

# OGDEN-WEBER APPLIED TECHNOLOGY COLLEGE

## BOARD OF DIRECTORS MEETING

May 26, 2011

Harold W Ritchey Board Room

4:00 p.m.

### MINUTES - CORRECTED

#### **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 |
|----------------|-----------------------|

#### **EX-OFFICIO MEMBERS**

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

#### **GUESTS**

|                      |  |
|----------------------|--|
| Nancy van Valkenberg | Standard Examiner                      |
| 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 |
| Tina Smith           | Recording Secretary                    |

The Board of Directors of the Ogden-Weber Applied Technology College met on Thursday, May 26, 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:

Mr. Holmes indicated that Barney Chapman asked to be excused from the meeting.

### **1. APPROVAL OF THE MINUTES OF THE MEETING HELD APRIL 28, 2011**

Referencing page 8 of the board booklet, minutes of April 28, 2011, fifth bullet point, Mr. Holmes noted UCAT will distribute a fact sheet regarding the pros/cons of staying in/opting out of the Social Security system. He asked whether employees will be provided with neutral information; they will.

Referencing page 3 of the board booklet, minutes of April 28, 2011, Mr. Moore noted that President Mercier had stated that she would provide a report to the board in June regarding how the college will shift resources internally to meet budget needs. President Mercier stated that she was prepared to do so later in the meeting.

A motion to approve the minutes of the meeting held April 28, 2011, was made by Lloyd McCaffrey, seconded by Steve Moore, and carried unanimously.

### **2. APPROVAL OF CONSENT CALENDAR**

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

### **3. APPROVAL OF PROPOSED BUDGET MODIFICATIONS**

Mr. Call reviewed the proposed budget modifications.

#### **Operating Revenues**

- Increase Student Tuition and Fees revenue by \$65,000 to reflect year-to-date receipts.
- Increase State and Local Grants and Contracts by \$18,000 to reflect receipt of funds from an OSHA safety grant.
- Increase Sales and Services of Educational Departments by \$14,000 to reflect increased sales in the Culinary Arts Department and Campus Grille.
- Reduced revenue projections in Children's School by \$35,000 to reflect actual receipts through April.
- Reduced revenue in Auxiliary – Other by \$8,000 as a result of Nursing Assistant Skills Exam revenue being less than projected.

## **Operating Expenses**

- Increase Salaries and Employee Benefits and General Expense and reduce Travel and Capital Expense. The increase in General Expense is a result of a \$199,000 increase in the Pell budget due to increased demand. The General Expense budget was also increased to accommodate fund balance projects approved by the board at the beginning of the fiscal year.
- Reduced Depreciation budget by \$115,000 as a result of writing off all assets with a book value of less than \$5,000.

## **Non-Operating Revenues**

- Increased the Division of Facilities Construction and Management (DFCM) Appropriations budget by \$2.5 million to accommodate revised estimates for the book value of the new Barker Family Health Technology Building.
- Federal Grants projections are up by \$199,000 as a result of increased demand for Pell.

A motion to approve the proposed budget modifications was made by Joyce Wilson, seconded by Lloyd McCaffrey, and carried unanimously.

## **4. APPROVAL OF PROPOSED FY12 FEES**

Mr. Call explained that the college took steps to move from a step model to a linear model in terms of tuition. Fees were increased to ensure that the college did not lose revenue as a result of this action. Two tiers were established—one for students taking at least 33 hours per week and one for students taking fewer than 33 hours per week. Students enrolled in fewer than 33 hours are assessed a higher fee. The college also charges students an annual \$20 activity.

The college is proposing that the under-33-hour and activity fees be eliminated and that students be assessed a single \$30 monthly fee regardless of the number of hours they are enrolled. This action is revenue neutral.

The college is also proposing that the Practical Nursing application fee be increased from \$20 to \$25.

