



Board of Trustees Meeting – April 24, 2025, 4:00 p.m.

Student Services Building, Harold W. Ritchey Board Room/Zoom

Board Members in Attendance:

Kori Ann Edwards, Chair
William Shafer, Vice Chair
Lori Belnap Pehrson
Paul Widdison (remote)
Christine Jacobson-Ware (remote)
Cori Anderson
Sara Toliver
Jennifer Zundel
Jan Burrell

Board Members not in Attendance:

Slade Opheikens
Jan Burrell
Cameron Cook
Cori Anderson

OTECH Administration:

James R. Taggart, President
Johna Howard, Vice President for Student Services
Tyler Call, Vice President for College Services
Chad Burchell, Vice President for Instructional Services
Maria Milligan, Associate Vice President for College Advancement
Anita Ruiz, Senior Executive Assistant Board Secretary

Guests:

Angie Stallings, Deputy Commissioner
Jeremy Shaw, Assistant Attorney General

1. STUDENT SPOTLIGHT: STATE SKILLSUSA COMPETITION WINNERS

The State SkillsUSA competition winners were introduced to the Board of Trustees Members.

The SkillsUSA 2025 State Conference was held across multiple venues including Salt Lake Community College and Mountainland Technical College on March 27 through March 28, 2025. Ogden-Weber Technical College had 23 individual students participate from four different programs and received two individual gold medals, two individual silver medals, and three individual bronze medals. In team settings, Ogden-Weber Technical The college received one team gold medal and one team bronze medal.

2. APPROVAL OF MEETING MINUTES

The meeting minutes from the board of trustees meeting held February 27, 2025, were reviewed and approved as written.

Approval of the Board of Trustees Meeting Minutes from February 27, 2025

Motion to approve: Jennifer Zundel and seconded by Will Shafer

Final approval: Motion carried unanimously.

3. APPROVAL OF BUDGET MODIFICATIONS

Vice President Call shared the proposed modifications to the FY25 Operating Budget.

Student tuition and fee revenue:

A net increase of \$274,500 is proposed. While student fees are expected to decrease by \$165,000—due to a shift from clock hour to credit hour programs—tuition revenue is projected to increase by \$439,500, reflecting a rise in student headcount from FY24 to FY25.

Federal Grants and Contracts:

A reduction of \$175,850 is proposed. The YouthBuild and AmeriCorps grants are being phased out and will not be renewed. Additionally, Carl Perkins and Work Study funds were underutilized and are not expected to be fully spent by fiscal year-end.

State and Local Grants and Contracts:

An increase of \$308,724 is proposed. This reflects the awarding of a Talent Ready Utah grant from the Utah System of Higher Education after the fiscal year began and the reallocation of a portion of the Utah Works grant from non-operating to operating revenue.

Sales and Services of Educational Departments:

An increase of \$97,480 is proposed. Revenues from programs such as culinary arts, cosmetology, nail technology, barbering, and custom fit are trending higher than initially anticipated.

Auxiliary Enterprises:

A net increase of \$371,185 is proposed:

College Store: Increase of \$400,000 due to higher-than-anticipated sales following the opening of the Ogden Weber Technical High School.

Other:

Decrease of \$28,815 resulting from the termination of building leases for Head Start and Weber Adult Education during the first half of FY25.
Operating Expenses

Cost of Goods Sold:

An increase of \$283,000 is proposed to align inventory purchases for the college

store with actual demand.

Salaries and Employee Benefits:

A net decrease of \$77,258 is proposed:

Salaries: Reduction of \$109,176 due to overestimation of required hours for hourly employees.

Employee Benefits: Increase of \$31,918 to reflect actual benefit costs more accurately.

General:

An increase of \$1,237,791 is proposed to accommodate expenditures related to new grant awards, student aid disbursements, and budget adjustments required to align with updated revenue projections.

Travel:

An increase of \$11,504 is proposed to cover travel expenses associated with the AmeriCorps grant awarded after the fiscal year began.

Depreciation:

An increase of \$225,000 is proposed to correct an initial underestimation of depreciation expenses.

Non-operating Revenues

State Appropriations:

An increase of \$1,049,341 is proposed. This includes an additional one-time equipment funding and the carryover of unspent FY24 appropriations into FY25.

Federal Grants:

An increase of \$400,000 is recommended to reflect additional Pell Grant funding needed to support student aid through the end of the fiscal year.

State Grants:

An increase of \$335,596 is proposed to recognize funds awarded for the Higher Education Student Success (HESS) Endowment and the use of previously awarded Tech Ed Scholarship funds.

