

OGDEN-WEBER APPLIED TECHNOLOGY COLLEGE

BOARD OF DIRECTORS MEETING

September 29, 2011

Harold W Ritchey Board Room

4:00 p.m.

MINUTES

MEMBERS PRESENT

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

EX-OFFICIO MEMBERS

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

GUESTS

Nancy van Valkenburg	Standard Examiner
Laraine Moellendorf	Ogden-Weber Applied Technology College
Judith Hudak	Ogden-Weber Applied Technology College
Andy Brown	Ogden-Weber Applied Technology College
Bonnie Henderson	Ogden-Weber Applied Technology College
Tyler Call	Ogden-Weber Applied Technology College
James Taggart	Ogden-Weber Applied Technology College
Rhonda Lauritzen	Ogden-Weber Applied Technology College
Karen Thurber	Ogden-Weber Applied Technology College

Tina Smith	Recording Secretary
------------	---------------------

The Board of Directors of the Ogden-Weber Applied Technology College met on Thursday, September 29, 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 the guests attending the meeting. Laraine Moellendorf, nursing assistant instructor; Judith Hudak, Culinary Arts instructor; Nancy van Valkenburg, Standard Examiner; Karen Thurber, development director; Andy Brown, pre-enrollment recruitment specialist; and Bonnie Henderson, purchasing agent.

1. BOARD PHOTO

Time was provided at the beginning of the meeting to take a photo of the board.

2. INTRODUCTION OF NEW BOARD MEMBER: KEVIN SULLIVAN

Mr. Moore noted that a few members (Jeff Harris, ARRUP Blood Services; Sharilyn Gerber, Weber School Board; and Richard Taylor, McKay-Dee Hospital Foundation) were not able to attend the meeting last month, and he asked them to introduce themselves.

Kevin Sullivan is the newest member of the board representing Weber State Institutional Council, and he introduced himself to the board.

3. APPROVAL OF THE MINUTES OF THE MEETING HELD AUGUST 25, 2011

A motion to approve the minutes of the meeting held August 25, 2011, was made by Joyce Wilson, seconded by Jeff Harris, and carried unanimously.

4. APPROVAL OF CONSENT CALENDAR

A motion to approve the Consent Calendar as presented was made by Sharilyn Gerber, seconded by Richard Taylor, and carried unanimously.

Mr. Moore related that Board Leadership (consisting of Joyce Wilson and himself) had discussed the items in the Consent Calendar—specifically the Personnel Report—and had decided that the document should be included in the Information section of the agenda as the board is not approving it. Members did not have any concerns with this action.

5. INTRODUCTION OF THE “PRESIDENT’S OUTSTANDING EMPLOYEE AWARD” RECIPIENTS

President Mercier related that the college recognizes employees on an annual basis during Opening Institute (week of professional development). The college recognizes longevity as well as team and individual efforts.

She also presents the “President’s Award” to outstanding employees. Faculty, staff, and students can nominate hourly and salaried employees. The award recipients from the previous year select three individuals in each category (Employee – Exempt,

Employee – Non-exempt, Instructor, and Instructor – Hourly). The president makes the final selections in each category.

President Mercier introduced this year's recipients: Andy Brown, pre-enrollment and recruitment specialist; Laraine Moellendorf, nursing instructor assistant; Judy Hudak, Culinary Arts instructor; and Bonnie Henderson, purchasing agent.

6. APPROVAL OF PROPOSED FUND BALANCE PROJECTS

The proposed fund balance projects are listed on page 15 of the board booklet (detail provided to board under separate cover). President Mercier noted that fund balance helps the college with critical needs, noting that the wall behind the loading dock (safety issue) and the landscaping/streambed feature had all been completed last fiscal year with these monies.

She noted that the college had added approximately \$300,000 more to fund balance last year, and the institution is requesting \$267,000 for this year's projects.