Referencing the fee schedule on page 14 of the board booklet, Mr. Holmes noted that “Course Fees” states that fees could be up to \$425, and he asked for further clarification. Mr. Taggart explained that the college has established individual course fees for lock-step classes. Fees are based on the market value of the course, e.g., Real Estate program has a market value of \$350; therefore, that is how much the student is charged. Course fees are tied to Real Estate, continuing education, Custom Fit, and lock-step courses. The college assesses enough to cover the costs of operating the courses.

Mr. Moore asked if the college had received any feedback from students enrolled more/less than 33 hours in terms of the fairness of the class fee. Ms. Lauritzen stated

that front-line employees indicate that students feel the differential fee is unfair. In some cases, they are not responsible for the decrease in their scheduled hours, e.g., fewer days in a month.

Mr. Moore asked if there has been any feedback from students enrolled in 33 hours or more in terms of whether they feel that students taking fewer hours should pay more. The college has not received any feedback on this issue.

Mr. Ruiz asked if the 5 cent per hour tuition increase is correct; it was approved by the UCAT Board. All tech colleges will implement the 5 cent per hour increase.

Mr. Ruiz noted that the term “fees” has a bad connotation. President Mercier stated that the college is trying to simplify fees. In some cases, students will pay less. Mr. Call noted that all tech colleges charge the same tuition but are given flexibility on fees. Ogden-Weber is very careful not to gouge students and to make the college cost-friendly.

A motion to approve the FY12 fee schedule was made by Steve Moore, seconded by Ruth Brockman, and carried unanimously.

## **5. APPROVAL OF PROPOSED FY 12 BUSINESS PLAN**

President Mercier noted that she had presented the Strategic Plan/Business Plan issues to the board last month. The FY12 Business Plan is the actual working document used by the college and provides information on the institution’s overall focus and activities.

President Mercier reviewed the components of the plan:

### **1. Market Conditions**

- The budget will continue to be flat.
- The college experienced both increases and decreases in enrollment and anticipates that enrollment will increase again. Quality has been an issue during periods of intense increases, e.g., students can’t get to instructors. The college will refocus on program quality this year.
- Placements are still tight, though the college has seen more activity in the manufacturing and information technology sectors.
- The Marketing Department will continue to promote the college, strengthening its marketing efforts to adults and changing its focus for secondary students. Rather than appealing to secondary students while they are in high school, marketing will shift to recruiting them when they graduate.
- Because of rapid changes in the economy, the college will maintain flexibility in its budget so that it can respond accordingly.

- The college needs to remain sensitive to employee morale, especially since staff members have not had raises for several years. Lack of compensation increases is one reason the college decided to absorb this year's benefits cost increase.

Ms. Wilson attended spring graduation and noted that some of the Phlebotomy students were having a difficult time finding employment because six months' experience is required. She asked whether the college can establish internships as part of the program. Mr. Taggart indicated that internships are included in the program; however, they do not last for six months. The college is reviewing this class.

Ms. Gerber had heard that the class was canceled; Mr. Taggart stated that it's on hold. There is great student interest in the class, but the college is reviewing the curriculum and following-up with employers. The college wants to ensure there are jobs available in the field.

Mr. Holmes asked how students are supposed to obtain experience. Mr. Taggart indicated that the college plans to work with employers and request feedback on this issue. He noted there hasn't been much movement in entry-level positions due to economic downturn. As the economy improves, it is hoped that more positions will open up. Ms. Lauritzen noted that students are counseled to consider other training because of the lack of employment opportunities.

Mr. Moore asked how the college assesses staff morale. President Mercier said much of her information comes from listening to employees. Mr. Taggart asked Mr. Moore to send him information on any evaluation tools used in industry. Mr. Moore indicated that Barnes conducts an employee survey every two years, and focus groups are established to work on the findings.

## **2. Funding Priorities and Enrollment Projections**

- The college is absorbing a health premium increase.
- The college is absorbing a half-percent increase in employer contributions for Utah State Retirement.
- The college will identify resources for additional staff and faculty for the Health Building.
- The college will focus on improving customer service.
- The college anticipates that secondary enrollments will remain flat.

