

OGDEN-WEBER APPLIED TECHNOLOGY COLLEGE

BOARD OF DIRECTORS MEETING

June 23, 2011

Harold W Ritchey Board Room

4:00 p.m.

MINUTES

MEMBERS PRESENT

Ruth Brockman	Business/Industry
Sharilyn Gerber	Weber County School Board
Jeff Harris	Ogden School Board
Douglas J. Holmes, Chair	Business/Industry
Lloyd McCaffrey, Vice Chair	Business/Industry
Steve Moore	Business/Industry
Brent Richardson	Business/Industry
Frank Ruiz	Business/Industry
Joyce Wilson	Ogden/Weber School Boards

MEMBERS EXCUSED

Barney Chapman	WSU Board of Trustees
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EX-OFFICIO MEMBERS

Collette Mercier	Ogden-Weber Applied Technology College
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GUESTS

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

The Board of Directors of the Ogden-Weber Applied Technology College met on Thursday, June 23, 2011, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room. The meeting was conducted by Doug Holmes, chair. The agenda proceeded as follows:

Members were provided with a copy of a new college publication which will be used to market the institution's services to employers. Custom Fit and college instructors will develop a strategy for distributing the booklet and identifying the target companies. Mr. Taggart noted that the college is reducing the number of publications and focusing on quality. Many of the college's customers will be directed to the website. Employers are the institution's main customers, so in this case, the college wanted to focus on them with the new publication.

1. APPROVAL OF THE MINUTES OF THE MEETING HELD MAY 26, 2011

Referencing page 8 of the board booklet, minutes of May 26, 2011, Mr. Holmes noted that the college was going to report to the board on the other "government or commercial entities" that would conduct fingerprint checks for the institution. President Mercier explained that this was actually a grammar/punctuation issue. The paragraph should have stated that fingerprint checks would be conducted on the following "employees/volunteers as listed," rather than providing a list of government/commercial entities that would conduct the check. The paragraph has since been reworded.

Referencing page 9 of the board booklet, minutes of May 26, 2011, fifth paragraph, second sentence, Mr. Holmes corrected the sentence, noting that the comment should have been attributed to Tyler Call rather than Mr. Holmes. Ms. Smith will correct the minutes.

Mr. Holmes asked Mr. Richardson if the UCAT Strategic Planning Committee had met recently. Mr. Richardson indicated that the committee had met, but he had been unable to attend. Referencing the Ogden-Weber board's minutes of May 26, Mr. Holmes noted that Mr. Richardson had reported that the committee is looking at ways for tech college certificates to be transportable within UCAT. When UCAT was first established, it was placed under the auspices of the State Board of Regents. At that time, a process was implemented whereby draft certificates were forwarded to the Commissioner's Office and circulated among the higher ed institutions for comment.

Mr. Richardson clarified that the issue he reported on was the transportability of certificates among the tech colleges, not the universities. President Mercier further clarified that the issue is transportability for students who want to earn an associate's degree under the Regents' new policy. Tech colleges will have articulation agreements with their regional higher ed institutions but not with higher ed institutions outside their regions. The question is how a certificate can be approved outside a region without having a specific agreement in place.

Mr. Holmes was concerned about the higher ed institutions requiring a complete match of courses. Mr. Richardson indicated there is some flexibility in accepting courses. President Mercier related that the tech college presidents have discussed this issue, noting that what is needed is an agreement between UCAT and the Utah System of

Higher Education (USHE) stating that any 900-hour certificate from a UCAT institution shall be accepted at any of the higher ed institutions.

Mr. Holmes expressed concern about having the higher ed institutions review the curriculum before accepting it when there may be no direct match between courses. President Mercier reiterated that the higher ed institutions would accept the 900-hour certificates; they would not review them course by course. The process will not drive what the tech colleges do on their campuses; rather, it will help them communicate with higher ed institutions outside the region as it relates to the 900-hour certificates.

Mr. Holmes asked if the Barker Family Health Technology Building open house held on June 16 was well attended. President Mercier reported that approximately 500 people participated before the event was closed down due to inclement weather.

