

OGDEN-WEBER APPLIED TECHNOLOGY COLLEGE

BOARD OF DIRECTORS MEETING

March 24, 2011

Harold W Ritchey Board Room

4:00 p.m.

MINUTES - CORRECTED

MEMBERS PRESENT

Ruth Brockman	Business/Industry
Barney Chapman	WSU Board of Trustees
Sharilyn Gerber	Weber County School Board
Jeff Harris	Ogden School Board
Lloyd McCaffrey, Vice Chair	Business/Industry
Brent Richardson	Business/Industry

MEMBERS EXCUSED

Douglas J. Holmes, Chair	Business/Industry
Steve Moore	Business/Industry
Frank Ruiz	Business/Industry
Joyce Wilson	Ogden/Weber School Boards

EX-OFFICIO MEMBERS

Collette Mercier	Ogden-Weber Applied Technology College
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GUESTS

Tyler Call	Ogden-Weber Applied Technology College
Jim Taggart	Ogden-Weber Applied Technology College
Rhonda Lauritzen	Ogden-Weber Applied Technology College
Karen Thurber	Ogden-Weber Applied Technology College
Judy Galbraith	Ogden-Weber Applied Technology College
Elsa Zweifel	Ogden-Weber Applied Technology College
Rory Wallwork	Ogden-Weber Applied Technology College

Tina Smith	Recording Secretary
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The Board of Directors of the Ogden-Weber Applied Technology College met on Thursday, March 24, 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 Doug Holmes's absence. The agenda proceeded as follows:

Mr. McCaffrey indicated that Frank Ruiz, Doug Holmes, Steve Moore, and Joyce Wilson asked to be excused from the meeting.

1. PRESIDENT'S REPORT

The order of the agenda was modified slightly as the board lacked a quorum at the beginning of the meeting.

President Mercier related that the college's federal YouthBuild grant application was approved. The program is geared toward high school students who have dropped out and focuses on providing them with work-readiness skills through training in the construction technology field. This is a three-year grant, with the first two years spent providing skills training and the third year spent following-up on students.

The college will be interviewing for a full-time coordinator within the next few weeks. Once the coordinator is hired, action will be taken to hire an instructor and success coaches. It is the college's intent to have the program operational by fall.

President Mercier stated that the college's success in obtaining the grant is due in large part to Karen Thurber, development director, and her expertise in writing federal grants.

President Mercier noted that funding for YouthBuild in general is in jeopardy at the federal level. The college's grant, however, is secure as it is being funded from 2010 monies. If the government continues to fund YouthBuild in the future, the college can apply again.

Mr. McCaffrey asked about the status of the college's other grants. President Mercier reported that the college received \$500,000 for the Information Technology (IT) program and \$1 million for Welding. The IT grant is going well, and the college is on target to meet its goals. The Welding grant has been more of a challenge because the lab renovation took longer than anticipated, so enrollments have lagged. The college plans to increase its efforts in this area during the next few months

2. APPROVAL OF THE MINUTES OF THE MEETING HELD FEBRUARY 24, 2011

A motion to approve the minutes of the meeting held February 24, 2011, was made by Sharilyn Gerber, seconded by Ruth Brockman, and carried unanimously.

3. APPROVAL OF CONSENT CALENDAR

Referencing the Personnel Report provided to members under separate cover, Mr. McCaffrey noted that Dave Shaw had previously retired and is now being rehired. President Mercier confirmed that he is retired and has been rehired as a forklift

instructor on an hourly basis. She also noted that the current forklift instructor is planning to retire soon, and the college will replace him.

Referencing the Purchase Requisition memo provided to members under separate cover, Mr. McCaffrey asked if the expenses are coming from the college's capital account. Mr. Call explained that the items listed in the first table (furniture and fixtures for the health building) are covered by an Agency Management Account which is part of the health building funds provided by the state. Items listed in the second table (equipment for the health building) are being covered by donations raised through the capital campaign.

A motion to approve the Consent Calendar as presented was made by Brent Richardson, seconded by Barney Chapman, and carried unanimously.

4. APPROVAL OF PROPOSED POLICIES (SECOND AND FINAL READINGS): FAMILY AND MEDICAL LEAVE AND SCHOOL DISTRICT FEE WAIVERS

Family and Medical Leave: Mr. Call explained that this is a current policy that was updated to reflect changes in the federal Family and Medical Leave Act (FMLA). No changes have been made to the policy since it was reviewed by the board in February.

Mr. Call noted that Mr. Holmes had asked if "child" should be added to the definition of next of kin. Mr. Call explained that the definition was taken verbatim from the FMLA. As a result, the definition will remain as is.

A motion to approve the Family and Medical Leave policy on second and final reading was made by Barney Chapman, seconded by Brent Richardson, and carried unanimously.

School District Fee Waivers: Mr. Call stated that this is a current policy that was updated to reflect current practice and terminology. No changes have been made to the policy since it was reviewed by the board in February.

