

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

DATE: 22 September 2011

TIME: 11:00 AM – 3:00 PM

LOCATION: Dixie Applied Technology College  
1506 Silicon Way  
St. George, UT 84770

**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  
Mark Dennis- UBATC  
Ron Larsen – DXATC Board of Directors  
William Prows – DATC Board of Directors  
David Crandall – State Board of Education  
Representative  
Steve Moore – OWATC Board of Directors  
Mike McCandless – USU- CEU Career and Technical  
Education Advisory Committee  
Arthur Newell – MATC (substitute)  
Stanley Parrish – SLCC School of Applied Technology  
Advisory Committee

Excused

Spencer Eccles – Governor's Office of Economic  
Development  
William Sederburg – Commissioner  
of Higher Education  
Jim Evans – MATC, Board of Directors  
Katharine Garff – State Board of Regents  
Representative  
Don Roberts – SWATC  
Carl Albrecht – Snow Career and Technical  
Education Advisory Committee

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  
Darrell White – Development Director

Others Present

Chris Bleak – President, Utah Association of Public Charter  
Schools  
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  
Dana Miller – SWATC, Campus President  
Scott Snelson – TATC, Campus President  
Mark Walker – UBATC, Campus President  
Ralph Stainslaw – Principal of Archiplex Group\*

\*Attended via telephone conference call

## MINUTES OF MEETING

UTAH COLLEGE OF APPLIED TECHNOLOGY  
Board of Trustees  
22 September 2011

### ***Introduction Items***

#### **I.A Call to Order**

Meeting was called to order at 12:06 pm

#### **I.B Oath of Office**

Chair Tom Bingham welcomed the trustees and introduced Steve Moore who will represent Ogden-Weber Applied Technology College on the UCAT Board of Trustees. Lois Jones, Notary Public, administered the oath of office for Trustee Moore.

#### **I.C Approval of Agenda**

Motion to approve the agenda

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

#### **I.D Approval of 16 June 2011 Minutes**

Motion to approve the 16 June 2011 minutes

Motion: Brad Tanner, Second: Bill Prows; Voting: Unanimous

### ***Action Items***

#### **II.A Existing Policy Revisions**

Based on discussion at previous Board of Trustees meeting, administration was directed to review UCAT Policy 101 and make recommendations for future elections of officers. After review of the existing policy, suggestions were made for modification to Subsection 101.9.

After review a motion to approve the proposed revision to Policy 101 was made.

Motion for approval of modification to Policy 101: Dale Cox, Second: Ron Larsen; Voting: Unanimous

Motion for initial approval of Policy 520, with staff to consider issues raised in meeting prior to final approval.

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

Policy 525, Motion: Jim Olsen, Second: Mark Dennis; Voting: Unanimous

Policy 530, Motion: Mark Gubler, Second: Don Roberts; Voting: Unanimous

#### **II.B New Policy Approvals**

New policies 103 (Authorization of Charter Schools by UCAT Campuses), 550 (Accounting Policies and Procedures), 555 (Budgeting and Budget Control), 560 (Procurement/Purchasing) were presented and reviewed by the Board for possible approval. Policy 103 (Authorization of Charter Schools by UCAT Campuses) is a critical policy which UCAT is exploring consistent with new legislation passed during the 2010 and 2011 legislative general session which would provide guidelines for campus boards of directors to authorize charter schools. After a thorough discussion of this policy it was recommended that this policy be discussed further in the January meeting with possible approval at that time. Policies 550, 555 and 560 are intended for the use of the Office of the UCAT President and provide clarification for certain accounting, budgeting and procurement processes.

Motion for approval of Policy 550: Mark Dennis, Second: Mike Madsen; Voting: Unanimous

It was noted that Policy 555 had sections from another policy that didn't apply to this policy and was recommended that the revisions be made to this policy and brought back to the January meeting for review and possible approval.

A motion for approval of Policy 560 was made with the following amendments:

560.3-3.6 Small Purchases: No competitive quotes are required for purchases for ~~items~~ goods and services up to \$3,000.

Motion: Steve Moore, Second: Ron Larsen; Voting: Unanimous

### **II.C Approval of FY 2013 Budget Request**

Vice President Brinkerhoff provided a summary of FY 2013 Budget Request and identified financial needs to accommodate the continued growth and long-term success of UCAT. It was recommended the Board of Trustees approve the budget request for presentation to the Governor's office and the Legislature.

