MEMBERS PRESENT
Troy Bullard
Richard Favero
Jerry Ropelato
William Shafer
Kevin Sullivan
Richard Taylor
Matt Wardle
Joyce Wilson, Vice Chair

Business/Industry
Weber School District Board
Business/Industry
Business/Industry
WSU Institutional Council
Business/Industry
Business/Industry
Ogden School Board

MEMBERS EXCUSED
Frank Ruiz
Steve Moore, Chair

Business/Industry
Business/Industry

EX-OFFICIO MEMBERS PRESENT
Collette Mercier

Ogden-Weber Applied Technology College

GUESTS
Shawn Owens
Chad Burchell
Theresa Walker
Jim Taggart
Rhonda Lauritzen
Tyler Call
Monica Schwenk
Tina Smith

Ogden-Weber/UCAT Student of the Year
Ogden-Weber Applied Technology College
Ogden-Weber Applied Technology College
Ogden-Weber Applied Technology College
Ogden-Weber Applied Technology College
Ogden-Weber Applied Technology College
Ogden-Weber Applied Technology College
Ogden-Weber Applied Technology College
Recording Secretary
The Board of Directors of the Ogden-Weber Applied Technology College met on Thursday, January 28, 2016, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room. The meeting was conducted by Joyce Wilson, vice chair, in Steve Moore’s absence. The agenda proceeded as follows:

Ms. Wilson noted that Steve Moore and Frank Ruiz had asked to be excused from the meeting.

Ms. Wilson introduced the guests in the audience: Shawn Owens, Ogden-Weber/UCAT “Student of the Year,” Monica Schwenk, development director; Theresa Walker, human resources director; and Chad Burchell, business instructor and Faculty Leadership representative.

Ms. Wilson reviewed the food items prepared by the students in the Culinary Arts program.

1. **APPROVAL OF THE MINUTES OF THE MEETING HELD NOVEMBER 19, 2016**

A motion to approve the minutes of the meeting held November 19, 2016, was made by Kevin Sullivan, seconded by Jerry Ropelato, and carried unanimously.

2. **INTRODUCTION OF OGDEN-WEBER/UCAT “STUDENT OF THE YEAR”: SHAWN OWENS**

After a rigorous selection process, Shawn Owens was announced as Ogden-Weber’s “Student of the Year (SOTY)” in November. He and the SOTYs from the other tech colleges gave presentations to the UCAT Selection Committee in January. The three finalists were announced one at a time at the gala dinner on January 21 and presented their speeches to the attendees. Mr. Owens was subsequently announced as the UCAT SOTY.

Mr. Owens was introduced to the board and presented his gala dinner speech.

3. **OPEN MEETINGS TRAINING**

Doug Richards, Attorney General’s Office, provided the board with open meetings training as required by law.

4. **APPROVAL OF PROPOSED CHANGES TO SALARY RANGES**

Because of a lack of funding from the legislature, the college was unable to provide any compensation increases between 2008 and 2011. A cost of living increase of one percent was provided in 2012, with small increases provided each year thereafter.

No changes have been made to the college’s salary ranges since 2008. As a result, some employees are maxing out of their ranges, and the college is having some difficulty attracting and retaining employees due to having low ranges.
Theresa Walker, human resources director, researched the salary ranges in the Ogden and Weber School Districts and at Davis tech college. The results were included in the board book (page 10).

- **The Ogden School District** provides both COLA and Salary Schedule Step Increases. The district did not provide any increases between 2008 and 2010; provided small increases from 2011 through 2014; restructured the entire schedule in 2014-15; and provided some raises/COLA thereafter. Total: 6 percent plus cash and restructured scheduled in FY15.

- **The Weber School District** funds lane changes, step increases, and base increases. From 2008 through 2016, it funded lane changes, and depending upon the year, some steps and small increases to the base. Total: 11.65 percent.

- **Davis Applied Technology College** is similar to the college; typically adds whatever COLA is provided by the legislature to its salary ranges each year. Total: 6.75 percent.

The college proposed increasing all salary ranges by 10 percent, effective February 1, 2016. Though the increase is higher than Davis’s 6.75 percent, the college will still be behind in ranges. However, it will help decrease the gap between the two institutions.

The college also proposed increasing the ranges by the COLA adjustment on an annual basis so it won’t have to make significant changes in the future.

In most cases, the changes to the ranges will not impact employees’ salaries. However, there are six employees whose salaries would fall below the minimum of the new ranges. Adjusting their salaries will cost the college $11,503, with the largest increase being $3,000. The college will need to continue to work with the legislature to obtain funding for compensation so it can remain competitive.

