

OGDEN-WEBER APPLIED TECHNOLOGY COLLEGE

BOARD OF DIRECTORS MEETING

December 15, 2011

Harold W Ritchey Board Room

4:00 p.m.

MINUTES

MEMBERS PRESENT

| | |
|--------------------------|---------------------------|
| Sharilyn Gerber | Weber County School Board |
| Thomas Hardy | Business/Industry |
| Steve Moore, Chair | Business/Industry |
| Frank Ruiz | Business/Industry |
| Richard Taylor | Business/Industry |
| Joyce Wilson, Vice chair | Ogden/Weber School Board |

MEMBERS EXCUSED

| | |
|------------------|---------------------------|
| Michael Beardall | Business/Industry |
| Jeff Harris | Ogden School Board |
| Jerry Ropelato | Business/Industry |
| Kevin Sullivan | WSU Institutional Council |

EX-OFFICIO MEMBERS

| | |
|------------------|--|
| Collette Mercier | Ogden-Weber Applied Technology College |
|------------------|--|

GUESTS

| | |
|------------------|--|
| Kristine Howell | Ogden-Weber Applied Technology College |
| Sean Mathis | Ogden-Weber Applied Technology College |
| Orlando Treto | Ogden-Weber Applied Technology College |
| Ronnie Kerr | Ogden-Weber Applied Technology College |
| Rick Brown | Ogden-Weber Applied Technology College |
| Peggy Wilson | Ogden-Weber Applied Technology College |
| Julia Branch | Ogden-Weber Applied Technology College |
| Jason Werner | Ogden-Weber Applied Technology College |
| Curtis Nielsen | Ogden-Weber Applied Technology College |
| Jim Taggart | Ogden-Weber Applied Technology College |
| Tyler Call | Ogden-Weber Applied Technology College |
| Rhonda Lauritzen | Ogden-Weber Applied Technology College |
| Karen Thurber | Ogden-Weber Applied Technology College |

| | |
|------------|---------------------|
| Tina Smith | Recording Secretary |
|------------|---------------------|

The Board of Directors of the Ogden-Weber Applied Technology College met on Thursday, December 15, 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 indicated that Jerry Ropelato, Mike Beardall, Jeff Harris, and Kevin Sullivan had asked to be excused from the meeting.

Mr. Moore introduced guests in the audience: Sean Mathis, YouthBuild coordinator; Orlando Treto, YouthBuild student; Ronnie Kerr, YouthBuild student; Jason Werner, YouthBuild instructor; Julia Branch, YouthBuild counselor; Rick Brown, construction tech instructor; Peggy Wilson, construction tech instructor; Karen Thurber, development director; Kristine Howell, nail tech instructor; Curtis Nielsen, program director.

1. BOARD CHRISTMAS RECEPTION

A special holiday reception for board members and employees was held from 3:30 p.m. to 4:00 p.m.

2. REPORT ON YOUTHBUILD PROGRAM

Mr. Mathis thanked the board for allowing the YouthBuild students to make a presentation about the program. He explained that YouthBuild encourages leadership, and he noted that the students had developed the PowerPoint presentation that Mr. Treto and Mr. Kerr would shortly review. The same presentation was made to the Associated Builders and Contractors group, and the students received a standing ovation.

Mr. Treto and Mr. Kerr reviewed the PowerPoint slides which provided a brief overview of YouthBuild, its activities, and how the program has helped them. Highlights include:

- Who is YouthBuild? High school dropouts, mistaken and misguided youth, children of broken homes, and takers.
- What is YouthBuild? A program in communities that helps to give back, trains in employability skills and leadership, helps with GED/high school completion/trades, and gives hope to youth.
- The individuals in the YouthBuild program must give back to the community and have worked on community service projects at Your Community Connection (YCC), the Homeless Veterans Fellowship (HVF), Catholic Community Center (CCC), and the Ogden River Parkway.
- What YouthBuild has accomplished to date:
 - 25 students have earned the ten hour OSHA certification.
 - 13 students have completed the high school academics.
 - 20 of 36 students have shown numeracy and literacy gains to date.
 - 76 percent of students have completed 67+ hours of leadership development.
 - Completed remodeling of three units at the YCC and two units at the HVF.
- Where is YouthBuild headed? Will continue setting standards for the future; continue to help future generations; will continue to give back to the community.

Mr. Moore complimented Mr. Treto and Mr. Kerr on the presentation.

Mr. Brown commented that he has been amazed at what a little encouragement can do to change a person's life. Mr. Mathis agreed that the students have been working very hard to improve their lives; however, he stated that the YouthBuild team's work in helping them achieve their goals has been phenomenal.

