OGDEN-WEBER APPLIED TECHNOLOGY COLLEGE
BOARD OF DIRECTORS MEETING
October 22, 2015
Harold W Ritchey Board Room
4:00 p.m.

MINUTES

MEMBERS PRESENT
Troy Bullard
Thomas Hardy
Steve Moore, Chair
Dean Oborn
Jerry Ropelato
Frank Ruiz
Joyce Wilson, Vice Chair

Business/Industry
Business/Industry
Business/Industry
Weber School Board
Business/Industry
Business/Industry
Ogden School Board

MEMBERS EXCUSED
Kevin Sullivan
Richard Taylor
Matt Wardle

WSU Institutional Council
Business/Industry
Business/Industry

EX-OFFICIO MEMBERS PRESENT
Collette Mercier

Ogden-Weber Applied Technology College

GUESTS
Jim Taggart
Rhonda Lauritzen
Tyler Call
Monica Schwenk

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Tina Smith
Recording Secretary
The Board of Directors of the Ogden-Weber Applied Technology College met on Thursday, October 22, 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 Kevin Sullivan, Richard Taylor, and Matt Wardle had asked to be excused from the meeting.

Mr. Moore introduced the guest in the audience: Monica Schwenk, development director.

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

1. **APPROVAL OF THE MINUTES OF THE MEETING HELD SEPTEMBER 24, 2015**

A motion to approve the minutes of the meeting held September 24, 2015, was made by Troy Bullard, seconded by Jerry Ropelato, and carried unanimously.

2. **APPROVAL POLICIES: AFFORDABLE CARE ACT/EMPLOYER-SHARED RESPONSIBILITY AND WEAPONS PROHIBITED ON COLLEGE PROPERTY AND AT COLLEGE ACTIVITIES**

**Affordable Care Act/Employer-Shared Responsibility Policy:** The Affordable Care Act (ACA) requires companies with more than 50 employees and assets over a certain dollar amount to follow certain guidelines. If an employee works more than 30 hours a week or 130 hours a month, they qualify for healthcare benefits. This requirement has been in place for some time, but companies are now required to develop a formal policy to address the issue.

The college provides all salaried employees with benefits. For hourly employees, it distinguishes full- and part-time employees by hours worked—full-time employees work 30+ hours a week; part-time employees work less than 29 hours per week. When a position is opened, the college clearly identifies whether it is full- or part-time. Managers monitor the hours of part-time employees to ensure they are below the 29-hour mark. With the implementation of the ACA, the college has 20 full-time hourly employees who are now receiving benefits.

GBS, the college’s benefits broker, helped the institution develop the ACA policy as required by law.

The college has opted to use the 12-month lookback period. The college identifies whether an hourly employee is full- or part-time up front. Supervisors will then have the opportunity to review the schedules of part-time employees on an annual basis. In reality, supervisors already review schedules on a quarterly basis to ensure that part-time employee hours don’t creep into the full-time category.
Mr. Moore asked if the college can remove benefits from employees if it finds that they haven’t worked 30 hours a week during the 12-month review. Mr. Call stated that most full-time hourly employees are working at least 30 hours, if not more, per week. Mr. Taggart explained that the college has a process for approving an individual to work full-time. The vice presidents have to justify the position, and the president has to approve it. If class numbers decrease or the need for a service decreases, the college may take action to phase out the position.

Mr. Moore asked if part-time employees would receive benefits retroactively if supervisors find that their hours have crept into the full-time category. Mr. Call stated that supervisors review hours on a quarterly basis and reduce them if they are going too high. If an individual ends up consistently working 30 hours a week, benefits would not be provided retroactively.

Ms. Wilson asked if the college has a process for employees who don’t need the benefit, e.g., covered under spouse. Mr. Call indicated that employees can waive coverage.

**Weapons Prohibited on College Property and at College Events**: This is an existing policy that was revised to simplify and clarify language in the Policy statement. Per Utah state law, concealed carry is permitted on campus. The college also added language regarding a secure hearing room—the only place where no weapons are allowed. The college has never had a hearing of this nature but added language to provide for a secure hearing room should one be needed in the future.

Mr. Oborn asked if there is any language in the policy that prohibits someone from coming on campus with a lookalike gun. Mr. Taggart indicated that state law has a stipulation against brandishing a weapon. Mr. Ruiz asked if the college has a protocol in place should this occur. Ms. Lauritzen indicated that witnesses can call security or 911. Mr. Taggart indicated that they can also use the college’s LiveSafe app. Mr. Oborn stated that he is grateful that the college has these tools and this policy. The only way to stop problems from occurring is to have people report these types of situations. Mr. Call related that the college’s security team provides training, e.g., active shooter, to employees on an annual basis.

A motion to approve the Affordable Care Act/Employer-Shared Responsibility and Weapons Prohibited on College Property and at College Activities policies was made by Dean Oborn, seconded by Jerry Ropelato, and carried unanimously.

3. **APPROVAL OF YOUTHBUILD CONSTRUCTION TECHNOLOGY OCCUPATIONAL SKILLS CERTIFICATE**

In 2014, the Utah College of Applied Technology (UCAT) approved the Occupational Skills Certificate. This certificate provides mastery of a set of competencies that are documented as needed by one or more Utah employers that are not already provided in another approved program certificate.
The college is requesting board approval to implement an Occupational Skills Certificate for the Construction Tech section of the YouthBuild program. The Construction Technology Employer Advisory Team supports the certificate, stating that YouthBuild students are some of their best employees. If approved, the training can be included on the students' transcripts as an official UCAT certificate. This action will also allow the college to report YouthBuild completions and help meet the Governor’s 2020 certificate goal.

