

**OGDEN-WEBER TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING**

June 25, 2020

Electronic Meeting Via Webex

4:00 p.m.

MINUTES

MEMBERS PRESENT

Cameron Cook	Business/Industry
Kearston Cutruba	WSU Board of Trustees
Kori Ann Edwards	Business/Industry
William Shafer	Business/Industry
Richard Taylor	Business/Industry
Toni Ure	Business/Industry
Matt Wardle, Chair	Business/Industry
Paul Widdison	Weber School Board
Joyce Wilson, Vice Chair	Ogden School Board

MEMBERS EXCUSED

Mark Jenkins	Business/Industry
Slade Opheikens	Business/Industry

EX-OFFICIO MEMBERS

James R. Taggart	Ogden-Weber Technical College
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GUESTS

Chad Burchell	Ogden-Weber Technical College
Tyler Call	Ogden-Weber Technical College
Monica Schwenk	Ogden-Weber Technical College
Jeremy Shinoda	Ogden School District Board of Education
Rex Thornock	Ogden-Weber Technical College
Tina Smith	Recording Secretary

Due to COVID-19, the Board of Directors of the Ogden-Weber Technical College held an electronic meeting (as allowed under the Board of Directors By-laws) on Thursday, June 25, 2020, at 4:00 p.m. The public was provided with a telephone number to listen in on the proceedings via audio. Chair Matt Wardle conducted the meeting, and the agenda proceeded as follows:

1. APPROVAL OF THE MINUTES OF THE MEETINGS HELD APRIL 23, 2020

A motion to approve the minutes of the meetings held April 23, 2020, was made by William Shafer, seconded by Paul Widdison, and carried unanimously.

2. APPROVAL OF FY21 STRATEGIC PLAN

The Strategic Planning Team reviewed the Strategic Plan; validated the Vision and Mission Statements with employees; replaced the Guiding Principles with the three Core Values of Innovation, Diversity, and Integrity; updated the institution's three-to-five-year objectives; and identified strategies to meet the objectives. The college's objectives will focus on the Core Values.

The college's three-to-five-year objectives include:

- Create a culture of agility to meet the needs of students and partners.
- Increase enrollment and completion of our diverse population in Weber County.
- Reinforce the value of technical education.
- Invest in the success of employees.

Mr. Taylor expressed appreciation for the brevity of the plan and clear points of information. President Taggart stated the format is based on feedback from employees who requested a straightforward plan. It is a living document that will be used to drive the college forward to meet the needs of the community.

A motion to approve the FY21 Strategic Plan was made by Richard Taylor, seconded by Kearston Cutrubus, and carried unanimously.

3. APPROVAL OF FY21 BUSINESS PLAN

The college uses the Strategic Plan to develop specific strategies outlined in the Business Plan. Administration will focus on the following objectives in FY21:

- Create a culture of agility to meet the needs of students and partners.
 - Removing enrollment barriers to increase access. The college is implementing an online enrollment process to reduce the number of times a student comes on campus. Scholarships will be integrated into the process. As students accrue enough hours, the system will automatically notify them when they are eligible to apply.

- Increasing availability of online, hybrid, and remote instruction content. As a result of COVID-19, the college had to quickly develop online training. In FY21, programs will focus on creating content for hybrid and online training to help reduce the time students need to be in class. Will allow more students to interface in programs without physical limitations.
- Implementing real-time instructional surveys for student feedback throughout the educational journey. Have provided opportunities for students to provide feedback on the Student Services Division and will shift the focus to programs.
- Increase enrollment and completion of our diverse population in Weber County.
 - Focusing on completion, retention and placement across campus across all programs.
 - Will establish an Instructional Services team (with cross-division members) to diagnose and address potential obstacles that limit student success.
 - Student Services will establish benchmarks for leads, conversions, and enrollments; taking ownership of head count and enrollment.
 - Will provide consistent reporting and messaging to programs and faculty regarding diverse student populations and outcomes. Will share information with faculty on how diverse students are performing in their programs.
 - Latino students are the most successful demographic. However, data shows they are enrolling in traditional programs, e.g., Construction. Will encourage students to enroll in programs that provide higher wages, e.g., Composites. Will create targeted marketing for those programs and diverse populations.
- Invest in the success of employees.
 - Will establish a committee to assess the professional development and onboarding needs of instructors and develop a plan for ongoing faculty development. Need to provide instructors with training on how to be a teacher and manage a classroom. Will develop content in FY21 and launch in FY22.
 - Will conduct a faculty survey to assess onboarding and professional development needs.
 - Will evaluate the time needed for professional development for faculty.
 - Will evaluate wage ranges for hourly faculty, implement a new matrix, and determine what it means to move through the ranges.
 - Will design and implement leadership training for supervisors.
 - Need to improve the onboarding process for new employees. Implement more technology to bring new employees up to speed more quickly.

