
UTAH COLLEGE OF APPLIED TECHNOLOGY
BOARD OF TRUSTEES MEETING AGENDA

January 11, 2012 – 10:00 a.m. to 2:00 p.m.

Utah College of Applied Technology

4501 S. 2700 W., Bldg 3

Salt Lake City, UT 84114-7900

I. Introduction

- A. Call to Order – Chair Bingham.....
- B. Approval of Agenda – Chair Bingham.....
- C. Approval of 22 September 2011 Minutes – Chair Bingham.....A
- D. Executive Committee Report – Chair Bingham.....B

II. Action Items

- A. New Policy Approvals – 103 (Authorization of Charter Schools by UCAT Campuses), 555 (Budgeting and Budget Control), 565 (Travel Authorization and Reimbursement) – Pres. Brems/VP Brinkerhoff.....C
- B. Approval of OWATC Roy Campus Lease– VP Brinkerhoff.....D
- C. Future Participation of High School Students in UCAT Programs – Pres. Brems.....E
- D. Approval of UBATC Non-State Funded Project Operations and Maintenance – VP Brinkerhoff.....F
- E. Approval of BATC/UDOT Property Improvements – VP Brinkerhoff.....G

III. Information Items

- A. Update on UCAT Administration & Training Facility at Thanksgiving Point – Pres. Brems.....H
- B. 2011 COE Reports (Completion, Placement, and Licensure) – VP Haines.....I
- C. Enrollment Trends – VP Haines.....J
- D. UCAT Marketing Report – VP Haines.....K
- E. Governor Herbert’s FY 2013 Budget Recommendations – Pres. Brems.....L
- F. 2012 Legislative Session Preparation – Pres. Brems.....M

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

Public Notice of Electronic Meeting Access (UCA 52-4-207(3)): This meeting will be provided with electronic meeting access via conference/speaker telephone for Board of Trustee members only by prior arrangement with the board secretary. The Utah College of Applied Technology shall be the anchor location for public attendance.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

11 January 2012

ITEM: I.C

TOPIC: Approval of 22 September 2011 Minutes

BACKGROUND

The Board of Trustees held a regular meeting on 22 September 2011 at Dixie Applied Technology College. A preliminary draft of the meeting minutes is attached for Board review and approval.

FISCAL IMPACT

None

RECOMMENDATIONS

UCAT Administration recommends the Board approve the 22 September 2011 Board of Trustees minutes.

Attachments:

Minutes for 22 September 2011 Board of Trustees Meeting



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 Board of Directors
Jim Olsen – Business-Industry Governor’s Appointee
Dale Cox – Union Apprenticeship Representative
Brad Tanner – Non-Union Apprenticeship Representative
Carl Albrecht – Snow Career and Technical Education
Advisory Committee
Mark Dennis – UBATC Board of Directors
Ron Larsen – DXATC Board of Directors
Douglas Holmes – OWATC 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 Board of Directors
(Substituting for Jim Evans)
Stanley Parrish – SLCC School of Applied Technology
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
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*

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 Board of Directors

*Attended via interactive video conferencing

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 to 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 sessions which would provide guidelines for campus boards of directors to authorize charter schools. After a thorough discussion, it was recommended that this Policy 103 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 did not apply to this policy and was recommended that revisions be made 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 a 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 costs 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 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 5th North street side to align with the 5th 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 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: Mike Madsen; 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 28, 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 interactive video conference 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</u>	<u>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.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

11 January 2012

ITEM: I.D

TOPIC: Executive Committee Report

BACKGROUND

The Executive Committee will report to the Board of Trustees on three meetings held during the interim between Board of Trustees meetings:

October 26, 2011 – Social Security Referendum Update

November 22, 2011 – TATC Facility Agreements

January 11, 2011 – Board Meeting Preparation

Minutes of the meetings will be distributed to the Board after they are approved by the Executive Committee in their January 11, 2012 Meeting.

FISCAL IMPACT

None

RECOMMENDATIONS

None – Information only

Attachments:

(hand-carried)-Minutes for Executive Committee meetings



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

11 January 2012

ITEM: II.A

TOPIC: Policy 103 – Authorization of charter Schools by UCAT Campuses
Policy 555 – Budgeting and Budget Control
Policy 565 – Travel Authorization and Reimbursement

BACKGROUND

Policy 103 received an initial review in the last Board of Trustees meeting in September, 2011. It is a critical policy which UCAT is exploring consistent with legislation passed in 2010 and 2011. The policy will provide general direction to campus boards of directors to authorize charter schools. Based on the input provided by the Board of Trustees and subsequent discussion in the UCAT President's Cabinet, new language has been added to Section 5.1.1. and to Section 5.1.3.

