

OGDEN-WEBER APPLIED TECHNOLOGY COLLEGE

BOARD OF DIRECTORS MEETING

November 17, 2011

Harold W Ritchey Board Room

4:00 p.m.

MINUTES

MEMBERS PRESENT

Michael Beardall	Business/Industry
Thomas Hardy	Business/Industry
Jeff Harris	Ogden School Board
Steve Moore, Chair	Business/Industry
Frank Ruiz	Business/Industry
Kevin Sullivan	WSU Institutional Council
Richard Taylor	Business/Industry
Joyce Wilson, Vice chair	Ogden/Weber School Board

MEMBERS EXCUSED

Sharilyn Gerber	Weber County School Board
Jerry Ropelato	Business/Industry

EX-OFFICIO MEMBERS

Collette Mercier	Ogden-Weber Applied Technology College
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GUESTS

Jim Taggart	Ogden-Weber Applied Technology College
Tyler Call	Ogden-Weber Applied Technology College
Rhonda Lauritzen	Ogden-Weber Applied Technology College
Dana Slaughter	Ogden-Weber Applied Technology College
Danny Manning	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, November 17, 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 introduced audience members: Dana Slaughter, custom fit director, and Danny Manning, process improvement manager.

Mr. Moore indicated that Jerry Ropelato and Sharilyn Gerber had asked to be excused from the meeting.

Ms. Wilson noted that she and Jeff Harris needed to leave the meeting early.

Mr. Moore noted that there was an article published in the Standard-Examiner regarding Rhonda Lauritzen and some of the activities she's been working on. He complimented her on her efforts.

1. APPROVAL OF THE MINUTES OF THE MEETING HELD OCTOBER 27, 2011

A motion to approve the minutes of the meeting held October 27, 2011, was made by Richard Taylor, seconded by Thomas Hardy, and carried unanimously.

2. APPROVAL OF PROPOSED POLICIES

Criminal Background Checks: Mr. Call explained that this is a current policy that was updated earlier in the year to comply with UCAT policy and to incorporate the use of fingerprint scans. The document was approved by the board in April 2011.

Because of the quick turnaround that was required at that time, not all details were formalized, though the policy met UCAT requirements. The Policy Team reviewed the document again and proposed some additional changes:

1. **Page 1, Purpose and Scope:** Added the phrase "students in designated programs" as some programs require a background check as a requirement for enrollment, e.g., Nursing Assistant.
2. **Page 1, Policy:** The team recommended using the phrase "criminal background check" as the main descriptor throughout the policy. As a result, the word "fingerprint" was deleted in the first sentence. The team also deleted, "by the Utah Bureau of Criminal Identification or the Federal Bureau of Investigation are required," because the sentence is describing the situations under which a check is required, not who will conduct the check.
3. **Page 1, Policy Section 2.1:** Replaced "criminal background check" with "fingerprint background check" to clearly indicate which type of check is required for final job applicants.
4. **Page 2, Policy, section 2.2:** Revised the sentence to clearly indicate the type of check required and when it is required for current employees.

5. **Page 1, Policy, section 2.3:** Replaced “criminal background check” with “fingerprint background check” to clearly indicate which type of check is required and when it is required for volunteers/interns and independent contractors.
6. **Page 1, Policy, section 2.4:** Added a section to address the type of check required and when it is required for work-study students.
7. **Page 1, Policy, section 2.5:** Added a section to address the type of check required for students enrolled in programs that require a background check.
8. **Page 2, Policy, section 2.6:** Deleted; the type of checks needed for each category of employee/student/volunteer/contractor are listed in the sections of policy mentioned above.
9. **Page 2, Policy, section 2.7:** Updated language to clearly indicate which type of check is required for current employees who are reassigned or promoted to positions that involve significant contact with minors or are security-sensitive.
10. **Page 2, Definitions, sections 3.1, 3.1.1, and 3.1.2:** Added definitions for criminal, fingerprint, and basic background checks.
11. **Page 2, Definitions, section 3.2:** Added definition for an unacceptable criminal background check.
12. **Page 2, Definitions, Section 3.3, 3.4, and 3.5:** Per a recommendation from legal counsel, added definitions for reasonable cause, felony, and serious misdemeanors.
13. **Page 3, References:** Deleted the reference to Regents’ policy as UCAT policy supersedes it.

Mr. Sullivan asked for an example of a “security-sensitive position.” Mr. Call indicated that an employee working in the Enrollment Office will handle sensitive student data (e.g., social security number); positions dealing with financial matters or money are considered security sensitive.

Mr. Beardall asked if fingerprints are logged through the federal database; they are. Mr. Call explained that names, social security numbers, and fingerprints (if required) are run through the Utah Bureau of Criminal Investigation or the Federal Bureau of Investigation.