A motion to approve the minutes of the meeting held May 26, 2011, as corrected was made by Brent Richardson, seconded by Joyce Wilson, and carried unanimously.

2. APPROVAL OF CONSENT CALENDAR

A motion to approve the Consent Calendar as presented was made by Lloyd McCaffrey, seconded by Frank Ruiz, and carried unanimously.

3. APPOINTMENT OF NEW MEMBERS

Mr. Holmes reported on the status of board membership:

- Sharilyn Gerber was reappointed by the Weber School District Board.
- Weber State University (WSU) will appoint a representative to replace Barney Chapman; however, the Governor appoints WSU's members, and he has not taken any action at this time.
- Ruth Brockman retired from McKay-Dee Hospital and stepped down from the board; Richard Taylor, McKay-Dee Hospital Foundation director, will take her place.
- Mike Beardall, CEO, Cornerstone Research and Development; Jerry Ropelato, CEO, TechMedia Network; and Thomas Hardy, owner/creative director, Thomas Hardy Salons have agreed to serve on the board as business/industry representatives. According to state statute, a local business entity must approve the appointments. The Chamber Board acts in this capacity for Ogden-Weber and has approved the nominations.

A motion to approve the new business/industry members was made by Steve Moore, seconded by Frank Ruiz, and carried unanimously.

4. ELECTION OF BOARD LEADERSHIP AND UCAT BOARD REPRESENTATIVE

Mr. Holmes explained that his and Mr. McCaffrey's terms are up, and they are leaving the board. As a result, the board needs to elect new leadership (chair and vice chair). Mr. Holmes opened the floor for nominations.

A motion to nominate Steve Moore as chair was made by Frank Ruiz and seconded by Lloyd McCaffrey. No other nominations were received. Mr. Moore was elected board chair by acclamation.

A motion to nominate Joyce Wilson as vice chair was made by Sharilyn Gerber and seconded by Lloyd McCaffrey. No other nominations were received. Ms. Wilson was elected vice chair by acclamation.

Mr. Holmes indicated that the board must choose a representative to serve on the UCAT Board and that it should be a rep from business/industry.

A motion to nominate Steve Moore as the UCAT Board rep since he is the board chair was made by Frank Ruiz. Mr. Richardson clarified that the chair is not required to serve as the UCAT Board rep. Mr. McCaffrey seconded the motion. Mr. Moore requested that Frank Ruiz serve as his alternate should his schedule preclude him from attending a UCAT Board meeting. The motion and Mr. Moore's request were approved by acclamation.

5. BOARD MEMBER RECOGNITION

President Mercier provided Ms. Brockman, Mr. Chapman, Mr. Richardson, Mr. McCaffrey, and Mr. Holmes with gifts (college blanket and clock) on behalf of the board and college to thank them for their service. President Mercier presented Mr. Holmes with a specially engraved desk set in recognition of his 13 years of service as chair.

6. APPROVAL OF FY12 BUDGET

Mr. Call reviewed the variances between the FY11 and FY12 budgets. The FY12 Business Plan presented to the board in May focused on the state appropriation. The information provided below includes all budget categories.

Operating Revenues

- The Student and Fees budget is projected to increase by 3 percent or \$48,000.
- Federal Grants and Contracts increased by \$373,000 as a result of the federal Youth Build grant. The IT and Welding grants will be completed next year.

Mr. Holmes asked about Youth Build program. Mr. Taggart explained that this is a three-year grant that is targeted at youth ages 16-25 who have not graduated. Half of their day will be spent working on high school completion (provided by the district) and the other half on learning construction skills. The focus is not so much on teaching them construction skills as it is teaching them good work skills. Students are paid to go to school but must meet certain benchmarks. If they do, they receive "bonuses." The program will serve approximately 35 students per year.

Ms. Gerber asked how the college recruits students. Mr. Taggart indicated that the college hired staff, and they are responsible for recruitment. The college is

also working with various agency partners and the district to identify students who are eligible for the program.

