



UTAH SYSTEM OF
HIGHER EDUCATION

MEMORANDUM

March 21, 2024

Request for out-of-region Instructional Service Center and program offering: Ogden-Weber Technical College

Ogden-Weber Technical College is requesting approval for the following out-of-region instructional service centers:

- Utah Electrical Training Alliance – 7466 S. Redwood Road, West Jordan, UT 84084
- Utah Sheet Metal Education and Training Trust – 2480 S. 3400 W., West Valley City, UT 84119

The institution is also requesting approval for the following out-of-region programs, which will be offered at the instructional service centers above:

- Inside Wireman Apprenticeship
- Telecommunications Technician Apprenticeship
- Union Sheet Metal Apprenticeship

[Board Policy R315, Designation of Service Regions](#), establishes the geographical boundaries for service regions across all 16 institutions within the Utah System of Higher Education. Ogden-Weber Technical College is designated to serve Weber County. This policy states that requests to offer programming outside an institution's service region shall be subject to Board approval.

This policy also designates the terms for Cooperative Agreements for Technical Colleges, referencing [Utah Code 53B-2a-106\(5\)\(a\)](#). This section states that a technical college has the authority to provide technical education or basic instruction beyond its designated service region when requested by an employer or a craft, trade, or apprenticeship program. While it is mandatory for the technical education institution to inform the Office of the Commissioner and the designated institution within the relevant service region of such requests, there is no obligation to inform or provide an opportunity for proposal to the designated higher education institution within that region if there exists a prior training relationship between the requesting employer or program and the technical college.

[Board Policy R401, Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports](#), establishes that approval of delivery of out-of-service area programs follows [Board Policy R315](#).

Commissioner's Recommendation

The Commissioner recommends that the Board approve the two instructional service centers and three programs offered outside the designated Ogden-Weber Technical College service region. The memorandums of understanding are attached. Per [Board Policy R315](#), this approval is reexamined every five years.

Attachments

Notifications from Ogden-Weber Technical College

Apprenticeship Training Agreement between Ogden-Weber Technical College and the Utah Electrical Training Alliance

Apprenticeship Training Agreement between Ogden-Weber Technical College and Utah Sheet Metal Education and Training Trust Apprenticeship Committee

February 26, 2024

Ms. Kim Ziebarth, Associate Commissioner Utah
System of Higher Education
Two Gateway
60 South 400 West
Salt Lake City, UT 84101

Subject: 2 new instructional service centers, Ogden-Weber Technical College

Dear Associate Commissioner Ziebarth:

The Ogden-Weber Technical College Board of Trustees met on February 22, 2024 and approved two instructional service centers.

Instructional service centers:

The Council on Occupational Education (COE) defines an instructional service center as, “An instructional service center is a temporary or permanent site that serves employers and the public for the delivery of programs or portions of programs to meet a critical or sustained need.” The college has had a long-standing partnership with both Union apprentice programs, and the college intends to have these three programs be accredited through COE.

The college has had a relationship with both union apprenticeship programs since 2001. These are statewide training program with apprentices coming from all over Utah. Both unions routinely submit an RFP and all higher education institutions can submit proposals. Ogden-Weber Technical College has been selected as the higher education partner for the past 20+ years.

The college’s three new programs from the Union are taught on location in West Jordan and West Valley. To meet our accreditation criteria those two instructional sites need to be approved.

New Instructional Service Center Sites:

- Utah Electrical Training Alliance – 7466 S Redwood Rd. West Jordan UT 84084
- Utah Sheet Metal Education and Training Trust – 2480 S 3400 W, West Valley City, UT 84119

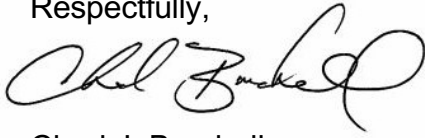
All program changes have been validated and approved by individual program occupational advisory committees.

