

OGDEN-WEBER APPLIED TECHNOLOGY COLLEGE

BOARD OF DIRECTORS MEETING

January 27, 2011

Harold W Ritchey Board Room

4:00 p.m.

MINUTES

MEMBERS PRESENT

Ruth Brockman	Business/Industry
Barney Chapman	WSU Board of Trustees
Jeff Harris	Ogden School Board
Douglas J. Holmes, Chair	Business/Industry (via telephone)
Lloyd McCaffrey, Vice Chair	Business/Industry
Frank Ruiz	Business/Industry
Joyce Wilson	Ogden/Weber School Boards

MEMBERS EXCUSED

Sharilyn Gerber	Weber County School Board
Steve Moore	Business/Industry
Brent Richardson	Business/Industry

EX-OFFICIO MEMBERS

Collette Mercier	Ogden-Weber Applied Technology College
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GUESTS

Rhonda Lauritzen	Ogden-Weber Applied Technology College
Tyler Call	Ogden-Weber Applied Technology College
Jim Taggart	Ogden-Weber Applied Technology College
Karen Thurber	
Randy Hodges	
Tina Smith	Recording Secretary

The Board of Directors of the Ogden-Weber Applied Technology College met on Thursday, January 27, 2011, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room. The meeting was conducted by Lloyd McCaffrey, vice chair, in Douglas Holmes' physical absence. Mr. Holmes participated in the meeting via telephone. The agenda proceeded as follows:

Mr. McCaffrey noted that Sharilyn Gerber, Brent Richardson, and Steve Moore had asked to be excused from the meeting.

1. APPROVAL OF THE MINUTES OF THE MEETING HELD DECEMBER 18, 2010

A motion to approve the minutes of the meeting held December 18, 2010, was made by Barney Chapman, seconded by Joyce Wilson, and carried unanimously.

2. APPROVAL OF CONSENT CALENDAR

Referencing the Personnel Report provided to the board under separate cover, Mr. McCaffrey asked if the hiring taking place is to meet current needs; it is. President Mercier noted that the Certified Nursing Assistant (CNA) Skills Examiner position is new. The college could not hire a current employee to proctor the exams as this would be a conflict of interest. Students in the local area now have a place to take the CNA test as opposed to traveling to Salt Lake.

Mr. McCaffrey noted that the college hired some security guards. President Mercier explained that the college and Okland Construction are sharing the cost of temporary security guards to patrol the health building. The facility experienced a couple of instances of vandalism.

Referencing the Purchase Requisition report provided to the board under separate cover, Mr. McCaffrey asked if the task chairs for the Drafting program were competitively bid; Mr. Taggart said they were. The chairs were purchased from Utah Correctional Industries which is under state contract; they had the least expensive bid.

Mr. McCaffrey also noted that the college purchased 32 workstations for the Media Design program; he felt the cost was reasonable. Mr. Taggart explained that the program requires high-end workstations in order to run the software. The college has added two monitors for each station to match the industry standard and as approved by the Media Design Employer Advisory Team.

Mr. McCaffrey asked if state funds are being used for the landscaping south of the Health Building. President Mercier explained that the project is being covered through the college's fund balance as approved by the board.

President Mercier noted that the networking/telecommunications equipment that was purchased was covered by the Agency Management Account (Health Building funds). The college transitioned to a voiceover IP system on campus.

A motion to approve the Consent Calendar was made by Ruth Brockman, seconded by Jeff Harris, and carried unanimously.

3. SECOND QUARTER BUSINESS PLAN REPORT

President Mercier reviewed the status of the Business Plan for the second quarter:

- Enrollment is down and not expected to change much this year. Apprenticeship enrollments have decreased significantly. With a majority of the college's programs at capacity, the institution will not be able to make up the loss of those enrollments. Apprenticeship enrollments declined because of the economic downturn. If the apprentices are not working, they don't enroll in school.
- The college will continue its marketing and outreach activities during the third quarter.

President Mercier and the vice presidents provided an update on the two critical issues identified in the Strategic Plan—enrollment/retention and internal effectiveness.

