



Utah System of Technical Colleges
Board of Trustees Meeting
September 19, 2019 – 10:00 am to 2:00 pm
Bridgerland Technical College
1301 North 600 West, Logan, UT 84321

MINUTES

Board of Trustees Members Present:

Steve Moore, Chair – Ogden-Weber Technical College
Aaron Osmond – Vice-Chair, Information Technology
Mike Angus – Uintah Basin Technical College
Jera L. Bailey – Healthcare
Brett Barton – Life Sciences
Stacey K. Bettridge – Transportation
Charles Hansen – Tooele Technical College
Michael Jensen – Davis Technical College
Arthur E. Newell – Mountainland Technical College
Brad Tanner – Non-Union Trade
Chuck Taylor – Southwest Technical College
Scott Theurer – Bridgerland Technical College

Trustees Absent/Excused:

Susan Johnson – Manufacturing
Russell Lamoreaux – Union Trade
Stephen Wade – Dixie Technical College

UTech Administration:

Jared Haines – Interim Commissioner of Technical Education
Kim Ziebarth – Associate Commissioner for Academic and Student Affairs
Zachary Barrus - Assistant Commissioner for Data and Institutional Research
Tyler Brinkerhoff – Assistant Commissioner for Planning, Finance and Facilities
Eric Petersen – Legal Counsel

College Presidents Present:

Chad Campbell, Bridgerland Technical College
Darin Brush, Davis Technical College
Kelle Stephens, Dixie Technical College
Clay Christensen, Mountainland Technical College
Jim Taggart, Ogden-Weber Technical College
Brennan Wood, Southwest Technical College
Paul Hacking, Tooele Technical College
Aaron Weight, Uintah Basin Technical College

Guests:

Kimberlee Carlile – Utah Governor’s Office of Economic Development
Deneise Coughlin – Utah Governor’s Office of Economic Development
Sean Faherty, Office of the Legislative Fiscal Analyst
Benjamin Hart – Utah Governor’s Office of Economic Development
Ben Leishman, Office of the Legislative Fiscal Analyst
Tami Pyfer – Governor Herbert’s Education Advisor

MINUTES OF MEETING

UTAH SYSTEM OF TECHNICAL COLLEGES

BOARD OF TRUSTEES

September 19, 2019

1. **Call to Order and Welcome** by Chair Steve Moore
The meeting was called to order at 10:02 am

2. **Introduction of New Appointed Board of Trustees Members**
Chair Moore introduced the newly appointed Board members, and each of them said a few words about themselves.

3. Pledge of Allegiance conducted by Trustee Charles Hansen

4. The Oath of Office to new and reappointed Board of Trustees Members as follows:
New Board of Trustees Members:
Jera L. Bailey, Representing the Healthcare Sector
Brett Barton, Representing the Life Science Sector
Stacey K. Bettridge, Representing Transportation
Arthur E. Newell, Representing Mountainland Technical College
Reappointed Board of Trustees Members:
Mike Angus, Representing Uintah Basin Technical College
Chuck Taylor, Representing Southwest Technical College

5. Roll Call by Chair Steven Moore:
Steve Moore, Chair – yes
Aaron Osmond – yes
Mike Angus – yes
Jera L. Bailey – yes
Brett Barton – yes
Stacey K. Bettridge, yes
Charles Hansen – yes
Michael Jensen – yes
Arthur E. Newell – yes
Brad Tanner – yes
Chuck Taylor – yes
Scott Theurer – yes

6. **Strategic Workforce Investments (SWI) Report from GOED:** SB103 (UCA 53B-26-103), requires the Utah Governor’s Office of Economic Development (GOED) to report every other year to the Legislature, the State Board of Regents, and the Utah System of Technical Colleges Board of Trustees on the high demand technical jobs projected to support economic growth in strategic industry clusters. Their presentation highlighted the number of regions that received funding from 2016 to 2019, stackable credentials and work-based learning, and the projects recommended which included Strategic Workforce Investment for 2019, Building Design and Construction (with Ogden-Weber Technical College and Davis Technical College among the partners), and Geoscience Technology Workforce Pathways (with Uintah Basin Technical College). [Please see the presentation.](#)
7. **Host College Highlights** – Chad Campbell, President of Bridgerland Technical College, presented college highlights.
8. **CONSENT ITEMS:**
 - Board Meeting Minutes of May 9, 2019
 - Board Meeting Schedule for 2020
 - College Presidents Formal and Informal Reviews Schedule for 2020
 - UTech Commissioner Office Budget Report
 - UTech FY2019 Annual Report and Master Calendar

Motion: Trustee Scott Theurer moved to approve the consent items as provided in the agenda

Seconded: Trustee Michael Jensen

Voting: Unanimous

ITEMS OF BUSINESS:

9. **Board Executive Committee Report and Approval of Minutes by Executive Committee:** The Executive Committee met on 6-20-2019 and 7-15-2019 to discuss and approve the following: Policy 220, “Campus Safety,” and Policy 209, “Institutional Civil Liberties Policy Review” respectively.
Motion: Trustee Arthur E. Newell moved to approve the meetings’ minutes as presented.
Seconded: Vice-Chair Aaron Osmond
10. **Proposed Board Strategic Vision:** The Board Leadership, Chair Moore, Vice-Chair Osmond, and Commissioner Haines developed a proposed 2019-2021 UTech Board of Trustees Leadership Vision, Goals, and Objectives. On August 14th, they presented it to the Council of Presidents and received support and feedback from the college presidents. Today, the Board Leadership presented it to the full Board. [Please see presentation](#)
Chair Moore opened the meeting for discussion and asked for any thoughts or feedback. Trustees discussed the following:
 - Impact on the current structure.