Budget: The college had anticipated receiving a healthy allocation of new money but is now faced with a 2.5 percent reduction (\$438,000) as a result of the pandemic. As noted in the Business Plan, the college will continue to meet the needs of its employer partners. Budget will be allocated where there is demand.

The college will cover the 2.5 percent increase (\$43,000) for health insurance through efficiencies. Ogden-Weber enrolled in the Share program a year ago, and by meeting participation and activity quotas, it is guaranteed a 2.5 percent increase for the next two years. Utilization has improved since the college began participating in the program.

Despite the budget reductions, the college is committed to investing in the success of its employees. Would like to provide employees with compensation increases; however, all increases have been put on hold. As a result, the college will invest in employees in other ways, e.g., training.

A motion to approve the FY21 Business Plan was made by Paul Widdison, seconded by Toni Ure, and approved unanimously.

4. APPROVAL OF FY21 OPERATING BUDGET

Mr. Call reviewed the FY21 budget highlights:

- The college is adopting the FY20 budget for FY21 with some minor changes, e.g. updating revenue projections, due to the budget reductions.
- Federal Grants and Contracts revenue is decreasing by \$125,000 due to timing issues associated with YouthBuild and AmeriCorps funding.
- State and Local Grants and Contracts revenue is decreasing by \$149,000 due to a decrease in Work-Study, Promise Scholarship, and Millcreek Construction grant funding.
- Sales and Services of Educational Departments revenue is decreasing by \$52,000 due to lower revenue projections in the Culinary Arts program.
- Auxiliary Enterprise revenue is estimated to decrease overall by \$82,000 due to lower sales projections in the College Store.
- Cost of Goods Sold will decrease as a result of lower projected sales in the College Store and Culinary Arts program.
- Salaries and Benefits budgets decreased because several grants included in the FY20 budget were not renewed.
- General expenses are projected to increase primarily as a result of a shift from capital expenditures associated with fund balance projects to general expenses.

- State appropriations will be reduced as a result of the state recession. The college is adopting the FY20 budget numbers with a few minor changes. The FY20 budget included one-time capital funding that has been removed for FY21.
- The Division of Facilities Construction and Management (DFCM) Appropriations budget will remain unchanged for FY21.
- Federal Pell Grant projections decreased by \$100,000.
- Capital expenditures decreased by \$721,000 due to reductions in fund balance projects and one-time equipment funding received through state appropriations.

The college will adjust the FY21 budget once the legislature approves final budget numbers.

A motion to approve the FY21 operating budget was made by Kori Ann Edwards, seconded by Cameron Cook, and carried unanimously.

5. APPROVAL OF POLICIES

Student ADA Accommodations Requests: The college has always accommodated ADA requests as required by law, and a counselor is assigned to address ADA issues. This is a new policy that formalizes the process for requesting ADA accommodations to ensure the college is consistent and fair.

A motion to approve the Student ADA Accommodations Requests policy was made by Joyce Wilson, seconded by Richard Taylor, and carried unanimously.

Employee Probation: This is an existing policy that is being revised to more closely match state Human Resources policy. The title is being changed from “Employee Assessment Period” to “Employee Probation.” Changing the probationary period from six months to one year. All newly hired full-time or salaried employees or employees who were part-time hourly or temporary and are hired or reclassified to full-time hourly or salaried status are required to complete a probationary period.