Ms. Gerber complimented the program and students.

Ms. Wilson stated that the presentation should be shared with junior high students. Ms. Gerber agreed, adding that the high schools would also benefit from the information. Mr. Taggart indicated that he may have the students compete in the regional SkillsUSA competition in the extemporaneous speaking and construction tech sections.

Mr. Taggart pointed out that several students have achieved high school completion. They were spending half their day in high school completion programs and the other half of the day in the Construction Tech program. Now that they have finished their high school completion classes, they are exploring other college programs.

Referencing the remodeling projects in the presentation, Mr. Taggart indicated that the students were working on the projects after just eight weeks of construction tech training. Ms. Gerber had heard a representative from Your Community Connection (YCC) commenting on the high-quality work the students are doing.

Mr. Moore asked where the materials for the projects come from. Ms. Thurber explained that American Express provided some funds for materials; the federal grant also provided funding for materials. Home Depot has provided some donations, and the YCC and HVF will help obtain donations if needed.

3. APPROVAL OF THE MINUTES OF THE MEETING HELD NOVEMBER 17, 2011

Referencing the minutes, page 7 of the board booklet, second paragraph, Mr. Call noted that Mr. Ruiz had commented on the importance of following up on employee credentials to ensure they are legitimate. Mr. Call explained that the college confirms certifications and licensures with the Department of Occupational and Professional Licensing. Diplomas and degrees are verified with certified transcripts. The college will follow up on documentation that doesn't appear to be legitimate.

A motion to approve the minutes of the meeting held November 17, 2011, was made by Joyce Wilson, seconded by Richard Taylor, and carried unanimously.

4. APPROVAL OF PROPOSED POLICIES – SECOND AND FINAL READING

Criminal Background Checks: Mr. Call explained that the board had reviewed this policy last month. No additional changes have been made since that time.

Ms. Wilson asked if the college had purchased fingerprint check equipment; it has.

A motion to approve the Criminal Background Checks policy on the second and final reading was made by Sharilyn Gerber, seconded by Thomas Hardy, and carried unanimously.

Motor Pool Usage: Mr. Call explained that the board had reviewed this policy last month. No additional changes have been made since that time.

A motion to approve the Motor Pool Usage policy on the second and final reading was made by Joyce Wilson, seconded by Sharilyn Gerber, and carried unanimously.

5. APPROVAL OF CHANGE IN POLICY REVIEW PROCESS

President Mercier explained that it has been the college's practice to have two readings for all policies. However, the board rarely makes any changes between the first and second readings. She proposed streamlining the process and having one reading for every policy. If the board has questions, or requests further research, etc., the policy can be put on hold.

Mr. Ruiz asked if there is a process for readdressing any issues that may come up in policy. President Mercier stated that any policy can be reviewed or readdressed at any time.

A motion to require a single reading for all policies unless there are significant changes or further research is required was made by Richard Taylor, seconded by Sharilyn Gerber, and carried unanimously.

6. DECEMBER BOARD MEETINGS

President Mercier noted that December tends to be a busy month due to the holidays, and she has found that the board agenda doesn't often have approval items on it during this month. During the past six years, the December agenda has only had approval items three times, generally for approving policies on the second reading.

President Mercier proposed scheduling December meetings every year but holding them only if there are approval items that need to be addressed. She will still meet with Board Leadership (board chair and vice chair) in December. The Christmas reception would be moved to November. At the November meeting, the board can determine whether it needs to meet in December. Again, the December meeting would be calendared but canceled if not needed.

Mr. Ruiz noted that in some years, critical issues may need to be discussed, e.g., legislative issues. President Mercier stated that the board can meet in December if needed.

Mr. Taylor asked if there have always been meetings held in December; yes, there have been. He supported calendaring the December meetings and canceling them if needed.

Mr. Ruiz asked if canceling the December meeting is precluded in the board By-laws; it is not. Mr. Taylor asked if the By-laws require a certain number of meetings per year. Mr. Moore reviewed the By-laws which state that the board shall meet according to a board-adopted schedule. He reiterated that the December meeting would still be calendared and then canceled as needed. Mr. Taggart noted that the board does this in

July—the schedule states that a meeting is not generally held in July but can be scheduled if needed.

A motion to continue scheduling board meetings in December but holding them only if there are approval items that need to be addressed was made by Joyce Wilson, seconded by Sharilyn Gerber, and carried unanimously.