- It was suggested that the requirement for high-wage, high-demand, high-skill jobs be stated “and or” rather than “and.”
- Encouraging apprenticeships vs. college regional flexibility.
- Responsiveness to employers.
- High school certificate requirement, student and parent awareness and advisement, and education-to-career pathways.
- Benjamin Hart, Deputy Director of the Utah Governor’s Office of Economic Development (GOED), commented that Utah needs UTech’s leadership for CTE and that if UTech doesn’t do it, others will.

Motion: Vice-Chair Osmond, moved that the Board of Trustees approve the general direction of the proposed Board Strategic Vision, have the 10-Year Strategic Planning Committee work with it, in consideration of the current strategic plan and today’s discussion, and present it to the Board for final approval before we distribute it.

Seconded: Trustee Arthur E. Newell

Voting: Unanimous

11. **Appointment and Approval of Board Committees** – The Executive Committee, Audit Committee, and Compensation Committee are regular committees that were previously formed. The UTech Board Leadership also proposed the following committees:

Capital Facilities Committee

Student Education & Workforce Alignment Committee and

10-Year Strategic Planning Committee, and requested the Board of Trustees members, College Presidents, and UTech Staff to serve in them.

Motion: Trustee Brad Tanner moved the Board to approve these committees and their members as listed on the agenda.

Seconded: Trustee Mike Angus

Voting: Unanimous

12. **Approval of FY2019 Student Enrollment and Outcomes Data.** Assistant Commissioner Zachary Barrus, showed a [presentation](#) of the FY2019 student population, membership hours, and student headcounts. The presentation also shows UTech’s 15-year history with certificates awarded, outcome measures, graduation, and completion, etc.

Assistant Commissioner Barrus explained that in accordance with UTech Policy 205.10.1 (Student Enrollment and Outcomes Reporting), Technical Colleges submitted the preliminary data for FY2019, data that would probably increase from now until December 2019.

Chair Moore thanked Zachary Barrus and college presidents for their work.

Motion: Trustee Scott Theurer moved to approve the data as presented, pending final submission in December 2019.

Seconded: Trustee Charles Hansen

Voting: Unanimous

13. **FY2018 Enrollment and Outcomes Internal Review.** The Executive Committee requested an internal audit to ensure that the figures reported are precise and calculated across all institutions. The result shows that all colleges are acting in adherence to state statute and system policy. The results are available to Trustees upon request.
Trustee Tanner thanked Trustees Angus and Bailey for their work. The errors found are minor, and the Committee feels comfortable with the results. The Office of the Commissioner is working on the recommendations.
Chair Moore asked if there were any comments or questions.
Motion: Trustee Chuck Taylor motioned to accept the results of the audit as presented.
Seconded: Trustee Mike Angus
Voting: Unanimous
14. **Approval of Policy 106 – Internal Audit, and Repeal of Policies 301-302.** Trustee Brad Tanner, Chair of the Audit Committee, explained that the new policy (Policy 106) spells out the committee members’ responsibilities. The current policy dates to the UCAT organization and different governance. The Audit Committee determined that the policy needed to be updated to better suit existing structure and governance.
Chair Moore thanked Trustee Tanner and the Committee for their work.
Motion: Trustee Arthur Newell moved to repeal policies 301 and 302 and to approve policy 106 for immediate implementation.
Seconded: Trustee Brett Barton
Voting: Unanimous
15. **Approval of Revisions to Policy 111 – Technical College Presidents Selection.** A Committee chaired by Board Chair Steve Moore worked on policy 111 to provide overall parameters stipulated by the Board of Trustees. The procedure will serve as a non-binding guide to structure details of the selection process, which can be adjusted as needed for any Presidential search within the parameters of the policy. Chair Moore thanked the Committee for their work revising Policy 111, which was sent to the Board prior to this meeting.
Motion: Trustee Chuck Taylor moved to approve the revisions to Policy 111 as presented.
Seconded: Vice-Chair Aaron Osmond
Voting: Unanimous
16. **Board of Trustees Information Binder.** Commissioner Haines stated that today, each Board member would receive a binder for their reference. The binder contains three sections: Board of Trustees, Colleges and Commissioner’s Office, and provides contact lists, meetings schedule, board committees, UTech master calendar, college’s strategic plans, contact lists, etc.

