

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

DATE: 16 June 2011

TIME: 9:00 AM – 9:50 AM

LOCATION: Ogden-Weber Applied Technology College  
Union Building  
300 North Washington Blvd  
Ogden, UT 84403

- I. (Action Item) Approval of 21 April 2011 Executive Committee Meeting Minutes
- II. (Information Item) Preparation for full board meeting
- III. Closed Session  
Board may elect to go into closed session, which will not be open to the public, pursuant to Utah Code Section 52-4-204-206.

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

DATE: 21 April 2011

TIME: 8:00 AM – 9:00 AM

LOCATION: Utah College of Applied Technology, Office of the President  
4501 South 2700 West, Building 3  
Taylorsville, UT 84114-7900

**MINUTES**

(Awaiting formal approval-subject to change)

Executive Committee Present

Tom Bingham, Chair – TATC  
Michael Madsen, Vice Chair – BATC  
Douglas Holmes – OWATC  
Ron Larsen – DXATC  
William Prows – DATC  
Don Roberts – SWATC  
Jim Evans – MATC  
Mark Dennis – UBATC

UCAT Administration

Robert Brems – President  
Jared Haines – VP, Instruction and Student Services  
Tyler Brinkerhoff – VP of Administrative Services  
Mindi Woolever – Executive Assistant

## **MINUTES OF MEETING**

UTAH COLLEGE OF APPLIED TECHNOLOGY  
EXECUTIVE COMMITTEE MEETING  
21 April 2011

### **I. Approval of Minutes**

The minutes for the Executive Committee meetings held on 12 January, 2011, 10 February, 2011, and 22 March, 2011 were presented.

Motion to approve minutes: Jim Evans; Second: Ron Larsen; Voting: unanimous

### **II. Preparation for full board meeting**

The Executive Committee reviewed the agenda for the full Board of Trustees Meeting.

DRAFT

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**UTAH COLLEGE OF APPLIED TECHNOLOGY  
BOARD OF TRUSTEES MEETING AGENDA**

June 16, 2011 – 12:00 p.m. to 2:30 p.m.  
Ogden-Weber Applied Technology College  
200 North Washington Blvd.  
Ogden, UT 84404

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**I. Introduction**

- A. Call to Order – Chair Bingham
- B. Introductions – Chair Bingham
- C. Recognition of Service for Trustee Holmes – Chair Bingham
- D. Approval of Agenda – Chair Bingham.....A
- E. Reappointments/Appointments – President Brems .....B
- F. Approval of 21 April 2011, Minutes – Chair Bingham.....C
- G. Executive Committee Report – Chair Bingham.....D

**II. Action Items**

- A. Elections for Chair and Vice Chair – President Brems.....E
- B. Differential Tuition – VP Brinkerhoff.....F
- C. SWATC Lease Amendment – VP Brinkerhoff/Campus President, Dana Miller.....G
- D. FY 2012 Data Dictionary – VP Haines.....H
- E. FY 2013 Capital Facilities Prioritization – President Brems.....I
- F. Presidents Compensation – President Brems.....J

**III. Information Items**

- A. Background Check Implementation – VP Brinkerhoff.....K
- B. AAS-General Technology Degrees – VP Haines.....L
- C. MATC Program Approvals: Medical Office Administration, Medical Billing and Coding, Accelerated Medical Billing and Coding – VP Haines.....M
- D. Strategic Planning Update – President Brems.....N

**IV. Closed Session**

Board may elect to go into closed session, which will not be open to the public, pursuant to Utah Code Section 52-4-204-206.

**IV. Adjourn**

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# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

16 June 2011

ITEM: I.E

TOPIC: Reappointments/Appointments

#### BACKGROUND

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. They are listed below along with what we know regarding recommendations for reappointment or new appointments:

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

Appointment for the position currently occupied by Dale M. Cox is currently being considered by the Governor

Appointment for the position currently occupied by Katharine Garff is currently being considered 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.

#### RECOMMENDATIONS

It is recommended that the Board of Trustees review the information regarding reappointments and appointments.

UTAH COLLEGE OF APPLIED TECHNOLOGY (UCAT)

BOARD OF TRUSTEES MEETING

21 April 2011, 9:00 a.m.

4501 S. 2700 W. Bldg #3, Taylorsville, UT 84114-7900

**MINUTES**

Board of Trustees Present

Tom Bingham, Chair – TATC  
Michael Madsen, Vice Chair – BATC  
Mark Dennis – UBATC  
Douglas Holmes – OWATC  
Ron Larsen – DXATC  
Don Roberts – SWATC  
William Prows – DATC  
David Crandall – State Board of Education  
William Sederburg – Commissioner  
of Higher Education, (arrived late)  
Stanley Parrish –SLCC (arrived late)  
Jim Olsen – Business-Industry Governor’s  
Appointee  
Dale Cox – Union Apprenticeship  
Brad Tanner – Non-Union Apprenticeship  
Jim Evans – MATC

Board of Trustees Excused

Carl Albrecht – Snow  
Spencer Eccles – Governor’s Office of Economic  
Development  
Katharine Garff – State Board of Regents

UCAT Administration

Robert Brems – President  
Jared Haines – VP, Instruction and Student Services  
Tyler Brinkerhoff – VP, Administrative Services  
Mindi Woolever – Executive Assistant  
Darrell White – Development Director

UCAT Campus Presidents & Delegates

Richard Maughan – BATC  
Mike Bouwhuis - DATC  
Rich VanAusdal - DXATC  
Clay Christensen – MATC  
Scott Snelson – TATC  
Dana Miller – SWATC  
(Excused) Collette Mercier – OWATC  
Darrell White – UBATC Acting President  
Mark Walker – UBATC President- Designate

Others Present

Media Present

None

## **MINUTES OF MEETING**

### **UTAH COLLEGE OF APPLIED TECHNOLOGY BOARD OF TRUSTEES 21 April 2011**

#### Call to Order

Chair Tom Bingham called the meeting to order at 10:12 a.m.

#### Introductions

Chair Tom Bingham excused Carl Albrecht, Katharine Garff, Spencer Eccles and Collette Mercier. President Brems introduced Mark Walker as the new UBATC Campus President. President Walker gave a brief introduction of himself to the Board of Trustees.

#### Approval of the Agenda

Motion to approve the agenda

Motion: Doug Holmes; Second: Mark Dennis; Voting: Unanimous

#### Approval of Minutes from 12 January, 2011, 04 April, 2011 Board Meeting (Tab M)

Motion to approve the 12 January 2011, 04 April 2011 minutes

Motion: Jim Evans; Second: Mike McCandless; Voting: Unanimous

#### Report from the Executive Committee

The Executive Committee met before the board meeting to approve 12 January 2011, 10 February 2011 and 22 March 2011 Executive Committee Meeting minutes. They also met for preparations of the board agenda.

## **ACTION ITEMS**

### **A. 2011 Legislature Review/Possible Motion to Address WPU Issue/ROI Intent Language/SWIB UCAT**

#### **Position** (Tab N)

President Brems provided a brief review of several categories of legislative action and offered suggestions for addressing issues critical to UCAT interests, as outlined in the Agenda packet, Tab N:

1. Summary of 2011 General Legislative Session actions impacting UCAT
2. Capital Facilities Summary
3. Legislative Intent Language:

A motion for the Board of Trustees to direct UCAT Administration and campus administrators to work with the Utah System of Higher Education to develop an effective response to legislative intent language to maximize the return by providing students with the skills necessary to enter the workforce and report back to the Board of Trustees was made by:

Motion: Mike Madsen, Second: Ron Larsen; Voting: Unanimous

4. Stricken Language Affecting School Districts and Secondary Students Attending UCAT Campuses:

It was recommended that a strategy for engaging Governor Herbert and legislative leadership in a dialogue to address the loss of longstanding statutory language that allowed school districts to continue to receive average daily membership funding (WPU) when students attend UCAT programs during a part of their school day.

Motion: Brad Tanner, Second: Don Roberts; Voting: Unanimous

Vote: Passed with Trustee Sederburg abstaining.

Chair Bingham appointed a committee to work on the issues consisting of Trustees Bingham, Olse, Dennis, Evans, President Brems and Darrel White.

5. Addition of UCAT to The State Council in Workforce Services (aka State Workforce Investment Board):

President Brems provided a brief discussion on senate Bill 19 which amends Utah Code 35-A-1-206. State Council on Workforce Services is to include the President of the Utah College of Applied Technology as a voting member. President Brems also reported on this important development that supports and complements the status of the Utah College of Applied Technology and the UCAT Board of Trustees as defined in House Bill 15 passed two years ago by the Utah State Legislature.