Motion: Mike Madsen, Second: Brad Tanner; Vote: Unanimous

### **II.D UCAT 218 Agreement Referendum**

On April 21, 2011 the Board of Trustees authorized UCAT administration to conduct referendum pursuant to Section 218 of the Social Security Act. The referendum was to determine whether UCAT and campus employees covered by a campus sponsored retirement system wished to join the state's agreement to participate in the Social Security program. The required minimum 90 day notice for the referendum was issued on June 1, 2011 with the election concluding on September 6, 2011. Rick Beckstead, the Governor's designee for Section 218 agreements, conducted the voting and reported the following results with 435 of 507 (85.5%) eligible voters casting ballots: Yes (participate in Social Security): 103 (23.7%) and No (Opt out): 332 (76.3%).

In accordance with Board direction, UCAT campuses will discontinue Social Security tax withholding for payroll on or after October 1, 2011. Campuses will direct the employer contribution amounts previously paid to Social Security to tax-deferred retirement accounts for covered employees. Campuses and UCAT administration will work together to ensure compliance with legal and IRS/SSA requirements regarding full implementation and refund request processing.

A motion to acknowledge the results of the referendum and approve the processing of amended returns, W-2's and other paperwork associated with the refund of previous 3 years, 3 months and 15 days of Social Security contributions: Carl Albrecht, Second: Mike McCandless; Voting: Unanimous

### **II.E FY UCAT Strategic Planning**

President Brems reported that 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. The Committee is very interested in strategically placing UCAT-provided credentials at the forefront of choices available to current students, pursue system and campus development and increase the role of the Utah college of Applied Technology and its eight campuses. He also reported that several of the recommendations have future fiscal impacts including ongoing budget development and projected capital facilities needs. Those items and cost will be included in future budget requests. It was suggested that each campus be accountable and provide a breakdown for what it has ownership for. The board also suggested that the strategic plan meets the SMART criteria: Specific, measurable, Achievable, Reasonable and Time Sensitive goals.

It was recommended that the Board of Trustees review the Strategic Planning Committee's recommendations, provide additional input, if any, and approve the new UCAT Strategic Plan.

Motion: Stan Parrish, Second: Steve Moore; Voting: Unanimous

### **II.F Internal Audit Plan**

Vice President Brinkerhoff reported to the trustees that the UCAT Board of Trustees' Audit Committee has met to discuss an internal audit plan for UCAT and its campuses. UCAT administration has followed up to ensure compliance to FY 2011 findings, and the audit committee presented the following plan for FY 2012 to the trustees.

- The audit committee will direct UCAT administration to engage the firm of Hansen, Barnett and Maxwell, P.C. to conduct the internal auditing for FY 2012.
- Four campuses will be confidentially selected by the audit committee to be audited for enrollment reporting. It is anticipated that this process will extend to future years as well.
- The campuses' financial systems and internal controls will not be audited in FY 2012, but four campuses will likely be selected for audit in a similar manner to the enrollment audit selection in subsequent years.
- The internal controls and financial practices at the Office of the UCAT President will be audited.
- A desk audit of the Custom Fit program at each ATC, Snow College and USU-CEU will be conducted to ensure compliance to State Law and UCAT policy.

The internal auditors will conduct compliance testing to determine compliance to Board of Trustees direction regarding compensation of campus presidents and the UCAT president.

It was suggested by the board that 4 campuses be chosen each year without being informed.

It was recommended that the Board of Trustees adopt the plan as presented by the audit committee.

Motion: Mike McCandless, Second: Steve Moore; Voting: Unanimous

### **II.G Approval of Land Exchange between UBATC and USU**

UBATC Campus President, Mr. Mark Walker reported to the trustees that in an effort to correct and adjust the land lease boundary lines of the September 29, 2008 agreement between the UBATC Vernal Campus and USU Uintah Basin Regional Campus (USU/UBRC) to match both UBATC and USU/UBRC actual buildings' footprints UBATC proposes the following changes.

The realigning and expansion of the UBATC lease of 20.13 acres along the 5<sup>th</sup> North street side to align with the 5<sup>th</sup> North street heading east and also increase the leased property 5.5 acres to 25.63 acres (please see attached maps A, B, and proposed lease agreement).

The UBATC Board of Directors has been involved in the planning of this arrangement and has approved the terms of the lease. They are recommending that the UCAT Board of Trustees approve the lease amendment in their meeting on September 22, 2011. USU Uintah Basin Regional Campus staff prepared the lease amendment.