17. **FY2021 Budget Request.** Commissioner Haines stated that his office met with each college president and reviewed priorities each college had identified for consideration in the 2020 legislative session. He explained each of the Budget Request Summary, which contains: Compensation, Employer-Driven Program Expansion and Student Support, Equipment, Custom Fit, and College Access Advisors. Associate Commissioner Ziebarth noted that USHE hired 34 College Access Advisors, and this budget priority would expand the program statewide under USHE and UTech working jointly. Also, the FY2021 Budget Request Program/Support Breakout was provided in the agenda. Documentation for each programmatic and support request is available at the Office of the Commissioner, and a binder containing support documentation will be given to the Governor and key legislators. Chair Moore asked Trustees to advocate Custom Fit funding with employers and to use their influence with legislators. Trustee Barton asked if the Custom Fit carryover funds not used by some colleges can be used by other colleges. Commissioner Haines replied that the Board of Trustees fully controls Custom Fit funding distribution, and currently, redistribution is not recommended. Assistant Commissioner Brinkerhoff thanked presidents and their colleges for their work on the budget request. **Motion:** Trustee Scott Theurer moved to approve the FY2021 budget request as provided in the agenda for presentation to the Governor's Office and Legislature with authorization for the Chair, Vice-Chair, and Commissioner to make adjustments as deemed necessary during the submission of the funding process. **Seconded:** Trustee Brad Tanner **Voting:** Unanimous
18. **K-20 Educational Pathways Summit.** Associate Commissioner Kim Ziebarth reminded Trustees that a "Save the Date" flyer was sent for the K-20 meeting on November 14, 2019, from 9:00 am to 4:00 pm, at Utah Valley University. This summit will be a united effort between UTech, USHE, and USBE boards and approximately thirty legislators and state agencies to brainstorm and discuss challenges, barriers, and opportunities and to come to a joint resolution regarding the transition from high school to postsecondary education, scholarships opportunities, etc. Chair Moore acknowledged that a Board of Trustees meeting is scheduled for November 21st. These two meetings are one week apart, so he encouraged each Board member to attend both meetings. Chair Moore noted that the meeting on the 14th would be an excellent opportunity to promote Career and Technical Education. Trustee Tanner asked to send the agenda when ready as it will help Trustees decide which part of the day to attend.

19. **Overview of SB 102, “Higher Education Capital Facilities.”** Assistant Commissioner Tyler Brinkerhoff stated that this bill sponsored by Senator Ann Millner created a capital projects fund for technical colleges. He explained that the fund would receive an appropriation of \$7,000,000 for FY2021 and \$14,000,000 per year after that.

Previously, the Board of Trustees officially adopted the following criteria for prioritization capital development requests:

1. Growth and capacity
2. Effectiveness and support of critical programs
3. Cost-effectiveness
4. Building deficiencies and life safety concerns
5. Alternative funding resources.

Assistant Commissioner Tyler Brinkerhoff showed a presentation regarding dedicated projects and explained that capital development projects funded using the Technical Colleges Capital Projects Fund are designated in the new statute as dedicated projects, and projects utilizing state funds from a source other than the Technical Colleges Capital Projects Fund are designated as nondedicated projects. The responsibility as a Board is to create a priority list of dedicated and non-dedicated projects.

20. **Custom Fit: FY2019 Year-End Report and Policy Considerations.**

Assistant Commissioner Brinkerhoff informed that the report will be presented at the November 21, 2019 Board meeting.

The Custom Fit Policy 202 was revised in March 2018. The UTech administration and the Council of Presidents request that the Board of Trustees consider possible revisions specifically to the carry-forward balances and students enrolled in regular courses/certificate programs.

Trustee Theurer informed that he has been working on the Custom Fit policy and anticipates that there is more work to do. Custom Fit is a dynamic program that has no starting or ending date.

President Stephens mentioned that the Custom Fit program is never fully funded. Chair Moore said that this policy needs to be restructured. A draft will be prepared for Board consideration at the November Board meeting.

Chair Moore thanked President Campbell for hosting the meeting. He also thanked the presenters and Trustees for their attendance. He mentioned that all Board members have been appointed by the Governor and confirmed by the Senate and thanked them for their willingness to serve.

21. **CLOSED SESSION: College Presidents 2019 Formal and Informal Evaluations.**

The Board entered closed session at 2:17 pm

Motion: Vice-Chair Osmond moved that the Utah System of Technical Colleges Board of Trustees meet in closed session, as provided in Utah Code, Title 52, Chapter 4, Sections 205-1.

Seconded: Trustee Michael Jensen

Roll call:

Steve Moore, Chair – yes

Aaron Osmond – yes

Mike Angus – yes

Jera L. Bailey – yes

Brett Barton – yes

Stacey K. Bettridge, yes

Charles Hansen – yes

Michael Jensen – yes

Arthur E. Newell – yes

Brad Tanner – yes

Chuck Taylor – yes

Scott Theurer – yes

The Board returned to open session at 2:40 pm

Meeting adjourned at 2:40 pm