Enrollment/Retention

- Objective: Increase student completion, licensure, and placement by ensuring that students possess the skills and capabilities that will allow them to be successful in their chosen programs and occupations.
- Strategies:
 - Refine academic standards to make them more objective and standard for all programs.
 - Define and establish benchmarks for programmatic completion rate goals.
 - Enhance student job placement by redesigning the career services function and marketing the college and its students to employers.
- Outcomes:
 - Implemented standards last year to help ensure that students are progressing so they can complete their programs. Implemented a plan to track student progress. If they are not progressing, the institution helps them find a more appropriate program.
 - Some programs are seeing differences in completion/placement rates while others are not. Employers and faculty suggested updating entrance requirements. As a result, the college evaluated the reading levels of its textbooks and reviewed the information with employers. All students are assessed (with a few exceptions, e.g., lifelong learners), and they are enrolled into a program if they meet the entrance standards. If they don't meet the standards, they are enrolled in the college's academic literacy class.

Mr. McCaffrey asked if the college has data on the number of students who don't meet progress. Mr. Taggart said it depends on the program. For instance, Sheet Metal had good placement and licensure rates, but overall progress numbers were low. The college found that many students were working which affected their attendance and progress. On

the other hand, Practical Nursing students have 100 percent attendance and progress because it is a program requirement.

Mr. Taggart stated that the college needs to establish completion rate benchmarks. College staff have been working with the Northstar development team to ensure that timely reports are being provided. Data exists, but the college often has to manipulate it which is time-intensive. Ms. Brockman suggested benchmarking with other tech colleges; Mr. Taggart indicated the college would more than likely benchmark with Weber County institutions.

- Strengthened Career Center. The name of the Career Center was changed to Student Success Center. Staff created a page on the college's website where employers can directly post job openings. VISTA volunteers are helping educate students about the center's services. Staff are providing workshops on interviewing, dressing for success, developing resumes, etc., in preparation for the upcoming Career Fair. The college learned that many students and faculty didn't realize that the center was a resource, and staff have been actively marketing the services. A year ago, the center averaged 200 visits a month; this year it's 400.

Internal Effectiveness

- Objective: Streamlining internal processes to reduce costs and complexity while offering customers what they want.
- Strategies:
 - Working on C.O.E. accreditation reaffirmation which provides the college with an opportunity to ensure optimal efficiency in meeting institutional goals. The college will review FY10 Annual Report data and recommend areas for improvement.
 - Complete Northstar implementation. The implementation has gone well, and the college is working on ensuring its reporting requirements are being met. Mr. McCaffrey asked if UCAT recognizes Ogden-Weber's need for custom report; Ms. Lauritzen stated that the development team has been very supportive. The college is in the process of prioritizing its needs and is working on version 2 of the software; custom reports are not as high a priority as a result.
 - Implement Phase I of the Safety Security Emergency Management (SSEM) plan, including the design of both digital recording and automated access controls for each campus location.
- Outcomes:
 - The college reviewed C.O.E. Annual Report data and identified areas of improvement in collecting placement data and reviewing secondary

student completion rates. The college hired an outcomes specialist to track placement data throughout the year.

- Major Northstar reports have been audited for accuracy.
- Plans for the digital recording and automated access have been reviewed by college staff and the Division of Facilities Construction and Management (DFCM) project manager. Minor changes have been implemented based on their recommendations. The project manager hopes to have a bid approved by the end of March.

4. INFORMATION/DISCUSSION

Members did not have any questions about the Information/Discussion items.

