

# OGDEN-WEBER APPLIED TECHNOLOGY COLLEGE

## BOARD OF DIRECTORS MEETING

August 25, 2011

Harold W Ritchey Board Room

4:00 p.m.

### MINUTES

#### **MEMBERS PRESENT**

Michael Beardall	Business/Industry
Thomas Hardy	Business/Industry
Steve Moore, Chair	Business/Industry
Jerry Ropelato	Business/Industry
Frank Ruiz	Business/Industry
Joyce Wilson, Vice chair	Ogden/Weber School Boards

#### **MEMBERS EXCUSED**

Jeff Harris	Ogden School Board
Richard Taylor	Business/Industry

#### **MEMBERS ABSENT**

Sharilyn Gerber	Weber County School Board
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#### **EX-OFFICIO MEMBERS**

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

Sherm Smith, Chair	OWATC Audit Committee
Tyler Call	Ogden-Weber Applied Technology College
James Taggart	Ogden-Weber Applied Technology College
Rhonda Lauritzen	Ogden-Weber Applied Technology College
Judy Galbraith	Ogden-Weber Applied Technology College
Tina Smith	Recording Secretary

The Board of Directors of the Ogden-Weber Applied Technology College met on Thursday, August 25, 2011, 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 introduced the guests attending the meeting. Judy Galbraith, OWATC instructor assistant, indicated she is attending the meeting as a representative of Faculty Leadership. Sherm Smith, Audit Committee chair, was present and will be reporting on the audit results.

Mr. Moore noted that Richard Taylor, McKay-Dee Hospital, and Jeff Harris, Ogden School District, had asked to be excused.

## **1. BOARD MEMBER INTRODUCTIONS**

Members introduced themselves and briefly reviewed their backgrounds.

The board's newest members are Thomas Hardy, Michael Beardall, Jerry Ropelato, and Richard Taylor (excused from meeting).

## **2. APPROVAL OF FY11 AUDIT**

Sherm Smith, Audit Committee chair, reported on the college's FY11 audit:

- Members were provided with copies of the Government Auditing Standards Report for the Year Ended June 30, 2011, and the Annual Financial Report for the Year Ended June 30, 2011.
- Mr. Smith noted that the college has been audited by outside auditors in the past, including his company, Schmitt, Griffiths, Smith. For the past couple of years, the audit has been conducted by the Office of the State Auditor. He was very impressed by the audit turnaround—he felt it reflected very positively on how quickly the college is able to compile information for the auditors. Auditors are charged with evaluating an organization's systems and the individuals who compile the data.
- Referencing the Government Auditing Standards report, Mr. Smith indicated that the auditor did not identify any deficiencies that are considered material weaknesses. The results of the auditor's tests disclosed no instances of noncompliance.
- The college had a clean audit.

Mr. Moore thanked Mr. Smith for his report. He also thanked Mr. Call and his staff for their assistance in completing the audit.

Mr. Moore noted that he, Mr. Smith, Ms. Wilson, and Mr. Beardall serve on the Audit Committee.

A motion to approve the FY11 audit as presented was made by Frank Ruiz, seconded by Joyce Wilson, and carried unanimously.

Mr. Smith stated that he was open to any questions members might have.

### **3. BOARD MEMBER ORIENTATION**

Members were provided with an orientation booklet, and Mr. Moore reviewed the information.

Mr. Call reviewed the budget information in more depth.

### **4. APPROVAL OF THE MINUTES OF THE MEETING HELD JUNE 23, 2011**

Mr. Moore noted that the board does not meet in July.

A motion to approve the minutes of the meeting held June 23, 2011, was made by Joyce Wilson, seconded by Frank Ruiz, and carried unanimously.

### **5. APPROVAL OF CONSENT CALENDAR**

Referencing the Personnel Report, Mr. Moore noted that the college has hired some additional hourly staff and a salaried employee. Mr. Hardy asked how employees get an increase in their hourly wage, e.g., make a request? Mr. Taggart explained that an employee's hourly wage can be increased if they experience a significant increase in their responsibilities or duties. All salaries have been frozen for the past four years, with some minor increases given as noted. If the college is given monies for compensation, increases will be based upon merit.

Mr. Moore asked if positions at the college have categories and wage ranges attached to them; they do.

A motion to approve the Personnel Report was made by Michael Beardall, seconded by Frank Ruiz, and carried unanimously.