President Mercier noted that Weber School District has not expressed concern about the Weighted Pupil Unit (WPU) issue; it is focused on supporting students. Discussions about the WPU are taking place at the state level, and President Mercier hoped the issue would be resolved before there are any funding impacts. UCAT, the Utah State Office of Education, and the State Board of Education have been working with legislative leadership to help them understand the impact of the change they made in legislation last session.

Both the Ogden and Weber School Districts have assured the college that they won't change their current processes. President Mercier commented that it was very nice to have their support as other regions have not been so fortunate.

- Adult enrollments are expected to increase by approximately four percent. Secondary enrollments will remain flat. Overall, enrollments are expected to increase three percent over the previous year. YouthBuild is expected to help bolster enrollments as there is great interest in the program. The program coordinator has been hired, and the program should be online by fall.

### **3. Strategic Plan Objectives**

- The college will focus on enrollment and retention through improved customer service. Strategies include:
  - Implementing changes in programmatic structure. Some students find the open-entry process difficult, so the college is looking at establishing start dates for some programs. The students will start together as a cohort and can support each other. Once they complete the transition period, they can move through the open-entry process on their own. The college plans to strengthen its service to new students which will then improve retention.
  - Continuing to develop the Safety and Security Emergency Management Plan (SSEMP) through improved communication and training. A safe environment is important for retention.
  - Changing reporting and processes in Fiscal Services and Human Resources to enhance efficiencies, resulting in improved customer service to faculty and staff.
  - Improving how calls are answered and routed. New customers aren't always being helped. More support is needed in this area, and the college is reviewing its resources.
  - Changing the college's marketing strategy to recruit secondary students as they graduate from high school.

Ms. Wilson noted that she has attended a couple of high school graduations, and many students indicated they would be continuing their education at the college.

Referencing Mr. Moore's previous question regarding the college's intent to shift resources internally to meet budgetary needs, President Mercier reported on the institution's plans:

- Converting some salaried positions to hourly status, thereby allowing the college to free up funds to hire more staff. In some areas, all the college needs is more employees to cover more hours.

- Consolidating some functions—e.g., combining two testing centers into one.
- Delaying hiring for vacant positions. When employees leave, their positions are evaluated so the college can ensure its needs are being met.
- Hiring appropriate staff to support the Nursing program. A full-time employee was helping the Nursing coordinator on a part-time basis; this employee will now assist her on a full-time basis. The college will hire a part-time person to fill her vacancy.
- Changing job descriptions and responsibilities.
- Shifting funds from travel and capital to personnel as the college rarely fully expends its travel budget.

The college is building the FY12 budget and will review the information with the board in June.

Mr. Moore asked if the college's contingency fund will remain at \$50,000. President Mercier would like it to be higher, but it will more than likely remain at the \$50,000 level.

Mr. Ruiz asked about the time frame that the Business Plan covers. President Mercier stated that the Business Plan focuses on the fiscal year; the Strategic Plan covers a three-to-five year period of time.

Mr. Ruiz noted that the activities listed in the Business Plan are very aggressive. President Mercier explained that the activities are spread out over the three divisions. The college has attempted to reduce its activities so it can focus on quality. Mr. Ruiz felt the activities were ambitious and asked how they will be measured. President Mercier stated that each division establishes quarterly benchmarks; specific actions for each strategy; and outcomes. The college provides the board with a Business Plan status report for FY11 every quarter. A final report will be provided to the Board in August.

A motion to approve the FY12 Business Plan was made by Sharilyn Gerber, seconded by Lloyd McCaffrey, and carried unanimously.

## **6. APPROVAL OF FY12 CERTIFICATES**

Mr. Taggart related that C.O.E. and UCAT policy requires board approval if a new certificate is developed or when the hours or content of an existing certificate is changed by more than 25 percent. The college has made it a practice to bring all certificates to the board for approval on an annual basis. Each year, the employer advisory teams evaluate the certificates to ensure the college is meeting the needs of the market.

Certificate changes for FY12 include:

- Inactivating Carpenter Apprentice Related Instruction Certificate; no one enrolled. Will bring back if demand increases.