State law permits technical colleges to provide instruction outside of their geographic area if the technical education is “specifically required by an employer or a craft, trade, or apprenticeship program.” – UCA 53B-2a-106-(5)(a)(b)

Please let me know if there is anything else you need.

Attached is a copy of both college board of trustees' memos.

Respectfully,

A handwritten signature in black ink, appearing to read "Chad J. Burchell". The signature is fluid and cursive, with a large, stylized initial "C" and "B".

Chad J. Burchell
Vice President of Instructional Services

MEMORANDUM

TO: INSTRUCTION SERVICES COMMITTEE

FROM: Chad Burchell, Vice President – Instructional Services

DATE: February 9, 2024

SUBJECT: FY25 New Programs

College programs are evaluated each year by occupational advisory committees to ensure they are market-driven and meeting the needs of area businesses and industries. As part of this evaluation, employers evaluate instructional content and program length.

From the occupational advisory committees, regional and state partners, state alignment initiatives and industry partners, the college is submitting for your approval six new programs.

A summary of new programs for FY25 include the following:

New programs:

- **Controls Technician:** This program meets the urgent need for skilled automation controls technicians in our region. 16 courses, 48 credits.
- **Networking and Cybersecurity:** This program meets the urgent needs of our industry partners. 10 courses and 30 credits.
- **Phlebotomy:** This program meets a need from our healthcare industry partners in our region. 3 courses and 3 credits.
- **Inside Wireman Apprentice:** Seeking approval of our partner union programs whom we have held a long-standing educational partnership to provide training. This will allow the college to seek program accreditation and award union graduates a college certificate. 30 credits.
- **Telecommunications Technician Apprentice:** Seeking approval of our partner union programs whom we have held a long-standing educational partnership to provide training. This will allow the college to seek program accreditation and award union graduates a college certificate. 18 credits
- **Union Sheet Metal Apprenticeship:** Seeking approval of our partner union programs whom we have held a long-standing educational partnership to provide training. This will allow the college to seek program accreditation and award union graduates a college certificate. 24 credits

A list of the program descriptions, course outlines, and course descriptions are attached. All program changes have been validated and approved by individual program occupational advisory committees and USHE alignment initiatives.

Committee recommendation of the proposed FY25 Programs is requested.

MEMORANDUM

TO: INSTRUCTION SERVICES COMMITTEE

FROM: Chad Burchell, Vice President – Instructional Services

DATE: February 9, 2024

SUBJECT: FY25 New Instructional Service Center Sites

College programs are evaluated each year by occupational advisory committees to ensure they are market-driven and meeting the needs of area businesses and industries. As part of this evaluation, employers evaluate instructional content and program length.

The Council on Occupational Education (COE) defines an instructional service center as, “An instructional service center is a temporary or permanent site that serves employers and the public for the delivery of programs or portions of programs to meet a critical or sustained need.” The college has had a long-standing partnership with both Union apprentice programs, and the college intends to have these three programs be accredited through COE.

The college has had a relationship with both union apprenticeship programs since 2001. These are statewide training program with apprentices coming from all over Utah. Both unions routinely submit an RFP and all higher education institutions can submit proposals. Ogden-Weber Technical College has been selected as the higher education partner for the past 20+ years.

The college’s three new programs from the Union are taught on location in West Jordan and West Valley. To meet our accreditation criteria those two instructional sites need to be approved.

New Instructional Service Center Sites:

- Utah Electrical Training Alliance – 7466 S Redwood Rd. West Jordan UT 84084
- Utah Sheet Metal Education and Training Trust – 2480 S 3400 W, West Valley City, UT 84119

All program changes have been validated and approved by individual program occupational advisory committees.

State law permits technical colleges to provide instruction outside of their geographic area if the technical education is “specifically required by an employer or a craft, trade, or apprenticeship program.” – UCA 53B-2a-106-(5)(a)(b)

Committee recommendation of the proposed FY25 Instructional service center sites are requested.