Mr. Call noted that Steve Moore had raised a question about using the word "must" vs. "shall" when requiring a waiver to be printed on official letterhead. Mr. Moore had stated that "shall" has more legal weight and compels action. Mr. Call explained that the college prefers to retain the word "must" to allow some leeway if a student is on campus and ready to enroll and the waiver is not printed on letterhead.

A motion to approve the School District Fee Waivers policy on second and final reading was made by Ruth Brockman, seconded by Sharilyn Gerber, and carried unanimously.

5. APPROVAL OF SECONDARY STUDENT FEES

Mr. Taggart indicated that the Utah College of Applied Technology (UCAT) recently approved a tuition/fees policy which includes a process for notifying the school districts about secondary student fees. Ogden-Weber has always made it a practice to share this information with its districts partners on an annual basis; UCAT implemented the policy to ensure that fees are addressed in policy and that a system-wide process is in place.

Per UCAT policy, all regional boards of directors are required to approve secondary fee schedules by March 31 of each year. The campus presidents are then required to send written notification to the district superintendents. The school district representatives who serve on the regional boards are required to provide written notification of the fee schedules to their respective board presidents. Mr. Taggart stated that he will also share the fee schedule with the career and technical education coordinators as he has done in the past.

Mr. Taggart indicated that high school students enrolled in college courses are not charged tuition. They are charged a \$65 fee to cover materials. Secondary students enrolled in college programs offered at their home high schools and students on fee waiver are not charged the \$65. Of the college's 52 programs, 9 require students to purchase their own materials/equipment, so they are not charged the materials fee. Mr. Taggart provided members with a list of programs where students are required to purchase their own materials/equipment.

Mr. McCaffrey noted the cost of materials for the Cosmetology program is high. Mr. Taggart indicated that the kits are expensive. The college has tried to loan equipment to students in the program, but students don't always take care of the items, and it's difficult to provide good training with inferior equipment.

A motion to approve the annual \$65 high school fee for FY12 was made by Jeff Harris, seconded by Brent Richardson, and carried unanimously.

Mr. Taggart drafted a letter that he gave to the school district representatives to give to their respective board chairs regarding the fees.

6. APPROVAL OF PROPOSED LOGO DESIGN

President Mercier indicated that she had shared some initial logo designs with the board in December 2010 but had asked the designer to tweak the concept. After administration reviewed several more designs, President Mercier asked the Marketing Department to update the current logo.

President Mercier reviewed the updated design (see Attachment A) which focuses on the "O" and "T" in the college's name.

President Mercier introduced Elsa Zweifel, marketing director, and Rory Wallwork, publications specialist, who updated the logo (in conjunction with Wendy Willis, marketing specialist, who was unable to attend the meeting).

Members approved of the new logo.

President Mercier asked members whether the college should use "Tech College" or "Applied Technology College" in the logo wording. Ms. Brockman, Mr. McCaffrey, and Mr. Chapman indicated that they preferred "Tech College." Mr. McCaffrey felt "Applied Technology College" was dated.

Prior to the board meeting, President Mercier asked the members who were excused for feedback on the logo. Two liked the use of “Tech College”; one preferred “Applied Technology College”; and one was unable to respond.

The board unanimously approved of using “Tech College” in the logo.

President Mercier also asked the Marketing team to develop a design which could be used on clothing, lapel pins, etc. The main concept wraps “Ogden-Weber” around the left side of the “O”. Variations include using darker/lighter colors and more/less spacing between the letters. Mr. McCaffrey liked the darker design with the larger spacing. Mr. Richardson felt the logo with tighter spacing would be lost on logo wear. The board approved the dark logo with more spacing between the letters of “Ogden-Weber.”

President Mercier also presented the logos printed in black/white and on a black background. Mr. Richardson asked if the red ink could be swapped out with white if the college decided to develop a monochromatic logo; President Mercier said it could.

President Mercier thanked Ms. Zweifel, Mr. Wallwork, and Ms. Willis for their efforts in updating the logo. The new logo is effective July 1; however, the college will use it for some upcoming events. As part of the college’s Wellness Council activities, a group of employees is participating in the Ogden Marathon, and the college is purchasing a shirt (with the new logo) for them. The college is also celebrating its 40th anniversary this year and is purchasing polo shirts for all employees to wear during the campus open house on June 16. The college will order new name tags for employees and board members to wear during the COE reaffirmation site visit.

7. TUITION HEARING INFORMATION

State statute requires institutions of higher education to hold a public hearing before a tuition increase can be implemented. In the past, the college has held its tuition hearings in conjunction with board meetings, generally at 4:00 p.m. when there aren’t many students on campus. This year, the hearing was held during the lunch hour (11:30 a.m. – 12:30 p.m.). As required by law, the college advertised the hearing and the proposed tuition increase.

In the handout provided to hearing participants, the college proposed an increase of either 5 cents or 10 cents (\$1.55 or \$1.60 per hour, respectively). The UCAT Executive Committee recommended a 5 cent increase (3.33 percent increase).

Two students attended the hearing. They commented that the proposed tuition increase is reasonable and that they had anticipated an increase.