- Inactivating Technical Educator Certificate. Decreased demand; found other professional development activities to replace this class.
- Reducing length of Sheet Metal Fabricator from 990 to 900 hours per the employer advisory team.
- Added “Related Instruction” to the title of all apprenticeship certificates.

Mr. McCaffrey asked about the difference between the Production Welding and Advanced Welding courses. Mr. Taggart explained that very few students completed the advanced training because they were withdrawing early for employment. The college asked the advisory team about the basic skills a welder needs, and the 780-hour basic certificate was created. It does not include any of the advanced skills. The advanced course includes five employer-sponsored electives (Barnes, JBT AeroTech, Petersen Incorporated, Utility Trailer, and Chromalox). Students who are interested in seeking employment with those companies must complete those electives.

Mr. Holmes asked if the Welding grant is finished; Mr. Taggart indicated it will be completed next year. The majority of the funds were used to remodel the lab, with a portion set aside for student tuition.

A motion to approve the FY12 certificates was made by Lloyd McCaffrey, seconded by Steve Moore, and carried unanimously.

## **7. APPROVAL OF PROPOSED POLICY – SECOND AND FINAL READING: CRIMINAL BACKGROUND CHECKS**

Mr. Call explained that this is an existing policy which needs to be updated to comply with UCAT policy. The college is moving from its current background check to a fingerprint scan. All existing employees will rotate through the scanning process every six years.

No changes were made to the policy since it was reviewed by the board in April.

Referencing page 1, section 2, Policy, first paragraph of the policy, Mr. Holmes noted that the document states that the scan will be checked by the “Utah Bureau of Criminal Identification, the FBI, or another government or commercial entity *as listed...*,” and he asked if there is a list of other entities. Mr. Taggart stated that the wording is taken directly from UCAT policy. Mr. Call will verify the wording; the college will clarify the meaning or remove the superfluous wording.

A motion to approve the Criminal Background Checks policy was made by Ruth Brockman, seconded by Joyce Wilson, and carried unanimously.

## **8. 218 AGREEMENT UPDATE**

Mr. Call explained that UCAT found that it did not have a 218 agreement in place which would allow employees to remain in the Social Security system. As a result, a vote was going to be held regionally to determine whether to remain in the system. However, UCAT found that the vote had to be UCAT-wide, and the UCAT Board subsequently approve holding a referendum on the matter.

On June 1, UCAT will send out a 90-day notice of referendum to all UCAT employees covered under the Utah Retirement System. All voting will take place through absentee ballots. The ballots will be sent to Rick Beckstead, Utah Department of Administrative Services, who will verify, count, and tally them. A majority vote is needed in order to leave the Social Security system.

If UCAT employees vote to stay with Social Security, no changes are needed.

If UCAT employees vote to leave Social Security, contributions to the system will terminate October 1. Rather than contributing to Social Security, the tech colleges will deposit their employer allocations in a 401(k) on behalf of the employee. Employees can seek a refund from Social Security going back three years; they will have to initiate this action through the college. If the employee opts for the refund, the college can then seek a refund of its portion as well.

UCAT will have the vote tally on September 6.

Mr. Holmes asked if the “majority vote” has to be comprised of a majority of those voting or a majority of the eligible voters. Mr. Call clarified that it’s the majority of the eligible voters. If the vote fails due to a lack of a majority vote, it is considered the same as voting to get out of the Social Security system. President Mercier said there are about 525 eligible voters; 270 would have to vote either way for a successful vote. Rick Beckstead will notify UCAT of who has voted so that each college can encourage those who haven’t voted to do so.

Mr. Call noted that once an organization decides to stay in the system, it must remain there in perpetuity. If an organization votes to leave the system, it can hold another vote on whether it would like to rejoin Social Security.