Mr. Ruiz asked if the marquee would replace the one out front; it would. President Mercier indicated that the current marquee was built 10 years ago and no longer works.

Ms. Wilson asked about the location of the connection for the current sign, and President Mercier said it's hooked up in the basement of the Corporate Training Center. The new sign will be connected through the main campus's Wi-Fi. Mr. Taggart noted that the sign's hardware is so old that the software that runs it is no longer made. President Mercier stated that a portion of the cost will be used to update the logo.

Mr. Ruiz asked about the use of Wi-Fi on campus and how well the campus is connected—higher ed is looking at this type of technology for the benefit of its students and employees. Mr. Taggart stated that the Wi-Fi was upgraded in the Student Services Building but is limited in other buildings; however, plans are in place to upgrade all facilities. The Health Building has more connectivity since it is a new facility. The college uses the GeoMax system (1,000 megabytes), but the college has to be vigilant with its firewalls because secondary students cannot have access to information on guns, alcohol, etc. Customers using Wi-Fi on campus have to provide the college with their mac address so their usage can be tracked if necessary.

Mr. Ruiz commented that the college may want to consider using fund balance to increase Wi-Fi availability on campus. President Mercier explained that items of this nature would generally be covered in the college's regular budget; however, ongoing budgets have been cut in recent years.

A motion to approve the fund balance projects and use of unrestricted net assets was made by Frank Ruiz, seconded by Jerry Ropelato, and carried unanimously.

7. APPROVAL OF PROPOSED CAPITAL IMPROVEMENT PROJECTS

Mr. Call explained that the college receives funding from the Division of Facilities and Construction Management for capital improvement projects. Proposed FY13 projects

are included in the board booklet (page 17). He reviewed the college's top three projects:

- Culinary Arts program improvements/loading dock safety: The classroom area needs to be redesigned to address sanitation and food preparation concerns. The loading dock needs to be equipped with a ramp system.
- Upgrading HVAC controls in Manufacturing/Construction Buildings: The Manufacturing Technology Building is controlled by an antiquated compressed air system that needs to be updated. The Construction Technology Building is cooled by an evaporative system that only works well if the temperature is below 95 degrees and relative humidity is below 50 percent.
- Business Depot Ogden (BDO) campus – upgrade seismic, insulation, heating, and cooling: Bay 2 has no improvements. Seismic and systems upgrades are needed before the space can be used for instructional purposes.

Ms. Wilson asked if the college owns the BDO building. President Mercier explained that the college owns two bays. Bay 1 was completely redone. Bay 2 still has its original wooden structure.

Ms. Wilson asked about the Roy campus. President Mercier indicated that the college leases that facility.

Mr. Taylor asked if projects on the capital improvements lists have been there previously, i.e., are they bumped up the list as projects are completed. Mr. Call indicated that many have been on the list previously. Priorities change based on the college's needs. Mr. Taylor asked if any of the projects are critical because of safety or functionality. Mr. Call explained that the projects that are ranked highest are the most critical or important.

Mr. Sullivan asked if fund balance is the only source of funds for these projects; Mr. Call indicated that it is. Regular budgets have been cut and cannot accommodate them.

When asked how DFCM allocates the funds for capital improvements, Mr. Call explained that it's based on the size of the institution, though he was unsure of the percentage.

Mr. Moore asked Mr. Call to review the capital improvements approval process. Mr. Call explained that college employees provide input on projects throughout the year. The college reviews and prioritizes them and sends the list to the board for approval. The lists are due to DFCM by October 1. DFCM will approve the college up to a certain dollar level, based on how much funding is available from the legislature. There is some flexibility for emergencies that may arise.

Mr. Moore clarified that DFCM doesn't approve the list project by project—it allocates a set amount of money; Mr. Call agreed.

Mr. Taggart also noted that DFCM manages the projects that are funded.

Mr. Call pointed out that the college does not receive the funds—they are shown on the balance sheet as an asset to the college but no monies are transferred.