6. Addition of UCAT to Utah's Futures Steering Committee:

President Brems reported that Senate Bill 305, (Second Substitute) Economic Development Through Education / Career Alignment was passed by the Legislature to create the Utah Futures Steering Committee and require the Committee to more dynamically present and push the Utah Futures database and information to portfolio users strategically engage industry and business entities more fully within the Utah Futures system; and create a more enticing interface for the portfolio user in Utah Futures.

**B. Approval of FY 2012 Adult Tuition** (Tab O)

The Board of Trustees Executive Committee gave approval to the campuses to conduct public hearings pursuant to UCA 53B-7-101.5 based on a suggested adult tuition increase of \$0.05 per hour. The hearings have since been conducted at each campus.

UCAT Administration recommends the Board of Trustees approve an adult tuition increase of \$0.05 (3.33%) per hour.

Motion for approval of adult tuition increase.

Motion: Mike McCandless, Second: Jim Olsen; Voting: Unanimous

**C. Approval of UCAT Plan to conduct Social Security 218 Agreement Referendum** (Tab P)

VP Brinkerhoff reported that on January 12, 2011 the UCAT Administrative Staff requested approval from the Board of Trustees to conduct a referendum to determine whether UCAT and its campuses will join the State's Section 218 Agreement to continue Social Security participation. The issue was tabled, and Administration was instructed to develop a plan in the event the majority of eligible voters do not elect to join the 218

Agreement. The Campus Finance Officers and VP Brinkerhoff jointly developed an alternative option for the Board to consider for approval.

UCAT Administration recommended the Board of Trustees approve the proposed plan and the document entitled "What Your Vote Means" to be distributed to all eligible voters.

A motion was made for approval of the proposed plan to distribute the "What Your Vote Means" document to all eligible voters 90 days prior to the vote with the following provisions and revisions:

- Vote to be no later than September 15, 2011
- Fully implemented by October 1, 2011
- ("No" column, 2<sup>nd</sup> section)  
"UCAT seeks a refund of Social Security contributions going back 3 years, 3 months, 15 days. (Subject to processes of IRS.)"
- (Page Footer)  
"Note: Employees not covered by a campus retirement plan are not affected and are not eligible to vote. All employees not covered by a campus-sponsored retirement plan will remain in the Social Security system regardless of the outcome of the referendum. Eligible employees are encouraged to contact the Social Security Administration prior to the vote."

Motion: Mike Madsen, Second: Ron Larsen; Voting: Unanimous

#### **D. DXATC Tonaquint Lease** (Tab Q)

DXATC President Rich VanAusdal reviewed a proposed Tonaquint Center/DXATC lease to serve as the main campus for the DXATC. The term of the lease is six years and allows for multiple renewal options for four additional one-year terms, allowing DXATC to lease the center for up to ten years if necessary. The DXATC Board of Directors has been involved in the planning of this arrangement. They have reviewed the budget required and approved the terms of the lease. After discussion, the Board approved the lease.

Motion: Don Roberts, Second: Jim Evans; Voting: Unanimous

#### **E. FY 2012 Budget- Office of the President** (Tab R)

Vice President Brinkerhoff presented a proposed UCAT FY 2012 Budget for the Office of the President. The proposed budget is Administration's plan for the disposition of these funds in accordance with the UCAT mission, policy and State law. After discussion, the Board approved the budget.

Motion: Dale Cox, Second: Mike McCandless; Voting: Unanimous

#### **F. UCAT Administration and Training Facility Plan** (Tab S)

President Brems provided background, update and discussion on the ongoing and onetime impacts for the building. He also reported that Mr. Bales (DFCM) has engaged the services of the Archiplex Group for the programming phase of this project in anticipation of a design-build process. A motion was made to approve

UCAT Administration and DFCM to move forward with the programming phase of the UCAT Administration and Training Facility project and to authorize UCAT Administration to acquire 2.0 acres of property from MATC, based on DFCM and architect advice.

Motion: Mike Madsen, Second: Ron Larsen; Voting: Unanimous

### **INFORMATION / DISCUSSION ITEMS**

#### **A. Board of Trustees Expirations** (Tab T)

President Brems reported that official notification will be made by the Office of the UCAT President within the next 30 days to the groups which each member represents of pending term expirations. 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". The following members' terms expire on June 30, 2011:

Carl R. Albrecht, Snow College CTE Advisory Committee  
Mark R. Dennis, UBATC Campus Board of Directors  
Katharine B. Garff, Utah State Board of Regents  
Mike McCandless, USU-CEU CTE Advisory Committee  
Jim Olsen, Business (Gov. Appointee)

Dale M. Cox, Union Apprenticeship (Gov. appointee)  
Jim T. Evans, MATC Campus Board of Directors  
Ron C. Larsen, DXATC Campus Board of Directors  
Don G. Roberts, SWATC Campus Board of Directors

President Brems also reported that elections for Chair and Vice Chair will occur in the next scheduled meeting on 16 June, 2011.

#### **B. Strategic Planning Update** (Tab U)

President Brems reported that in the first strategic planning meeting, the Committee began work on a new strategic plan by considering UCAT's current mission statement. Some modification was suggested. The Committee also discussed the relationship between the UCAT Strategic Plan and individual campus strategic plans. It was suggested that it would be helpful to consider where UCAT is 43 years after the creation of its first campus and ten years after its formal organization as a higher education institution. Dialogue will continue in the Committee regarding current factors impacting UCAT's future and setting short, medium and long-term goals.

The Committee has recommended that the Board consider amending the UCAT Mission Statement as follows on the June 16, 2011 meeting:

The mission of the Utah College of Applied Technology is to meet the needs of Utah's employers for technically-skilled workers and to promote local and statewide economic development by providing market-driven technical education to ~~both~~ secondary and adult students.

It was also recommended that the Committee further develop the new strategic plan, including recommended short, medium and long-term goals and bring an update to the June 16, 2011 meeting for discussion and possible approval.

**C. Grants Report**(Tab V)

President Brems reported that Andrew Mingl has been working diligently on securing additional funding via two Federal grants. This effort is being led by Salt Lake Community College, and UCAT is one of several partners throughout the state. Each campus should receive something from this grant. Shortly after the proposal was submitted, we learned that funding for the grant was cut as part of the recent budget reductions expected to be passed by the United States Congress and signed by President Obama.

Andrew and UCAT were taking the lead on the second grant, the Department of Labor Career Pathway Innovation Fund Grant Opportunity. The State Workforce Council (a required partner within the grant) received six proposals and chose Andrew's to represent Utah for higher education. The goal of the grant was to increase the number of unemployed and incumbent adult learners lacking basic skills entering a post secondary continuum that results in an industry-recognized credential. The proposal focused on statewide development of "bridge" programs and vocational/ESL programs for unemployed and incumbent workers within health related occupations. The total request was \$4.8 million, but shortly after the proposal was submitted, we learned that the grant was cut as part of the recent Continuing Resolution passed by the US Legislature.

**D. Update on R473 Implementation** (Tab W)

Vice President Haines reported The State Board of Regents adopted a revision to Regents Policy R473 on February 4, which "establishes a mechanism for articulation agreements between specific technical programs offered by USHE institutions and technical certificates offered by UCAT." The policy includes provision for students who have completed technical programs of at least 900 hours at a UCAT campus to receive 30 credit hours toward an Associate of Applied Science degree in General Technology (AAS-GT) under specified conditions.

A Resolution on Articulation (attached) was signed in a February 10 joint meeting of the UCAT and Regents executive committees at the state capitol, affirming the commitment of both bodies to work collaboratively to implement the policy and fulfill the intent of the legislature to develop a system of articulation. USHE staff indicated at that time that some institutions were already working on developing AAS-GT degrees and anticipated they may be ready for Regents' approval as early as May.

USHE staff has indicated to UCAT that all the appropriate USHE institutions have met together and agreed on the structure of the degree, and each institution is now working through their individual curriculum process on campus. They indicated the proposal for the new degree will go to the Regents' Program Review Committee and then to a Regents meeting. Commissioner Sederburg indicated that final approval for the degree will probably take place by the Regents in their next meeting on May 20. If some institutions do not have full approval on their campus at that time, they will be able to bring their courses back through at the next meeting. Work can then begin on developing the articulation agreements with each institution that will be required for coursework to begin to transfer.

**E. UCAT Annual Professional Development Conference** (Tab X)

Vice President Haines reported The 2011 Fourth Annual UCAT Professional Development Conference is scheduled for Friday, June 10, at the Mountainland Applied Technology College's Thanksgiving Point campus. Campuses have been invited to bring any available faculty, staff, and administration for a day of sharing best practices, networking with colleagues at other campuses, and connecting with the UCAT statewide system. The conference is being organized by a MATC host campus committee in tandem with a UCAT committee representing each campus. Some 300-350 people are expected to attend.