Apprenticeship Training Agreement between Ogden-Weber Technical College and the Utah Electrical Training Alliance

Updated June 2023

The Ogden-Weber Technical College (OTECH) agrees to provide the following funding to support the Utah Electrical Training Alliance (UETA) apprenticeship program from July 1, 2023, to June 30, 2026:

1. Reimbursement for each Full Time Equivalent Instructor

One Full-time Equivalent (FTE) Instructor is equal to 21,000 membership hours or 700 credit hours. This will be reimbursed at a rate of \$100,000 per FTE. FTE will be calculated and reimbursed quarterly. The FTE rate will be increased or decreased by the same percentage as the percentage increase or decrease of Council on Occupational Education (COE) certificates awarded over the previous fiscal year. The base certificate number will start at 120 annually.

2. Class Funding

The annual class funding will be \$75,000, distributed quarterly. The annual rate at which class funding can be increased or decreased is the same percentage as the percentage increase or decrease of COE certificates awarded over the previous fiscal year. The base certificate number will start at 120 annually.

Funding will be paid out quarterly, included in the same invoice as FTE reimbursements.

Class Funding is intended for the following:

- a. **Classroom Supplies** – including computers, software, lab materials and supplies.
- b. **First Aid/CPR/AED** - supply and maintenance of first aid cabinets in all lab spaces; First Aid/CPR/AED instruction for first year students; course books, lab supplies, and certificate registration fees associated with First Aid/CPR/AED certification; and replacement of First Aid/CPR/AED kits or supplied used during instruction and certification.
- c. **Continuing Education (CE Fees)** - OTECH funds are to be used by the UETA for the Utah State Apprenticeship License CE upload that documents classroom instruction attendance hours for all apprentices who attended in that licensing period.
- d. **Training equipment.**

Class Funding must be spent in the fiscal year it is received. No later than July 15 of each year, the UETA must provide OTECH documentation of how class funding was used in the areas identified above.

The Ogden Weber Technical College agrees to provide the following services for the Utah Electrical Training Alliance apprenticeship programs from July 1, 2023 - June 30, 2026

1. College Tuition and Fees:

- a. UETA programs will be subject to the same tuition model as other OTECH programs.
- a. The college cannot guarantee the same course tuition and fees for the length of this agreement.
- b. Costs will be reviewed annually and communicated before the start of each fiscal year.
- c. Tuition is due on the day of course registration; usually on the Wednesday of the first week of class.
- d. New apprentices and returning apprentices will be assessed an enrollment fee based on current rates and requirements.
- e. A \$30 late fee will be assessed beginning Friday following the first day of class and \$5 for each week thereafter; no maximum limit.

2. Enrollment Process and Customer Service Support:

- a. OTECH Apprenticeship Coordinator visits each first-semester class and conducts an orientation, which goes over OTECH policies and procedures including how to enroll and pay tuition online.
- b. OTECH Apprenticeship Coordinator, Admissions Department, and Fiscal Department manage all enrollments, payments, and course completions.
- c. OTECH provides an Apprenticeship Coordinator that is easily accessible and available to provide customer service and to answer questions.
- d. OTECH will conduct quarterly instructor evaluations. Evaluations are completed by students. Results will be returned to UETA Training Coordinator.
- e. OTECH representative will attend quarterly Training Director's Association meetings.
- f. OTECH will provide access to their Center for Teaching and Learning for curriculum development.
- g. OTECH will provide any required instructor training associated with OTECH policies or COE accreditation standards.

3. Student Services:

- a. OTECH will maintain student records and transcripts for OTECH/UETA students.
- b. UETA apprentices may get a student identification card used to obtain student discounts from merchants.
- c. OTECH will provide online access for the apprentices to obtain their student information such as transcripts, tuition payments, and tax information, etc.
- d. UETA students will have access to OTECH student services such as Trula, Blomquist Hale, Veterans Services, and are covered under all OTECH Student Policies.
- e. OTECH provides one completion certificate for each apprentice of the UETA.
- f. OTECH provides one original transcript for each graduate of the UETA.

