OGDEN-WEBER APPLIED TECHNOLOGY COLLEGE

BOARD OF DIRECTORS MEETING
March 26, 2015
Harold W Ritchey Board Room
4:00 p.m.

MINUTES

MEMBERS PRESENT
Troy Bullard               Business/Industry
Thomas Hardy              Business/Industry
Steve Moore, Chair        Business/Industry
Dean Oborn                Weber School Board
Jerry Ropelato            Business/Industry
Frank Ruiz                Business/Industry
Kevin Sullivan            WSU Institutional Council
Richard Taylor            Business/Industry
Joyce Wilson, Vice Chair  Ogden School Board

MEMBERS EXCUSED
Matt Wardle               Business/Industry

EX-OFFICIO MEMBERS PRESENT
Collette Mercier          Ogden-Weber Applied Technology College

GUESTS
Andy Brown               Ogden-Weber Applied Technology College
Nicolas Salomon          Ogden-Weber Applied Technology College
Martha Syme              Ogden-Weber Applied Technology College
Emma Anderson            Ogden-Weber Applied Technology College
Derek Ponce              Ogden-Weber Applied Technology College
Jim Taggart              Ogden-Weber Applied Technology College
Rhonda Lauritzen         Ogden-Weber Applied Technology College
Tyler Call               Ogden-Weber Applied Technology College
Monica Schwenk           Ogden-Weber Applied Technology College

Tina Smith               Recording Secretary
The Board of Directors of the Ogden-Weber Applied Technology College met on Thursday, March 26, 2015, 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 noted that Matt Wardle had asked to be excused from the meeting.

Mr. Moore introduced the guests in the audience: Monica Schwenk, development director; Derek Ponce, director of teaching and learning; Emma Anderson, faculty leadership representative and medical assisting instructor; Nic Salomon, diversity and outreach coordinator; Martha Syme, diversity and outreach coordinator; and Andy Brown, pre-enrollment advisor.

Mr. Moore reviewed the list of food items prepared by students in the Culinary Arts program.

1. APPROVAL OF THE MINUTES OF THE MEETING HELD FEBRUARY 26, 2015

A motion to approve the minutes of the meeting held February 26, 2015, was made by Kevin Sullivan, seconded by Jerry Ropelato, and carried unanimously.

2. INTRODUCTION OF OUTREACH/DIVERSITY TEAM

The college has a long-term goal of ensuring that every high school student has a tech college experience. To help achieve this goal, the college created a position that is responsible for reaching out to high school students and diverse populations. Ms. Lauritzen introduced Nic Salomon and Martha Syme who were hired to serve in this capacity. Mr. Salomon was formerly employed at Weber State, managing its dental clinic. Ms. Syme was formerly employed with Zions Bank. Both individuals are bilingual. Ms. Lauritzen also introduced Andy Brown, pre-enrollment advisor. He served as the college’s high school outreach coordinator in the past and now provides pre-enrollment advisement.

Mr. Salomon and Ms. Syme have been going through the college’s newly updated onboarding process (one of the Strategic Plan initiatives).

Mr. Salomon, Ms. Syme, and Mr. Brown provided a brief overview of their backgrounds and responsibilities.

3. WELCOME NEW MEMBER – DEAN OBORN

Mr. Moore introduced Dean Oborn, the board’s newest member, representing the Weber School District Board of Education.

Mr. Oborn introduced himself, noting that he started his teaching career at Roy High and worked there for 15 years. He then moved to Weber High, moving into administration where he was the assistant principal for seven years. He also served as principal at Roy Junior High for five years and principal at Weber High for three years before retiring. He currently serves on the Utah High School Activities Association as well as the Weber School District Board of Education.
Mr. Moore welcomed Mr. Oborn to the board.