Trustees are invited to attend any or all of the conference. The conference provides an opportunity for Trustees to meet the people who make UCAT work, and for employees to meet those who shape and direct UCAT. A preliminary agenda was attached in the agenda packet. Trustees may be particularly interested in the opening session and one or two of the Best Practices sessions.

**F. Program Approval DXATC: Industrial and Facilities Maintenance** (Tab Y)

Vice President Haines reported that the President's Office has reviewed the following request for approval to offer a new certificate program and has concurred that the proposal satisfies the agreed-upon criteria, and President Brems has approved the program:

<u>Campus Program Title</u>	<u>UCAT President Approval Date</u>
DXATC: Industrial and Facilities Maintenance	April 18, 2011

**G. Internal Audit Report** (Tab Z)

President Brems reported that the UCAT Audit Committee met on April 19, 2011 to receive the report of Hansen, Barnett and Maxwell, P.C. (HBM) who has been engaged for internal auditing purposes.

HBM has worked with the Audit Committee to develop a plan of work and has visited all eight campuses to perform internal auditing reviews under the direction of the Committee.

Trustee Don Roberts, UCAT Audit Committee Chair, and Trustees Jim Evans and Mark Dennis provided an overview of visits with each of the campuses.

**ADJOURN**

Meeting adjourned at 3:16 p.m.

The next Board of Trustees meeting was confirmed for 16 June, 2011 at Ogden-Weber Applied Technology.

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

16 June 2011

ITEM: II.A

TOPIC: Elections for Chair and Vice Chair

#### BACKGROUND

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 reappointment or their successors are elected.

An election will be conducted, according to UCAT Policy 101 to determine a chairperson and vice chairperson who will serve until the first regular meeting of the Board of Trustees following July 1, 2012, likely the September, 2012 meeting.

The chairperson and vice-chairperson shall be elected by majority vote of the voting members present in the meeting. The chairperson shall, after announcing the election, declare nominations open. Any voting member of the Board of Trustees who is present in the meeting may make a nomination for a chairperson and vice-chairperson.

Election shall be by secret ballot with each voting member of the Board of Trustees who is present having one vote. Votes will be tabulated by a committee of the Board of Trustees or a UCAT staff member(s) appointed by the chairperson. If no candidate receives a majority of the votes, a second ballot will be conducted between the two candidates with the most votes. Following the vote tabulation, the chairperson shall announce the winners. The new chairperson shall then preside for the remainder of the meeting.

#### FISCAL IMPACT

None

#### RECOMMENDATIONS

It is recommended that the Board of Trustees conduct an election for chairperson and vice chairperson according to UCAT Policy 101 – Bylaws. It is recommended that Vice President Brinkerhoff and Executive Assistant Woolever be appointed to collect, tabulate and report votes. Those elected shall serve until the next election in the first Board of Trustees meeting after July 1, 2012.

Attachments: None

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

16 June 2011

ITEM: II.B

TOPIC: Differential Tuition

#### BACKGROUND

UCAT policy 204.6.4 addressing differential tuition rates states, "Based on extraordinary circumstances, a campus board of directors may request that the UCAT Board of Trustees approve a differential tuition rate for a specific course or program. Approved differential tuition rates shall expire on June 30 of each year. A new request and approval of the Board of Trustees is required to continue differential tuition rates past June 30 of each year."

The following courses have been 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

#### FISCAL IMPACT

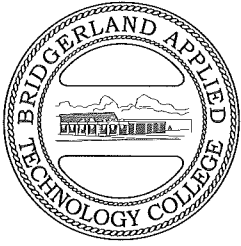
None

#### RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve the differential tuition rates requested by the campuses.

Attachments:

Letters from BATC and UBATC requesting differential tuition rates.



# BRIDGERLAND APPLIED TECHNOLOGY COLLEGE

DR. RICHARD L. MAUGHAN, CAMPUS PRESIDENT

June 1, 2011

LOGAN  
1301 North 600 West  
Logan, UT 84321  
(Phone) 435•753•6780  
(Fax) 435•752•2016

BRIGHAM CITY  
325 West 1100 South  
Brigham City, UT 84302  
(Phone) 435•734•0623  
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RICH COUNTY  
1200 Redwood Road  
Woodruff, UT 84086  
(Phone) 435•793•4500  
(Fax) 435•793•4530  
(TDD Relay) 800•346•4128

President Robert O. Brems  
Utah College of Applied Technology  
P.O. Box 147900  
Salt Lake City, UT 84114-7900

Dear President Brems:

In accordance with UCAT Policy Number 204.6-6.4, "Differential Tuition," please accept this letter as Bridgerland Applied Technology College's (BATC) official request for differential tuition rates in Fiscal Year 2012 as described below.

1. **Farm /Ranch Business Management:**

**Beginning students:** \$210/annually

**Advanced students:** \$240/annually

**Justification:** The Farm/Ranch Business Management Program began in the early to mid-1980s in an effort to help small- and medium-sized farms and ranches become successful. For each year of its existence, it has operated with a differential tuition rate. In prior years, the process of renewing the differential rate was virtually automatic and occurred at the same time the regular tuition rate was approved. With the development and approval of the newest version of UCAT Policy Number 204.6-6.4, BATC is now required to request approval of this differential rate on an annual basis.

2. **Academic Learning:**

**All students:** \$20/month

**Justification:** The Academic Learning Program exists as a resource to assist students in transitioning from wherever they are academically, to a level that will ensure success in their chosen training program. The Academic Learning Program does not result in an occupational credential but rather prepares students for success in both their chosen training program and eventual occupation. This program has also existed since the mid-1980s and has always operated with a differential tuition rate. The rate has been established as a means of removing or at least reducing barriers to enrollment as students move through the remedial math, English, and/or reading curriculum at their own pace. Upon successful completion of the curriculum, students are then prepared to enter one of BATC's more than 29 training programs (with over 40 career paths) and will then be paying the UCAT approved tuition rate for their chosen curriculum leading to a completion certificate.

President Robert O. Brems

Page 2

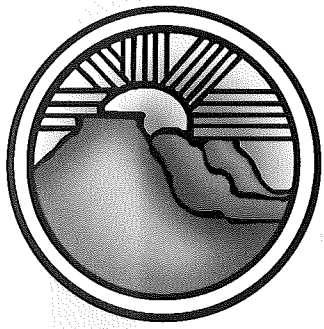
June 1, 2011

Because of the reasons stated above, and on behalf of the Bridgerland Applied Technology College Campus Board of Directors, I would like to respectfully request approval of these differential tuition rates for the 2012 Fiscal Year.

Sincerely

A handwritten signature in black ink, appearing to read "Richard L. Maughan". The signature is fluid and cursive, with a large initial "R" and "M".

Dr. Richard L. Maughan  
Campus President



# *Uintah Basin*

## *Applied Technology College*

*a UCAT campus*

May 24, 2011

President Robert O. Brems  
Utah College of Applied Technology  
PO Box 147900  
Salt Lake City, UT 84114-7900

President Brems:

As the UCAT Board of Trustees approves the new increase in tuition, we would appreciate their consideration in keeping some of the differential tuition rates which we have followed for many years. One of the core values of UCAT is flexibility which allows for us to respond to requests in a manner which is appropriate for that situation. Farm and Ranch Management and our Prison Program are two areas where we would urge the board to consider some flexibility in the way we apply our tuition policy.

For many years, the Farm and Ranch Management programs within UCAT have followed its own membership hour and tuition policy. This policy was developed with the input of all the instructors and the agricultural specialist from the Utah State Office of Education. Because of the unique nature of this program, the policy has done a very good job of providing a pricing structure which was acceptable by the market and accounted for membership hours in a way that treated it in a manner which is very comparable to other UCAT programs.

The following are our main concerns with trying to apply the regular UCAT tuition policy to this program:

- Membership hours are one way, but an important way, of measuring the success of a program and the effort and resources being put into a program. We fear that the unintended consequence of changing the current policy is that during budget cut times, if this program is not producing close to the same amount of membership hours as other healthy programs, then it would be very susceptible to being cut.
- Duchesne County is one of the best beef producing counties in the state. Especially in rural Utah, the skills we teach farmers and ranchers are important for them to be able to stay in business and plan for the future. This program is primarily an

occupational upgrade program which helps the businesses be more competitive in the market place. Without our program, there would not be another training program to take its place.

- By charging the normal tuition rate, the cost would have to rise from \$204 to \$720 a year. This would be cost prohibitive for most if not all of our students. We therefore request approval to charge differential tuition at \$204 for the 480 hour basic course and \$240 for the 690 hour advanced course.