Referencing the Purchase Requisition approval memo, Mr. Moore asked if the paving project had been bid out. President Mercier explained that the project had actually already been completed. The information in the memo is provided to the board so members are aware of these types of projects/purchases. The board generally approves the items after the fact.

Mr. Beardall asked if the college's delegation-of-authority process allows the institution to make these purchasing decisions (above the \$15,000 limit) and notify the board of what took place; it does. He asked if there is a cap in terms of delegation of authority, e.g., purchases above \$50,000 must be pre-approved by the board. Mr. Call will research the cap amount (if any) with State Purchasing. President Mercier will research UCAT policy as well. Mr. Beardall wanted to ensure the college is in compliance. He was uncomfortable with approving actions after the fact if there is a rule that says the board has to approve actions before the fact.

Mr. Ruiz stated that there had been discussion at a previous board meeting about the paving project. President Mercier explained that the college was in the process of repairing the cement on the perimeter road using state money. At that time, the college identified additional sections of road that needed to be repaired and made the decision to do so using college funds (state funds had already been exhausted) while the

company was still on-site as it was less expensive than having them come back at another time. Mr. Beardall indicated that with his board, he has a strict delegation-of-authority process he must follow before taking action. Mr. Moore asked Mr. Call to research statute.

Mr. Moore questioned using the subject title of “Approval of Purchase Requisitions” in the board booklet since this item was not a requisition. President noted that depending upon the month, some of the items are requisitions, while others are informational in nature. For instance, at the beginning of the fiscal year, purchase reqs for annual contracts, e.g., gas and electricity, are included in this section. She wants to keep the board apprised of the college’s actions.

Mr. Beardall asked if the college requests bids for projects. President Mercier explained that—depending upon cost—the college is required to request bids per state purchasing regulations.

A motion to approve the purchase requisition was made by Michael Beardall, seconded by Jerry Ropelato, and carried unanimously.

## **6. REPORT ON VERIFICATION OF MEMBERSHIP HOUR ACCURACY**

Ms. Lauritzen explained that the college is asking the board to certify its membership hour accuracy (membership hour = one hour of student attending class). The data is developed using the student information system (SIS). Because the college implemented a new system, Northstar, last year, a number of safeguards were put into place to ensure the accuracy of the data, e.g., monthly reviews, data monitored on a regular basis.

Per UCAT guidelines, the college must request certification of its membership hour data and certification process. Per page 12 of the board booklet:

- Adult hours: 1,019,222
- Adult head count: 4,232
- Secondary hours: 237,517
- Secondary head count: 1,360
- Total hours: 1,256,739
- Total head count: 5,592

Page 13 of the board booklet includes a letter from UCAT President Robert Brems requesting that the board certify the process and data. President Mercier explained that UCAT used to have an internal auditor who would audit this data; however, he was laid-off due to budget reductions. With the installation of Northstar, the college can review its own data. UCAT has asked the tech colleges to review the data, “clean” it, and ensure that the local boards feel comfortable with it.

Mr. Beardall asked if hours are up or down; they are down. Mr. Moore noted that enrollment data is included in the Enrollment Report in the board booklet. Mr. Taggart noted that the Business Plan year-end report in the booklet also includes enrollment data. He noted that membership hours are a measure of enrolled hours but

not progress. The college encourages students to complete quickly and find employment.

Mr. Beardall asked if there is a correlation with unemployment. President Mercier indicated that increases in enrollment generally coincide with increases in unemployment with the exception of apprenticeship training. Apprentices attend school and work at the same time. When the economy went down, they were still working and going to school. However, last fall, the college experienced a major decrease in apprenticeship enrollments as a result of an increase in lay-offs, and this negatively impacted overall enrollment data. If the individuals don't work, they don't go to school.

Once the data collection process has been completed, data for all tech colleges will be available, and President Mercier will share it with the board. The UCAT Annual Report also includes five years of data for all the institutions.

Mr. Ropelato asked why there has been a decline in enrollments. President Mercier said declines vary across the state and depend on various factors, such as mix of programs, secondary vs. adult enrollments, special contracts, and geographic area.

Ms. Wilson noted that she had recently attended a UCAT Strategic Planning Committee meeting, and it was noted that Northstar will be updated. She asked if the college will be charged for the update. President Mercier stated that it will not as Northstar is an in-house system. Ms. Wilson noted that there had been some discussion about charging a data fee in the future.