Mr. Moore asked if capital improvements can be covered by fund balance. Mr. Call said they can; however, if the state has the monies, it is more beneficial for the college to use them.

Mr. Ropelato noted that some of the BDO buildings have had asbestos problems. President Mercier indicated that asbestos would have to be removed before the building could be used.

Mr. Beardall asked if the college has a strategic plan for the BDO facility. President Mercier indicated that when the property was being turned over to the city, the college did not have a plan but knew it would need more training space. Ogden-Weber applied to the federal government, received conveyance of the building (90,000 square feet), and moved Custom Fit, truck driving, and forklift training to the space. Because the building was to be used for training, it was conveyed to the college free of charge. The college received funding from the state to upgrade Bay 1. During remodeling, the building caught fire and subsequently burned down (Bay 2 was unharmed). Bay 1 was constructed using insurance proceeds and state funding.

Bay 2 needs to be remodeled (seismic and HVAC). The college does not have any plans for it at this time because the infrastructure must be taken care of first (three to four years out). Once that is completed, the college can begin developing plans for the programs that will be offered at that site.

President Mercier noted that the funding for improvement projects fluctuates every year because it is based on state resources. DFCM reviews projects across the state, and attempts to set aside a percentage of the buildings' value to accommodate future repairs.

A motion to approve the proposed FY13 capital improvement projects was made by Kevin Sullivan, seconded by Joyce Wilson, and carried unanimously.

8. APPROVAL OF YOUTHBUILD CONSTRUCTION TECHNOLOGY CERTIFICATE

Mr. Taggart related that last February, the college received a \$1.1 million YouthBuild grant (funded for three years and safe from recent federal budget reductions). Only 31 programs were approved nation-wide. The target population is individuals ages 16-24 who are low-income and have not completed a high school diploma. Students will spend part of their day working on high school completion and part of the day in the Construction Technology program. The goal of YouthBuild is high school completion and helping students learn to work. Ogden School District is providing GED and adult ed services. Students will use their skills to serve the community by working on remodeling projects for Your Community Connection and the Veteran's Fellowship.

Ninety individuals applied for 32 slots. Forty-two students completed the "Mental Toughness Week" activities, and 35 were selected for the first cohort. Students learn that the training is like having a real job—they must show up, work together as a team, and have a good work ethic. When students meet certain benchmarks, they receive a stipend.

Mr. Taggart briefly reviewed the program description, experience of the faculty, program need/market demand for the training, student demand, budget requirements, and resource availability. He noted that the YouthBuild coordinator and the Construction Tech instructor are both general contractors.

Mr. Ruiz asked about the recruitment process. Mr. Taggart indicated that the college worked with the school district and the Department of Workforce Services. The program received coverage in the newspaper and was advertised on the college's website.

Mr. Beardall expressed surprise that the number applying wasn't higher. He asked if the college had partnered with industry to recruit for the program—he would have liked to give his employees an opportunity to earn a diploma or get trained in a specific field. He asked if the college had considered using industry as a potential feeding mechanism for this program. Mr. Taggart explained that the college has some industry partners. The college has worked closely with Ogden School District's adult ed program, and he felt they would be very interested in partnering with industry to help their employees; Ms. Gerber agreed.

Mr. Taggart noted that the Department of Labor (DOL) had strict income guidelines for participating in the program. However, he stated that Mr. Beardall brought up a good point, especially since the college wants to ensure that it is serving its community.

Ms. Gerber related that the adult ed program will enroll anyone interested in high school completion. Classes are offered Monday through Thursday, from 9 a.m. up to 7:00 p.m. Hours are flexible, and the Ogden School District's program is located in the old Lewis Elementary School. Weber School District has a program on the tech college campus and at Two Rivers.

Mr. Hardy asked if those who are not accepted can reapply. Mr. Taggart said they could; however, training is only provided during the first two years of the grant, with the third year spent on follow-up.

