OGDEN-WEBER TECHNICAL COLLEGE

Board of Trustees Meeting – June 25, 2026, 4:00 p.m.

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

Board Members in Attendance:

William Shafer, Vice Chair

Paul Widdison

Brent Bishop

Greg Sanders (remote)

Cameron Cook (remote)

Sara Toliver (remote)

Jennifer Zundel (remote)

Christine Jacobson Ware

Board Members not in Attendance:

Kori Ann Edwards

Jan Burrell

Cori Anderson

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:

Jeremy Shaw, Assistant Attorney General

Kim Ziebarth, Deputy Commissioner for Technical Education

National SkillsUSA Competition highlights were shared by President Taggart.

- There were over 13,000 contestants in almost 200 different competitions and Tyra Coats, a Nail Technician Student at OTECH, won the National Gold Medal.
- Tyra would have liked to be here to attend the meeting, but she is getting married tomorrow and had a rehearsal dinner planned today.
- Tyra's advisor, Sherry Bradford, sent pictures of Tyra's nail designs to a major nail care materials provider, Tammy Taylor, who requested Tyra's contact information.

1. APPROVAL OF MEETING MINUTES

The meeting minutes from April 23, 2026, board of trustees meeting were reviewed and approved as written.

Approval of the Board of Trustees Meeting Minutes from April 23, 2026

Motion to approve: Paul Widdison and seconded by Christine Jacobson Ware

Final approval: Motion carried unanimously.

2. APPROVAL OF FY27 OPERATING BUDGET

Vice President Call shared the FY27 Operating Budget for approval.

Operating Revenues

- **Student Tuition**

A decrease of $160,000 is proposed. This amount reflects the elimination of student fees; the budget now includes student tuition only.

- **Federal Grants and Contracts**

A decrease of $271,829 is proposed. The YouthBuild grant will conclude in September 2026, and this reduction reflects the loss of those funds.

- **State and Local Grants and Contracts**

A decrease of $61,530 is proposed. The Life Sciences grant has been moved to appropriation funding, and no replacement funding is expected.

- **Sales and Services of Educational Departments**

An increase of $40,196 is proposed. This is due to growth in Workforce Development under Custom Fit. Continuing education courses and private training contributed only partially to the prior year; this increase reflects a full year of expected activity.

- **Auxiliary Enterprise**

A net decrease of $3,500 is proposed. This decrease reflects a reduction in other income, partially offset by the addition of summer camp revenue.

Operating Expenses

- **Cost of Goods Sold**

An increase of $29,150 is proposed. The increase supports the Culinary Arts program and aligns with higher projected sales, resulting in increased food and supply costs.

- **Salary and Employee Benefits**

A net increase of $1,043,099 is proposed. These increases account for legislative compensation adjustments under Senate Bill 8 and include funding to recognize employee progression.

  - Salaries: Increase of $598,512
  - Employee Benefits: Increase of $444,587

- **General expenses**

A decrease of $2,740,635 is proposed. The decrease is a result of the reduction of Pell funding and the reallocation of operating funds to support capital expenditures needed to maintain and improve campus facilities.

- **Travel**

An increase of $32,324 is proposed. This allowed newly hired employees to attend conferences and meet required professional development requirements.

Non-operating Revenues

- **State Appropriations**

An increase of $2,112,200 is proposed. This represents an 8% increase and supports institutional performance and capacity, compensation and benefit increases, and rising health insurance costs.

- **Federal Grants**

A decrease of $600,000 is proposed. This reflects reduced Pell funding due to new eligibility guidelines expected to lower student participation.

- **State Grants**

A decrease of $611,269 is proposed. The decrease reflects all previously carried forward funding that has been fully utilized and is no longer available.

- **Capital Expenditures**

An increase of $2,632,143 is proposed. This reflects the reallocation from general expenses to support campus improvements and equipment upgrades.

Approval of the FY27 Operating Budget
Motion to approve: Christine Jacobson-Ware and seconded by Paul Widdison
Final approval: Motion carried unanimously.

3. APPROVAL OF FY27 STRATEGIC PLAN OBJECTIVES AND STRATEGIES

President Taggart shared the FY27 Strategic Plan Objectives and Strategies

- Each year the college updates the strategic plan to make sure that we are active in meeting our goals.

- President Taggart explained the five-year cycle of the strategic plan, emphasizing the importance of meeting objectives rather than just activities.

- Many of our objectives are driven by our performance funding.

- We are required by our accrediting body to have include a continuous improvement section in our plan. If we have programs that do not meet requirements for completion, placement, and licensure must be addressed.

- Vice President Johna Howard discussed the first two strategies under the core value of community, focusing on enrollment growth and access to the college through a new student information system.

- The college aims to enroll 4600 new students in Fiscal Year 27, with 25% being high school students.

- Vice President Chad Burchell highlighted the goal of awarding 2000 certificates in Fiscal Year 27 with the potential to reach 2500 to 3000 in the next few years.

- The college aims for 95% of graduates to be placed in jobs related to their training programs.

- The Board of Higher Education has initiated a new initiative for all institutions to recapture and reinvest efficiencies, with a target amount of $780,000 for the college.

- The college will be transparent about the plan and any cost-saving measures, with no anticipated need for retirement incentives or involuntary RIF. However, we will take a critical look when there is a retirement or voluntary separation to see if we need to refill this position.

Approval of FY27 Strategic Plan Objectives and Strategies
Motion to approve: Christine Jacobson Ware and seconded by Paul Widdison
Final approval: Motion carried unanimously.

4. FY27 BOARD OF TRUSTEE COMMITTEE ASSIGNMENTS

President Taggart shared that the bylaws of the Board of Trustees permit board leadership to create subcommittees and make assignments. The newly assigned committees were presented with board members.

Audit, Finance, and Facilities: Paul Widdison, Chair, Kori Ann Edwards, Will Shafer, and Sara Toliver
Instructional Programs: Christine Jacobson-Ware, Chair, Brent Bishop, Greg Sanders, Jennifer Zundel
Student Services: Cori Anderson, Chair, Jan Burrell, Cameron Cook

5. INFORMATION ITEMS

Chair Edwards encouraged trustees to review the monthly college reports and information highlighting student outcomes, budget, and metrics towards meeting strategic plan objectives.

6. 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.*

7. OPEN DISCUSSION

Deputy Commissioner Stallings shared that the system office is pleased with this region’s leadership showing strong collaboration between Weber State University, Davis Technical College, and Ogden-Weber Technical College. The collaboration is the best for the students and employers that we serve.

8. NEXT MEETING

The next meeting will be on August 27, 2026, at 4:00 p.m.

9. ADJOURN

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