OGDEN-WEBER APPLIED TECHNOLOGY COLLEGE
BOARD OF DIRECTORS MEETING
November 19, 2015
Harold W Ritchey Board Room
4:00 p.m.

MINUTES

MEMBERS PRESENT
Troy Bullard Business/Industry
Richard Favero Weber School District Board
Steve Moore, Chair Business/Industry
Jerry Ropelato Business/Industry
Frank Ruiz Business/Industry
William Shafer Business/Industry
Kevin Sullivan WSU Institutional Council
Richard Taylor Business/Industry
Matt Wardle Business/Industry
Joyce Wilson, Vice Chair Ogden School Board

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

GUESTS
Robert O. Brems Utah College of Applied Technology
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
Ken Choi Ogden-Weber Applied Technology College

Tina Smith Recording Secretary
The Board of Directors of the Ogden-Weber Applied Technology College met on Thursday, November 19, 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 introduced the guests in the audience: Robert O. Brems, president, Utah College of Applied Technology; Monica Schwenk, development director; and Ken Choi, math instructor and Faculty Leadership representative.

1. **BOARD HOLIDAY RECEPTION**

A special holiday reception for board members and employees was held from 3:30 p.m. to 4:00 p.m.

2. **INTRODUCTION OF NEW BOARD MEMBERS: WILLIAM SHAFER AND RICHARD FAVERO**

Mr. Moore introduced Will Shafer, co-owner, Lucky Slice Pizza, who replaced Tom Hardy, and Rick Favero, Weber School District Board representative, who replaced Dean Oborn.

3. **PRESIDENT ROBERT O. BREMS RETIREMENT**

President Mercier noted that President Brems is retiring from UCAT. He has played an important role in the transition of the colleges from being “less than” to a full system of technical colleges. He has provided strong leadership through the years and been very supportive of her. She presented President Brems with a special gift on behalf of the board and college. Mr. Brems expressed his appreciation for President Mercier for her leadership and Mr. Moore for his service on the UCAT Board.

4. **APPROVAL OF THE MINUTES OF THE MEETING HELD OCTOBER 22, 2015**

A motion to approve the minutes of the meeting held October 22, 2015, was made by Joyce Wilson, seconded by Jerry Ropelato, and carried unanimously.

5. **APPROVAL OF CLERY ACT-RELATED POLICIES: STUDENT SEXUAL HARASSMENT, SEXUAL VIOLENCE, AND RELATED CONDUCT VIOLATIONS AND CAMPUS SAFETY, RESPONSE, AND REPORTING**

Ms. Lauritzen explained that the college must comply with recent changes in the federal Clery and Violence Against Women Acts (VAWA). Clery has requirements for campus safety, and VAWA has special provisions for violence against women.

In response, the college developed a new Student Sexual Harassment, Sexual Violence, and Related Conduct Violations policy and revised its existing Student Complaints, Student Conduct and Responsibilities, and Campus Safety, Response and Reporting (formerly titled, “Campus Security and Safety”) policies.

Mr. Wardle asked if more employees will be needed in order to comply with the new statutes. President Mercier related that the college is revising its policies to meet the
legal requirements. She does not anticipate a drain on current resources—the college has been fortunate in that it has not had many problems on campus.

When asked about the campus Clery officer, Ms. Lauritzen explained that Fred Frazier, security coordinator, serves in this capacity. He is responsible for submitting the Annual Security Report each year by October 1. The report covers all campus crimes and can be found on the college’s website. The college had very few issues.

Referencing page 33, section 5.8 of the Campus Safety, Response, and Reporting policy, a question was raised as to whether tests of the emergency response and evacuation procedures encompass the whole campus. Ms. Lauritzen explained that Mr. Frazier has conducted various drills building by building but has not done so on a campus-wide basis. The college is planning to conduct a large lockdown drill in conjunction with local police sometime during the fiscal year.

Mr. Ruiz noted that the state sponsors The Great ShakeOut Event (earthquake preparation). The college has not participated in this event; may research it.