The new clarifying language directs campus boards of directors to ensure an emphasis on technology/technical course work for approved charter schools and a requirement that students enrolled in those charter schools be enrolled in one or more UCAT campus courses each semester of their eleventh and twelfth grades. Each charter school student would also have a personal education plan consistent with programs offered by the UCAT campus.

Policies 555 and 565 address procedural matters at the Office of the President with regard to budgeting and official business travel.

FISCAL IMPACT

None

RECOMMENDATIONS

It is recommended that the UCAT Board of Trustees further discuss Policy 103, and if the revisions are satisfactory, approve the policy. UCAT Administration recommends the Board approve policies 555 and 565.

Attachments:

Policies 103, 555 and 565





POLICIES

Subject:	Authorization of Charter Schools by UCAT Campuses
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103.1 Purpose: To define policies and procedures for obtaining approval for a UCAT campus to enter into an agreement to establish and operate a charter school.

103.2 Approval

UCAT Board of Trustees: January 11, 2012 (Pending)

103.3 References

- 3.1 Utah State Code 53A-1a "Utah Strategic Planning Act for Educational Excellence"
- 3.2 Utah Code 53A-15 "Standards and Programs"
- 3.4 Utah Code 53B-2a-104. "Utah College of Applied Technology Board of Trustees -- Powers and duties"
- 3.5 Utah Code 53B-2a-106 "College campuses – Duties"

103.4 Definitions

- 4.1 **Establish:** For purposes of this policy, to "establish" a charter school means that a UCAT campus approves a charter as the chartering entity for the charter school.
- 4.2 **Operate:** For purposes of this policy to "operate" a charter school means that the UCAT campus will provide at least the minimum of oversight required by state law for all chartering entities.

104.5 Policy

5.1 Prior to entering into an agreement to establish and operate a charter school, a UCAT campus must first obtain approval of the UCAT Board of Trustees. See Utah Code 53A-1a-521-(7)(b)

5.1.1 Any charter school established and operated by a UCAT Campus shall have a mission consistent with the mission of UCAT and the UCAT campus as evidenced by:

5.1.1.1 A school curriculum which emphasizes technology/technical course work beyond that found in a traditional public high school;

5.1.1.2 A requirement that all students be enrolled in one or more UCAT campus courses each semester of their eleventh and twelve grades;

5.1.1.3 A requirement that each student prepare a personal education plan which contains goals consistent with programs offered by the UCAT Campus and that the plan, with necessary revisions, be followed throughout their time of enrollment in the charter school.

5.1.2 The individual or entity proposing a charter school to be established and operated by a UCAT Campus, shall prepare an application based upon requirements contained in Utah Code 53A-1a as well as any requirements established by the Utah State Board of Education and the Utah State Charter School Board. The application shall then be presented to the Campus Board of Directors for consideration.

5.1.3 If a charter school application prepared according to requirements contained in 4.1.1 of this policy is approved by the Campus Board of Directors, the Campus Board of Directors shall then request approval from the UCAT Board of Trustees to establish and



POLICIES

Subject:	Authorization of Charter Schools by UCAT Campuses
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operate the charter school. The Campus Board of Directors request shall arrive at the Office of the UCAT President a minimum of 20 working days before the next UCAT Board of Trustees meeting.

5.1.4 The UCAT Board of Trustees may: approve the request; recommend changes in the proposed charter school; or deny the request. If changes recommended by the UCAT Board of Trustees are accepted by the Campus Board of Directors, the request to establish and operate the charter school shall be resubmitted to the UCAT Board of Trustees.

5.2 For all charter schools established and operated by a UCAT Campus, the Campus Board of Directors shall establish review procedures which are consistent with state law governing charter schools. Based upon the review and consistent with state law, the Campus Board of Directors may terminate a charter. In addition to being considered by the Campus Board of Directors, all reviews shall be presented to the UCAT Board of Trustees. If in the judgment of the UCAT Board of Trustees, continued operation of the charter school is not in the best interests of the campus, the UCAT Board of Trustees may, by majority vote of the Board, withdraw approval for the campus to operate the charter school.

5.3 Funding for the operation and maintenance of a charter school established and operated by a UCAT Campus shall not include any funding provided for the operation and maintenance of the UCAT Campus whether such funding is provided by the legislature or any other public or private entity unless such funding is specifically designated for the purpose of operating and maintaining a charter school.



