

The Utah College of Applied Technology (UCAT)
Board of Trustees Meeting

DATE: 16 June 2011

TIME: 12:00 PM – 2:30 PM

LOCATION: Ogden-Weber Applied Technology College
200 North Washington Blvd.
Ogden, UT 84404

MINUTES

Board of Trustees Present

Tom Bingham, Chair – TATC Board of Directors
Michael Madsen, Vice Chair – BATC
Jim Olsen – Business-Industry Governor’s
Appointee
Dale Cox – Union Apprenticeship Representative
Brad Tanner – Non-Union Apprenticeship
Representative
Jim Evans – MATC, Board of Directors
Carl Albrecht – Snow Career and Technical
Education Advisory Committee
Mark Dennis- UBATC
Ron Larsen – DXATC*
Don Roberts – SWATC*
Katharine Garff – State Board of Regents
Representative
Douglas Holmes – OWATC Board of directors

Excused

Spencer Eccles – Governor’s Office of Economic
Development
William Sederburg – Commissioner
of Higher Education
David Crandall – State Board of Education
Representative
Stanley Parrish –SLCC School of Applied Technology
Advisory Committee
Mike McCandless – USU- CEU Career and Technical
Education Advisory Committee
William Prows – DATC Board of Directors

UCAT Administration

Robert Brems – President
Jared Haines – VP, Instruction and Student Services
Tyler Brinkerhoff – VP, Administrative Services
Douglas Richards – Assistant Attorney General*
Mindi Woolever – Assistant to the President
Laura Haines – Vista Volunteer

Others Present

Senator Stephen Urquhart – Higher Education Appropriations
Committee Co-Chair
Spencer Pratt – Legislative Fiscal Analyst
Richard Maughan – BATC, Campus President
Mike Bouwhuis – DATC, Campus President
Rich VanAusdal – DXATC, Campus President
Collette Mercier – OWATC, Campus President
Sherilyn Gerber – OWATC Board of Directors
Joyce Wilson – OWATC Board of Directors
Richard Taylor – OWATC Board of Directors
Clay Christensen – MATC, Campus President
Peggy Green – SWATC, Campus Vice President
Scott Snelson – TATC, Campus President
Mark Walker – UBATC, Campus President

*Attended via telephone conference call

MINUTES OF MEETING

UTAH COLLEGE OF APPLIED TECHNOLOGY
Board of Trustees
16 June 2011

Introduction Items

I.A Call to Order

Meeting was called to order at 12:06 pm

I.B Introductions

Chair Bingham excused Spencer Eccles, William Sederburg, David Crandall, Stanley Parrish, Michael McCandless and William Prows. He welcomed guests who represented campuses and other organizations.

I.C Recognition of Service for Trustee Holmes

President Brems presented an award to Trustee Holmes thanking him for his many years of outstanding service on the UCAT Board of Trustees. Chair Bingham and other Trustees recognized Doug for his long-time service and support of the Ogden-Weber Applied Technology College and leadership at the UCAT level. Mr. Holmes' leadership as Acting chair of the Trustees from 2006-2009 was noted.

II.D Approval of Agenda

Motion to approve the agenda

Motion: Mike Madsen, Second: Jim Evans; Voting: Unanimous

II.E Reappointments/Appointments

In accordance with Utah Code 53B-2a-103, members of the Utah College of Applied Technology Board of Trustees "shall be appointed commencing on July 1 of each odd-numbered year to a four-year term". Several members' terms expire on June 30, 2011.

Carl R. Albrecht has been reappointed by the Snow College Career and Technical Education Advisory Committee.

Mark R. Dennis has been reappointed by the Uintah Basin Applied Technology College Board of Directors.

James T. Evans has been reappointed by the Mountainland Applied Technology College Board of Directors.

Ron Larsen has been reappointed by the Dixie Applied Technology College Board of Directors.

Mike McCandless has been reappointed by the USU-CEU Career and Technical Education Advisory Committee.

Don G. Roberts has been reappointed by the Southwest Applied Technology College Board of Directors.

Dale M. Cox's appointment is currently being considered by the Governor.

Katharine Garff has been reappointed by the Utah State Board of Regents.

Douglas J. Holmes, who currently represents the Ogden-Weber Applied Technology Board of Directors, has announced his retirement from the OWATC Board and subsequently the UCAT Board. His replacement will be named by the OWATC Board of Directors at their June 23, 2011 meeting.

II.F Approval of 21 April 2011 Minutes

Motion to approve the 21 April 2011 minutes

Motion: Dale Cox, Second: Mark Dennis; Voting: Unanimous

II.G Executive Committee Report

The Executive Committee met before the board meeting to approve the 21 April 2011 Executive Committee Meeting Minutes. They also reviewed preparations for the board meeting.