- State and Local Grants and Contracts revenue decreased as a result of reduced secondary Perkins funding.
- Projected revenue in Auxiliary Enterprises is comparable with the current year.

Operating Expenses

- Salary budgets are higher than in FY11, primarily to accommodate the addition of the Youth Build program and potential need for hourly faculty.
- Employee Benefits have increased due to the increase in salary budgets and cost increases in health insurance and retirement benefits.
- General Expense budgets remain relatively unchanged.
- Capital Expense budget is down significantly due to fewer capital purchases in connection with the Welding grant.
- Depreciation expense is projected to be much higher as a result of the completion of the Barker Health Building.

Non-operating Revenue

- The state appropriations fund has increased slightly due to the addition of operating and maintenance funding for the new Health Building.
- Division of Facilities Construction and Management (DFCM) appropriations are down because of the completion of the Health Building.
- Gifts will decrease because of the completion of the Health Building.
- Federal grant projections are down by \$204,000 as a result of early estimates for the amount of Pell demand.

Mr. McCaffrey complimented Mr. Call on his efforts in monitoring the budget.

Mr. Richardson asked what the college does with depreciation since it's a line item that the budget is balanced to. Mr. Call explained that depreciation decreases fund balance and capital assets every year. The college had a total of \$20 million in fund balance and capital assets, and it is now at \$19 million. The college always shows a net loss due to depreciation. The intent of the depreciation entry is to show the college and state as businesses. Depreciation is merely a journal entry and has no impact on the budget. The college is required to estimate depreciation (which it does) and explain in the financials why it is experiencing a loss.

A motion to approve the proposed FY12 budget was made by Brent Richardson, seconded by Ruth Brockman, and carried unanimously.

7. APPROVAL OF PROPOSED POLICIES (FIRST AND FINAL READING): COURSE CHALLENGE AND TRANSFER CREDIT

Mr. Taggart explained that the Council on Occupational Education (C.O.E.) requires the college to have a clear policy on transfer of credit from other institutions. The transfer of credit is currently addressed in the Course Competency Credential policy. The college has decided to separate the Course Competency Credential policy into two policies: Course Challenge and Transfer Credit.

The Course Challenge policy addresses requests for course competency mastery through a challenge exam and/or competency demonstration.

The Transfer Credit policy addresses requests for course competency mastery through course transfer from another institution.

Because the changes being requested are minor, the college is requesting one, rather than two, readings.

Course Challenge: Changes included adding a sentence that clarifies that courses requiring state/federal certificates or licensure with required hours of participation are not eligible for course challenge. Added a definition to clarify the meaning of “administering or monitoring a challenge.”

Referencing pages 18 and 20 of the board booklet, Mr. Holmes noted that “e.g.” should be replaced with “i.e.”

Mr. Ruiz asked if the college has a process for verifying transferred credit. Mr. Taggart stated that this issue will be addressed in the Transfer Credit policy.

A motion to approve the Course Challenge policy on first and final reading was made by Sharilyn Gerber, seconded by Frank Ruiz, and approved unanimously.

Transfer Credit: This policy was revised to address granting course credit through a transfer rather than through a course challenge or competency demonstration.

In response to Mr. Ruiz’s previous question, Mr. Taggart stated that the college is requesting an official transcript or official alternate documentation to verify credit. In many cases, the college has articulation agreements in place with institutions, so credit is automatically granted. If no agreement exists, the transcript is given to the instructor to evaluate, and students may be asked to show skill demonstration. The college can also call the transferring institution to ensure the competencies match.

Referencing page 21 of the board booklet, Transfer Credit policy page, section 3.6, Articulation agreement, Mr. Holmes indicated that the definition should not include the same word (articulation) that is being defined. Mr. Taggart will review the language in policy and revise it.