A motion to approve the membership hour/head count data and data verification process was made by Michael Beardall, seconded by Frank Ruiz, and carried unanimously.

## **7. REVIEW OF FY12 STRATEGIC PLAN BENCHMARKS AND OUTCOMES**

President Mercier pointed out that a copy of the Strategic Plan is included in members' orientation books. The plan undergoes a major revision every four or five years which includes a review of the college's external/internal environment and strengths/weaknesses. Page 9 of the Strategic Plan lists the critical issues and objectives for the college for the next three to four years. These issues and objectives drive the development of the Business Plan (also included in the orientation booklet).

The Business Plan includes an overview of market conditions, enrollment projections, Strategic Plan objectives, and strategies for achieving the objectives. The Strategic Plan identifies four initiatives, but the college focused on one this year—enrollment/retention.

Page 15-19 of the board booklet provides information on the specific actions, benchmarks, and outcome measures by division for achieving the Strategic Plan objective. The actions are listed by quarter, and the college will provide the board with an update on how it is progressing toward its goals every quarter. A final report is provided at the end of the fiscal year (included in this month's board book in the Information section).

Specific activities by division:

### **Instructional Services**

- Implement changes in programmatic structuring to provide an enhanced experience for new students. The Council on Occupational Education requires the college to report on completion, placement, and licensure rates, and the institution can lose its accreditation if it doesn't meet required levels.

The college has found that retention rates are excellent if students remain enrolled for at least four weeks. The first four weeks are usually the most difficult for students, so programs are looking at starting students at the same time (cohort); working together for the first couple of weeks; and then letting them progress at their own pace afterward. The college is also enhancing orientation.

- Develop and coordinate ongoing student feedback practices as part of programmatic continuous improvement processes. Business/industry does a good job obtaining feedback and providing/posting responses. The college would like to implement the same processes, and a group is working on this issue. The college would like to implement more student forums; improve the evaluation of faculty and educational resources; ensure instructors have the information they need to be effective; collect/post questions and provide responses; and engage students to make sure programs respond to their needs.

### **College Services**

- Implement Phase II of the Safety Security Emergency Management (SSEM) Plan. The Safety Security Emergency Management Plan (SSEM) was implemented a couple of years ago (Phase I) and included establishing a team to address student issues before they become problems; installing surveillance cameras on campus; and developing emergency preparedness kits on campus.

Phase II focuses on training and will include developing a security webpage, conducting a college security survey, completing a three-year training/exercise plan, and participating in a state-wide earthquake exercise.

- Implement changes in reporting and processes within Fiscal Services and Human Resources (HR) to enhance efficiencies, resulting in improved customer service to faculty and staff. The HR Office is being remodeled to allow for greater training capabilities. Fiscal Services will take action to install the latest version of MAS500 accounting software. The division will continue to follow-up on feedback provided by employees.

### **Student Services**

- Launch a customer experience initiative to improve the way we route calls, answer questions, and utilize feedback through Student Services. As the college surveyed its customers, many commented that they were having difficulty making direct contact with employees via the phone system. As a result, the automated phone system was discontinued, and the phones are now answered by an

employee. The college established a help desk for callers who have more detailed questions.

- Craft a marketing strategy to recruit students as they graduate from high school. The college's marketing efforts have been focused on secondary students while they are still in high school. Because of increased graduation requirements, secondary enrollments are decreasing. The college will change its marketing strategy to focus on students as they graduate from high school.

## **8. UPDATE ON COUNCIL ON OCCUPATIONAL EDUCATION (COE) REAFFIRMATION**

Mr. Taggart explained that COE is the college's institutional accrediting agency. Ogden-Weber was first accredited in 2005 and received a 6-year accreditation. As a result, the college is up for reaffirmation this year. Employees have been working on the reaffirmation process for the past two years. There are over 1,000 items that have to be evaluated, and there must be accompanying documentation to show that the college is meeting each of the 11 standards. A steering committee comprised of management staff was established to review all aspects of reaffirmation.

Dr. Anne Matthews is the COE site team leader, and ten individuals will be involved in the site visit. Most of the team will arrive on Monday and will review the information crates on Tuesday and Wednesday. A final report will be provided on Thursday morning.