Referencing the daily crime log, Mr. Taylor asked at what level the board would be involved or when members would be notified of crimes. Ms. Lauritzen indicated that administration would make that determination. The crime log is posted on the college’s website and is available to the public. Mr. Sullivan related that Weber State sends board members a message if there will be something negative about the university in the news. Mr. Moore noted that the president generally notifies him and Ms. Wilson if she receives a student complaint.

A motion to approve the Student Complaints, Student Responsibilities and Conduct, Student Sexual Harassment, Sexual Violence, and Related Conduct Violations, Campus Safety, Response, and Reporting policies was made by Troy Bullard, seconded by Richard Taylor, and carried unanimously.

6. APPROVAL OF PROPOSED POLICY: TRANSPORTING STUDENTS

The Transporting Students policy is a current policy that needs to be updated to remove outdated hyperlinks to Risk Management and simplify language in the policy statement. The procedure section was provided as a matter of information (board approves the policy statement).

Mr. Bullard asked about the number of college vehicles on campus. Mr. Taggart explained that the college has a van, a small sedan, and a truck that can fit five individuals. The YouthBuild program has a van that was purchased with federal dollars and can only be used to transport YouthBuild students. In general, the college has tried to avoid transporting college students. Drivers have to be certified by Risk Managements, take a defensive driving course, and have a valid driver’s license. The college contracts with a vendor if its needs to transport a large number students.

A motion to approve the Transporting Students policy was made by Matt Wardle, seconded by Kevin Sullivan, and carried unanimously.
7. **APPROVAL TO CANCEL DECEMBER MEETING**

The college recommended canceling the December board meeting as there are no items requiring board approval.

A motion to approve canceling the December board meeting was made by Jerry Ropelato, seconded by Matt Wardle, and carried unanimously.

8. **INFORMATION/DISCUSSION**

- **Financial Report:** Overall, the budget is on track. Tuition and fees are slightly higher than anticipated ($21,000), while expenses are lower than anticipated. Capital appropriations are tracking behind ($66,000) in comparison to last fiscal year; however, this could be a timing issue (when programs buy equipment). If the budget stays on track, the college will add approximately $400,000 to fund balance.

- **Outcome Report:** It appears that the college’s certificate count is down in comparison to FY15. However, the college awarded a large number of electrical code update certificates last year. Every two years, the college experiences a spike in the number of these certificates awarded based on state licensure requirements. This has a bigger impact on Ogden-Weber since it has the largest electrical apprenticeship program in the state. If the electrical code certificates are backed out of the count, the college is on track.

- **UCAT First Quarter Data:** Mr. Bullard had requested comparison data for the tech colleges, and the “UCAT FY 2016 Year-End Data Summary” report was included in the board booklet (page 53). It is difficult to compare the institutions since they operate slightly differently and serve different populations/regions.

  Mr. Ruiz asked if there are any programs that may be of interest to high school students that aren’t offered at the college. Mr. Taggart indicated that students are often interested in programs that the college can’t offer, e.g., rad tech – requires an associate degree, or where there are a few job openings, e.g., vet tech. The college is currently meeting the needs of high school students and providing them with pathways from high school to the college to the university.

- **Foundation Update:** Ms. Schwenk reported that the college ran its Giving Campaign in October with a goal of raising $15,000. Raised $15,500 through donations by 51 employees—speaks to their commitment to students because these funds are used for scholarships and success coaches in the Student Success Center.

- **EAT Update:** The college asks its employer partners to critically review its programs on an annual basis to ensure they are meeting workforce needs and help make improvements. Mr. Moore asked about the process for following up on assignments/actions from the employer team meetings. Mr. Taggart explained that when a request is made, it is added to an action list. The instructor or director is responsible for the item.
Mr. Moore asked how the college addresses the program equipment list. Mr. Taggart related that employers complete a full program evaluation once per year, which includes making equipment recommendations. The list is evaluated, and the equipment is prioritized. Each program develops a one-year plan based on employer feedback and includes equipment needs. The Instructional Services Division then compiles the data and develops the full equipment list. The list is critical to show the legislature what the state funding is needed for. Employers often donate equipment to the programs or ask their vendors for price reductions if they and the college buy equipment together.