Mr. Taggart noted that the college sent some of its employees to visit other YouthBuild programs. One program in California is now being operated with private funds. He indicated that the college's YouthBuild employees are exceptional—they are caring but firm and want to ensure there is continued funding for the program.

Ms. Wilson asked about age range of the group. Mr. Taggart stated that only a quarter of the students are high school age; the majority are adults. When asked about space for the program, Mr. Taggart indicated that it is housed in the former Bricklaying program.

Mr. Taylor asked if there will be two overlapping groups of students. Mr. Taggart explained that the current group started this year, and a new cohort will begin next year. Mr. Sullivan asked if all students without a high school diploma will finish this component by the time the program is completed. Mr. Taggart stated that they may or may not—it depends on how many credits they currently have. The goal is to get the

student to complete as much as possible, and they can continue working with the district's adult ed program afterward.

Mr. Beardall asked if the college chooses the individuals who qualify for the program. Mr. Taggart explained that the DOL has criteria for pre-selection. Because the students are progressing through the program as a cohort, the DOL does not want anyone to drop out; therefore, the guidelines are very stringent. However, the DOL also understands there will be some attrition. The college's goal is to start with 35 students and end with 35 students.

Mr. Ruiz asked about the ratio of male to female students. Mr. Taggart stated that the students are predominantly male. He noted that YouthBuild is centered around construction but the focus is mainly on high school completion. Mr. Ruiz raised the issue of whether the construction component might deter women from applying. Mr. Taggart noted that one of the instructors is a woman.

Mr. Ropelato asked about the stipends students can earn. Ms. Thurber explained that the grant provides a base stipend. The program serves young adults with low-moderate income, and they cannot commit eight hours a day to school and raise a family or pay bills at the same time. The stipend allows them to go to school. Students can earn additional amounts up to \$600 a month based on achieving other goals—completing components, raising their grades, passing their GED, etc. Accomplishments are rewarded.

Mr. Ropelato asked if the program is offered in other disciplines besides construction. Mr. Taggart stated that it is not. The program focuses on construction to get the students to work together as a team and learn work ethics.

A motion to approve the YouthBuild Construction Technology Certificate was made by Frank Ruiz, seconded by Sharilyn Gerber, and carried unanimously.

9. UPDATE ON COUNCIL ON OCCUPATIONAL EDUCATION (COE) REAFFIRMATION SITE VISIT AND REPORT

President reported on the COE site visit:

- Team members arrived on Monday, and the college hosted a reception for them that evening. President Mercier thanked the board members who were able to attend the event. Approximately two-thirds of the college's employer advisory team representatives participated. Dr. Anne Matthews, team leader, commented on the number of board and employer reps who attended, noting that this is not a common occurrence.
- COE reaffirmation covers 11 general and program standards. The institution developed a self-study document which covers over 1,000 criteria. Each criterion must have accompanying documentation. One day of the visit is spent on programmatic areas/documentation and visiting the programmatic areas and talking with employees and students. The second day is spent on campus-wide standards.
- The exit interview is typically scheduled for Thursday. The college's visit went so well that the team was ready to present its exit interview early Wednesday

afternoon. The team provides a report; the institution is not allowed to ask any questions. The team can make recommendations (items which must be resolved before reaffirmation can be given); suggestions (implement or not); and commendations. The college did not have any recommendations or suggestions and received two commendations—one for the Machinist program because of its high quality and one for the Strategic Plan (team member liked the quarterly reports given to the board and the information posted in hallway).

- President Mercier provided the board with a list of the comments made by the visiting team.
- President Mercier provided the board with a list of the steering committee members. They were instrumental in writing the self-study and compiling the documentation over the past year-and-a-half.

President Mercier stated that Mr. Taggart was instrumental in ensuring the college received a clean report. He reviewed all the documentation and the entire self-study. Dr. Matthews commented that Mr. Taggart was very organized and dedicated, and as a result, the team finished early.