5. UCAT BOARD OF TRUSTEES' REPORT

President Mercier provided members with a written report on the UCAT Board of Trustees meeting and reviewed the highlights:

- Several policies were approved, some of which will impact how the college does business.
 - Membership Hours: Changed one section in policy as it relates to tracking membership hours. Under the old policy, if a student enrolled in a lock-step class, the institution would count all the hours in the first month since it had already allocated resources for the student. However, several institutions found that if all the hours for the course are counted in that first month of class, their membership hour reports were skewed. Tracking the enrollment history from year to year was also difficult. The section was changed to state that the institutions would count the hours in the month they are generated.
 - Tuition/Fees: USOE requested more communication between the tech colleges and school districts as it relates to fees. Under the new UCAT policy, the local boards will approve the fee structure for adult and secondary students. Once approved, the tech college presidents will communicate the information to the district superintendents. The local school board members who serve on the tech college boards will share the information with their school board chairs. President Mercier noted that the college already shares this information with the career and technical education (CTE) counselors, CTE staff, etc. The information must be shared by March 31 of every year, effective 2011.
 - Tuition Refund: Deleted the existing policy and addressed tuition refunds in the Tuition policy.
 - Criminal Background Check: The college has been conducting its background checks based on the employee's name and social security number. The State Office of Education (USOE) would like the tech colleges to use a fingerprint check process, the same as required for their employees. UCAT agreed to do so. As a result, all final applicants at the tech colleges will undergo the fingerprint check. Per UCAT policy, the tech colleges must also develop a plan to address how the background checks will be conducted on current employees every six years.

Mr. McCaffrey asked if the checks will only be conducted on those employees who work with secondary students. President Mercier stated that all employees must undergo the fingerprint check. The only employees who have some leeway are those who are contract employees unless they have significant contact with secondary students.

President Mercier stated that the college will have to fingerprint 350 employees and will provide the board with its implementation plan for review in the near future.

She noted that the universities aren't required to perform the fingerprint check because they don't have a mandate to serve secondary students. However, statute requires their employees to undergo the check if they have significant contact with secondary students.

The college has a couple of options—it can purchase a digital fingerprint machine (\$12,000 - \$14,000) or contract with another entity (such as the Ogden School District) for the service (cost plus administrative fee). It may be less expensive in the long run to purchase the equipment. The college is researching both options. The cost of background checks varies by employee, e.g., dependent on whether they have lived in multiple states.

President Mercier will provide the board with a plan and associated costs.

Ms. Wilson asked why the school district would charge the college extra for this service if a majority of secondary students are from Ogden School District. President Mercier indicated that there is employee time and fees involved with providing this service.

- 218 Agreement: President Mercier explained that when a new entity is created—like UCAT was—the employees of the entity must vote on whether they want to stay in the Social Security system if they already have a state retirement plan. As a result, UCAT is required to hold a referendum on this issue. In addition, according to the Utah State Attorney General's Office, because UCAT is considered a single entity, the vote must be taken UCAT-wide, not by individual campus.

If UCAT votes to stay in Social Security, nothing changes. However, if UCAT opts out, there are several issues that need to be addressed, such as what will be done with the employer's 6.2 percent allocation? What will happen to the employee's portion? The UCAT Board will need to make a decision on these questions. One option is to put the employer's 6.2 percent portion into some type of savings plan and encourage employees to provide some type of match.

There is a question of how secure the 6.2 percent funding is since it would no longer be a mandated cost. If the state has budget issues in the future, there may be a possibility that it would expropriate those funds since they aren't being used for Social Security.

Tyler Brinkerhoff, UCAT finance officer, will convene a meeting of the tech college business managers to discuss various options and how to provide information to tech college employees.

Mr. McCaffrey noted that there may be some employees who have been paying into Social Security system but are not yet vested; President Mercier said their funds would be lost. She noted that there are also concerns about whether a lack of Social Security would negatively impact employee recruitment. On the other hand, employees would be able to manage their own investment portfolios.

Ms. Wilson asked about eligible voters, and President Mercier stated that all UCAT employees who are employed and participating in state retirement at the time the vote is taken are eligible.

Mr. Harris asked if UCAT knows where the 6.2 percent of employer funding will be allocated if employees opt out of the system; Mr. Call stated that the business managers will discuss this issue. Recommendations about the referendum and various funding options will be presented to the UCAT Board at its April meeting.

- Strategic Plan process: UCAT will establish a strategic planning committee. President Brems is interested in representation from each of the campus boards of directors--the school board representatives in particular. As a result, Brent Richardson was asked to serve in this capacity, and he has agreed.