Subject:	Budgeting and Budget Control
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555.1 Purpose

To define budgeting and budget control policies and procedures for the Utah College of Applied Technology Office of the President.

555.2 Approval

UCAT Board of Trustees: January 11, 2012(Pending)

555.3 Policy

3.1 Budget Officer: The Vice President for Finance and Administrative Services shall serve as budget officer for the UCAT Office of the President.

3.2 Budget preparation: Prior to June 1 of each year the budget officer in consultation with all department heads, shall prepare and submit to the UCAT President, a proposed budget for the new fiscal year.

3.3 Budget approval: After review and approval by the UCAT President, the proposed budget shall be submitted to the UCAT Board of Trustees for final approval in the regular Board Meeting in June of each year.

3.4 Budget modification or revision: The final approved budget may be modified or revised by a majority vote of the Board of Trustees in any regular meeting or special meeting called for the purpose of budget revision or modification.

3.5 Budget Controls

3.5.1 Expenditures from any budget category must be approved by the UCAT President, Budget Officer or any employee designated by the UCAT President as a budget manager for a particular budget category.

3.5.2 Revenue and expenditures shall be reviewed at least once a month by the UCAT President and Budget Officer.

3.5.3 No expenditure may be approved for any budget category which exceeds projected revenue except by the UCAT President.

3.5.4 Except as required by the state law, federal law, or grant requirements, all budgeting for the UCAT Office of the President shall be Zero-Based.

3.6 Budget/Financial Reports: A report, detailing revenue and expenditures for all budget categories, shall be presented to the Board of Trustees in all regular meetings of the Board.



Subject:	Travel Authorization and Reimbursement
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565.1 Purpose

To define policy and procedures for obtaining authorization and reimbursement for official travel by employees, trustees and approved agents of the Utah College of Applied Technology, Office of the President.

565.2 Approval

UCAT Board of Trustees January 11, 2012(Pending)

565.3 Definitions

3.1 Official Travel: Official travel means travel by an employee, trustee or approved agent of the Office of the UCAT President on UCAT business which has been approved in advance. This does not include travel from home to the traveler's regular place of employment.

3.2 Extended Day Travel: Extended day travel means official travel that requires the employee to be away from his or her normal place of employment ten hours or longer and a distance of at least 100 miles (one way), but not requiring an overnight stay.

3.3 Overnight Travel: Official travel which is in excess of 100 miles (one way) and requires an overnight stay by the traveler.

3.4 Approved Reimbursement Rate: The approved reimbursement rates shall be the current rates as approved by the UCAT Board of Trustees. The UCAT President may, for a specific trip, set a rate which is higher or lower than the approved rate if it is determined that unusual circumstances exist.

3.5 In-Lieu-of-Airfare Rate: In-lieu-of-airfare rate means a rate of reimbursement for use of a personal vehicle for official travel, which is based upon the lowest practical airline fare (including applicable discounts, special fares, charters, etc.) available for airline flights which will reasonably accommodate the traveler's schedule. The in-lieu-of-airfare rate will only be approved when the total cost is less than approved mileage rates.

3.6 Per Diem: A reimbursement rate established by the Office of the UCAT President and approved by the UCAT Board of Trustees to cover the cost of meals and incidental expenses

565.4 Policy

4.1 Advanced Approval Requirement:

4.1.1 All travel, for which reimbursement is expected, must be approved in advance.

4.1.2 Approval may be obtained from the UCAT President or an immediate supervisor who is budget officer for the account from which reimbursement will be made. However,



POLICIES

Subject:	Travel Authorization and Reimbursement
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no traveler may approve travel for himself/herself. Such approval must be obtained from the UCAT President or immediate supervisor. In the case of travel by the UCAT President, travel authorization will be reviewed by the Vice President for Finance and Administrative Services.

4.1.3 Travel authorization request shall be made using procedures and forms approved by the Vice President for Finance and Administrative Services.

4.2 Expense Reimbursement:

4.2.1 A traveler involved in non-extended day, official travel will be reimbursed for mileage at the current Office of the UCAT President approved rate.

4.2.2 A traveler involved in official extended day or overnight travel will be reimbursed for mileage or airfare and meals not otherwise provided, at approved rates. At the discretion of the UCAT President or immediate supervisor, a per diem may be paid in place of meal reimbursement and the in-lieu-of-airfare may be paid in place of mileage reimbursement.