President Mercier noted that one member had remarked on the pride of employees and students. Mr. Ruiz stated that the college should use this information to market the college.

President Mercier indicated that official action on the reaffirmation will not take place until the COE Board meets in February 2012, so no announcements can be made until that time. She noted that the college has been through the COE process twice and has not received any recommendations. She indicated that the self-study is a good tool as it helps the college identify areas that need to be improved. The college has planned a post-COE celebration for employees on October 17.

President Mercier noted that Ogden-Weber was the first tech college to undergo accreditation, so it was the first to go through reaffirmation. Mr. Taylor asked how the other tech colleges did. President Mercier said that all the institutions did very well, but she didn't think anyone else had had as clean a report as Ogden-Weber.

Mr. Moore complimented the president, Mr. Taggart, and the committee on a job well done.

10. INFORMATION/DISCUSSION

It was noted that employees in the UCAT system had voted to opt out of the federal social security program (status report provided in Information/Discussion section of board booklet).

Members did not have any questions or comments on the Information/Discussion items.

11. UCAT BOARD OF TRUSTEES' REPORT

Mr. Moore reviewed the highlights from the meeting which was held at Dixie tech college. The meeting was held in conjunction with Dixie's ribbon-cutting celebration.

- Changed UCAT By-laws as they relate to nominating and electing the UCAT Board chair and vice chair.
- Discussed four policies: Charter School Authorization; and three policies relating to UCAT central operations.
- Approved the FY13 budget request.
- Received a brief report on strategic planning efforts.
- Will contract with same firm in FY12 for internal audits.
- Approved land exchange between Uintah Basin tech college (UBATC) and Utah State University.
- Approved non-state funded project for UBATC in Vernal.
- Certified FY11 UCAT enrollment data
- Approved FY11 UCAT Annual Report

12. PRESIDENT'S REPORT

President Mercier reported on the following items:

- The college has a mass notification system which is used to contact students by phone, text, or email in the event of an emergency. Students can opt in to the system. Board members interested in opting into the system were asked to complete a form.
- The two sculptures for the Barker Family Health Technology Building have been installed (one inside the building, and one outside, on the south side of the building). Molly Mason, sculpture artist, will be on campus during the last week of October to install the glass pieces. The college is hosting a sculpture dedication and reception on October 27 at 3:00 p.m. Invitations will be mailed out.
- The Board of Regents approved a new Associate of Applied Science in General Technology degree. The degree will allow students who complete a program that is at least 900 hours in length to transfer their certificate to an institution of higher education for an AAS degree. The student would receive 30 hours of credit upon completion.

The college has been working with Weber State (WSU) on the degree for this region, and President Mercier provided members with a copy of the draft. WSU is looking at one degree program; Utah State has approved four. WSU would like to offer one degree and then allow electives to be specific to the student's technology program. Electives are determined when the student meets with a university advisor. WSU is currently taking the proposal through its internal process (Curriculum Committee, Faculty Senate), and it will need to be approved by the Institutional Council. The college will advertise the degree during the next few months.

President Mercier noted that students must complete their certificates at the college in order to earn the 30 hours of credit. Too often, students don't complete because they find employment or for personal reasons, so the degree will be a good incentive.

Mr. Taggart stated that WSU did an excellent job on the proposal. The university will allow students to customize the degree for their goals.

- The college is hosting a family night for high school students and parents on October 26. Because it is Hispanic Heritage Month, the event will focus on “Si, Se Puede.” The family night will be held in the Barker Family Health Technology Building and will include Hispanic food and dancing exhibitions.

13. OPEN DISCUSSION

President Mercier noted that with the completion of the COE visit, she'll be working on the budget and the weighted pupil unit issue.

A motion to congratulate the great team at the college was made by Frank, Ruiz, seconded by Jerry Ropelato, and carried unanimously.

14. NEXT MEETING

The Board of Directors is scheduled to meet on Thursday, October 27, 2011, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 5:46 p.m.

/tms