A motion to support the five cent tuition increase was made by Sharilyn Gerber, seconded by Barney Chapman, and carried unanimously.

8. LEGISLATIVE UPDATE

President Mercier reported on the legislative session:

- UCAT and the tech colleges received a great deal of support from the Higher Education Committee this year. The tech colleges were invited to provide a brief presentation about their services and programs to the committee—the first time this activity has ever occurred. UCAT’s budget reductions were less than those given to traditional higher ed. In addition, the committee developed a funding restoration plan (should funding become available), and UCAT was first on the list followed by higher ed. UCAT’s base budget was not reduced; the Utah System of Higher Education (USHE) received a two percent reduction. UCAT received a reduction in funding for health benefits as did USHE. The state’s health benefits are administered through the Public Employees Health Plan (PEHP), and whatever happens at the state level in terms of premium is applied equally to the educational institutions. The state is also moving from a five percent employee contribution to ten percent.

Mr. Richardson asked if Ogden-Weber is going to match the state contribution ratio. President Mercier related that the college is already at the 90/10 college vs. employee premium ratio. Mr. Richardson noted that industry often has a 50/50 employer vs. employee premium ratio. The college sent a survey to all benefits-eligible employees about the benefits plan; the survey showed that employees would prefer maintaining the same benefits and contributing more. GBS Benefits, Inc., the college’s health program consultant, is developing options for addressing premium increases.

Mr. McCaffrey asked if the college has considered a Health Savings Account (HSA) option; it has.

- Capital Facilities: The Governor supports the capital facilities list but is looking at various funding options, e.g., collecting sales tax on a quarterly basis. He has until next Thursday to sign the bill. Tooele and Davis tech colleges are on the capital facilities list. UCAT received approval to build a new central administration building at Thanksgiving Point through a lease/build agreement. Thanksgiving Point originally deeded the land to Mountainland tech college with the understanding that construction must begin by July 2011. If construction did not commence by that time, the property would have to be sold back to Thanksgiving Point at the original price. As a result, UCAT will build on the property, thereby allowing Mountainland to retain the property. It is anticipated that the building will be completed by next year.
- Secondary student access: President Mercier was unsure how changes in statute would impact the college. Currently, when secondary students enroll at the college, the districts count the hours toward WPU. This provision was stricken from statute. There is nothing in the revised statute that says this can’t be done; rather, statute is now silent on this issue. It was estimated that there was approximately \$5 million worth of WPU funds tied up in campuses across the state. The \$5 million was initially removed from the public ed budget and

subsequently returned; however, it appears that it was designated for another purpose, not WPU.

President Mercier was concerned that the college's relationships with the districts could be harmed if it costs the districts money to enroll their students at the tech college. Legislators felt that allowing districts to claim the WPU was "double dipping." They don't understand that it is beneficial to send secondary students to the tech college rather than duplicating high-cost programs.

The State Office of Education and State Board of Education will review the statute and provide direction.

President Mercier was disappointed with the statute change, particularly as the tech colleges are required by law to serve secondary students. Secondary enrollments continue to decline through no fault of the colleges.

9. INFORMATION/DISCUSSION

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

10. UCAT BOARD OF TRUSTEES' REPORT

The UCAT Board has not met since the college board met in February.

11. PRESIDENT'S REPORT

President Mercier reported on the following items:

- Building 550, Lean Center: CSN Stores will take over the building as of April 1, 2011, and the college will terminate its lease with The Boyer Company. President Mercier noted that the college had previously received \$385,000 from the state to cover its portion of the lease payment. Boyer suggested using the funds to offset CSN Stores' rent for several months. Boyer discussed the proposal with Rep. Brad Dee; he was not opposed to using the funds for this purpose.

President Mercier provided members with a copy of the lease termination agreement. The college will receive credit for leaving some items in the facility (e.g., lighting). The college will include the close-out amount to be paid to Boyer in the budget modifications that will be presented in May.

Williams International has vacated the building.

- President Mercier provided members with an updated list of health building grand opening events and finalized dates. Members who contributed to the building will receive an invitation to the donor dinner on June 9. She asked members to attend the ribbon cutting on June 16 at 10:00 a.m. and stay for the UCAT Board meeting lunch at 12:00 noon. The Governor has been invited to attend both events.

12. OPEN DISCUSSION

Mr. McCaffrey asked about the status of the college's relationship with Weber State with regard to offering an associate's degree. President Mercier related that both institutions are working well together. The Commissioner's Office is developing a general structure for the degree and will review it with the Board of Regents. Those institutions wishing to participate would request approval and then work on a plan within their regions.

Mr. McCaffrey asked about the programs that will be impacted. President Mercier stated that all programs with 900 or more hours will be included in the plan. She will provide the board with updates.

President Mercier stated that Weber State has been very supportive. She noted that it could take up to a year to move through Weber State's approval process.

13. NEXT MEETING

The Board of Directors is scheduled to meet on Thursday, April 28, 2011, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 5:08 p.m.

Attachment A