Mr. Taylor asked whether these decisions can be made on a local level or whether there are UCAT policies and procedures that must be followed system-wide. President Mercier explained that the local boards are authorized to make these changes since regional wages may differ. Mr. Taylor felt comfortable with the proposal since the college conducted research on local wages and like institutions.

Ms. Wilson clarified that the college wasn’t anticipating larger range increases in the near future, and Mr. Call agreed, stating that this is the rationale for requesting smaller annual adjustments.

Mr. Bullard asked why the college decided to increase ranges by 10 percent across the board as opposed to looking at each range individually. Mr. Call explained that all the ranges are not competitive at this point. He and Ms. Walker discussed the issue that some ranges in the instructional area may need to be adjusted by more than 10 percent, e.g., Nursing program, and the college will need to look at those ranges in the future. This 10 percent increase will at least bring the college up to a competitive level.

A motion to approve the proposed modifications to the salary ranges was made by Richard Taylor, seconded by Kevin Sullivan, and approved unanimously.
5. PERFORMANCE-BASED FUNDING GOALS

There has been a great deal of discussion at the state level about developing a matrix for performance-based funding. The Utah System of Higher Education (USHE) has been using a performance-based model for a couple of years, and the legislative Higher Education Committee is interested in having UCAT do the same. A group of several UCAT staff and presidents discussed the criteria that should be considered, how the model can incentivized, and key elements that should be tracked and monitored.

Page 17 of the board booklet includes a copy of the model. It focuses on the critical outcomes of the tech colleges—completion and placement. Membership hours (activity oriented) were included as they have been funded in the past; however, they are assigned a lower weighting factor. The team discussed whether the model should incentivize activity or outcomes and determined that outcomes were most important.

The “Completion” component includes:

- **Program Certificates:** Encompasses certificated, C.O.E.-approved programs. Certificates were broken down into program hours, and weighting was based on the length of the certificate. Longer programs were assigned more points as they require more resources, and students potentially have more opportunities to leave.

- **Additional Completions:** Includes occupational skills certificates, occupational upgrades, other post-secondary, and secondary certificates. Occupational skills certificates are 60 or more hours in length and are approved by the board; generally employer-driven. Secondary students are included in the category but won’t be counted in the matrix until they complete 30 hours, the point at which they earn high school credit.

The performance model was shared with several legislators; they indicated that they might allocate funding for it. UCAT is requesting $1 million in its budget to fund the model. The monies would be held until January 2017 after the 2016 year-end data is tabulated. Each tech college will be required to establish goals and will receive funding based on meeting those goals.

Two distribution models have been discussed: 1) divide the funding equally among the eight institutions ($125,000 each) if they meet their goals; or 2) take half the funds and divide them equally with the remaining half tied to points. President Mercier supported the second option. The UCAT Board hasn’t made a final decision on this issue, and at this point, there is no guarantee that the legislature will fund the model.

The tech colleges have developed their goals for the year. The college is anticipating a 1.6 percent increase over the previous year. The college is currently down five percent but is confident it will make up the loss, especially since it is anticipating an increase in secondary completions.

Last year, the college had 200 short-term electrical certificates that will not reoccur this year because of the cyclical nature of state licensure requirements. Internally, the
college will not include these certificates in its count since enrollment spikes will occur every other year, skewing the data.

6. **LEGISLATIVE UPDATE**

- The tech colleges will report on how they used their new funding. Ogden-Weber didn’t receive any new funding for growth, so President Mercier will provide information on the college’s new initiatives.

- The college will make a presentation to the Infrastructure and General Government (IGG) Committee regarding the BDO remodeling project on February 8. The college is requesting $6.5 million to renovate Bay 2. Kerry Gibson, Weber County commissioner, and Col. Scott Nowlin, Hill AFB, will address the group.

- The college will present its FY17 budget to the Higher Education Appropriations Committee on February 10.

- A list of the IGG and Higher Education Committee members was included in the board book (page 18).

Mr. Ropelato suggested having Shawn Owens speak to the legislature or sending the legislators a copy of his video. President Mercier indicated that she may have him speak to them on an individual basis.

It was noted that Rep. Jon Stanard toured the college to get a better idea of the training and services it provides.

7. **INFORMATION/DISCUSSION**

- **Campus Development Update**: The solar array project with Solar City was approved by the board last year. Work on the project will begin in March. The college is working with Utah Power and Light on the power sources. Minor changes have been made to the layout. The original plan was to run panels across the southeast side of the campus. Solar City has requested that the panels be placed in one consolidated area. This will keep the panels out of the way and provides the college with more flexibility to expand its parking lots as needed. The number of panels will remain the same.