4. **APPROVAL OF FY15 OPERATING BUDGET MODIFICATIONS**

Mr. Call reviewed the highlights of the proposed budget modifications:

- Federal Grants and Contracts revenue increased $461,000 due to the renewal of the YouthBuild grant.
- Sales and Services of Educational Departments revenue increased $223,000 in the Culinary Arts and Custom Fit programs. Custom Fit has seen increased demand for training as the economy has improved.
- Auxiliary Enterprises increased $58,000 as a result of a reimbursement from the college’s dental carrier. The college’s dental plan is self-funded and has reached a level such that the carrier must return a portion of the monies back to the institution. The funds were allocated to the “Other” account.
- Salaries increased $76,000 as a result of the YouthBuild grant. Benefits decreased by $29,000.
- General Expense was decreased by $108,000 because a project funded through the Division of Facilities Construction and Management (DFCM) was completed. No money was exchanged between the college and the state; however, the college still has to recognize the revenue and expenses associated with the project on its books.
- The DFCM Appropriations decreased $551,000 due to the completion of the aforementioned project.
- Gifts were increased $20,000 to reflect donations received through the Foundation.
- Capital Expenditures increased $134,000 due to the addition of fund balance projects and the new Utah Cluster Acceleration Partnership (UCAP) grant.

A motion to approve the budget modifications was made by Richard Taylor, seconded by Troy Bullard, and carried unanimously.

5. **APPROVAL OF CERTIFICATES: CULINARY ARTS – BAKING AND PASTRY CERTIFICATE AND PHARMACY TECH CERTIFICATE**

**Culinary Arts – Baking and Pastry Certificate:**

During the past couple of years, the college has seen increased student and employer demand for baking and pastry training. Both are included in the current curriculum but not at the depth and breadth required in industry. The college remodeled and expanded the Culinary Arts program kitchen last year and hired Brecca Tholen to focus on baking.

The instructors developed a 950-hour Baking and Pastry certificate which was reviewed and approved by the program’s employer advisory team yesterday.
Demand for these skills is increasing. At present, students who complete have jobs waiting for them. Resources are available in the current budget for this program. There are no other Baking and Pastry certificates offered in the region. If approved, the certificate will be implemented July 1.

When asked how many enrollments are anticipated, Mr. Taggart estimated a dozen. Some current Culinary Arts students may transition to the new certificate. He felt the training would help the college recruit a different group of students who want to focus on baking. More high school students are expressing interest in this field.

A motion to approve the Baking and Pastry Certificate was made by Joyce Wilson, seconded by Thomas Hardy, and carried unanimously.

**Pharmacy Tech Certificate:** The Pharmacy Tech program has been in existence for 15 years, and the certificate needs to be revised to meet changes in the Utah State Board of Pharmacy’s administrative rules. If a certificate changes by more than 25 percent, it must be approved by the college’s board.

The State Board of Pharmacy has mandated that all pharmacy tech programs must become accredited by the American Society of Health-System Pharmacists (ASHP). In order to achieve accreditation, programs must be a minimum of 600 hours in length; the college’s program is 400 hours in length. The college has until 2019 to meet this requirement but has decided to take action to increase the certificate effective January 2016, if approved by the board. This will allow the college to include the updated certificate in the FY16 catalog and work with the Department of Education to obtain Pell eligibility for the program.

The employer advisory team supports the changes.

Mr. Bullard asked how long it takes a student to complete the program. Mr. Taggart explained that the program is only taught in the evenings, two times a week. Currently, it takes the average student six months to complete the program. The college is looking at adding a third night. With the additional hours, it would take the average student seven months to complete.

Mr. Bullard asked whether other schools offer the training. Mr. Taggart indicated that Davis offers a 900-hour program. The college’s employer advisory team supports the 600-hour certificate. The college hasn’t any demand for a day program since most techs are working.

A motion to approve the Pharmacy Tech Certificate was made by Thomas Hardy, seconded by Kevin Sullivan, and carried unanimously.

6. **APPROVAL OF FY16 SECONDARY STUDENT FEE SCHEDULE AND CHANGES**

UCAT policy requires that the board approve high school fees on an annual basis. In addition, information on the secondary student fees and charges must be sent to the district superintendents and other secondary education providers.
High school students do not pay tuition; however, the college is allowed to charge them fees. Ogden-Weber has always had a single annual fee high school students. The fee is currently $70, and the college is recommending that the fee remain the same for FY16.