Once an employee has completed a probationary period, they are not required to serve another one if transferred, reassigned, or promoted unless there is a break in service. If an employee currently serving probation is transferred, reassigned, or promoted, they may have to start another probationary period unless the new position is similar enough not to warrant one and is approved to be waived by a vice president or president.

Mr. Taylor asked about the rationale for moving from six months to a year. Mr. Call indicated the Attorney General’s Office advised the college to do so. Because the college provides due process, it needs to have a minimum one-year probationary period. However, the employee is 100 percent at-will during that time.

A motion to approve the Employee Probation policy was made by Kearston Cutrubus, seconded by Kori Ann Edwards, and carried unanimously.

6. APPROVAL TO SUNSET CELL PHONE ALLOWANCE POLICY

The Cell Phone Allowance policy was created in 1999 and is based on cell plans which are now outdated. To address FY21 budget reductions, ensure phones aren't subject to GRAMA, and remove inconsistent application of the policy, the college eliminated the reimbursement (savings of \$75,000 a year). As a result, the college recommended sunsetting the policy, effective July 1, 2020.

Employees can continue to use their cell phones to conduct business but will not be reimbursed for it. Employees are required to provide a contact number. The college provides employees with office phones, computers, laptops, or tablets to help them communicate.

A motion to sunset the Cell Phone Allowance policy was made by Richard Taylor, seconded by Cameron Cook, and carried unanimously.

7. APPROVAL OF MEDICAL SCRIBE PROGRAM

The college is requesting approval for a new Medical Scribe program. Due to a shortage of medical assistants, more physicians, clinics, and hospitals are hiring scribes to help with documentation. This is a 450-hour program that can be offered completely online and through distance learning. Because it is below the threshold of Title IV funding, the program is not held to Department of Education regulations for attendance and seat time.

The outlines have been reviewed by the employer advisory team.

President Taggart noted the program is being established without an increase in budget. It is short-term training that can be completed quickly and will be key for high school students.

A motion to approve the Medical Scribe program was made by William Shafer, seconded by Paul Widdison, and carried unanimously.

On a side note, Mr. Wardle reported the technical college board chairs met with Commissioner Dave Woolstenhulme. Commissioner Woolstenhulme reviewed the changes that will take place under the new Utah System of Higher Education (USHE) statute and provided information on the responsibilities of the tech colleges and degree-granting institutions. Members of the tech college boards will become trustees. The new governance model will facilitate cooperation, reduce overlap, and allow local trustees to approve programs.

President Taggart noted the Utah Board of Higher Education understands the tech colleges' concerns from when they were governed by USHE in the past. Local control will be emphasized. The Utah Board of Higher Education has delegated more authority to the local boards as long as they stay within the scope of their mission.

8. APPROVAL OF MEDICAL OFFICE SPECIALIST PROGRAM

Mr. Burchell explained Medical Office Specialist is a new program previously included in the Health Information program. The college split the programs, and Medical Office Specialist is a separate 400-hour program. A medical office specialist is a non-clinical position; person generally oversees medical offices. The training can be offered online or through distance learning.

Mr. Taylor stated the amount of government compliance and requirements for documentation and record keeping continues to increase. Physicians and clinicians need skilled employees to handle this responsibility.

Mr. Shafer asked how the new program will change the Health Information program. Can students complete the Medical Office Specialist program and continue on to complete Health Information? Mr. Burchell related the college is discontinuing the Health Information outline used in FY20. The outline had a Medical Coding emphasis and a Medical Office Specialist emphasis. The outline has been split into two certificates. The name of the Health Information program is being changed to Medical Coding & Billing Specialist.

President Taggart noted the Medical Office Specialist and Medical Coding & Billing Specialist programs have some common courses. Student who complete Medical Office Specialist and want to enroll in Medical Coding & Billing Specialist would not have to repeat the coursework.

A motion to approve the Medical Office Specialist program was made by William Shafer, seconded by Richard Taylor, and carried unanimously.

9. APPROVAL OF FY21 PROGRAMS

The college's employer advisory teams evaluate all programs each year to ensure they are market-driven and meet the needs of business and industry. Adjustments are made, and some programs have minor, non-substantive changes.