7. INFORMATION/DISCUSSION

- **Revenue/Expenditure Report:** Mr. Call explained that he provides the board with two financial reports--one on pages 22-24 of the board booklet and one under separate cover (pages 28-42). The financial statements are developed according to GAP and GASB requirements. They are included in the board booklet and available to the public. The financials provided under separate cover have more detail and are provided only to the board. Mr. Call noted that tuition and fees are up because enrollment has increased. The college is over budget in general expense as a direct result in the increase in the Pell budget. The Pell budget is \$250,000 above budget for the first 5 months of the fiscal year. The college budgeted \$1.5 million and is on track to spend \$2 million. The college receives the federal dollars, but they are allocated to the student.
- **Enrollment Update:** Adult enrollments are up slightly; secondary enrollments are down slightly.
- **Custom Fit Update:** Many companies are taking advantage of Custom Fit training.
- **Marketing Update:** Ms. Lauritzen indicated that the Marketing Department has developed a channel management strategy wherein it has assigned a liaison to every organization in the community. The department also works very closely with the districts' adult ed programs, making presentations to students and encouraging them to seek post-secondary credentials. Ms. Gerber noted that more adult ed students are expressing an interest in enrolling at the tech college. President Mercier stated that the college is increasing its efforts to get students to enroll after high school since it's difficult for them to enroll when they are in high school.
- **Campus Development Update:** Banners have been installed on the street per Mr. Hardy's suggestion. Mr. Ruiz asked how long the marquee has been on campus; 15 years. He asked whether the new marquee will use new technology; it will. Ms. Lauritzen said the new marquee will be similar to the electronic sign on 30th Street. The design for the Manufacturing Innovation Center is complete. The bid has been awarded, and construction has started.

8. UCAT BOARD OF TRUSTEES' REPORT

Mr. Moore reported that the UCAT Board has not met since the college's board met in November. The next meeting will be held in January.

9. PRESIDENT'S REPORT

President Mercier reported on the following items:

- Legislative breakfast: Met with the Weber County legislators on Friday, December 9. She thanked Ms. Wilson for attending the breakfast. President Mercier provided members with a copy of the materials that were distributed at the meeting. She noted that the local legislators are very supportive of the college, and the discussion was very positive.

The college's first priority is compensation. Even though there won't be much funding available beyond compensation this year, the college still provided the legislators with information on how it would support programs if additional monies were made available.

President Mercier also provided legislators with information on ROI (how the state's investment in the college is returned)—the college placed 1,186 students in related placement which equals over \$30 million in estimated annual payroll. She also provided legislators with a copy of the UCAT budget.

- Governor's Budget: President Mercier provided the board with a summary of the "Detail of Ongoing Adjustments by Agency." The Governor is recommending \$1.2 million for performance-based funding (a two percent increase). At the present time, the COLA increases and benefits don't include higher education, just public education. However, the Governor doesn't set the budget; the legislature does.
- UCAT internal auditors will audit membership hours, Custom Fit, UCAT central internal processes, and presidents' compensation this year.

Ogden-Weber's membership audit was clean (no findings). This is the college's first audit since it moved to the Northstar system. The auditors randomly sampled 40 students; reviewed documentation on withdrawals and schedule changes; reviewed board minutes to ensure that new programs were appropriately approved; and reviewed membership hours.

A couple of minor issues were noted: 1) withdrawal documentation – didn't see a reason for withdrawal in documentation for one student; the withdrawal code is listed in Northstar but may not show up if a student is dropped for non-attendance or non-payment; 2) schedule change – student is supposed to sign schedule change forms; had one instance where this did not occur; college will tighten up its processes; and 3) backdating student hours – documentation is needed to show why backdating occurred; documentation is in place. Some of these problems occurred early on during Northstar implementation.

- Roy Lease: The college decided on a two-year lease with a third-year option. The rate will be kept the same with a three percent escalation. The lease will be submitted to the UCAT Board for approval in January. The college has developed a plan for making shifts to the smaller space.

- **Street Sign:** When the college first took ownership of the main campus, the address was originally 559 East AVC Lane. That was changed to 200 North Washington Blvd.; however, the street sign still listed the AVC Lane address. The college worked with the city which approved a change to “Tech College Drive.” New signs were put up at the Washington and Monroe entrances. The perimeter road is now known as “Tech College Circle.”
- The college and the YouthBuild program held a food drive together, and over 576 pounds of food and \$300 was donated. The donations will provide approximately 700 meals to the community.
- **Annual Report:** President Mercier provided members with a copy of the college’s FY11 Annual Report.

10. NEXT MEETING

The Board of Directors is scheduled to meet on Thursday, January 26, 2012, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 5:07 p.m.

/tms