Mr. Taylor asked about the situations under which an employee might be hired to work with minors and the types of safety precautions that have been implemented. Mr. Call explained that the college has a Children’s School on campus, and employees are subject to background checks. The college serves secondary students, and instructors who have contact with secondary students are required by law to have a background check. Mr. Taylor asked if there could be situations where there is one instructor with several underage students. Mr. Call said there could, but there are generally several other adults in the program areas.

Mr. Beardall stated that if the college doesn't conduct background checks and hires someone inappropriate, the institution could be subject to litigation. He felt that requiring the checks was an appropriate action.

Mr. Ruiz indicated that this issue goes back to his comments from a prior meeting—the college needs to ensure that employees have bona fide credentials.

Mr. Sullivan asked if the policy is retroactive for current employees; President Mercier said that it was effective July 1. All employees have to participate. Mr. Call explained that the HR Department developed a six year background check rotation schedule—the employees who have been here longest were checked first. Mr. Taggart mentioned that most faculty members who have maintained secondary licensure have been undergoing background checks for the past five or six years.

A motion to approve the Criminal Background Checks policy on the first reading was made by Frank Ruiz, seconded by Kevin Sullivan, and carried unanimously.

Motor Pool Usage: Mr. Call related that the Facilities Department has some standard motor pool procedures in place; however, they were never formalized in policy. This is a new policy that outlines the processes to be used for scheduling the college's motor vehicles. Vehicles are only to be used by authorized employees for official college business. Employees are required to pass a test in order to drive a motor pool vehicle.

Mr. Taylor asked about the number of vehicles in the motor pool. Mr. Call said the college has two main cars and a few trucks that are used by the construction tech programs and the Facilities Department. He noted that the cars are old, and the college will need to look at upgrading one of them in the future. The Facilities Department does a good job maintaining them, but they are older models.

Mr. Ruiz asked if the college is worried about liability in the future because of the age of the vehicles. Mr. Call stated that the vehicles are maintained and run properly, so there is no risk that he is aware of.

Mr. Call noted that the college indicated that the college can obtain a new vehicle from the state—for instance, the college's two driver's ed vehicles are part of the state's motor pool. There is a process that must be followed in order to have the state front the cost of the vehicle. The college also has the option of buying a car outright, and it has done so in the past.

Mr. Sullivan asked if there are actually five pages in the policy as noted in the document header. Mr. Call explained that the first page is the actual policy. The remaining pages are internal procedures which do not require board approval.

A motion to approve the Motor Pool Usage policy on the first reading was made by Joyce Wilson, seconded by Jeff Harris, and carried unanimously.

3. REPORT ON COUNCIL ON OCCUPATIONAL EDUCATION (COE) PROGRAMMATIC CHANGES

Mr. Taggart explained that during the past couple of years, the college's Strategic Plan has focused on increasing completion, placement, and licensure rates. UCAT decided to use COE as its accrediting body because it emphasizes the same values for related placements and licensures.

In the past, COE established minimum annual rates for every program as well for the institution as a whole. For FY10, COE's minimum rates were 60 percent for completion; 65 percent for placement; and 89 percent for licensure. The college met all the criteria.

The Department of Education is now requiring program outcomes to be reviewed not only on an institutional level but a certificate level as well. As a result, COE changed its requirement from an institutional average to a certificate average, retroactive to the previous year. The college is looking at this action as a positive change and was already working toward this standard. The college is very interested in providing employer team members with this data for the programs they oversee.

The new standards require a 60 percent completion rate; of those who complete, 70 percent of them need to find related placement; and 70 percent of those sitting for licensure must pass. For FY11, the college achieved (on an institutional basis) an 82 percent completion rate; an 88 percent placement rate; and a 100 percent licensure pass rate.

The college has identified ten programs that are not meeting the standards. The college will submit the data to COE, including improvement plans. COE allows two years to bring an institution into compliance. If the rates are not brought up to minimum standards, the program will need to be closed or it can jeopardize the college's accreditation.

Employees want to meet standards and have been very engaged when discussing this topic. The college also discussed the new standards with employer team members. The improvement process begins March 2012 with official notice from COE, and the college has until 2014 to improve its scores.

Mr. Taggart explained that the college wanted to notify the board of these changes and will continue to report on its efforts. There is a tendency to focus on institutional numbers, and more emphasis should be placed on increasing programmatic levels to develop high-quality programs.