We have run a building trades program at our county jail in Duchesne for over thirteen years. This program is a partnership with the Uintah Basin Association of Governments and Duchesne County to train students and to provide quality low-income housing for the community. Only a few inmates have the funds to pay our full tuition amount. Because our prison population is not very big, we believe that requiring us to charge the full amount would have the affect of closing the program and ending the partnership. We are asking you to approve next year's tuition rate for the program at \$16 per month.

Our hope is that the board will maintain some flexibility in our tuition policy. Not every worthy program will fit into our policy. If our board feels sufficient cause exists for a program to be granted an exception, we would hope that we could have the ability to make such a decision.

Thank you for your consideration.

A handwritten signature in cursive script that reads "Paul Nielson".

Paul Nielson,  
Chairman - UBATC Board of Directors

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

16 June 2011

ITEM: II.C

TOPIC: SWATC Lease Amendment

#### BACKGROUND

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 Professional Truck Driving program currently uses the parking lot adjacent to the Automotive Technology Center for pre-trip inspection training, backing practice and equipment parking. Having the classroom at the same location will significantly improve program effectiveness.

This "tenant improvement", with a maximum cost of \$18,000, will be paid for by SWATC upon satisfactory completion. The current full-service lease for the 22,000 square foot building will be amended to increase from \$294,000 per year (\$13.16 per sf/year) to \$300,000 per year (\$13.10 per sf/year), effective July 1, 2011. The lease amendment term will coincide with the original Automotive Technology Center Lease, which is set to expire on June 30, 2014.

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. They are recommending that the UCAT Board of Trustees approve the lease in their meeting on June 16, 2011. Division of Facilities Construction and Management staff prepared the lease amendment. Assistance to Assistant AG, Doug Richards has also reviewed the amendment and deemed it legally acceptable.

#### FISCAL IMPACT

A one-time expenditure of \$18,000 for the tenant improvement and \$6,000 on-going for the lease is included in SWATC's approved FY 2012 budget.

#### RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve the lease amendment.

Attachments: SWATC Lease Amendment

**SOUTHWEST APPLIED TECHNOLOGY COLLEGE**

**CANYON CROSSING, L.L.C.  
AUTOMOTIVE TECHNOLOGY CENTER LEASE  
AMENDMENT NO. 1**

**TO BE ATTACHED TO AND MADE A PART OF** the above-mentioned contract by and between CANYON CROSSING, L.L.C., a Utah Limited Liability Company, whose principal place of business is 2069 North Main Street, Suite 105, Cedar City, Utah, 84721, hereinafter referred to as Landlord, and the SOUTHWEST APPLIED TECHNOLOGY COLLEGE (SWATC), whose principal place of business is 510 West 800 South, Cedar City, Utah, 84720, hereinafter referred to as Tenant.

**WITNESSETH**

**THAT WHEREAS,** LANDLORD and TENANT have heretofore entered into that certain Lease Agreement (Automotive Technology Center Lease) for approximately 22,000 square feet of classroom and automotive shop space in the facility located at 101 East Nichols Canyon Road, Building B, Cedar City, Utah, 84721, Utah, which Lease Agreement commenced June 1, 2009, and which Lease currently expires June 30, 2014; and

**WHEREAS,** TENANT has requested and LANDLORD has agreed to expand the Leased Premises by 900 square feet; and

**NOW THEREFORE,** for and in consideration of the mutual covenants, conditions, and agreements herein contained, and other good and valuable considerations, it is covenanted and agreed between the parties that the aforesaid Lease Agreement be modified and amended as follows:

**PARAGRAPH 1. LEASED PREMISES**

1.1 As the LANDLORD and TENANT agree to increase the amount of space leased in the Leased Premises, the new Leased Premises shall be increased to 22,900 square feet of classroom and office space by constructing and adding 700 square feet of classroom and 200 square feet of office space on the mezzanine within the Leased Premises. Therefore, the new Leased Premises shall be comprised of 22,900 square feet of office, classroom, and shop space in the Leased Premises located in the facility at 101 E. Nichols Canyon Road, Building B, Cedar City, Utah as shown in attached Exhibit "A".

**PARAGRAPH 2. OPTION TO RENEW**

2.1 LANDLORD covenants with TENANT that LANDLORD shall, at TENANT'S option, again grant and lease to TENANT at the expiration of the lease term, the Premises pursuant to the provisions of this Lease for and during the term of FIVE (5) years thereafter, with a like covenant for future renewals of the Lease as is contained in this Amendment No. 1, and on the same terms and conditions, except as to the annual rentals, which rentals shall be determined by negotiation between the parties. TENANT shall notify LANDLORD in writing at least thirty (30) days prior to the expiration of this renewal term if said option is to be exercised.

2.2 To exercise an option hereunder, TENANT must give LANDLORD written notice of its desire to extend the Lease Agreement an additional term at least thirty (30) days prior to the end of the then lease term. Failure to timely exercise an option shall revoke and terminate any right to exercise options for successive periods.

2.3 The parties shall have thirty (30) days after LANDLORD receives the option notice in which to agree on the base rentals during the extended or renewal term. If the parties agree on the base rentals for the extended or renewal term during that period, they shall immediately execute an amendment to this Lease stating the base rentals.

2.4 If the parties are unable to agree on the base rentals for the extended or renewal term within the specified period, the option notice shall be of no effect and the Lease shall expire at the end of the then term. Neither party to this Lease shall have the right to have a court or other third party set the base rentals.

**PARAGRAPH 3. CONSIDERATION**

3.1 For the renewal or extended period beginning June 1, 2009, and ending June 30, 2014, the sum of the annual base rentals shall be payable by TENANT to LANDLORD for the 22,900 square feet of office space according to the following table. TENANT shall pay such annual base rentals in twelve equal monthly installments, each on the first day of every month each year during the term hereof. If the day upon which the term of the Lease shall commence is other than the Commencement Date above, then the rentals shall be apportioned accordingly.

Period Begins	Period Ends	Rent/SF/Yr	Monthly Rent	Annual Rent
1-Jun-2009	30-Jun-2011	\$13.36	\$24,500.00	\$294,000.00
1-Jul-11	30-Jun-14	\$13.10	\$25,000.00	\$300,000.00

**PARAGRAPH 4. TENANT IMPROVEMENTS**

4.1 TENANT has requested and LANDLORD has agreed to make certain additional Tenant Improvements for the benefit of TENANT at TENANT'S cost not to exceed \$18,000.00. Such costs above \$18,000.00 shall be the responsibility of the LANDLORD. LANDLORD agrees that all improvements, remodeling and repairs, hereinafter referred to as "Tenant Improvements", shall be completed with all reasonable dispatch, and LANDLORD will use its best efforts to cause the same to be completed by July 1, 2011. Said Tenant Improvements are detailed in Exhibit "A" attached hereto and made a part hereof by reference. Prior to any changes to Tenant Improvements Detailed on Exhibit "A", LANDLORD and TENANT shall agree to and approve said changes in writing.

4.2 LANDLORD and TENANT shall jointly review and inspect all aspects of the Tenant Improvements upon completion of the tenant improvements and shall compile a "Punch List" of those items to be corrected, finished, or completed to the satisfaction of TENANT. LANDLORD shall use its best efforts to complete, finish, or correct all items on said Punch List within twenty (20) days after said Punch List is compiled.

**PARAGRAPH 5. GOVERNING LAW**

5.1 This Lease Agreement shall be governed and construed in accordance with the laws of the State of Utah. Venue for court actions shall only be in the Third Judicial District of Utah.

**PARAGRAPH 6. COSTS AND ATTORNEY'S FEES**

6.1 In the event of any action, proceeding or litigation in a Court of competent jurisdiction, each party shall be responsible for its own costs and attorney's fees.

All other covenants, terms and conditions of the subject Lease Agreement not modified by this Lease Amendment No. 1 will remain in full force and effect.



**EXHIBIT A**  
**Tenant Improvements**

The LANDLORD agrees to perform the following Tenant Improvements to the Leased Premises at TENANT'S sole cost and expense, such amount not to exceed \$18,000.00. Any costs above \$18,000.00 shall be the responsibility of LANDLORD. TENANT agrees to pay the cost of the Tenant Improvements upon satisfactory completion. LANDLORD shall make every effort to have all improvement and repair items completed by July 1, 2011 unless a later date is approved in writing by TENANT. Subject to the prior approval by TENANT of materials, plans, and specifications related to the improvements.

- Construct additional classroom space of approximately 700 square feet and office space of 200 square feet on the mezzanine of the existing shop building.
- See attached Tenant Improvement Bid Sheet for cost breakdown and specifications.