Scenarios under which the fee is waived:

- When students are fee-waiver eligible at their high schools.
- When students are enrolled in college classes located in their home high schools, including classes that will soon be offered at Weber School District’s Innovation Center.
- When students are enrolled in any of the college’s certificate programs where they are required to purchase materials, e.g., textbooks to help them study for licensure.

Faculty have worked hard to minimize costs where possible. Cosmetology has one of the highest materials cost, and the instructors are developing different kit options. They’ve also worked to ensure that high school students can purchase items in sections as they progress through the program.

A motion to approve the annual high school fee of $70 was made by Jerry Ropelato, seconded by Joyce Wilson, and carried unanimously.

7. REPORT ON FY16 TUITION

Mr. Moore noted the UCAT Board discussed the college’s proposed tuition increase of between 5 and 10 cents per hours. Per state statute, the college advertised the proposed increase and held “Truth in Tuition” hearing on March 11. Two students attended and were supportive of increasing tuition to support programs.

The college is also required to request approval of its differential tuition rate (currently $20 per month) on an annual basis. This rate is charged to students who are taking classes that aren’t part of the regular curriculum, e.g., remedial math, and allows them as much access to the classes as possible.

The college board approved a 5 cent per hour tuition increase and the differential tuition rate via email. Both rates were approved by the UCAT board at its March meeting.

8. LEGISLATIVE UPDATE

President Mercier reported on the following items:

- During the budget process at the legislature, the tech colleges are usually asked to report on the projects or initiatives funded in their budgets. This year, the tech colleges were asked to do something different—reduce their budgets by two percent. This was especially concerning to the college as it didn’t receive any new monies. By the end of the session, the legislature agreed to backfill those monies.

- Budget requests were prioritized at the end of the session. This year, the Higher Education Appropriations Committee prioritized projects by title rather than dollar
amount, indicating that they would let Executive Appropriations set the dollar amounts.

- The tech colleges were allowed to ask for one-time monies for projects. However, by the end of the session, one legislator questioned why they were included in the budget rather than under capital facilities. As a result, Ogden-Weber, Tooele, and Southwest spent the next couple of weeks speaking with legislators about their one-time projects. Though they received positive support, the Executive Appropriations Committee didn’t fund them.

- Higher ed was not treated well during the session. UCAT requested $12 million for equity and was only funded $3 million.

- The Higher Ed Committee asked the Utah System of Higher Education (USHE) to develop a performance model but then ended up developing its own model for consideration.

- President Mercier provided members with information on the FY16 legislative funding schedule for UCAT. Equity was split into two funds with $2 million allocated for Equity and $1,000,000 for Bill of Bills Equity. UCAT received 2 percent for compensation—in comparison, public ed received 4 percent and state employees received 3.75 percent. When asked about the difference, Senator Ann Millner indicated that some legislators feel that higher ed has the option of increasing tuition to cover raises. President Mercier explained that the legislators don’t understand that when tech colleges increase tuition, the amount of funding raised is very small—not enough for salaries. The legislature provided 4.9 percent for benefits.

- UCAT will work on its performance model over the summer.

- UCAT requested funds for information technology (IT) services; the request was not funded. The tech colleges provide some funding to UCAT for IT services.

Mr. Sullivan asked if the legislature will extend the dialogue on equity since it wasn’t funded at the level requested. President Mercier stated that UCAT is pushing for the focus to be on performance outcomes. Mr. Sullivan noted there were fewer dollars in the USHE performance fund than anticipated.

- Dixie tech college (DXATC) received funding for its building. They requested $43 million, and the Building Board asked them to come up with $13 million of private funding.

- The State Board of Education revised its membership and removed non-voting members. Steve Moore was serving on the State Board of Education representing UCAT, so he will no longer function in this capacity.

- Legislation was passed to conduct a Career and Technical Education Comprehensive Study. The statute creates a committee at the Department of Workforce Services which will review and make recommendations about career
and technical education. CEOs from the educational entities will serve on the committee.

