



Board of Trustees Meeting – October 23, 2025, 4:00 p.m.

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

Board Members in Attendance:

Kori Ann Edwards, Chair (remote)

William Shafer, Vice Chair

Paul Widdison

Greg Sanders

Brent Bishop

Jan Burrell

Sara Toliver (remote)

Cori Anderson

Christine Jacobson-Ware

Board Members not in Attendance:

Cameron Cook

OTECH Administration:

James R. Taggart, President

Chad Burchell, Vice President for Instructional Services

Johna Howard, Vice President for Student Services

Tyler Call, Vice President for College Services

Maria Milligan, Associate Vice President for College Advancement

Anita Ruiz, Senior Executive Assistant Board Secretary

Guests:

Jeremy Shaw, Assistant Attorney General

1. INTRODUCTION OF NEW BOARD OF TRUSTEES MEMBERS

Greg Sanders and Brent Bishop were welcomed and introduced as new members of the Colleges Board of Trustees.

Greg Sanders is the CEO of SymbolArts, an Ogden-based company specializing in custom recognition items. he has led strategic planning and growth initiatives, helping SymbolArts become a leader in delivering “Diamond Quality Experiences” through innovative design, production, and delivery solutions.

Brent Bishop is a community leader with a background in business management. He founded Greenbacks All-a-Dollar in 1991, growing it to 100 stores across 10 states before its acquisition by Dollar Tree in 2003. Bishop also co-founded Franklin Covey.

2. APPROVAL OF MEETING MINUTES

The meeting minutes from the August 28, 2025, board of trustees meeting were reviewed and approved as written.

Approval of the Board of Trustees Meeting Minutes from August 28, 2025

Motion to approve: Jan Burrell and seconded by Paul Widdison

Final approval: Motion carried unanimously.

3. APPROVAL OF FY25 AUDIT

Paul Widdison, Chair for the Audit Committee reported the following for the FY25 Audit.

- The audit had no proposed journal entries or audit findings, and no recommendations.
- Paul thanked Katie Sellers and her financial team for their impressive work and Tyler call for his leadership of the team.

Approval of the FY25 Audit

Motion to approve: Will Shafer and seconded by Christine Jacobson-Ware

Final approval: Motion carried unanimously

4. APPROVAL OF POLICIES

Maria Milligan introduced policy updates for student complaints and grievances and student rights and code of conduct.

- Student Complaints and Grievances
 - She explained that the changes in the policy are to simplify and make them more accessible for students.
 - The board discussed the importance of simplifying the policies and making them easier to understand for students.

Approval of the Student Complaints and Grievances Policy

Motion to approve: Christine Jacobson-Ware and seconded by Paul Widdison

Final approval: Motion carried unanimously

- Student Rights and Code of Conduct
 - The policy was reviewed and made reasonable and clear for students.
 - Providing a safe campus and learning environment for students is the purpose of this policy
 - A new section for violations was added.
 - Under due process Utah Code requires us to have this information in the policy, and this language was taken directly from Utah Code.
 - *In section 3.11.3 – A word needs to be corrected - reduce to reduced. Maria will make this change to the policy.*

Approval of the Student Rights and Code of Conduct Policy with One Typo Correction

Motion to approve: Brent Bishop and seconded by Will Shafer

Final approval: Motion carried unanimously

5. UTAH OPEN AND PUBLIC MEETING ACT TRAINING

President Taggart shared that as a public body, the board chair is responsible to ensure that members of the board of trustees are provided with annual training on the Utah Open and Public Meetings Act.

- A training video was viewed by all in attendance and the video was sent to Cameron Cook who was not in attendance.
- The video explained the requirements for open and public meetings, including notice, recording, and minutes.

6. A TIME OF GIVING CAMPAIGN

Maria Milligan discussed the Time of Giving Campaign to support students through the OTECH Foundation.

- Maria shared the need for scholarships and financial aid at OTECH and the impact of donations on students.
- The board agreed with the importance of board member and employee participation in the fundraising campaign.

7. PATHWAY BUILDING DESIGN UPDATE

Chad Burchell introduced the new building project and provided a virtual tour of the design.

- The building will house student services, culinary arts, and instructional spaces on the first floor.
- The second and third floors will primarily be instructional spaces for various programs.
- The building will feature a large event space on the third floor with views of the mountains.
- highlights the state funding for the building and the additional donations raised for naming opportunities.

8. INFORMATION ITEMS

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

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

10. OPEN DISCUSSION

There were no further items of discussion.

11. NEXT MEETING

December 18, 2025, 4:00 p.m.

12. ADJOURN

With no further discussion items, the meeting adjourned at 5:30 p.m.