All work shall be completed in a professional and workmanlike manner.

Canyon Crossing, LLC  
Automotive Technology Building  
Professional Truck Driving Program Classroom and Office  
May 2011

Tenant Improvement Bid Sheet

Tenant Improvement Cost Breakdown

- Wood Framing and layout: \$3500
- Electrical and lighting: \$4000
- Heating and Air: \$3500
- Drywall and Paint; and rubber base: \$3500
- Doors and Windows: \$2500
- Thin concrete flooring over wooden sub floor: \$1000
- Total not to exceed \$18,000

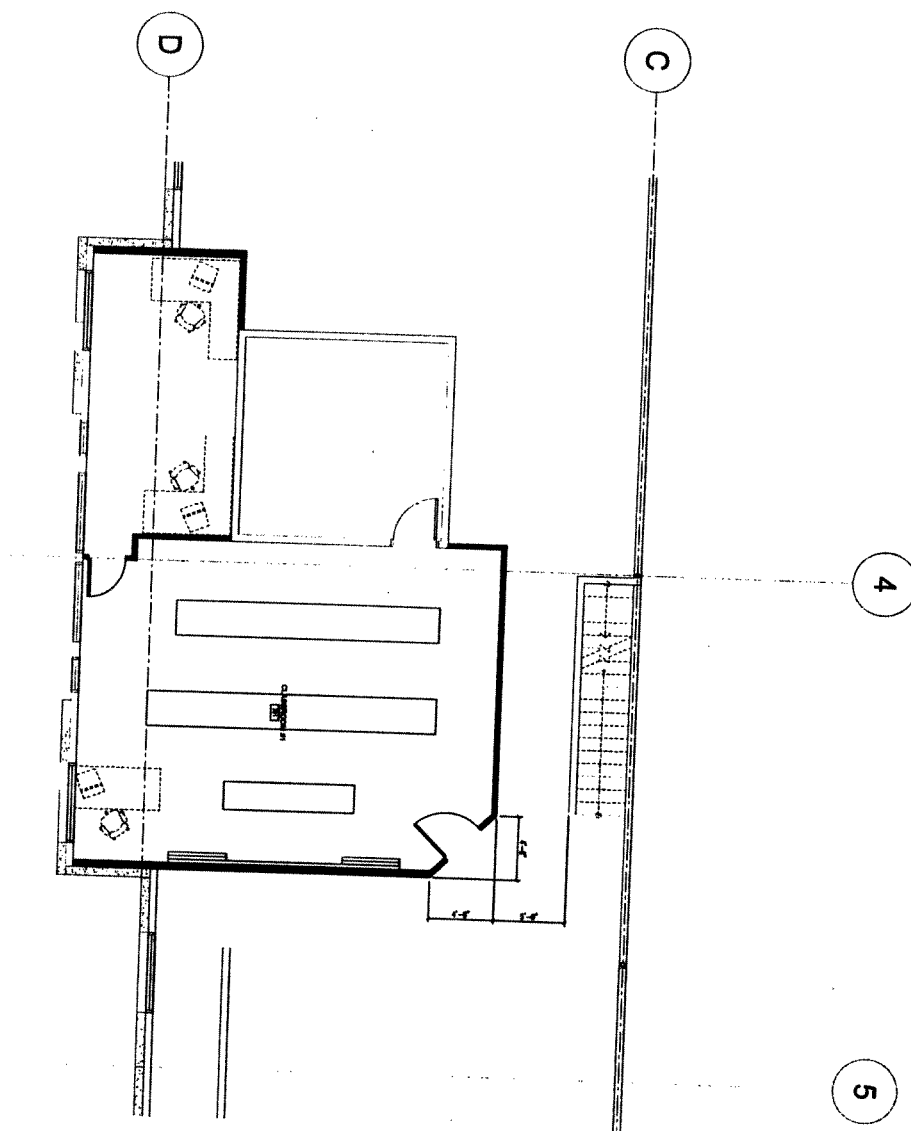
Specifications

- Wood framing for open class and separate office
- Wiring for power receptacles; data rough in with conduit to ceilings and boxes; no wire, terminations
- Open ceiling construction painted "dry fall" black with drywall on walls painted; rubber baseboard (same color as lower level area)
- Concrete flooring
- Finished drywall on east and south facing walls (outside room)
- Relocate stairway metal gate to accommodate new room upstairs
- Fire extinguisher
- Door hardware keyed to match existing building; self closer on main door; door stop on office door
- Exit sign at main door
- Single chain barricade at upstairs to keep people out of remaining mezzanine (if desired) signs by others
- Thermal insulation

Exclusions

- All things not listed above

2 ENLARGED CLASSROOM PLAN  
1/8" = 1'-0"



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

16 June 2011

ITEM: II.D

TOPIC: FY 2012 Data Dictionary

#### BACKGROUND

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.

#### FISCAL IMPACT

None

#### RECOMMENDATIONS

UCAT Administration recommends the Board approve the UCAT Data Dictionary for FY 2012 with the revisions summarized in the attached "UCAT Data Dictionary FY 2012 – Summary of Recommended Revisions".

Attachments: UCAT Data Dictionary FY 2012 – Summary of Recommended Revisions



# UCAT DATA DICTIONARY 2012

## SUMMARY OF RECOMMENDED REVISIONS

*June 8, 2011*

The following summarizes revisions to the UCAT data dictionary that have been recommended by the UCAT campus data representatives, with review by the instructional officers, student services officers, campus presidents and UCAT administration. Upon approval by the UCAT Board of Trustees, the changes will be effective July 1, 2011. The complete data dictionary draft is available upon request.

**Removed U-15 (Citizenship Code), and renumbered subsequent fields:** Eliminated the requirement to capture a student's current citizenship status upon application to the campus, as well as the need for this element to be reported on the quarterly UCAT reports.

**U-19 (Grade Level):** Removed the words "does not count" from Seventh and Eighth graders.

**U-20 (High School Code):** Replaced the ACT school codes with USOE school codes in the high school table for Perkins reporting.

**U-21 (Enrollment Objective):**

**Updated/clarified** definitions of Certificate seeker and Occupational upgrade.

**Added** a new enrollment objective type: Job Re-entry.

**Removed** objective 4 ("Other Specialized Training") as it is no longer used by the campuses.

1 (Certificate Seeker): An adult individual enrolled in an approved instructional program (as provided in UCAT Policy 200) for the purpose of receiving a certificate.

2 (Occupational Upgrade): An adult individual who is employed at the time of enrollment and is not a Certificate Seeker, but is enrolled in a course for the purpose of upgrading job skills, increasing job security, or to receive training at the request of an employer.

J (Job Re-entry): An adult individual who is not employed at the time of enrollment and is not a Certificate Seeker, but is seeking training to upgrade their skills to return to the workforce.

**U-24 (Exit Code):** Added new Exit Code – O = Student Objective Completed: A student who is not a certificate seeker, but has completed their individual objective but not an entire course.

**U-25 (Exit Date):** Removed reference to Assessment Testing exit date format, as assessment is no longer reported as instructional activity.

**U-27 (Verified Outcome Status):**

**Added** new verified outcome code Z ("Verification Complete") – no outcome.

**Updated** matrix showing possible Exit Codes and Verified Outcomes for each Enrollment Objective.

**Updated** Definition to include new Job Re-entry objective and clarify data-gathering methods.

**U-34 (Budget Code):**

**Changed** the budget code so that only the first character is used to determine budget-related or self support and the second character is defined by the campus for local use.

**Replaced** the definition (which restated detailed provisions of the pre-2009 “Decision Tree” policy) with simple reference to the definitions outlined in the current Policy 201.5 (Membership Hour Reporting – Budget-Related Membership Hours).

**U-36 (Course Site Type): Removed** outdated references to SLTATC Campus sites.

**U-37 (Instructor Count): Corrected** definition which had been carried over from a previous version of the Data Dictionary to match current Field Name and Field Attribute parameters.

**U-38 (Membership Hours – Verifiable Schedule): Modified** Element Name, Definition, Examples and Reference to reflect accrual method of membership hour reporting for open-exit and lockstep classes provided in UCAT Policy 201.6.1 and 201.6.2a (approved January 2011).

**U-39 (Membership Hours – Non-Verifiable Schedule): Modified** Element Name, Definition, Examples and Reference to reflect front-loaded method of membership hour reporting for online, blended and other courses with non-verifiable attendance provided in UCAT Policy 201.6.2b (approved January 2011).

**U-41 (Award Type): Modified** Element Name, Definition, Field Values and Examples to reflect completion of COE-approved campus-based certificate and AAT degree program awards only.