Ms. Wilson asked if the team reps are from all over the country; they are. Mr. Taggart said that some are retired college presidents; most are administrators. Dr. Matthews is actually a COE Commissioner and has been involved in this process for over 20 years. She was formerly employed as the state career and technical education director for South Carolina. She visited the college a month ago and was pleased with the institution's preparation.

The college is hosting a reception for the site team on Monday, September 26 at 6:00 p.m. in the Union Building, and the board is invited. The employer advisory team chairs and select employees have been invited as well.

Mr. Ruiz asked if the board needs to be prepared for anything in particular. Mr. Taggart indicated that members may be asked about their role and what they know about the accreditation process.

Mr. Taggart stated that the college will provide the board with a report at the September 29 meeting. He noted that the site team makes a recommendation on reaffirmation, and the COE Board will grant reaffirmation sometime next year.

## **9. INFORMATION/DISCUSSION**

Members did not have any questions or comments on the Information/Discussion items.

## 10. UCAT BOARD OF TRUSTEES' REPORT

Mr. Moore indicated that the UCAT Board has not held a meeting since the Ogden-Weber board met in June. The UCAT Board will meet in September.

## 11. PRESIDENT'S REPORT

President Mercier reported on the following items:

- President Mercier provided members with information on the UCAT budget request (includes the requests for UCAT administration and the tech colleges). Compensation is a priority since there haven't been any salary increases for four years. There may be a surplus at the state this year, and compensation could be on the table for discussion. Though compensation is the priority and may end up being the only item funded, UCAT will still provide legislators with information on all its needs so they are aware of them.

UCAT hosted a meeting with Senator Urquhart and Representative Morley yesterday. They spent five hours with the presidents and are very committed to UCAT and its mission. Some time was spent discussing the compensation issue.

Other items in the UCAT budget include:

- UCAT acceleration - to help increase completion rates at tech colleges
  - Northstar SIS – for Northstar staff
  - Custom Fit – to provide ongoing support to local companies; has been cut during the past few years
  - UCAT scholarship fund – the legislature has established several scholarship funds for traditional higher ed; would like to do the same for UCAT
  - One-time funds for equipment
- The state of Utah is interested in getting more people to complete their post-secondary credentials. In a study out of Georgetown, researchers identified the credentials that will be needed through 2020 to keep moving the economy forward. By 2018, approximately 42 percent of jobs will need some type of certification but not necessarily a degree—these are the types of credentials UCAT provides. The tech colleges are good at meeting the needs of employers but need to encourage students to complete.

Mr. Moore asked if this data had been shared with the appropriate individuals. President Mercier noted that last year, higher ed quoted data from the Carnevale study, stating that only 11 percent of jobs will require a certificate and that most jobs would require a degree. Dr. Carnevale came out and stated that higher ed had interpreted the data incorrectly. President Mercier provided the board with the correct data that show that 42 percent will require a certificate. The correct data was provided to the Higher Ed Appropriations Committee chairs.

The Governor has asked state entities to begin compiling their data for the budget process. Everyone has been asked to plan for a flat budget; no reductions at this time.

- President Mercier provided members with information on charter schools. She explained that Senate Bill 55 was passed last year and allows institutions of higher education to become chartering entities for charter schools. Senate Bill 65 was also passed and provides reimbursement to institutions that provide online education to secondary students.

Mountainland tech college (MATC) has recently been approached by two institutions asking it to be their chartering institution. As a chartering institution, MATC would not be involved in providing instruction, nor would it receive any benefit. It serves merely as a pass through for funding.

Before any tech college can become a chartering institution, UCAT must establish a policy addressing this issue. Questions have been raised on what is required to be a chartering entity and what the benefits are to becoming one. President Mercier provided members with a draft policy that will be discussed at the UCAT Board meeting in September.

The presidents have discussed this issue and generally feel that charter schools need to be consistent with the tech colleges' mission. Mr. Ruiz asked if the college sees a need for this option. He stated that the college's mission is to prepare people for jobs, and he did not see a connection with the charter schools. President Mercier stated that the only benefit might be if the tech colleges would have access to the charter school students to get them on the college campuses.

President Mercier wanted to apprise the board of what was taking place at the UCAT level; no action is needed.

## 12. NEXT MEETING

The Board of Directors is scheduled to meet on Thursday, September 29, 2011, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Mr. Moore noted that most meetings will not last for the full two hours.

**Arrangements have been made to take the board's photo at the beginning of the September 29 meeting.**

Meeting adjourned at 6:24 p.m.

/tms