## **9. INFORMATION/DISCUSSION**

Referencing page 41 of the board booklet, Campus Development Update, Mr. Holmes asked about the Manufacturing Innovation Center. President Mercier stated that she would provide the board with a detailed presentation on the center in the near future. Basically, the center will provide open space for companies interested in prototyping and Lean process work. The college is considering locating the center in BDO Building 10A in Bay 1 and moving forklift training to Bay 2.

Mr. Richardson stated that Utah has many business innovation centers. He is aware of one manufacturing center in the Granite School District. He is working on a project and needed manufacturing space to create 3D models and fabricate them. He ended up going to private business and paying extra. He felt that it made sense for the college to be involved in this effort.

President Mercier stated that the center would be tied to education. She did not want the facility to be focused solely on incubation; it must involve the college’s students. Danny Manning, Custom Fit, is taking the lead on the project, and has visited other centers.

## 10. UCAT BOARD OF TRUSTEES' REPORT

Mr. Holmes reported that the UCAT Board has not met since the Ogden-Weber Board met in April. The UCAT Board has scheduled its June 16 meeting at the college in conjunction with the Barker Family Health Building ribbon cutting.

Mr. Richardson serves on the UCAT Strategic Planning Committee and provided a report on the team's activities:

- The group has met twice and ratified changes in the UCAT Mission Statement. During its second meeting, members emphasized that although UCAT focuses on economic growth, students are as much a customer as employers.
- President Brems and Tom Bingham met with the Governor, Senate President, and Speaker of the House to discuss the WPU issue. They developed a letter over the signature of the President and Speaker addressing WPUs and their intent not to damage the current system; had not been signed at that time.
- Working on agreements with local universities to allow 900-hour tech college certificates to be transferred for credit. The tech colleges would work with their regional institutions on articulation. The team is also looking at ways for tech college certificates to be transportable within UCAT. One option is to have the local tech college act as the agent for the out-of-region tech college. The local tech college would verify that the out-of-region tech college's certificate matches its certificate, and as a result, the regional university should accept it.
- Discussed helping the smaller tech colleges grow and avoid mistakes experienced by the more mature colleges.
- The team will meet again in June.
- The basic philosophy is that UCAT shouldn't do things the campuses should do, nor should the colleges do what UCAT can do for them.

## 11. PRESIDENT'S REPORT

President Mercier reported on the following items:

- The Barker Family Health Building will be turned over to the college on June 1. The programs and students will move into the facility on June 6. Landscaping is proceeding but won't be completed by the 6<sup>th</sup>. The interior of the building is complete. The community ribbon cutting is scheduled for June 16, 10:00 a.m., followed by a tour at 11:00 a.m. The UCAT Board is holding its meeting on campus, and the Ogden-Weber Board is invited to attend lunch at 12:00 p.m. Members were asked to RSVP to Tina Smith. A community open house will also be held that day from 4:00 p.m. to 7:00 p.m. and is open to everyone. The streambed project should be completed by the 16<sup>th</sup>.
- The Chamber Board nominated the four new board members—Richard Taylor, McKay-Dee Hospital Foundation, Jerry Ropelato, Tech Media Network, Mike

Beardall, Cornerstone, and Thomas Hardy, Thomas Hardy Salons. The Ogden-Weber board will take action on the nominations in June.

- As part of its Wellness Council activities, the college sponsored employees who wanted to participate in the Ogden Marathon. Over 37 employees participated, including Mr. Call (full marathon), Mr. Taggart and Curtis Nielsen (half-marathon); the remaining employees participated in the 5K. The college will sponsor employees again next year and encourage employee family members and the board to participate as well.
- The college is moving forward in purchasing new logo wear and has shirts with the old logo if board members were interested. On June 14, the college is sponsoring an open house for current and former staff, health program students, and health partners. June 15 has been designated "Spirit Day," and employees and students will be encouraged to wear logo wear. As mentioned above, the community open house will be held on June 16. The community donor dinner is scheduled for June 9, and members were asked to RSVP if they provided a donation for the health building.

## **12. NEXT MEETING**

The Board of Directors is scheduled to meet on Thursday, June 23, 2011, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 5:28 p.m.

/tms