Action Items

II.A Elections for Chair and Vice Chair

UCAT Policy 101 - Bylaws, states, "The board of trustees shall elect a chairperson and vice chairperson, who serve two year terms and until they are reappointed or their successors are elected". The Policy also states, "The chairperson and vice-chairperson shall be elected in the first regular meeting of the Board of Trustees following July 1 of each even numbered year." Although elections were not conducted in the last even numbered year (2010), Chair Bingham and Vice Chair Madsen have continued to serve until they are reappointed or their successors are elected.

After a discussion it was recommended the executive committee look at options to revise the bylaws to state elections will be held in the meeting prior to July 1st of even numbered years.

A motion to elect Tom Bingham for Chair for the remainder of the current term

Motion: Carl Albrecht, Second: Jim Evans; Voting: Unanimous

A motion to elect Mike Madsen for Vice-Chair for the remainder of the current term

Motion: Carl Albrecht, Second: Mark Dennis; Voting: Unanimous

II.B Differential Tuition

The following courses were identified by their respective campuses to be considered for differential tuition rates. These courses have each been approved for differential rates in previous years and are presented to the Board of Trustees due to annual differential rate expirations.

BATC:

Farm and Ranch Management - \$210 annually for beginning students, \$240 for advanced students

Academic Learning Center - \$20 monthly

UBATC:

Farm and Ranch Management - \$204 annually for beginning students, \$240 for advanced students

Corrections Training - \$16 monthly

It was recommended that the Board of Trustees approve the differential tuition rates requested by the campuses.

Motion: Jim Olsen, Second: Dale Cox; Vote: Unanimous

II.C SWATC lease Amendment

Vice-President Brinkerhoff reported in an effort to increase general classroom availability at its main campus building in Cedar City, and improve program effectiveness, SWATC proposes to move the Professional Truck Driving program to the Automotive Technology Center building. The Automotive Technology Center is leased from Canyon Crossing, LLC. To accommodate the Professional Truck Driving program, Canyon Crossing, LLC has agreed to construct a classroom and office (approximately 900 square feet combined) on the mezzanine of the Automotive Technology Center building.

The SWATC Board of Directors has been involved in the planning of this arrangement. They reviewed the budget required and approved the terms of the lease. Division of Facilities Construction and Management staff prepared the lease amendment. Assistant AG, Doug Richards has also reviewed the amendment and deemed it legally acceptable. It was recommended that the Board of Trustees approve the lease amendment.

Motion to approve SWATC Lease Amendment: Carl Albrecht, Second: Doug Holmes; Voting: Unanimous

II.D FY 2012 Data Dictionary

The UCAT Data Dictionary is maintained by the Office of the UCAT President as a guiding document to the campuses in the data collection and reporting processes. Updates are approved annually by the Board of Trustees to provide oversight to the campuses in assuring that data definitions are current and consistently applied. Under the leadership of Stephanie Rikard, UCAT Director of Data and Information Systems, the campus data representatives have prepared and recommended the Data Dictionary revisions summarized on the attached outline for FY 2012. The recommendations have also been reviewed by and are supported by the instructional officers, student services officers, and the President's Cabinet.

A motion to approve the UCAT Data dictionary for FY 2012 with the revisions summarized in the attached "UCAT Data Dictionary FY 2012 – Summary of recommended Revisions": Jim Evans, Second: Mike Madsen; Voting: Unanimous

II.E FY 2013 Capital Facilities Prioritization

On September 30, 2010, the UCAT Board of Trustees prioritized six campus presentations on capital facilities needs. The projects went forward for consideration by the Utah State Building Board and the 2011 Utah State Legislature. With the Tooele Applied Technology College Campus having been funded by in the 2011 legislative session, and no additional projects being presented by the campuses, UCAT Administration is suggesting that a prudent process would be to adopt the current priority list for FY 2013 with the Tooele project now removed. The new proposed FY 2013 UCAT Capital Facilities priority (listed below with project title, projected cost, square feet and operations and maintenance cost) would be:

- 1- Southwest Applied Technology College, Allied Health and Technology Building, \$14,510,796 / 66,750 SF / \$491,280
- 2- Dixie Applied Technology College, DXATC Main Campus Land Acquisition, \$14,510,796 / 66,750 SF / \$491,280
- 3- Mountainland Applied Technology College, Central Utah County Campus, \$6,800,000 / 29,280 SF / \$215,501
- 4- Bridgerland Applied Technology College, Health Science and Technology Building, \$25,800,000 / 120,000 SF / \$883,200
- 5- Davis Applied Technology College, Medical Building Expansion, \$21,450,000 / 65,000 SF / \$478,400

UCAT Administration also recommends the two land banking requests (which have not yet been funded) also continue as approved last year:

- 1- Bridgerland Applied Technology College, Logan Campus Expansion, \$8,175,000 / 54.5 acres
- 2- Davis Applied Technology College, Morgan Education / Economic Development Center, \$575,000 / 9.88 acres

It was recommended that the Board of Trustees approve the recommendations for prioritizing FY 2013 UCAT Capital Facilities and Land Banking requests which will allow the campuses to work with Utah State Building Board members and legislators through the summer.