Motion to approve the lease amendment: Mike McCandless, Second: Bill Prows; Voting: Unanimous

### **II.H Approval of Non-State Funded Building Proposal for Vernal Campus**

UBATC Campus President, Mr. Mark Walker reported to trustees that due to increasing needs in the Petroleum, Energy, and Transportation program, UBATC needs additional space. UBATC has developed the means to construct a new 6,500 square foot facility without the need for additional state funding. Through a

combination of campus cash reserves and industry partnerships, UBATC will be able to increase its capacity to serve this critical component of the Uintah Basin's economy. The new building may be attached or adjacent to the existing Vernal facility on UBATC property, and the utilities infrastructure is in place.

UCAT administration recommended the Board of Trustees authorize UBATC to proceed with this request to the Building Board and Legislature.

Motion: Brad Tanner, Second: Mike Madsen; Voting: Unanimous

### **II.I Certification of FY 2011 Enrollment Data**

Vice-President Haines reported each campus has submitted reports of membership hour and student headcount totals for the FY 2011 year. Each campus president has certified that the information reported complies with the provisions of UCAT Policies 200 (Program/Course Approval and Reporting) and 201 (Membership Hour Policy), and is consistent with UCAT's core mission and all applicable statutes and policies. Each campus board of directors has approved its campus president's certification and authorized the submission of its data as final.

The Office of the UCAT President has reviewed, accepted, and approved the enrollment data submissions and certifications of all eight campuses. A summary of the data showing membership hours and student headcount by campus for secondary and post secondary enrollment in comparison with previous years was provided to the trustees.

Motion to approve the FY 2011 enrollment data, as summarized in the attached Membership Hour and Student Headcount Histories: Ron Larsen, Second: Dale Cox; Voting: Unanimous

### **II.J FY 2011 Annual Report**

Vice President Haines reviewed a proposed outline of the UCAT 2011 Annual Report. He indicated that the Annual Report was required by statute and has become an important almanac of UCAT achievements and information. After Board approval in the meeting, the report will be completed, published and submitted to the governor and to the Legislature's Education Interim Committee. The report will be formally reviewed in the Education Interim Committee meeting on Wednesday, 16 November, 9:00 a.m., at the State Capitol.

Motion: Doug Holmes, Second: Jim Evans; Voting: Unanimous

## ***Information Items***

### **III.A Board of Trustees Schedule**

President Brems reviewed a proposed UCAT Board of Trustees 2012 Calendar. After discussion, the Board approved the following dates for 2012 meetings.

Wednesday, 11 January, 2012

Wednesday, 18 April, 2012

Wednesday, 13 June, 2012

Wednesday, 26 September, 2012

Motion: Dale Cox, Second: Ron Larsen; Voting: Unanimous

### **III.B UCAT Administration & Training Facility Update**

President Brems reported that the UCAT Administration and Training Facility project has gone out for bid. The bid closing is September 30, 2011. UCAT Administration has been working closely with Mr. Brian Bales,

our assigned project manager with the Utah Division of Facilities Construction Management and our Architect, Mr. Ralph Stainslaw, Principal of Archiplex Group to plan and design the new facility. The new building will be approximately 6,400 square feet on 1.5 acres and includes a three office administrative suite, executive assistant/reception office, four additional staff offices, a software development team work area, a conference room, kitchen, restrooms and three individual training rooms which can be converted into a single large meeting room .

Mr. Stainslaw joined the meeting via Tandberg to present and review the plans for the new building and answer questions regarding all phases of the project for the trustees.

The UCAT Administration and Training Facility is funded through the State Building Ownership Authority and was authorized last legislative session by Senate Bill 5, Revenue Bond and capital Facilities Authorizations.

The authorization allows for a 20-year lease-purchase agreement up to \$1,200,000 to construct the facility.

The Board previously approved the purchase of the 1.5 acres of land and also an amount of \$90,250 in the FY 2012 budget for debt service and operations and maintenance.

### **III.C Program Approval**

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 Davis Applied Technology College and Uintah Basin Applied Technology College and concurred that the proposals satisfy the agreed-upon criteria, and President Brems has approved the programs:

<u>Campus Program Title</u>	<u>UCAT President Approval Date</u>
DATC Energy Technician (644 hours)	July 20, 2011
UBATC Petroleum Technology (900 hours)	September 16, 2011

### **Adjourn**

Meeting adjourned at 3:43 p.m.

The next Board of Trustees meeting was confirmed for 22 January, 2012.