**U-45 (Award Completion Date): Clarified** the Element Name and Definition.

**Removed Date Certificate Issued (formerly U-49):** Award Completion Date is what determines completion of a certificate/degree program, regardless when or whether the diploma is issued to the student.

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

16 June 2011

ITEM: II.E

TOPIC: FY 2013 Capital Facilities Prioritization

#### BACKGROUND

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 suggests 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

#### FISCAL IMPACT

Capital Facilities Requests, \$83,071,592 (one-time funding)\*

Capital Facilities Operations and Maintenance, \$2,559,661 (on-going funding)

Land Banking Requests, \$8,750,000 (one-time funding)

\*estimated costs are most recent DFCM figures and will be updated during the summer

#### RECOMMENDATIONS

It is 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.

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

16 June 2011

ITEM: II.F

TOPIC: Presidents Compensation

#### BACKGROUND

Utah Code 53B-2a-102 (2)(i), requires the UCAT President to set annual compensation for campus presidents, with the approval of the UCAT Board of Trustees.

Based on continuing economic challenges affecting the State and UCAT, I believe it is prudent that campus president compensation not be increased from 2009-2010 levels for 2011-2012. When the opportunity is again present to adjust campus president salaries, I 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.

#### FISCAL IMPACT

None

#### RECOMMENDATIONS

It is recommended that the Board of Trustees approve holding the compensation of all UCAT campus presidents and the UCAT President at 2009-2010 levels through 2011-2012. It is also recommended that the UCAT President utilize the four criteria indicated above in future consideration of any adjustments.

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

16 June 2011

ITEM: III.A

TOPIC: Background Check Implementation

#### BACKGROUND

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 is attached.

#### FISCAL IMPACT

Impact varies from campus to campus depending on size and nature of implementation.

#### RECOMMENDATIONS

None

Attachments:

Summary of implementation plans

## **Summary of Campus Plans for Compliance to UCAT Policy 400**

### **BATC:**

BATC was already conducting background checks in accordance with current policy prior to the policy's approval. The campus is establishing a six year rotation based on hire dates to ensure continued compliance with the requirement to re-check at least every six years

### **DATC:**

DATC will continue to perform criminal background checks on all newly hired employees as defined in the policy. Current employees who have not had a background check performed will have these conducted on the following schedule based on the requirement that all employees have a criminal background check performed at least every six years.

- Employees hired prior to June 30, 2005 will be checked by June, 2011.
- All other employees hired from July 1, 2005 forward will be checked by June, 2012.
- Future years - Based on current employees' hire dates, background checks will be repeated at least every six years.

### **DXATC:**

DXATC conducts criminal background checks for all new employees, volunteers, and independent contractors which fall under the guidelines of the policy. To perform background checks on current employees, the campus plans to phase in the policy over three years – splitting up the staff and faculty into three groups using the first letter of their last name.

- During the first fiscal year, all faculty and staff with unsupervised contact with secondary students will receive the background check. Also, other faculty and staff up to 1/3 of the total will receive background checks (approx letters A-F).
- During the second fiscal year, an additional 1/3 of the faculty and staff will receive background checks (approx letters G-P).
- During the third fiscal year, the final 1/3 of the faculty and staff will receive background checks (approx letters R-Z).

### **MATC:**

MATC will check all new employees and others requiring background checks as they begin service. Each current employee will be checked on the 6th anniversary of their hire date. If they have been employed more than 6 years, the check will be performed on the hire date anniversary this year.

**OWATC:**

OWATC will conduct background checks on all new employees upon hire. A revolving six-year schedule will be followed for current employees based on last name and year of hire.

**SWATC:**

Since October, 2010, SWATC has been doing background checks for all new employees regardless of position. The campus has also implemented a system whereby background checks on all existing employees are conducted on a rotating 5 year schedule. Prior to the end of fiscal year 2011, checks will have been performed on all employees with social security numbers ending in "1" and "2." Fiscal year 2012 will include "3" and "4" and so on.

**TATC:**

Any new employees will be background checked upon hire. Approximately one half of existing staff including all those with significant contact with secondary students will be checked August and September 2011. The remaining staff will be checked August and September of the following year. A rotating six year schedule will ensure that each employee is checked at least every six years as required thereafter.

**UBATC:**

UBATC currently conducts combined background checks for all new employees. The proposed plan to conduct background checks for existing employees is to schedule them for the month of each employee's start date anniversary. Using this method UBATC expects to be in full compliance by June 30, 2012.

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

16 June 2011

ITEM: III.B

TOPIC: AAS-General Technology Degrees

#### BACKGROUND

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. Attached are sample working drafts illustrating approaches being considered in one of the regions. Progress in campus regions will be discussed in the meeting.

#### FISCAL IMPACT

None

#### RECOMMENDATIONS

None

Attachments: (sample working drafts) BATC-USU AAS-GT articulation

**Utah System of Higher Education  
Credit Articulation Agreement for Non-Credit Courses  
FY 2011-12**

This Agreement, between Utah State University (USU), a USHE credit-granting institution, and Bridgerland Applied Technology College (BATC), specifies the terms and conditions for the granting of Utah State University credit for non-credit course work successfully completed with an external education or training provider. The parties enter into this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

**I. CREDIT ARTICULATION CONSIDERATIONS**

This Agreement covers (list non-credit course or courses). The administrative model may be considered dual enrollment or credit awarded through an established articulation agreement as defined in R473.

**A. Description:**

1. USU/BATC Certificate to AAS Degree Pathway Table (See Attachment)
2. Applicable BATC Certificate Completion Evaluation Forms
3. List of all course names, numbers, descriptions, and competencies (See Attachment)

**B. Special Provisions:**

1. **Overall administration for this program rests with the USU School of Applied Sciences, Technology, and Education.**
2. The student that transfers from BATC will meet the current USU admissions standards. Students may apply at [www.usu.edu/apply](http://www.usu.edu/apply).
3. The student must be admitted to USU within 12 months of completing the non-credit course(s) at BATC to apply for higher education credit.
4. Upon fulfillment of the AAS degree requirements the student will receive thirty (30) semester hours of credit for their certificate from BATC. The student must provide an official transcript from BATC to USU when they apply for graduation.
5. The AAS degree at USU is a minimum of 63 credits although additional credits may be needed to meet program requirements or course prerequisites.
6. Courses that make up the AAS degree are offered in a variety of formats including face to face, online and Interactive Video Broadcast.
7. Some program availability will be dependent upon student enrollments.
8. The student will be charged the current USU tuition and fees according to the current tuition and fee schedule at <http://www.usu.edu/registrar/htm/tuition/>. In addition, some courses have additional fees for example, English 1010.
9. The student will be eligible for federal financial aid for this program. The student must be admitted to USU in order to receive financial aid.
10. USU will provide advising to the student. BATC agrees to help advertise the AAS degree with students at its sites.
11. **Any agreements whether written or verbally communicated cannot be in violation of R473.**

**II. EVALUATION & AMENDMENT**

This Agreement is in effect for instruction completed during the FY 2010-11 academic year. Both parties must communicate changes in curriculum and/or in credit articulation in a timely manner. The Agreement may be terminated at the end of the academic year by either party. The decision to renew or terminate the Credit Articulation Agreement should be made within 30 days of the beginning of the next academic year.

III. EXECUTION

The parties hereby execute this Credit Articulation Agreement as of the day and year first written above.