Mr. Hardy asked about the programs that aren't doing well. Mr. Taggart noted some programs are very close to meeting minimum standards—if the college is able to find data for one or two more placements, the programs will be in compliance. As an example, the Bio-Medical Technician program has a 100 percent placement rate; however, the completion rate is only 20 percent. This is the only program of its kind in the state, and only seven slots are available. As a result, the college is looking at requesting an exception for this program.

Mr. Taggart will provide the board with report in December or January regarding the programs that are on probation. This information will also be shared with the employer teams.

Mr. Beardall asked about the action the college will take if the programs don't meet the requirements. Mr. Taggart stated that the programs would be closed; otherwise the college will lose its accreditation. Accreditation is required in order to offer federal financial aid to students. Mr. Sullivan noted, however, that there is an exception process. President Mercier stated that there is, especially for programs like Bio-Medical Technician which is very small. Mr. Taggart noted that the college has closed some programs, e.g., phlebotomy, because there wasn't a placement demand. Once more jobs are available, the program can be opened again.

Ms. Wilson asked if the college has any non-COE approved programs. Mr. Taggart indicated the college offers heavy equipment operator training through a contract with Associated General Contractors. The program is only open to a select group of individuals and is not open to the public. If a program is limited in scope, it does not have to be accredited by COE.

Mr. Moore congratulated the college on its rates.

4. REPORT ON MANUFACTURING INNOVATION CENTER

Mr. Taggart explained that northern Utah has many entrepreneurial activities and incubators. Alan Hall, formerly with Marketstar, noted that northern Utah is lacking resources aimed at keeping businesses in the area so they can grow jobs. The college has been developing a Manufacturing Innovation Center (MIC) to support entrepreneurial centers' efforts but not duplicate them. The MIC would provide space for existing employers for prototyping, manufacturing, and layout.

Ms. Slaughter, custom fit director, indicated that she had provided the board with a report on the MIC a year ago. It has been a large project, and she and Mr. Manning have taken time to gather data and conduct research on the need for such a facility in northern Utah. They are getting close to opening the center and already have a client who started his manufacturing shop at Business Depot Ogden (BDO). She and Mr. Manning have talked to several employers who are interested in the center.

Mr. Manning discussed background of the MIC:

- The college has a bay at BDO with 86,000 square feet of space—30,000 square feet for offices and classes, and 14,000 square feet currently being used for forklift training. There is an additional 40,000 square feet that is an open bay area used for storage and training.
- The MIC will be used as a prototyping lab. Mr. Manning has received bids to develop 14,000 square feet into manufacturing cells which will include air, power, and electrical. These areas will be cordoned off, and clients will have access to their areas 24 hours per day. The clients will be required to have insurance. The contracts for the MIC have been reviewed by the state. The clients will have 18 months to get their businesses off the ground. They also need to meet with the

- MIC Advisory Board on a monthly basis (advice provided to clients) and take classes, e.g., Lean Manufacturing, from the college.
- The MIC will be loosely tied in with Mr. Hall's entrepreneurial center. If the college's clients need assistance with a business plan or financing, the entrepreneurial center will work with them.
 - Mr. Manning is hoping to have the construction completed by the first quarter of next year. The area that used to house the Nursing Assistant program is now being used by a client who has a silk screening business.
 - Mr. Manning has been working to get donations for the prototyping lab. Some companies have indicated that they will provide the college with injection molding equipment. The college is currently planning to buy a 3D printer for the space. The college has discussed the MIC with the Governor's Office of Economic Development, and it supports the prototyping option.
 - Five or six individuals have already expressed interest in the first three cells. The college will screen all applicants.
 - Future plans are to construct 10 to 12 additional cells in the other 40,000 square feet of space. However, the college wants to ensure that the first three cells work before moving forward. Mr. Manning plans to apply for grants for the remaining cells. He estimated that it will cost \$2 million to upgrade the entire area.
 - Ms. Slaughter stated that the college wants to work with not only entrepreneurs but its existing partners as well. They can use the MIC to develop their processes before fully implementing them in their businesses. The college is also interested in providing students with internship opportunities with these companies--Mr. Manning noted that Media Design students are working with the silk screening client. As these companies grow and start to require more employees, the college will ask them to participate in the college's recruiting process.

The advisory board currently consists of seven individuals from industry—a couple of entrepreneurs, a finance rep, a marketing rep, and a procurement rep from Barnes. Mr. Manning is looking for a couple more representatives. Members meet with clients once a month in the evening for two hours to help them with ideas and to work with the college to ensure that it has the right processes in place.

Mr. Moore asked if the college will charge a rent or lease cost. Mr. Manning said it will charge a small fee to help the college cover its costs. The college is also installing individual electrical meters, and clients will cover their electrical costs and a portion of cleaning/garbage disposal costs.