Referencing page 21 of the board booklet, Transfer Credit policy page, section 3.3, Alternate documentation, Mr. Moore asked for examples of alternate documentation. Mr. Taggart indicated that it could be an email from an organization recognized by the college, e.g., Joint Apprenticeship and Training Committee (JATC). Alternate documentation is generally submitted by the JATC or school districts. Mr. Taggart will review this section; may need to add wording that alternate documentation must be verifiable. Mr. Ruiz pointed out that there have been several instances of academic fraud in the news lately. The college needs to take steps to verify credentials.

A motion to approve the Transfer Credit policy (with the college making minor changes as needed) on first and final reading was made by Steve Moore, seconded by Lloyd McCaffrey, and carried unanimously.

8. INFORMATION/DISCUSSION

Referencing page 31 of the board booklet, Campus Development Update, Mr. Holmes asked about the power factor correction project. Mr. Richardson explained that it entails balancing the college's power system.

9. UCAT BOARD OF TRUSTEES' REPORT

Mr. Holmes reported on the following:

- The UCAT board met on June 16 at the college in conjunction with the community ribbon cutting and open house.
- The board reappointed Carl Albrecht, Snow College; Mark Dennis, UBATC; James Evans, MATC; Ron Larsen, DXATC; Mike McCandless, USU-CEU; Don Roberts, SWATC; and Katherine Garff, Board of Regents.
- Tom Bingham was re-elected as board chair, and Mike Madsen, was re-elected as vice chair.
- The differential tuition schedules for BATC (Farm and Ranch Management and the Academic Learning Center) and UBATC (Farm and Ranch Management) were approved.
- The SWATC lease amendment approved.
- Approved the 2012 data dictionary; minor changes made in data collection and reporting processes.
- FY2013 capital facilities prioritization – same as last year:
 - SWATC Health Building - \$14,510,000 – 66,750 square feet
 - DXATC land - \$15,975,000 – 75,000 square feet
 - MATC Central Utah County - \$6,800,000 – 29,280 square feet
 - BATC Health Building - \$25,800,000 – 120,000 square feet
 - DATC Health Building - \$21,450,000 – 65,000 square feet

President Mercier indicated that Ogden-Weber was the last of the big institutions without a health building. Now the other tech colleges are requesting funds to expand their existing health buildings.

Mr. Ruiz asked what Ogden-Weber's building needs are. President Mercier stated that the college is reviewing space needs. There will be some shifts and space reallocations

at Business Depot Ogden and in the Business Building as a result of moving health programs to the new building. She will present a plan to the board in the near future.

Ms. Wilson asked if the tech college health building requests are expansions rather than new requests; they are. She asked if the institutions will be expected to raise private funding in support of the projects. Mr. Richardson stated that additional funds are not required; however, private funding is good for leveraging state dollars.

Mr. Ruiz stated that it would be advantageous for the college to begin looking at its future building needs now.

- Presidents' compensation: No changes for FY12. Mr. Richardson asked if all the presidents receive the same salary; they do not.

10. PRESIDENT'S REPORT

President Mercier reported on the following items:

- Monday, June 27 – ATC night at the Raptors. Mr. Call will throw out the first pitch. Tickets are available at the front desk.
- The college has been providing the Electrical JATC with instructional services, typically using a one-year contract. The JATC asked the college and other institutions to submit a one-year and a three-year proposal. Ogden-Weber was awarded the three-year contract. Curtis Nielsen, program director, Trina Hansen, apprenticeship coordinator, and Mr. Taggart have provided the JATC with excellent service, leading to this successful contract.

11. OPEN DISCUSSION

Mr. Holmes related that he served on the WSU Board of Trustees for eight years. However, he feels that the tech college system does a great job and is very necessary to help fulfill the educational needs of the community. The tech colleges are successful because they have a straightforward core mission—to provide a skilled workforce for employers in Weber County—while the community asks the universities and school district to do many things. Mr. Holmes cautioned the college against changing its core mission as it is one of the characteristics—along with good administration and staff and a strong board--that make the institutional successful

Mr. Holmes thanked the board for its support while he served as a member and chair.

12. NEXT MEETING

The Board of Directors is scheduled to meet on Thursday, August 25, 2011, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 5:26 p.m.

/tms