



Board of Trustees Meeting – October 24, 2024, 4:00 p.m.

Student Services Building, Harold W. Ritchey Board Room/Zoom

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**Board Members in Attendance:**

Kori Ann Edwards, Chair (remote)  
William Shafer, Vice Chair  
Christine Jacobson – Ware  
Lori Belnap Pehrson  
Paul Widdison (remote)  
Sara Toliver  
Nancy Blair  
Cori Anderson (remote)

**Board Members not in Attendance:**

Slade Opheikens  
Jan Burrell  
Cameron Cook

**OTECH Administration:**

James R. Taggart, President  
Chad Burchell, Vice President for Instructional Services  
Johna Howard, Vice President for Student Services  
Tyler Call, Vice President for College Services  
Maria Milligan, Associate Vice President for College Advancement  
Anita Ruiz, Senior Executive Assistant Board Secretary

**Guests:**

Geoffery Landward, Commissioner of Higher Education  
Kim Ziebarth, Associate Commissioner of Technical Education  
Jeremy Shaw, Assistant Attorney General  
Eric Petersen, Assistant Attorney General (remote)

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**1. APPROVAL OF MEETING MINUTES**

The meeting minutes from the August 22, 2024, board of trustees meeting were reviewed and approved as written.

**Approval of the Board of Trustees Meeting Minutes from August 22, 2024**

Motion to approve by Christine Jacobson-Ware and seconded by William Shafer  
Final approval: Motion carried unanimously.

**2. APPROVAL OF FY24 AUDIT**

Tyler Call provided a report on the college's FY24 fiscal audit. The CPA firm Hinton Burdick was contracted by the Utah State Auditor's office to conduct the audit. The firm provided a detailed report to the board of trustee's facilities, finance, and audit committee prior to the board meeting. The audit report highlighted strong internal control structures at the college. There were no findings, no recommended journal entry changes, and no suggestions for improvement.

- Mr. Call thanked Katie Sellers, college accounting director, and her team for their excellent work.
- Chair Edwards praised the audit team for their clean audit and thanked Mr. Call for his leadership.

### **Approval of the FY24 Audit**

Motion to approve: Nancy Blair and seconded by Lori Belnap Pehrson

Final approval: Motion carried unanimously

### **3. UTAH OPEN AND PUBLIC MEETINGS ACT TRAINING**

President Taggart discussed the Utah Open and Public Meetings Act. State statute requires annual training for all public boards in Utah.

- Board members watched the training video, created by the Utah State Auditor's Office that covered the importance of transparency, the role of the governing body, legal requirements for public meetings, types of meetings, notice requirements, and closed meeting procedures.

### **4. A TIME OF GIVING CAMPAIGN**

Maria Milligan provided an update on the college's "A Time of Giving" campaign. This campaign raises funds for scholarships and student support initiatives.

- Ms. Milligan shared the impact of the campaign including the number of scholarships provided and the return on investment for each dollar invested in a student.
- Ms. Milligan highlighted a student success story from Tamara Jimenez, who received a scholarship to pursue her education in the electrical trades prep program.
- Chair Edwards encouraged all board members to contribute to the campaign and thanked Ms. Milligan for her presentation.

### **5. INFORMATION/DICUSSION**

Chair Edwards thanked the college for the detailed reports and information shared monthly with all members of the board of trustees. Every month, board leadership reviews these in detail with President Taggart and Vice President Call. Chair Edwards encouraged trustees to review the monthly college reports and information highlighting student outcomes, budget, and metrics towards meeting strategic plan objectives.

### **6. PRESIDENT'S REPORT**

President Taggart reported on the following:

Pathway Building

- President Taggart provided an update on the new pathway building, including the programming document and the design process.
- The college aims to raise \$3 million for the new building, with a recent \$1 million donation from the Larry H. and Gail Miller Foundation.

#### Performance Goals and Enrollment Trends

- President Taggart presented the FY24 system performance metrics for access, timely completion, and high-yield graduates, highlighting the college's success in meeting and exceeding goals. The college is eligible for growth and performance funding by meeting each of these metrics.
- The college aims to increase enrollment and graduation rates, with a strong first quarter showing an increase of 915 students.
- The importance of graduating students with employer-endorsed certificates was emphasized to ensure job readiness and success.

#### Additional Highlights

- The National Technical Honor Society induction ceremony is scheduled for 6:00 p.m. with 51 students from 15 programs being inducted. Trustee Nancy Blair will be inducted as an honorary member and any members able to attend are invited to do so.
- President Taggart announced the Northern Wasatch Collegiate Coalition and the direct admissions program with Weber State University and Davis Technical College.

Chair Edwards turned time over to Commissioner Landward and Associate Commissioner Ziebarth for closing remarks.

- Ms. Ziebarth commended the college for its recent reaffirmation of accreditation and its strong performance funding metrics.
- Commissioner Landward highlighted the strong perception of technical education by the legislature and the importance of advocating for technical education funding during the upcoming legislative session.

**7. EXECUTIVE SESSION:** *The board may elect to go into closed session which will not be open to the public, pursuant to Utah Code Title 52, Chapter 4, sections 204, 205, and 206.*

**8. OPEN DISCUSSION**  
There were no further items of discussion.

**9. NEXT MEETING**  
December 19, 2024, 4:00 p.m.

**10. ADJOURN**  
With no further discussion items, the meeting adjourned at 5:00 p.m.