A motion to adopt the same priority list minus Tooele: Mike Madsen, Second: Mark Dennis; Voting: Unanimous

II.F Presidents Compensation

President Brems reported based on continuing economic challenges affecting the State and UCAT, it is prudent that UCAT and campus president compensation not be increased from 2009-2010 levels for 2011-

2012. When the opportunity is again present to adjust campus president salaries, suggest criteria, such as the following, be used in setting and recommending campus president compensation, for approval by the Trustees:

1. Compensation should reflect the size, scope of programs and administrative complexity of each college campus. It is occasionally necessary to “right-size” salaries.
2. In order to recruit and retain qualified campus presidents, UCAT campus president compensation should be competitive with presidential compensation at peer institutions. In cases where campus president compensation is not competitive with peer averages based on previous processes, achieving market level compensation may require a multi-year process.
3. Compensation should reflect the length of service of each campus president and the extent to which the campus president is meeting UCAT president and Trustees’ expectations.
4. Attention should be given to the fact that compensation of new campus presidents has been set closer to market value at the time of appointment. This has the potential to create some internal inequities.

A motion to approve holding the compensation of all UCAT campus presidents and UCAT president at 2009-2010 levels through 2011-2012: Mike Madsen, Second: Doug Holmes; Voting: Unanimous

Information Items

III.A Background Check Implementation

Vice-President Brinkerhoff reported that per UCAT policy number 400, UCAT personnel are required to submit to combined BCI and FBI background checks upon initial employment and at least every six years thereafter. Since UCAT campuses were all operating under their individual policies prior to the passage of policy 400, compliance to the new policy is in various stages. The campuses have been directed to implement plans for compliance. A summary of each campus’ plan was provided to each member.

III.B AAS-General Technology Degrees

Vice-President Haines stated that The Utah State Board of Regents on May 20 approved Associate of Applied Technology degrees in General Technology (AAS-GT) for selected Utah System of Higher Education institutions, effective Fall Semester 2011. Once articulation agreements are finalized between the USHE institutions and individual UCAT campuses, students who have completed designated UCAT campus technical program certificates of at least 900 hours may receive 30 credit hours toward an AAS-GT.

The Regents approved AAS-GT degrees for Utah State University, Weber State University, Southern Utah University, Snow College, Dixie State College, USU-College of Eastern Utah, and Salt Lake Community College. Utah Valley University has a previously-approved AAS degree in Technology that will be used to articulate with UCAT certificate programs.

Work has commenced between UCAT campuses and their regional USHE institutions to develop the articulation agreements required to receive the UCAT certificates and enroll students in the AAS degree programs. Some are expected to be in place for Fall Semester 2011.

III.C MATC Program Approvals

The UCAT Board of Trustees, as provided in UCAT Policy 200.5.2.3, directs and authorizes the UCAT president to approve requests for approval of new campus programs seeking financial aid eligibility, if the president concurs that the proposal meets the agreed-upon UCAT criteria established by the Board in Policy 200.6. The

president's approval is considered final, and documentation of the approved programs is to be submitted to the Board in their next regularly scheduled meeting as an information item.

Accordingly, the President's Office has reviewed requests for approval of the following certificate programs for the Mountainland Applied Technology College and concurred that the proposals satisfy the agreed-upon criteria, and President Brems has approved the programs:

<u>Program Title</u>	<u>Length (hours)</u>	<u>UCAT President Approval Date</u>
Medical Office Administration (substantive change)	630 (formerly 1500)	June 9, 2011
Medical Billing and Coding (substantive change)	1100 (formerly 1470)	June 9, 2011
Accelerated Medical Billing and Coding (new program)	645	June 9, 2011
Pipe Welding Processes (new program)	1140	June 14, 2011

III.D Strategic Planning Update

President Brems reported that significant discussions have taken place about UCAT's role within the Utah higher education landscape and how both secondary students and adults are provided opportunities for education and training. Significant focus has also been given on student career pathways and how UCAT certificate programs can be further strengthened and marketed to potential students in support of Governor Herbert's Vision 20/20 goal of 66% of Utahns, ages 25-64 holding postsecondary certificates or degrees.

The Committee is very interested in strategically placing the new UCAT-provided "technical specialty" component of the recently-approved general technology AAS degrees at the forefront of choices available to current and past UCAT students.

Additional discussion has been taking place regarding the Return on Investment study required through legislative intent language. The Committee is looking at how ROI is measured and reported in other states and also at identifying the metrics and mechanisms for enhancing return on investment across the UCAT system.

Dialogue will continue in the Committee regarding current factors impacting UCAT's future and setting short, medium and long-term goals.

The next Strategic Planning meeting will be held on June 30, 2011 and an outlined plan will be given to the Board of Trustees at the September meeting.

Adjourn

Meeting adjourned at 2:43 p.m.

The next Board of Trustees meeting was confirmed for 22 September, 2011 at DXATC campus.