4. Marketing Service:

- a. OTECH provides a program page on the OTECH website listing such information as class availability, certificate outlines, course descriptions, and credit transfer opportunities.
- b. OTECH promotes UETA programs at college wide advertising events.
- c. OTECH will provide a direct link to the UETA website.

- d. OTECH actively encourages and promotes UETA graduates to obtain an associate degree from Weber State University or Salt Lake Community College.

5. Council on Occupational Education Accreditation:

- a. OTECH will pay for fees associated with recognition of UETA as an approved Instructional Service Center.
- b. OTECH will pay ongoing fees associated with COE accreditation of UETA Instructional Service Center and student outcomes reporting.

The Utah Electrical Training Alliance agrees to provide the following to OTECH from their electrical apprenticeship programs from July 1, 2023-June 30, 2026:

1. Course Schedules and Rosters:

- a. Provide an updated schedule of apprenticeship classes and dates to the OTECH apprenticeship coordinator monthly.
- b. Submit a course roster to the OTECH Admissions Office by the second day of each course.
- c. The roster should specify which students are receiving outside funding.
- d. Inform the apprenticeship coordinator of any changes in a class schedule or a student's class schedule as needed.

2. Classroom and Labs:

- a. Update and replace instructor computers and software using *OTECH* funding.
- b. Provide resources for apprentices to complete enrollment and pay tuition using the online process.
- c. Provide building maintenance, classrooms, computer labs, skill demonstration labs and equipment, and technical support for training facilities.
- d. Provide all curriculum resources, training, and CE for instructors.
- e. Maintain first aid kits, evacuation training, and campus security.
- f. Any crimes committed on campus must be reported to OTECH Campus Security for Clery Act reporting.

3. Enrollment and Tuition:

- a. Coordinate orientation and registration dates for each new class with Apprenticeship Coordinator.
- b. Per UETA Policy, tuition is due the day of registration for new classes. Continuing students should pay their tuition by the first day of their new course. Any apprentice not paying tuition on time will be sent home and not allowed back to school until meeting with the committee.

4. Student Records:

- a. Require instructors/staff to submit grading sheets to the OTECH apprenticeship office no later than one week after the class end date.

5. Invoices:

- a. Quarterly: Submit invoices for reimbursement of instructor costs for each FTE membership hour achievement.

6. Council for Occupational Education

- a. UETA will invite an OTECH representative to two employer meetings a year.
- b. UETA will assist OTECH representatives in completing COE Occupational Advisory Committee (OAC) requirements, including sending yearly surveys to the OAC members, employer verification forms, and annually maintained employer roster.
- c. Provide student job placement and licensure information to OTECH for COE accreditation reporting.
- d. Provide access to site and materials to COE representatives.
- e. Post COE Accreditation Certificate in a public area of the training facility.

Term, Termination:

Either the OTECH or UETA may terminate this Agreement for any reason with written 90-day notice. The party initiating termination will notify the other parties included in the MOU in writing of intent to terminate and the reasons for this decision and allow 90 days for written response and to arrange termination of services.

Duration:

This MOU is at-will and may be modified by mutual consent of authorized officials from the OTECH and UETA. This MOU shall become effective upon signature by the authorized officials from OTECH and UETA and will remain in effect until June 30, 2026, or be terminated by any authorized officials by mutual consent. In the absence of mutual agreement by the authorized officials, this MOU shall end on June 30, 2026.