- **Personnel Report**: The report shows that four Welding instructors resigned. Because Welding classes are offered both day and evening, the college uses adjunct instructors to cover them. The program director removed adjuncts who weren’t working a regular schedule.

- **Access and Outreach**: The Access and Outreach Department sponsored a Multicultural Youth Conference on November 18, with approximately 300 eighth-grade students in attendance. The Lt. Governor and Mayor Mike Caldwell spoke at the event. Students had an opportunity to participate in two hands-on breakout sessions in the programs of their choice. The Governor’s Office sponsors a similar state-wide event for 1,500 students and provided funding for the college’s activity.

The Access and Outreach Department also coordinated the college’s presence at the STEM Expo held at the Davis Conference Center on November 9. Instructors showcased interactive exhibits—robotic welder, 3D printed houses—in their 40 foot booth and had high interest from participants.

9. **UCAT BOARD REPORT**

Mr. Moore reported on the following:

**UCAT President Interviews**: Over 60 individuals applied for the UCAT president position; narrowed down to 12 to interview. Both the UCAT Board and President’s Cabinet (led by President Mercier) interviewed the applicants.

Last year, the legislature changed the hiring process to include approval by the Governor and Senate President. The UCAT Board forwarded four names to the Governor, and he supported moving forward with the final interviews. Senator Wayne Niederhauser, senate president, supported moving forward as well but asked President Brems to contact Senators Millner, Stephenson, and Urquhart for their input. Senators Stephenson and Millner supported moving forward; Senator Urquhart did not respond to President Brems. He expressed some concerns to UCAT Board member Stephen Wade but did not stop the process. Aaron Osmond was selected as the finalist and approved by the Governor.

**UCAT Audit**: The Utah System of Higher Education (USHE) and UCAT were recently audited by the state. The perception that USHE and UCAT are the same still persists despite the fact that they are very different. The audit report stated that it appears that UCAT is padding its certificate data in order to meet the Governor’s 2020 goal. UCAT counts all programs over 60 hours in its reports. In contrast, USHE counts associate,
bachelor, and master’s degrees, which take longer to complete. Mr. Moore reiterated that the institutions are different and should not be compared to one another. UCAT serves different customers and has a different mission.

President Mercier agreed that UCAT’s mission is different from USHE’s. Much like traditional higher ed, the college serves students who are interested in completing a certificate. However, an important component of the college’s services is the upgrade training it provides to people who are already working. They’re enrolling in short-term certificates in order to obtain specific skills. The college also serves secondary students.

The Governor understands the importance of short-term certificates. There have been some discussions with the Governor’s Office about why he isn’t giving more recognition to short-term training and certificate completion for those in upgrade training. He made some changes based on those discussions.

The legislative auditors come from traditional higher education backgrounds and struggle to understand UCAT’s mission. They question the value of short-term certificates. President Mercier stated that the college works directly with employers to supply the type of training they need which may include short-term certificates.

10. **PRESIDENT’S REPORT**

- Arrangements have been made to take the board’s photo at the January 28 meeting. *(NOTE: The photo shoot has since been moved to the February 25 meeting.)*

- The college’s annual legislative breakfast is scheduled for Thursday, December 3 at 7:30 a.m. All board members were invited to attend. President Mercier will share the college’s and UCAT’s budget requests with the legislators.

Mr. Moore noted that the college’s “Student of the Year” reception is scheduled for Thursday, December 17 at 6:00 p.m. on campus, and the UCAT “Student of the Year” gala is scheduled for Thursday, January 21 at 7:00 p.m. at Little America.

11. **NEXT MEETING**

The Board of Directors is scheduled to meet on Thursday, January 28, 2016, at 4:00 p.m. in the C. Brent Wallis Student Services Building, Harold W Ritchey Board Room.

Meeting adjourned at 5:25 p.m.

/tms