6. PRESIDENT'S REPORT

President Mercier reported on the following items:

- Fraud prevention: The college has been focusing on fraud prevention efforts during the year, and Mr. Call developed an annual fraud plan. Phase I included notifying employees about the college's stance on fraud prevention. An email was sent to all employees, and Mr. Call developed a vinyl sticker with fraud prevention information and links which was distributed to every employee (salaried and hourly).

Ms. Brockman asked if employees sign a statement that they participated in fraud prevention training. Mr. Call stated that the college has not implemented such a process; he will look into adding a sign-off option to the training.

- Health Building schedule: President Mercier provided members with a copy of the Health Building grand opening schedule of events (dates and times subject to change) and asked them to calendar the dates. The building is on schedule to be finished in April and turned over to the college on June 1.

President Mercier briefly reviewed the schedule:

- June 6: Students moved into the building during the week of June 6.
- June 9: Community donor recognition dinner held in Cross Hall.
- June 14: Open house for current and former employees, health program students, and healthcare employer partners.
- June 16: Community open house and ribbon cutting. This activity will involve the entire campus with a focus on the Health Building. President Brems would like to hold the UCAT Board meeting on campus on this date as well.
- June 24: Employee donor lunch.

- Budget

- State agencies were directed to look at a base budget reduction of seven percent at the beginning of the session. Once revenue data is made available, the legislature will look at adding funding back in. The Governor is recommending an increase in the public education budget; higher education would remain flat.
- Tech colleges are enjoying positive support at the legislature. The presidents presented information about their colleges to the Higher Education Appropriations Committee about their institutions—a first in UCAT history. The committee proposed a 7 percent budget reduction for the Utah System of Higher Education (USHE) and a 5.9 percent reduction for UCAT. Utah Education Network (UEN) funding was reduced 10 percent—a surprise since UEN funds the backbone and internet for the entire state education system (public and higher) and has provided significant support to Ogden-Weber. The savings from the UEN budget were added to the UCAT budget, which reduced UCAT's reduction to 5.9 from 7 percent. The proposal will be forwarded to the Executive Appropriations Committee on Tuesday, and the committee will finalize the base budget bill.

The seven percent reduction figure was based on the fact that seven percent of the current state budget is comprised of one-time money (\$313 million). The legislature considers this a structural imbalance, and all state budgets were reduced by an average of 7 percent to resolve the problem. The legislature wants to ensure that ongoing funds are covering ongoing costs. The Governor's proposed budget would resolve the imbalance over two or three years which was why his reductions were less drastic.

The balance of the rainy day fund is \$210 million; however, this is one-time money. The legislature needs to address the \$313 million imbalance; growth in public education (which hasn't been funded in two years); and soaring Medicaid costs. Medicaid makes up a large portion of the budget, and costs are continuing to increase. The legislature will look at making fundamental changes in how Medicaid is funded. There are \$437 million of additional budget needs, and the legislature is not sure how it will handle these issues at this time. President Mercier will keep the board apprised of the budget as the session progresses.

Mr. Chapman asked if secondary education is being held harmless. President Mercier indicated budget reductions are being recommended across all sectors of education. She noted that if funding is restored, it will not likely be allocated across the board. The legislature will be taking a careful look at where funding will be re-allocated.

Mr. McCaffrey asked if the tech colleges have been asked to begin planning for the 5.9 reduction; President Mercier replied that reductions have not formally been requested. A similar scenario happened last year—the legislature requested higher reductions, but by the end of the session, the Governor’s budget recommendations—which had smaller reductions--were implemented.

Mr. Ruiz asked how the current proposed reductions would impact the college budget. President Mercier stated that the reduction amounts to \$726,000, and the college will begin developing a contingency plan.

Mr. Ruiz noted that Senator Buttars has made comments about changing public education, and he asked how his philosophy would impact education, particularly higher ed, and whether the college needed to make any preparations for the future. President Mercier stated that the college has not been asked to take any action at this time.

11. NEXT MEETING

The Board of Directors is scheduled to meet on Thursday, February 24, 2011, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 5:11 p.m.