4.2.3 Reimbursement for expenses such as conference registration, ground transportation, etc. will be based on actual costs and will be approved on a case by case basis by the immediate supervisor or UCAT President. Receipts must accompany any such request for reimbursement.

3.5 Budget Controls:

3.5.1 Expenditures from any budget category must be approved by the UCAT President, Budget Officer or any employee designated as a budget manager for a particular budget category.

3.5.2 Revenue and expenditures shall be reviewed at least once a month by the UCAT President and Budget Officer.

3.5.3 No expenditure may be approved for any budget category which exceeds projected revenue except by the UCAT President.

3.6 Budget/financial reports: A report, detailing revenue and expenditures for all budget categories, shall be presented to the Board of Trustees in all regular meetings of the Board.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

11 January 2012

ITEM: II.B

TOPIC: Approval of OWATC Roy Campus Lease

BACKGROUND

OWATC's current Roy Campus lease expires on June 30, 2012. The current lease is for 24,100 square feet with a five year lease term and three percent annual escalation.

The negotiated lease with the property Landlord beyond June 30, 2012 was approved by the OWATC Board of Directors December 19, 2011 and includes the following changes:

- Leased space has been reduced to 14,825 square feet (see page 5, section I. Leased Premises, paragraph 1.1 (a))
- A new lease term for two years effective July 1, 2012 through June 30, 2014 with an option for a third year (See page 6, section II. Term, paragraphs 2.1 – 2.3 of attached lease)
- Three percent escalation each year remains unchanged (See page 7, section III. Basic Rental Payments, paragraph 3.1)
- Modifications and additions to section X. Indemnity of the lease, as per recommendations from State Attorney General's Office – Division of Risk Management (See page 21, section X. Indemnity, paragraph 10.1 modified, paragraph 10.5 added)

FISCAL IMPACT

FY 2013 - \$99,980

FY 2014 - \$102,737

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve the OWATC Roy Campus lease and authorize President Mercier to execute the agreement.

Attachments:

Due to its length (48 pages) the agreement is not included in the packet. It was previously emailed to the Trustees for review and can be viewed at www.ucat.edu/node/234



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

11 January 2012

ITEM: II.C

TOPIC: Future Participation of High School Students in UCAT Programs

BACKGROUND

During the 2011 General Legislative Session, it was determined to strike statutory language previously allowing school districts and charter schools to count average daily membership during the time students left their home high schools to attend courses at the eight campuses of the Utah College of Applied Technology (UCAT). Fearing dissolution of many longstanding partnerships between school districts, charter schools and the UCAT campuses, numerous meetings have occurred over the past year to identify a solution to continue those partnerships, permitting motivated high school students to continue having the option of attending UCAT programs. No solution has been identified and as of July 1, 2011 high school students attending UCAT programs are not being counted as part of their home school district's or charter school's average daily membership.

The Utah College of Applied Technology administration, Board of Trustees, eight campus presidents and boards of directors at each of the UCAT campuses have initiated several meetings with executive and legislative branch leadership, as well as with public education administrators to identify an acceptable solution to this difficult issue. In November, 2011 the Legislature's Public Education Appropriations Committee assigned State Superintendent of Public Instruction Larry Shumway to formulate a recommendation for a new solution that would provide an incentive for districts to send appropriate high school students to UCAT campuses for technical education programs and also develop a "bridge scenario" to move from the former funding processes to a new solution that is not viewed as double-funding. While Superintendent Shumway's recommendation is not available at this time, UCAT administration, at the request of several legislators, has developed a UCAT recommendation for consideration.

FISCAL IMPACT

The legislative appropriations being recommended for FY 2012 (supplemental funding) and FY 2013 and beyond are approximately the same amount (slightly less) as was acted on by the 2011 Legislature.

RECOMMENDATIONS

UCAT Administration recommends the Board hold a discussion regarding Superintendent Shumway's proposal as well as the UCAT proposal and determine to support one or the other, or to direct that another proposed solution be sought for approval by the Executive Committee prior to the beginning of the 2012 General Legislative Session.

Attachments:

UCAT – Public and Charter School Partnership Fund: Enabling Student Futures. Student Choices document



UCAT – Public and Charter School Partnership Fund

During the 2011 General Legislative Session, it was determined to strike statutory language previously allowing school districts and charter schools to count average daily membership for the time students left their home high schools to attend courses at the eight campuses of the Utah College of Applied Technology (UCAT). Fearing dissolution of many longstanding partnerships between school districts, charter schools and the UCAT campuses, numerous meetings have occurred over the past year to identify a solution to continue those partnerships, permitting motivated high school students to continue having the option of attending UCAT programs. No solution has been identified and as of July 1, 2011 high school students attending UCAT programs are not being counted as part of their home school district's or charter school's average daily membership. Therefore, they do not generate weighted pupil unit funding for the districts or charter schools.