*For: Utah State University*

By: \_\_\_\_\_

Title: \_\_\_\_\_

*For: Bridgerland Applied Technology College*

By: \_\_\_\_\_

Title: \_\_\_\_\_

DRAFT

BRIDGERLAND APPLIED TECHNOLOGY COLLEGE  
ASSOCIATE IN APPLIED SCIENCE (AAS) PATHWAY



PROGRAM NAME	CIP Code	Length of Program in Hours	Pathway to AAS in Business	Pathway to AAS in Technology	Pathway to AAS in Health	Pathway to AAS in Creative Arts
<b>AMERICAN SIGN LANGUAGE</b>						
American Sign Language - Interpreter	16.1601	1710	✓			
<b>AUTO COLLISION</b>						
Auto Collision Repair and Refinishing	47.0603	1080	✓			
<b>AUTOMOTIVE SERVICES</b>						
Automotive Technician	47.0604	1410	✓			
<b>BUILDING TECHNOLOGY</b>						
Carpentry	46.0201	1020	✓			
<b>BUILDING TECHNOLOGY - Cabinetry and Millwork</b>						
Cabinetmaking and Millwork	48.0703	900	✓			
<b>BUSINESS TECHNOLOGY</b>						
Accounting Technician	52.0401	1260	✓			
Business Basic	52.0401	960	✓			
Business Administrative Support	52.0401	1380	✓			
Computer Applications	52.0401	900	✓			
<b>COSMETOLOGY</b>						
Cosmetology	12.0401	2000	✓			
Cosmetology/Barbering Instructor	12.0401	1000	✓			
Basic & Master Esthetician	12.0409	1200	✓			
<b>CULINARY ARTS</b>						
Restaurant and Catering	12.0505	1650	✓			
Basic Restaurant and Catering	12.0505	900	✓			
<b>DENTAL</b>						
Dental Assisting	51.0601	1350	✓			
<b>DIESEL</b>						
Heavy Duty Diesel	47.0605	900				
<b>DRAFTING</b>						
Computer Aided Drafting & Design	15.1302	1500		✓		
Engineering Technician	15.1302	1500		✓		
Introductory Drafting	15.1302	900		✓		
Architectural Drafting	15.1302	900		✓		
Mechanical Drafting	15.1302	900		✓		
<b>E-COMMERCE</b>						
Advanced e-Commerce	52.0208	1200	✓	✓		✓
Basic e-Commerce	52.0208	900	✓	✓		✓
<b>ELECTRONICS</b>						
Electronics Advanced	47.0105	1560	✓	✓		
Electronics Basic	47.0105	900	✓	✓		
<b>FASHION MERCHANDISING</b>						
Fashion Merchandising	52.1902	1050	✓			✓
Retail Sales and Management	52.1902	960	✓			✓
<b>HEALTH SCIENCE</b>						
Medical Assisting	51.0801	1200	✓		✓	
<b>HEAVY EQUIPMENT OPERATOR/CM</b>						
Heavy Equipment Operator Advanced w/CDL	49.0202	900	✓			
<b>INDUSTRIAL AUTOMATION MAINTENANCE</b>						
Industrial Automation Maint. Advanced	47.0303	1560	✓	✓		
Industrial Automation Maint. Basic	47.0303	900	✓	✓		
<b>INFORMATION TECHNOLOGY</b>						
Advanced Information Technology	11.0101	1110	✓	✓		
Basic Information Technology	11.0101	900	✓	✓		
<b>INTERIOR DESIGN</b>						
Interior Design Basic	50.0408	900	✓	✓		✓
Interior Design Advanced	50.0408	1290	✓	✓		✓
<b>MACHINING TECHNOLOGY</b>						
CNC Machining	48.0501	1440	✓	✓		
Conventional Machining	48.0501	1020	✓	✓		
<b>MEAT SERVICES</b>						
Professional Retail Meat Cutting	12.0506	900	✓			
<b>MEDIA DESIGN</b>						
Media Design Technology	11.0801	1500	✓	✓		✓
Computer Graphics	11.0801	900	✓	✓		✓
<b>PRACTICAL NURSING</b>						
Practical Nursing	51.1613	1590	✓		✓	
<b>WELDING TECHNOLOGY</b>						
Welding	48.0508	1470	✓	✓		

### Associate of Applied Science General Technology

63 credits Minimum

#### General Education Requirements (15-16 credits)

Class	Description	Credits
Engl. 1010	Introduction to Writing	3 cr.

#### Math Requirement (Choose 1 of the following)

		Either QL or MA
Math 1020	Trade Mathematics	3 cr.
Math 1030	Quantative Reasoning	3 cr.
Stat 1040	Introduction to Statistics	3 cr.
Math 1050	College Algebra	4 cr.

#### Breadth Requirements

Econ 1500	Intro to Economic Institutions	3 cr.
Humanities or Social Science course		3 cr.
Physical Science course		3 cr.

#### General Education Total

**15-16 cr.**

Technical Speciality and Institution

**30 cr.**

Must be approved

#### General Business

MGT 1350	Introduction to Business or	3 cr.
BUSN 1310	Intro to Business Mgmt	3 cr.
OSS 1550	Business Correspondence or	3 cr.
BUSN 2200	Business Communication	3 cr.
OSS 10500	Bookkeeping Essentials or	3 cr.
ACCT/ACTG 2010	Financial Accounting Principles	
BCIS 2010	Business Computer Apps or	
BUS 3100	Survey of Man. Information Systems or	3 cr.
BUS 3100	Marketing	
MIS 2100	Principles of Manag. Info. Systems or	
BUSN 2930	Organizational Behavior*	3 cr.
MIS 2200	Business Communication or	
BUSN 2320	Small Business Management	3 cr.

Total 18 cr.

#### Total

**63-64 cr.**

\* HR Course for Eastern Students

Associate of Applied Science General Technology  
63 credits Minimum

**General Education Requirements (15 credits)**

Class	Description	Credits
Engl. 1010	Introduction to Writing	3 cr.
Math Requirement (Choose 1 of the following)		Either QL or MA
Math 1020	Trade Mathematics	3 cr.
Math 1030	Quantative Reasoning	3 cr.
Stat 1040	Introduction to Statistics	3 cr.
Math 1050	College Algebra	4 cr.
Breadth Requirlements		
Econ 1500	Intro to Economic Institutions	3 cr.
Humanities	HU designation	3 cr.
Choose one of the following		
Physical Science course		3 cr.
Life Science course		3 cr.
<b>Total General Education</b>		<b>15 cr.</b>

Technical Speciality and Institution  
Must be approved

**30 cr.**

**DRAFT**

**Technology Systems Emphasis**

OSS 1550	Business Correspondence or	3 cr.
BUSN 2200	Business Communication or	
Course with Human Relations Designation		
ETE 1000	Orientation To Engineering Technology or	1 cr.
ENGN 1000	Intro to Engineering	2 cr.
ETE 1040	Construction and Estimating	3 cr.
ETE 1200	Computer Aided Drafting and Design or	3 cr.
EDDT 1040	CAD Level I	
ETE 1010	Engineering Communications or	3 cr.
EDDT 1070	CAD Level II	
ETE 1030	Material Processing or	
ENGN 2240	Surveying or	
ETE 2020	Computer-Integrated Manufacturing Sys	3 cr.
ETE 2270	Computer Engineering Drafting or	3 cr.
EDDT 1500	Intro to Geographic Infom Sys	
<b>Total Technology Systems</b>		<b>21 cr.</b>

**Total Credits**

**67-68 cr.**

<b>Associate of Applied Science General Technology</b>		
63 credits Minimum		
<b>General Education Requirements (15 credits)</b>		
Class	Description	Credits
Engl. 1010	Introduction to Writing	3 cr.
<b>Math Requirement (Choose 1 of the following)</b>		Either QL or MA
Math 1020	Trade Mathematics	3 cr.
Math 1030	Quantative Reasoning	3 cr.
Math 1050	College Algebra	4 cr.
Stat 1040	Introduction to Statistics	3 cr.
<b>Breadth Requirements</b>		
Econ 1500	Intro to Economic Institutions	3 cr.
Humanities	HU designation	3 cr.
Physical Science course		3 cr.
General Education Total		15-16 cr.
Technical Speciality and Institution		30 cr.
<b>Allied Health Systems Emphasis</b>		
OSS 1550	Business Correspondence or	3 cr.
BUSN 2200	Business Communication	
HEP 2500	Health and Wellness	2 cr.
HEP 2000	First Aid and Emergency Care	2 cr.
NFS 1020	Sci and Applcation of Human Nutr.	3 cr.
HEP 3000	Drugs and Human Behavior	3 cr.
HEP 3600	Community Health	3 cr.
FCHD 1500	Human Development Across Lifespan	3 cr.
FCHD 2610	Child Guidance *	
<b>Total</b>		19 cr.
<b>Total Credits</b>		<b>66 cr.</b>
<b>* Fulfills Human Relations Requirement at Eastern</b>		

### **Associate of Applied Science General Technology**

63 credits Minimum

#### **General Education Requirements (15 credits)**

Class	Description	Credits
Engl. 1010	Introduction to Writing	3 cr.

#### **Math Requirement (Choose 1 of the following)**

		Either QL or MA
Math 1020	Trade Mathematics	3 cr.
Math 1030	Quantative Reasoning	3 cr.
Math 1050	College Algebra	4 cr.
Stat 1040	Introduction to Statistics	3 cr.

#### **Breadth Requirements**

Econ 1500	Intro to Economic Institutions	3 cr.
Humanities course	HU designation	3 cr.
Physical Science course		3 cr.
General Education Total		<b>15-16 cr.</b>
Technical Specialty and Institution		<b>30 cr.</b>
Must be approved		

#### **Design & Creative Arts Emphasis**

ID 1740	Computer Applications In Design or	3 cr.
EDDT 1010	Tech. Drafting	
ID 1750	Design In Everyday Living or	3 cr.
EDDT 1040	CAD Level I	
ID 1790	Interior Design Theory or	3 cr.
EDDT 1070	CAD Level II	
Art 1010	Exploring Art or	3 cr.
Art 1050	Intro to Photography	
Art 2400	Computers and Art or	
Art 1600	Fnds of Computer Graphics	3 cr.
LAEP 1030	Intro to Landscape Architecture or	
LAEP 1350	Theory of Design or	
EDDT 1100	Res. Arch. Drafting	3 cr.
OSS 2400	Web Design Applications or	
BCIS 1300	Intro to Web Page Design	3 cr.
BUSN 2320	Small Business MGT - ATE* or	3 cr.
BUSN 2390	Organizational Behavior *	
Total Content Area		21-24 cr.