- **Financials**: The non-operating expenditure percentage (monies for equipment/projects) is 30 percent compared to 99.71 percent last year. The variance is a result of expenditures that were made early in 2014 to establish the Automotive program. In addition, when the FY15 budget was developed, the college had not included fund balance projects. They were later added in March 2015. The operating revenue percentage at 44.20 percent this year vs. 49.71 last year. The variance is due to the fact that College Store revenues are tracking behind, and the college received a $35,000 check from Educators Mutual Insurance (dental carrier) the previous year. The college has a self-funded plan which had more funds in its account than is allowable, so EMI provided a check for the overage.
• **Outcome Report**: Adult head count is flat, and adult students are enrolling in fewer hours because they’re working. Secondary students are taking more hours. Staff have been involved in many activities to promote the college.

• **Access and Outreach**: The college will be hosting 800 sixth graders from the Ogden School District over two days in February.

• **Business Plan Mid-year Report**: Brand new enrollments are up from 1,100 to 1,200 for the same time period. Seeing some increases in the mix of students—the college’s Hispanic population is up 6.5 percent. The college has put more emphasis in marketing to this population. Making progress in the implementation of the new document management software. Have made some connections between the software and Fiscal. Working with Financial Aid, Purchasing, etc., to increase efficiencies through automation. Hope to have a product that is ready to use by the third quarter of the year.

8. **UCAT BOARD REPORT**

President Mercier reported on the following:

• Tina Smith will email members a link to the UCAT board meeting materials.

• **Legislative audit recommendations**: The UCAT Board discussed the three audit report recommendations, some of which had to do with how UCAT reports its data. Because the tech colleges have a wide variety of activities they report on, e.g., long/short certifications, occupational upgrades, they report them to the state discretely with distinct completion rates for each category. The auditors did not approve of UCAT’s composite rate and don’t want to combine long and short certificates. They are more familiar with the way USHE reports its data. UCAT will change how it reports its numbers.

The auditors also had questions on placement reporting. The Council on Occupational Education (C.O.E.)—the tech colleges’ accrediting agency—allows schools to count not only students who find employment but those who go on to further education as placements. The auditors took exception to this process. The tech colleges want to be consistent in how they report to C.O.E.; however, the auditors stated that the colleges shouldn’t count those students as placements. UCAT will revisit this issue and develop a placement policy.

The UCAT Board discussed the auditor’s recommendations but didn’t take any formal action on them.

• **Performance-based funding goals**: The board discussed the campus performance plans and the two different methods of funding the distribution if goals are met.

• **UCAT Goal for Governor Herbert’s Education Plan**: The Governor is changing his approach to his 2020 plan. His original plan was to have 66 percent of the population earn a certificate or degree. Rather than focusing on percentage of population, he is shifting to the number of degrees/certificates
attained. As a result, USHE’s and UCAT’s goals were revised. President Mercier felt the goal would be attainable if the budget is funded.

- UCAT will develop a contract with President Brems to have him work through the legislative session. Will start the hiring process after that.

9. **PRESIDENT’S REPORT**

- Ogden City has increased its efforts to be more inclusive and involve the college in city-sponsored activities. When the city implemented the college town effort, it focused on Weber State. They have now started to involve the college and recognize what it does. When Ogden-Weber’s national SkillsUSA winners were published in the newspaper, the City Council expressed interest in recognizing the college and the students. College staff and several of the students attended the January 19 City Council meeting and were presented with a special resolution. The city’s building also has a wall showing the collaboration between the city, Weber State, and Ogden-Weber.

  The city is developing a diversity charter and recently hired a diversity coordinator. They are hosting a college town initiative next year that will focus on universities but have invited the college to be involved. In addition, the city is in the process of rebranding and asked the college to be involved in that activity. Weber County is undertaking a similar process and also invited the college to participate.

- The Ogden Hispanic Chamber of Commerce has been in existence for many years, and the college has a long history of partnering with the group. The members decided to disband the Chamber part but keep the foundation to raise funds for scholarships. The Utah Hispanic Chamber will open a chapter in Ogden and asked Weber State, the college, and Ogden City to be founding members. The Chamber held an open house at Weber State, and presented the college with a framed certificate for its financial support and participation.

10. **NEXT MEETING**

The Board of Directors is scheduled to meet on Thursday, February 25, 2016, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room. **The board’s photo will be taken at the February meeting.**

Meeting adjourned at 5:35 p.m.