Capital Expenditures:

An increase of \$1,035,986 is proposed to establish budgets for one-time equipment funding and the Talent Ready Utah grant for manufacturing technology program.

Approval of the FY25 Budget Modifications

Motion to approve: Cori Anderson and seconded by Sara Toliver

Final approval: Motion carried unanimously.

4. APPROVAL OF POLICIES

Associate Vice President Milligan shared policy changes that the college would like to make.

Purchasing and Requisitioning

The policy statement itself is not substantively changing, but the updated procedure in section 3 impacts the Board of Trustees. The following clarification has been added:

“Construction, remodeling, and landscaping projects requiring \$50,000 or more of Institutional Discretionary Funds shall be presented to the College Board of Trustees for approval.”

Approval of the Purchasing and Requisitioning Policy

Motion to approve: Sara Toliver and seconded by Will Shafer

Final approval: Motion carried unanimously.

Employee Leave

The College is requesting your approval to implement a new Employee Leave policy.

This policy combines several existing policies on various kinds of leave into one comprehensive document. It also adds sections on administrative leave, parental leave, postpartum recovery leave, worker’s compensation, and long-term disability leave.

With approval of the Employee Leave Policy, the College will repeal the following policies:

- Bereavement Leave
- Family and Medical Leave
- Holidays
- Jury and Witness Service
- Leave Without Pay
- Military Leave
- Sick Leave
- Vacation Leave

Approval of the Employee Leave Policy

Motion to approve: Cameron Cook and seconded by Jennifer Zundel

Final approval: Motion carried unanimously.

APPROVAL TO REPEAL POLICIES

Approval to Repeal the above named Policies

Motion to approve: Will Shafer and seconded by Sara Toliver

Final approval: Motion carried unanimously.

5. APPROVAL OF FY26 PROGRAMS

Vice President Burchell shared that the college programs are evaluated each year by occupational advisory committees to ensure they are market-driven and meeting the needs of area businesses and industries. As part of this evaluation, employers evaluate instructional content and program length.

Due to statewide alignment and program evaluations, some programs have been updated to meet statewide alignment and industry need. A summary of the program changes for FY26 include the following:

Updated program:

- Automotive Service Technology is increasing total credits from 26 to 28 program credits.
- Business is teaching in a hybrid format.
- Computer Aided Design is changing the program name to Drafting and Design.
- Construction is changing the program name to Carpentry Fundamentals.
- Industrial Automation is changing the program name to Automation Technology.
- Information Technology is teaching in a traditional format.
- Networking and Cybersecurity are taught in a traditional format.
- Machinist is changing the program name to Machining Technology and increasing total credits from 25 to 30 credits.
- Manufacturing Technician is teaching in a hybrid format.
- Practical Nursing is increasing total credits from 28 to 29 credits.
- Software Development is teaching in a traditional format.

A list of the college's 34 programs was shared with board members and all program changes have been validated and approved by individual program occupational advisory committees.

Approval of the FY26 Programs

Motion to approve: Sara Toliver and seconded by Jennifer Zundel

Final approval: Motion carried unanimously.

6. APPROVAL OF BUILDING NAMING

President Taggart shared that Wasatch Peaks Credit Union has pledged \$2,000,000 toward the Capital campaign to aid in construction of the college's new Pathway Building.

In recognition of their generous gift, the college is seeking board approval to name the new instructional and student support facility the Wasatch Peaks Pathway Building. This naming will remain in effect for the useful life of the building, in accordance with a gift agreement between Wasatch Peaks and Ogden-Weber Technical College.

Approval of Building Naming

Motion to approve: Cori Anderson and seconded by Cameron Cook

Final approval: Motion carried unanimously.

7. INFORMATION/DISCUSSION

President Taggart shared that the requirements from COE The standards for each program in student outcomes are 60% completion, 70% placement, and 70% licensure. The 2024 Annual report affirms the college is compliant with all standards and criteria and all programs are meeting the student outcomes benchmarks of 60% completion, 70% placement, and 70% licensure.

Chair Edwards encouraged trustees to review the monthly college reports and information highlighting student outcomes, budget, and metrics towards meeting strategic plan objectives.

8. EXECUTIVE SESSION: *The board may elect to go into a closed session which will not be open to the public, pursuant to Utah Code Title 52, Chapter 4, sections 204, 205, and 206.*

9. OPEN DISCUSSION
There were no further items of discussion.

10. NEXT MEETING
June 26, 2025, 4:00 p.m.

11. ADJOURN
With no further discussion items, the meeting adjourned at 5:00 p.m.