The college submitted its list of FY21 programs to the board for approval. Changes include:

- Discontinued program: Metal Fabrication. Will move the program components into the Welding outline.
- New programs: Medical Office Specialist and Medical Scribe.
- Programs with changes in name and/or hours:
 - Business: Reducing hours from 990 to 900.
 - Composites: Reducing hours from 700 to 600, changing CIP code to 15.0617.
 - Culinary Arts: Reducing hours from 1100 to 900.
 - Health Information: Changing name to Medical Coding & Billing Specialist.
 - Information Technology Networking: Changing name to Information Technology Systems and reducing hours from 1200 to 960.

A motion to approve the FY21 programs was made by Kearston Cutrubus, seconded by William Shafer, and carried unanimously.

10. INFORMATION/DISCUSSION

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

11. UTAH SYSTEM OF TECHNICAL COLLEGE'S BOARD REPORT

A written report prepared by UTech Board Chair Steve Moore was emailed to board members prior to the meeting. Mr. Wardle expressed his appreciation to Mr. Moore for his support and expertise in support of the technical college system.

12. PRESIDENT'S REPORT

President Taggart reported on the following items:

- Legislature met on June 18, 2020, and finalized the budget reductions. All state agencies were required to prepare proposals for budget reductions of 2, 5, and 10 percent (\$350,800; \$877,000; and \$1.8 million for Ogden-Weber respectively). Regardless of the reduction, the college remains committed to meeting its mission, providing market-driven programs, including developing new programs, and maintaining essential infrastructure. The college's reduction was \$438,500. Appears the legislature added in the health care increase.

Will work with the USHE office on passthrough funding, e.g., capital equipment, Custom Fit, and determine if there are reductions in those areas. College will present a final budget in August.

- Due to savings from unfilled positions, the college was able to provide a voluntary separation incentive to salaried employees who have worked at the college for at least one year. Twelve employees took the offer (three of who retired). Will help offset the budget reductions. Used FY20 funding for the incentive. If the college had implemented a reduction-in-force (RIF) in FY21, the budget cuts would have been much deeper to cover the benefits associated with a RIF.
- Had 391 enrollments compared in June compared to 270 last year.
- Effective July 1, 2020, the tech colleges and degree-granting institutions will have single governance under the Utah Board of Higher Education. When the tech colleges were formerly under USHE, all 10 campuses were considered a single institution. Under the new governance, all technical colleges are considered individual entities. The Utah Board of Higher Education met on July 1, 2020, and named Dave Woolstenhulme as the new commissioner and adopted policies.
- The Education Interim Committee met on June 15, 2020, and Utah State University and Ogden-Weber provided a report on how they have responded to COVID-19 and bringing students back to campus.

- Ogden City and Weber County have one of the most diverse populations in the state. The college posted a statement on social media that it stands together with its communities of color. President Mortensen posted a similar message. The superintendents of the Ogden, Weber, Morgan, and Davis School Districts, presidents of OTech and DTech, and President Mortenson meet on a regular basis, and they agreed a statement was needed. The statement was posted on Juneteenth. President Taggart commended President Mortensen for taking the lead in bringing the group together and coordinating meetings.
- COVID-19 Plan Update: The college created a four-phase plan for closing/reopening the campus. Students have been on campus since mid-May. Masks and protective equipment are required in classrooms and labs. If students/instructors are within six feet of each other, instructors must wear masks and face shields. The college has been very proactive in its response, especially since cases are increasing at work sites.

The college has developed a process for opening/closing depending on the risk factor.

- The college is planning to hold a drive-through graduation in mid-August. Graduates will drive around the perimeter road and end up at the Health Building. The college will send invitations to the board.
- The college's Student Success Golf Tourney is scheduled for August 25, 2020, and HAFB Hubbard Memorial Golf Course, pending any notice from the base or Health Department. Many spring tournaments have been postponed until August/September.

13. NEXT MEETING

The Board of Directors is scheduled to meet on Thursday, August 27, 2020, at 4:00 p.m. via Zoom.

Meeting adjourned at 5:25 p.m.