

- The UCAT Board met May 18, 2017, at Tooele Tech College. Will be holding board meetings at the various campuses throughout the year.
- Action Items:
  - September board meeting changed to the 13<sup>th</sup>. Will be held at Mountainland.
  - Held board chair and vice chair elections: re-elected Jim Evans and Steve Moore as chair and vice chair respectively.
  - UCAT developed a new policy on college presidents’ compensation that was recently approved by the UCAT Board. The tech college boards recommend increases to the Compensation Committee, and the committee presents the recommendations to the UCAT Board. The board approved the recommendations, including two exceptions (Mountainland and Davis requested larger increases). Mr. Moore felt the procedure could be strengthened and was the only nay vote.

- The following colleges made capital development presentations: Davis, Health Building; Bridgerland, Health Building; and Mountainland, Trades/Tech Building. Davis was ranked #1 by less than one point, with Bridgerland and Mountainland tied.
- Approved updates to the FY18 Data Dictionary.
- Approved a new policy (#207) created to ensure regular review and renewal of articulation agreements.
- Approved the IT Acceptable Use policy (applies solely to the Commissioner's Office).
- Approved FY18 tuition increases for each of the colleges.
- Approved FY18 differential tuition rate.
- Approved UCAT plan to move the UCAT central office to a new location at 310 South Main, 12<sup>th</sup> Floor, Salt Lake City. Mountainland will assume the lease at the Thanksgiving Point facility once the move has been completed.
- The system of technical colleges will be known as UTECH as a result of the change in statute. Shared concept design for new system logo and colors with the board. Board supported the concept.
- Approved the Commissioner's Office FY18 budget.
- Information Items:
  - Received report from the Audit Committee.
  - Received over 40 applications for the Ogden-Weber Tech College president search. Culled it down to seven and will forward three to four finalists to the UCAT and Ogden-Weber Boards to interview. Still working on identifying a date for the interviews.
  - Reviewed the list of board positions to be filled and the progress to date. Governor will send the names to the Senate in May for its June meeting.
  - The board recognized President Mercier since it was her last meeting.

Ogden-Weber received its sixth "Best of State" (BOS) medal, and Commissioner Woolstenhulme purchased a table at the BOS gala on behalf of the college. The commissioner, Mr. Moore, Ms. Wilson, President Mercier, and Mr. Taggart attended the event.

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

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



- **Welcome Week:** Welcome Week is held during the first week of every month, and the college sponsors a small activity to provide students with some type of student life. The college set up a lemonade stand for May's event.
- **Duck and Ducklings:** The Business Building has an internal atrium, and every year, a duck lays her eggs in the area. Once the ducklings are old enough, facilities employees lead them to the canal.
- **Ben Lomond High School (BLHS) Wall:** BLHS hangs banners for all colleges and adds names of the students who enroll at the institutions. Shared a photo of the many names on Ogden-Weber's banner.
- **PN Pinning Ceremony:** Shared photos of the pinning ceremony held in May. Each nursing student identifies the individual who will present them with their pin.
- **Construction Tech:** Students are building a small cottage for Ogden Regional for Ogden's Christmas Village. The students also built a case for the "Student of the Year" (SOTY) trophy. The case has wheels and can be moved to the SOTY's program area each year.
- **BDO:** Shared some interior shots of the remodeling project.
- **Graduation:** Shared pictures of the graduation ceremony held in May. Representatives from the UCAT Board, college Board, and Foundation Board attended.
- **YouthBuild:** The Marketing Department developed a video about the YouthBuild program showcasing what it means for the students to give back to their community. Ms. Smith will send members a link to the video.

## 9. NEXT MEETING

The Board of Directors is scheduled to meet on Thursday, June 22, 2017, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 5:38 p.m.