The Utah College of Applied Technology administration, Board of Trustees and eight boards of directors at each of the UCAT campuses have initiated several meetings with executive and legislative branch leadership, as well as with public education administrators to identify an acceptable solution to this difficult issue. In November, 2011 the Legislature's Public Education Appropriations Committee assigned State Superintendent of Public Instruction, Larry Shumway to formulate a recommendation for a new solution that would provide an incentive for districts to send appropriate high school students to UCAT campuses for technical education programs and also develop a "bridge scenario" to move from the former funding processes to a new solution that is not viewed as double-funding.

Superintendent Shumway's recommendation is not available at this time, however, UCAT administration, at the request of several legislators, has developed a UCAT recommendation for consideration and possible action by the Board of Trustees. The majority of this recommendation has been presented in concept to Superintendent Shumway and is presented below:

Cost of UCAT Instruction

During FY 2011 which concluded June 30, 2011 the Utah College of Applied Technology recorded 1,528,136 membership hours for 9,411 high school students from public school districts or charter schools who attended a UCAT campus. By statute these students are allowed to attend without incurring UCAT tuition charges (adult students in UCAT programs currently pay tuition of \$1.55 per membership hour). UCAT utilizes an appropriation from the Legislature, tuition from adult students and program-specific fees to cover the costs of instruction and operations/maintenance. During FY 2011 the state appropriation to UCAT totaled \$48,019,600 which was used to meet the needs of 41,492 adult and high school students. Dividing the appropriation by the total number of students indicates the average state expenditure per UCAT student was \$1,157 per student.

Cost of School District/Charter School Support for UCAT Students

School districts and charter schools do not currently provide any direct funding for the cost of instruction provided to high school students at a UCAT campus. The districts and charter schools do provide indirect funding support to these students in their own environments during the time they attend UCAT programs. Indirect costs to the districts and charter schools include continued enrollment

in all other programs and courses, counseling, attendance monitoring, extracurricular activities and other residual costs.

Approaching a Solution

The traditional solution of allowing school districts and charter schools to count UCAT high school students in their average daily membership has been used successfully for many years. At this time, however, it seems clear that a creative, updated solution is necessary to address the concerns expressed over the past several months. UCAT Administration with the assistance of the President's Cabinet believes this may be the time to consider a new model that will encourage and incentivize school districts and charter schools to continue sending their students to UCAT programs. The UCAT recommendation would allow for a portion of a newly-created "Partnership Fund" to be used to address direct program costs at the UCAT campus level while also allowing a portion of that Fund to address indirect costs at the school districts and charter schools during the time their students are attending programs at UCAT.

This UCAT recommendation uses the current adult tuition rate (\$1.55/hour) as a *base metric* for determining the amount of the Partnership Fund that would be distributed. Essentially, for each hour a high school student attends at UCAT program during the regular high school year, the UCAT campus would receive \$1.55 and the student's school district or charter school would also receive \$1.55. The total cost of the proposed Partnership Fund, using FY 2011 statistics, would be 1,528,136 X \$1.55 X 2 for a total of \$4,737,222 (or \$262,778 less than the \$5,000,000 amount that was transferred from the former traditional funding process).

The following three specific examples indicate how the Partnership Fund would work:

John, a senior at West Lake High School completes the 135-hour Emergency Medical Technician program at Mountainland Applied Technology College, earning his EMT Certificate. MATC will receive \$209.25 from the Partnership Fund (135 hours X \$1.55/hour tuition) and Alpine School District will also receive \$209.25 from the Fund.

	MATC	Alpine School District	
	<u>Hours</u>	<u>Funding</u>	<u>Funding</u>
FY 2012	135	\$209.25	\$209.25

Alicia, a senior at Layton High School completes 360 hours of the 485-hour Motor Sports Technician program at Davis Applied Technology College. DATC will receive \$558.00 from the Partnership Fund (360 hours X \$1.55/hour tuition) and Davis School District will also receive \$558.00 from the Fund. After high school graduation in May, Alicia completes the remaining 125 hours of the program and receives her Motor Sports Technician Certificate. Since she is now an adult student, she is expected to pay the remaining \$193.75 tuition.