Wadman Construction has hired the most YouthBuild students, and the company provided a letter of support (page 31 of board booklet).

Mr. Bullard noted that YouthBuild students are ages 16-24, and he asked about individuals above that age range. Mr. Taggart explained that older students cannot enroll in the program. However, if an individual doesn’t meet YouthBuild guidelines, they can enroll in the Construction Basic certificate.

A motion to approve the YouthBuild Construction Technology Occupational Skills Certificate was made by Frank Ruiz, seconded by Troy Bullard, and carried unanimously.

4. APPROVAL OF PROPOSED BOARD MEMBER: WILLIAM SHAFER

Mr. Moore indicated that Tom Hardy’s term ended in June, but he volunteered to stay on the board until his replacement was found. The college was interested in finding a replacement from the service tech field in general and the culinary field in particular. William Shafer was identified by college staff, and Mr. Moore and President Mercier met with him on October 1. Mr. Shafer is 29 years old, a chef, and co-owner of Lucky Slice Pizza. President Mercier stated that he is young, and as a result, would bring a different perspective and energy to the board. He is very interested in learning all he can and has a very positive attitude.

A motion to accept William Shafer as a representative of business/industry for a four-year term was made by Joyce Wilson, seconded by Tom Hardy, and carried unanimously.

President Mercier thanked Mr. Hardy for extending his term until a replacement was found. While he has served on the board for four years, he has actually been involved with the college since the 1990s. He was a member of the Cosmetology Employer Advisory Team, has hired the college’s students, and his children have graduated from the Cosmetology program. Mr. Moore and President Mercier presented him with a tech college clock and shirt.

5. INFORMATION/DISCUSSION

- **Financial Report:** The college is tracking behind on tuition and fee revenue but is basically in the same position as it was last year at this time. The college is also tracking behind on capital expenditures. Variances are in line.
• **Outcome Report:** Adult enrollments are down slightly; secondary enrollments are up. The college’s Hispanic population is at 20 percent, up from 18 percent.

• **First Quarter Update on the Business Plan:** The college is focusing on getting high school students to complete. The support from staff in both districts has been excellent. Completions are on track. Welding has been implemented at Ogden High and Robotics at Ben Lomond. It is anticipated that these new programs will encourage high school students to transition to the main campus. The college is also working to increase retention. The counselors have a plan to meet with all new students, and Student Services is hiring two people to provide recruitment support in the evening. The college purchased document management software and is working on workflow logic.

• **Annual Customer Service Report:** Correction to page 47 of the board booklet, “Summary of Customer Service Ratings” table—the dates listed on the bottom of the table should be “September 2014-2015,” not “September 2015-2016.” In the past, only completers were surveyed on customer service. Based on recommendations provided by the board, the college expanded the survey to include all individuals who exited the college for any reason. As expected, the scores dipped slightly, and 91 percent of respondents said they would recommend the tech college to a friend or family member compared to 98 percent previously.

• **Calendar of Events:** The college developed a calendar of events (page 48 of the board booklet) to help with the flow of activities and for planning purposes.

  Parent Night was held on Wednesday, October 21, and approximately 500-600 individuals participated. Marketing has over 200 interest cards to follow up on. Guests started in the Barker Family Health Tech Building and were personally escorted to the programs and labs they were interested in. This was a campus-wide effort with Student Services taking the lead.

• **Employer Advisory Team Update:** In the past, the employer advisory teams held a group meeting in the fall and individual meetings in the spring. This year, the meetings were switched. The teams are meeting individually in the fall so that any proposed changes can be implemented in the coming year.

6. **UCAT BOARD REPORT**

Mr. Moore indicated that the UCAT presidential search has begun, and he is serving on the search committee. A few legislators put the search on hold last week; hope to have an opportunity to find out what their concerns are.

7. **PRESIDENT’S REPORT**

• Provided the board with the Building Board capital development prioritization list. Ogden-Weber’s BDO project is ranked #7 (highest of all tech colleges) with an
estimated cost of $6.5 million. The project wasn’t ranked higher because it does not have any life/safety issues; however, several building board members commented that the college’s project has merit. Rep. Gage Froerer co-chairs the Infrastructure and General Government Appropriations Subcommittee and supports the project. The college will have an opportunity to make a presentation to the Capital Facilities Committee at the beginning of the legislative session, and Colonel Scotty Nowlin will speak on the college’s behalf. The project is in a good position because it supports economic development and will create more jobs. In addition, it has a low cost ($150 per square foot) compared to new buildings ($300 per square foot).

- The board will have its picture taken at the January 28, 2016, meeting.

- The college has sponsored several events over the past few months:
  - Program Showcase - 100 high school students participated
  - Manufacturing Day - 100 high school students participated; JD Machine was a sponsor
  - National Technical Honor Society Induction Ceremony – Rep. Froerer was recognized as an honorary member
  - Ogden Hispanic Heritage Festival – 1,200 community members attended; the college and Weber State both provided sponsorships for the event; Culinary Arts provided the desserts which were prepared by the Highland Junior High School students who participated in the Culinary Summer Camp.

Mr. Moore pointed out the calendar of events that is included on the board agenda every month.

8. NEXT MEETING

The Board of Directors is scheduled to meet on Thursday, November 19, 2015, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

The annual holiday reception precedes the November 19 board meeting, beginning at 3:30 p.m. in the Student Services Building lobby. Board members and employees are invited to attend.

Mr. Ropelato related that his company, WhiteClouds, is hosting an open house on Tuesday, October 27, from 11:00 a.m. to 3:00 p.m.

Meeting adjourned at 5:12 p.m.

/tms