#### **Total Credits**

**66-70 cr.**

\* Fulfills Human Relations Requirement for Eastern Students

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

16 June 2011

ITEM: III.C

TOPIC: MATC Program Approvals: Medical Office Administration, Medical Billing and Coding, Accelerated Medical Billing and Coding

#### BACKGROUND

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

Documentation for the approved program is attached for the information of the Board.

#### FISCAL IMPACT

None

#### RECOMMENDATIONS

None

Attachments: MATC Medical Office Administration, MATC Medical Billing and Coding

## **Changes in the Medical Billing and Coding Field**

The US Department of Health and Human Services (HHS) has mandated the replacement of the ICD-9-CM code sets used by medical coders and billers to report healthcare diagnoses and procedures with ICD-10, effective October 1, 2013. ICD=10 implementation will radically change the way coding is currently done and will require very significant effort to implement.

Here at the MATC we really focus our curriculum on getting the students ready for the national Certified Professional Coder Exam (CPC). We feel confident that these students have the training to go out and be great assets to medical offices and clinics. These changes that will be taking place October 1, 2013, will have a great impact on our medical office. We feel it important that the students have early training to be able to implement what they know into their future employment. We as instructors strive to keep up to date with changes. We recently completed a ICD-10-Boot Camp to start getting our curriculum ready for this upcoming changes in the field. **Every current certified coder will have to take a proficiency exam, which contains 75 questions, verifying that they are competent in ICD-10-CM by 2014 or be stripped from their certification.**

## **Accelerated Medical Billing and Coding**

Due to the constant increasing need of healthcare services and with the government seeking tighter guidelines over healthcare, patient services, and the reimbursement process; the need for qualified medical coders has been greatly increased. This program will train students to properly locate, document, and validate appropriate diagnostic and procedure codes using current ICD-9-CM, CPT, and HCPCS coding manuals for professional services. The student will be trained in proper billing, insurance claims, and reimbursement policies. The program will enable students to gain the knowledge and experience to be a certified coder in the healthcare industry.

This program prepares the student to take the Certified Professional Coder (CPC) examination with the American Academy of Professional Coders (AAPC). Upon passing the examination the student will be nationally certified as a medical coder with the AAPC.

We have found through the years that we have a lot of interest in Medical Billing and Coding from people who are currently working in the medical field and they would like to become a certified coder. These individuals already have a good background in the medical field. They know most of the terminology, procedures, etc. The main reason for setting up the Accelerated Program is to get these people certified as coders and provide for the needs of the community. Enrollees in this program will be screened by the instructors as to their knowledge and background in the medical field. They will also be required to have a background in medical front office duties. In addition, a letter of recommendation from a physician or medical office manager will be required.



## Medical Billing and Coding Scope and Sequence

### SCOPE

The need for qualified medical coders has greatly increased due to demand for health care services and the tightening of government guidelines related to health care coverage, patient services and reimbursement processes. This program will train students to properly locate, document, and validate appropriate diagnostic and procedure codes using the current ICD-9-CM/ICD-10-CM, CPT, and HCPCS coding manuals for professional services. Proper billing, insurance claim preparation, and reimbursement policies will be taught as part of this program. Students will also gain knowledge of medicolegal and ethical responsibilities, as well as anatomy and medical terminology. Students completing this program will be able to apply for employment opportunities in doctors' offices, clinics, nursing homes, hospitals, labs, public health facilities and insurance agencies. Upon completion students will be prepared to test for the Certified Professional Coder (CPC) examination with the American Academy of Professional Coders (AAPC). Upon passing the examination students will be certified as medical coders with the AAPC.

### SEQUENCE\*

1. The program begins with basic office skills: Keyboarding, Computer Literacy, Business English, and Math 1.
2. After these basic skills students progress into general medical items: Terminology, Law and Ethics, Psychology, Anatomy, and Physiology.
3. Specialized training in coding is next.
4. Medical Office Procedures follows
5. Advanced Coding Simulation Activities take place.
6. To assist students with employment Workplace Relations and Job Seeking Skills are taught.
7. Lastly, a 200-hour externship experience in the field is completed

\*See the Medical Billing and Coding chart for details. The Scope and Sequence for the Accelerated Program is very similar with some of the entry level items and the externship left off. See the Accelerated Medical Billing and Coding chart for details.



## **Medical Office Administration Scope and Sequence**

### **SCOPE**

The need for qualified health care professionals continues to increase. Administrative health care providers play an integral role in health care services. This program will train students to obtain employment as a receptionist, billing specialist, unit clerk, ward clerk, and medical records specialist. Employment is available in physician offices, hospitals, clinics, insurance companies, public school health services, research institutes, foundations, public health departments, prisons, and in medical departments of large companies. Students will be trained in administrative and clerical procedures including: reception, appointment scheduling, telephone triage, organizing medical records and filing, medicolegal and ethical responsibilities, billing, medical coding, insurance claims and reimbursement policies, collection processes of patient's accounts and computer billings, banking, accounts payable, accounts receivable, transcription, payroll, employment skills, as well as medical terminology to be able to read and understand what is needed in communicating with patients and physicians.

In our current 1500 hour Certificate of Completion Program since July, 2008 to July, 2010, we had 17 students enroll. Ten students completed the program, the last student was in May, 2009. Six students withdrew before completion and one was dropped for poor attendance. For this past year July 2010 to May, 2011, no students enrolled. With low enrollment we developed a Certificate of Proficiency at 630 hours. Last year we had 19 students enroll in this program and had a 63.2% completion rate\* and a 68.4% placement rate\*. From discussion within our advisory committee meeting it was decided and approved to drop the longer 1500 hour program and develop the 630 hour program as our MATC Certificate of Completion. The 1500 hour program was developed several years ago around the longer two-year programs delivered at the BATC, DATC, and OWATC. Our advisory committee members felt that 1500 hours was too long and that our 630-hour program was sufficient for our regional needs. It was also noted that currently the BATC MOA Program is 330 hours. On November 17, 2010, the MATC Board of Directors unanimously approved this change.

\*COE requirements were: Completion Rate: 57.66% and Placement Rate: 67.01%.

## **SEQUENCE\***

1. The program begins with basic office skills: Keyboarding, Computer Literacy, Word Processing, Spreadsheets, Databases, Business English, Business Correspondence and Math 1.
2. After these basic skills students progress into general medical items: Terminology, Law and Ethics, Psychology, Anatomy, and Physiology.
3. Specialized training in Medical Office Procedures is next.
4. To assist students with employment Workplace Relations and Job Seeking Skills are taught.
5. Lastly, a 90-hour externship experience in the field is completed

\*See the Medical Office Administration chart for details.

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

16 June 2011

ITEM: III.D

TOPIC: Strategic Planning Update

#### BACKGROUND

The UCAT Strategic Planning Committee met on April 7, May 5, June 2 and meets again on June 30 to continue work on a new UCAT Strategic Plan. The goal is to obtain final approval of a new plan by the Board on September 22, 2011. Committee members include:

Rob Brems, UCAT President, Chair

Mindi Woolever, UCAT, Executive Secretary

Dale Cox, UCAT Trustee/Apprenticeships

Ron Larsen, UCAT Trustee/DXATC

Michael Madsen, UCAT Trustee/BATC

Mary Ann Christensen, MATC Director, Provo School District

Carol Jensen, TATC Director, Tooele School District

Brent Richardson, OWATC Director, Weber School District

Michael Bouwhuis, DATC, Campus President

Mark Walker, UBATC, Campus President

Dana Miller, SWATC, Campus President

Tyler Brinkerhoff, UCAT VP, Finance and Admin Services

Jared Haines, UCAT VP, Instruction and Student Services

The Committee has been focusing on UCAT's unique mission to meet the needs of Utah's employers.

Significant discussion has 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. Chair Bingham attended the June 2<sup>nd</sup> meeting and assisted in the review of UCAT's history and progress since the first campus was established in 1968. He also participated in a discussion regarding UCAT's future and maintaining a focus on technical training through a statewide UCAT system delivered through regional technical college campuses.

Significant focus has 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.