Contact information

<p>Utah Electrical Training Alliance Mike Lanoue Training Director 7466 South Redwood Road, West Jordan 801-975-1945 Mike@uteta.org</p>	<p>Ogden-Weber Technical College Chad Burchell Vice President for instructional Services 200 N. Washington Blvd. Ogden 801-627-8307 Chad.Burchell@otech.edu</p>
---	--

Mike Lanoue 6/12/23

Chad Burchell

Apprenticeship Training Agreement between Ogden-Weber Technical College and Utah Sheet Metal Education and Training Trust Apprenticeship Committee

Updated 2023

The Ogden-Weber Technical College (OTECH) agrees to provide the following funding to support the Utah Sheet Metal Education and Training Trust (JATC) apprenticeship program from July 1, 2023, to June 30, 2026:

1. Reimbursement for each Full Time Equivalent Instructor

One Full-time Equivalent (FTE) Instructor is equal to 21,000 membership hours or 700 credit hours. This will be reimbursed at a rate of \$100,000 per FTE. FTE will be calculated and reimbursed quarterly. The FTE rate will be increased or decreased by the same percentage as the percentage increase or decrease of Council on Occupational Education (COE) certificates awarded over the previous fiscal year. The base certificate number will start at 40 annually.

2. Class Funding

The annual class funding will be \$25,000, distributed quarterly. The annual rate at which class funding can be increased or decreased is the same percentage as the percentage increase or decrease of COE certificates awarded over the previous fiscal year. The base certificate number will start at 40 annually.

Funding will be paid out quarterly, included in the same invoice as FTE reimbursements.

Class Funding is intended for the following:

- a. **Classroom Supplies** – including computers, software, lab materials and supplies.
- b. **First Aid/CPR/AED** - supply and maintenance of first aid cabinets in all lab spaces; First Aid/CPR/AED instruction for first year students; course books, lab supplies, and certificate registration fees associated with First Aid/CPR/AED certification; and replacement of First Aid/CPR/AED kits or supplied used during instruction and certification.
- c. **Continuing Education (CE Fees)** - OTECH funds are to be used by the JATC for the Utah State Apprenticeship License CE upload that documents classroom instruction attendance hours for all apprentices who attended in that licensing period.
- d. **Training equipment.**

Class Funding must be spent in the fiscal year it is received. No later than July 15 of each year, the JATC must provide OTECH documentation of how class funding was used in the areas identified above.

The Ogden Weber Technical College agrees to provide the following services for the Utah Sheet Metal Education and Training Trust sheet metal apprenticeship programs from July 1, 2023 - June 30, 2026

1. College Tuition and Fees:

- a. JATC programs will be subject to the same tuition model as other OTECH programs.
- a. The college cannot guarantee the same course tuition and fees for the length of this agreement.
- b. Costs will be reviewed annually and communicated before the start of each fiscal year.
- c. Tuition is due on the day of course registration; usually on the Wednesday of the first week of class.
- d. New apprentices and returning apprentices will be assessed an enrollment fee based on current rates and requirements.
- e. A \$30 late fee will be assessed beginning Friday following the first day of class and \$5 for each week thereafter; no maximum limit.

2. Enrollment Process and Customer Service Support:

- a. OTECH Apprenticeship Coordinator visits each first-semester class and conducts an orientation, which goes over OTECH policies and procedures including how to enroll and pay tuition online.
- b. OTECH Apprenticeship Coordinator, Admissions Department, and Fiscal Department manage all enrollments, payments, and course completions.
- c. OTECH provides an Apprenticeship Coordinator that is easily accessible and available to provide customer service and to answer questions.
- d. OTECH will provide quarterly instructor evaluations. Evaluations completed by students. Results returned to JATC Training Coordinator.
- e. OTECH representative will attend quarterly Training Director's Association meetings.
- f. OTECH will provide access to their Center for Teaching and Learning for curriculum development.
- g. OTECH will provide any required instructor training associated with OTECH policies or COE accreditation standards.

3. Student Services:

- a. OTECH will maintain student records and transcripts for OTECH/JATC students.
- b. JATC apprentices may get a student identification card used to obtain student discounts from merchants.
- c. OTECH will provide online access for the apprentices to obtain their student information such as transcript, tuition payments, and tax information, etc.
- d. JATC students will have access to OTECH student services such as Trula, Blomquist Hale, Veterans Services, and are covered under all OTECH Student Policies.
- e. OTECH provides one completion certificate for each apprentice of the JATC.
- f. OTECH provides one original transcript for each graduate of the JATC.