9. SOLAR PROJECT

Rocky Mountain Power Company (RMPC) awarded the college $700,000 to participate in a solar power purchase agreement which entails installing solar panels on campus to generate kilowatts (approximately 1.8 million kWh). Members were provided with a rendering of how the panels would look when installed. The panels will be angled five feet off the ground on the east side of the campus.

The college was notified of this proposal less than two weeks ago, and if interested in developing a feasibility study, was required to pay $20,000 by March 20. The college researched the project and discussed it with Board Leadership; Leadership subsequently approved the college’s initial participation to complete the study.

The installation would be coordinated through DFCM. This includes a bid process wherein an investor is identified, and they provide forecasted energy rates. The college worked with a vendor that helped determine the energy rates and some breakeven points. Members were provided with three different cost/savings scenarios

- Scenario #1 (no prepay): Total discounted savings projected at $246,936 over 20 years; breakeven point between years 12 and 13.

- Scenario #2 ($250,000 prepay): The college would provide $250,000 (in addition to the $700,000 RMPC grant). Total discounted savings projected at $873,532; breakeven point between years five and six.

- Scenario #3 ($350,000 prepay): This scenario includes a tracking device that enables the panels to follow the sun. These systems are more expensive but generate more power. Total discounted savings of $1,035,131; breakeven point between years six and seven.

Pros: Positive public relations in terms of being a green campus and providing sustainable energy; energy savings.

Cons: Could have a negative response from the community because of the location of the solar panels and their appearance, e.g., glare.

The college is not obligated to participate in this project. However, if it decides not to move forward, the $20,000 is forfeited. If the college moves forward and completes the installation, its money will be refunded.

It was noted that the vendor that receives the bid is responsible for the system, e.g., maintenance. Mr. Bullard asked if the vendor provides maintenance service for the life of the solar panels. Mr. Call said they are responsible for maintenance for 20 years. After that time, the panels would more than likely be obsolete.

Mr. Oborn asked about the difference in power from start to finish. Mr. Call indicated that the power will remain relatively steady—the level at the end of the project will be
equal to what it was at the beginning of the project. The college would negotiate a rate that would stay the same no matter how much power is generated.

President Mercier asked the board to provide Mr. Call with any questions they might have. The college will continue to study this project to determine whether it should move forward.

Mr. Call indicated that the college would use a third of the energy generated by the system.

Mr. Oborn noted that a company had approached the Weber School District about installing solar panels on certain school buildings. Mr. Oborn suggested that Mr. Call contact Drew Wilson for additional information.

The college will work with DFCM on this proposal and provide the board with an update in the future.

DFCM is the project coordinator, and in conjunction with the college, is currently collecting bids. Vendors have been asked to provide rates for a 20-year period of time (design for solar array to be included).

10. INFORMATION/DISCUSSION

- **Financials:** Tracking behind on expenses.

11. UCAT BOARD REPORT

Mr. Moore reported on the following items:

- Approved tuition—base tuition will remain at $1.75 per hour.
- Approved Ogden-Weber’s Tier II tuition increase request of 5 cents per hour.
- Approved Ogden-Weber’s differential tuition rate of $20 per hour.
- Richard Maughan, Bridgerland tech college, will retire at the end of June.
- There was an exchange of property between Uintah Basin tech college and Duchesne County to facilitate construction of a new high school.
- Mountainland will exchange property with YESCO.
- The UCAT Board discussed legislative activities.
- The UCAT budget is on track.

12. PRESIDENT’S REPORT

President Mercier reported on the following items:

- Provided members with a copy of the UCAT Annual Report.
- Shared examples of the secondary student pathway posters with the board. They are posted in the high schools in related classes. The posters outline the pathways between the high schools, the college, and Weber State. They have been well received.
• Love Utah Give Utah: The college had 71 unique donors this year versus 32 last year and raised $3,086, coming in at eighth place. Ogden-Weber is the only tech college that participated in this fund raiser. Ms. Schwenk thanked members for sharing the message and contributing.

13. NEXT MEETING

The Board of Directors is scheduled to meet on Thursday, April 23, 2015, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 5:45.