Mr. Moore asked how the college is planning to advertise the MIC. Mr. Manning said Mayor Godfrey offered the use of Doug Jardine, Ogden City marketing representative, free of charge, to market the center. The college will hold a ribbon cutting ceremony and conduct some general marketing. Mr. Manning has met with Mr. Jardine, and he is very supportive of the project.

5. INFORMATION/DISCUSSION

- Operating budget: Numbers are in line for what was budgeted for this point in time. The college has experienced an increase in students on the Pell grant; as a result, Pell is over budget. Revenue and expenses for federal grants are high.

- Enrollment Report: The college experienced a large increase in enrollments last month. This month, enrollments are still trending ahead of last year. President Mercier noted that program highlights are included on page two of the report and encouraged members to read them.
- Marketing: The Chamber's Leadership Northern Utah group was on campus today (21 individuals). Many had never been to the college before.
- Laina Call, Cosmetology, SkillsUSA Competition: Ms. Call was the SkillsUSA gold medalist for the nation. She took some time to participate in a competition in Paris and placed fifth. She went to the World SkillsUSA Competition representing the USA in October 2011 and placed ninth. Because her total points earned were above 500, she also received a medallion.
- Employer Advisory Team Update: The college held its annual joint employer advisory team dinner on October 19, 2011. The president provided members with a State of the College address and reviewed the COE programmatic changes. The rest of the evening was spent evaluating programs. The employer feedback is then used to develop each program's three-year plan which is then approved by the employer teams in their spring meetings. Mr. Moore asked if the employers are engaged, and Mr. Taggart stated that they are, and the college is always looking for more members as they can offer a fresh perspective.
- Financial Report (separate cover): Mr. Call noted that page 39 provides more detail on budget variances. Under Auxiliary Enterprises, the Bookstore is \$76,000 above budget due to higher than expected sales. Pell demand has also been high. All other figures are in line with projections.

Mr. Moore asked Mr. Call to explain the Pell grant debit/credit. Mr. explained that the college budgeted \$1.5 million for Pell. Approximately half the funds come back to the college with a majority of the monies used by students for living expenses, supplies, etc. If a student qualifies for Pell, the college disburses their funding to them. A certain amount is held back to cover tuition.

Ms. Lauritzen explained that the college anticipated that Pell demand would decrease this year because the government decreased the amount students would receive. However, the college has served almost as many students year-to-date as it served all of last year. The college had felt that Pell demand would decrease with the improvements being made in the economy, but that has not been the case.

6. UCAT BOARD OF TRUSTEES' REPORT

Mr. Moore reported that the UCAT Board has not held a formal meeting since the college's board met in October.

7. PRESIDENT'S REPORT

President Mercier reported on the following items:

- Mr. Moore noted that winter graduation was held on November 10, and it was a very nice event. President Mercier explained that graduation exercises are held twice a year and are totally voluntary. There is a keynote speaker, and alumni speaker, and a graduate speaker.

- UCAT Annual Report: Per state statute, UCAT is required to provide an annual report to the legislature every October. The document provides a good overview of what is taking place in technical education across the state. President Mercier provided members with a copy of the report and briefly reviewed some of the highlights. She noted that on page 12, Matt Wardle, J.D. Machine, and an employer team member, is featured. Cornerstone Research and Development is highlighted on page 15. Barnes Aerospace is highlighted on page 19.
- The Standard-Examiner gave a “thumbs up” to the college for its nickname in a recent editorial. President Mercier provided members with a copy of the article.
- The Standard-Examiner published an article on the college’s YouthBuild program, and President Mercier provided members with a copy. She will provide a full report on the program to the board in December.
- The college is hosting its annual Weber County delegation breakfast meeting on December 9 at 7:30 a.m. Board members were invited to attend and asked to RSVP to Tina Smith. President Mercier will review the college’s budget and issues specific to the institution.
- Ogden Marathon: The college has a Wellness Council, and as part of its activities, the college paid for up to \$30 of the entrance fee for any employee interested in participating in the 2011 marathon. Employees also received a specially-designed tech college shirt. Approximately 30 employees signed up for the event. President Mercier invited the board to participate in the 2012 marathon as part of the college team—the college will pay up to \$30 for their entrance fee and provide them with a shirt as well.

Mr. Hardy complimented the college on its billboards but suggested putting a banner on the electronic marquee until it has been remodeled.

8. NEXT MEETING

A holiday reception for the board and employees will be held on Thursday, December 15, 2011, from 3:30 p.m. to 4:00 p.m. in the Student Services Building foyer.

The Board of Directors meeting will follow at 4:00 p.m. in the Harold W Ritchey Board Room.

Meeting adjourned at 5:18 p.m.

/tms