4. Marketing Service:

- a. OTECH provides a program page on the OTECH website listing such information as class availability, certificate outlines, course descriptions, and credit transfer opportunities.
- b. OTECH promotes JATC programs at college wide advertising events.
- c. OTECH will provide a direct link to the JATC website.

- d. OTECH actively encourages and promotes JATC graduates to obtain an associate degree from Weber State University or Salt Lake Community College.

5. Council on Occupational Education Accreditation :

- a. OTECH will pay for fees associated with approval of JATC as an approved Instructional Service Center.
- b. OTECH will pay ongoing fees associated with COE accreditation of JATC Instructional Service Center and student outcomes reporting.

The Utah Sheet Metal Education and Training Trust agrees to provide the following to OTECH from their sheet metal apprenticeship programs from July 1, 2023-June 30, 2026:

1. Course Schedules and Rosters:

- a. Provide an updated schedule of apprenticeship classes and dates to the OTECH apprenticeship coordinator monthly.
- b. Submit a course roster to the OTECH Admissions Office by the second day of each course.
- c. The roster should specify which students are receiving outside funding.
- d. Inform the apprenticeship coordinator of any changes in a class schedule or a student's class schedule as needed.

2. Classroom and Labs:

- a. Update and replace instructor computers and software using *OTECH* funding.
- b. Provide resources for apprentices to complete enrollment and pay tuition using the online process.
- c. Provide building maintenance, classrooms, computer labs, skill demonstration labs and equipment, and technical support for training facilities.
- d. Provide all curriculum resources, training, and CE for instructors.
- e. Maintain first aid kits, evacuation training, and campus security.
- f. Any crimes committed on campus must be reported to OTECH Campus Security for Clery Act reporting.

3. Enrollment and Tuition:

- a. Coordinate orientation and registration dates for each new class with Apprenticeship Coordinator.
- b. Per JATC Policy, tuition is due the day of registration for new classes. Continuing students should pay their tuition by the first day of their new course. Any apprentice not paying tuition on time will be sent home and not allowed back to school until meeting with the committee.

4. Student Records:

- a. Require instructors/staff to submit grading sheets to the OTECH apprenticeship office no later than one week after the class end date.

5. Invoices:

- a. Quarterly: Submit invoices for reimbursement of instructor costs for each FTE membership hour achievement.

6. Council for Occupational Education

- a. JATC will invite an OTECH representative to two employer meetings a year.
- b. JATC will assist OTECH representatives in completing COE Occupational Advisory Committee (OAC) requirements, including sending yearly surveys to the OAC members, employer verification forms, and annually maintained employer roster.
- c. Provide student job placement and licensure information to OTECH for COE accreditation reporting.
- d. Provide access to site and materials to COE representatives.
- e. Post COE Accreditation Certificate in a public area of the training facility.

Term, Termination:

Either the OTECH or JATC may terminate this Agreement for any reason with written 90-day notice. The party initiating termination will notify the other parties included in the MOU in writing of intent to terminate and the reasons for this decision and allow 90 days for written response and to arrange termination of services.

Duration:

This MOU is at-will and may be modified by mutual consent of authorized officials from the OTECH and JATC. This MOU shall become effective upon signature by the authorized officials from OTECH and JATC and will remain in effect until June 30, 2026, or be terminated by any authorized officials by mutual consent. In the absence of mutual agreement by the authorized officials, this MOU shall end on June 30, 2026.

Contact information

Utah Sheet Metal Education and Training Trust Gordon Hyde Training Coordinator 2480 S. 3400 W. Salt Lake City 801-972-2480 ghyde@312jatc.com	Ogden-Weber Technical College Chad Burchell Vice President for instructional Services 200 N. Washington Blvd. Ogden 801-627-8307 Chad.Burchell@otech.edu
---	---