	DATC	Davis School District	
	<u>Hours</u>	<u>Funding</u>	<u>Funding</u>
FY 2012	360	\$558.00	\$558.00

David, a junior at Union High School in Roosevelt, completes 360 hours of the 990-hour Welding Program at Uintah Basin Applied Technology College during the regular school year. UBATC will receive \$558 from the Partnership Fund (360 hours X \$1.55/hour tuition) and Duchesne School District will also receive \$558 from the fund. During the last week of May and all of June, David continues to attend the UBATC Welding Program and completes an additional 120 hours of the program. UBATC receives an additional \$186 (120 X \$1.55/hour tuition) from the Partnership Fund. Duchesne School District does not receive additional funds because these hours were earned outside of the regular school year. During July and the first two weeks in August, David earns an additional 150 hours and UBATC receives an additional \$247.50 (120 hours \$1.65/hour tuition) from the Partnership Fund. During David's senior year at Union High School, David completes the remaining 360 hours of the Welding program. UBATC receives an additional \$594 (360 hours X \$1.65/hour tuition) from the Fund and Duchesne School District also receives \$594 from the fund.

	UBATC	Duchesne School District	
	<u>Hours</u>	<u>Funding</u>	<u>Funding</u>
FY 2012	360	\$558.00	\$558.00
	120	\$186.00	\$0.00
FY 2013	150	\$247.50	\$0.00
	360	\$594.00	\$594.00

Proposed “Bridge” Funding

In FY 2014 and beyond, it is proposed that the Legislature appropriate ongoing funding to the Partnership Fund in the amount of \$4,987,500 (1,425,000 projected membership hours X \$1.75/hour X 2) with 50% being allocated to public education for distribution to school districts and charter schools

and 50% being allocated to UCAT campuses according to high school student membership hours provided.

To mitigate the immediate effects of this change, it is proposed that the 2012 Legislature appropriate supplemental funding to an FY 2012 Partnership Fund in the amount of \$4,737,222 ($1,528,136 \times \1.55×2 *see above*) with 100% for allocation to school districts and charter schools using traditional processes. In FY 2013 it is proposed that the Legislature appropriate ongoing funding to the FY 2013 Partnership Fund in the amount of \$4,950,000 ($1,500,000$ projected membership hours $\times \$1.65/\text{hour} \times 2$) with 75% for allocation to public education for distribution to school districts and charter schools and 25% for allocation to UCAT campuses according to high school student membership hours provided.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

11 January 2012

ITEM: II.D

TOPIC: Approval of UBATC Non-State Funded Project Operations and Maintenance

BACKGROUND

On September 22, 2011, the Board of Trustees authorized UBATC to proceed with its Non-State funded PET building. Initially there was no request for operation and maintenance (O&M) costs, but after discussions with the Division of Construction and Facilities Management (DFCM), President Walker was been advised to seek possible O&M funding through the Infrastructure and General Government Appropriations Subcommittee. DFCM has asserted that this request will be viewed as separate from our approved budget request which will be presented to the Higher Education Appropriations Subcommittee.

FISCAL IMPACT

+\$30,000 ongoing to UBATC

RECOMMENDATIONS

UCAT administration recommends the Board authorize UBATC to seek O&M funding for its PET building through the General Government Appropriations Subcommittee.

Attachments:

None



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

11 January 2012

ITEM: II.E

TOPIC: BATC/UDOT Property Improvements

BACKGROUND

The Utah Department of Transportation (UDOT) is making road improvements immediately adjacent to BATC's West Campus Building. As part of that project, UDOT has approached BATC to purchase a utility easement from BATC. The easement has been valued by two independent appraisals at \$56,000. In lieu of cash compensation, BATC has negotiated with UDOT to install a sidewalk the length of the West Campus on both roads. The project is on the corner of 1400 North and 1000 West in Logan.

The appraisals for the easement and the construction cost for the sidewalk are within \$80.75 of each other. The easement purchase is valued at \$56,000 and the cost for installing the sidewalk as part of the project is \$55,919.25, so BATC will receive \$80.75 in addition to the sidewalk.

FISCAL IMPACT

Property improvements +\$80.75 to BATC

RECOMMENDATIONS

UCAT administration recommends the Board of Trustees authorize BATC to proceed with the transaction with UDOT

Attachments:

Right of Way Contract
Site Plan





Utah Department of Transportation

Right of Way Contract

Easement

Project No: S-0252(7)0 Parcel No.(s): 166:2E, 166:3E, 166:P

Job/Proj / Auth No: 71288

Pin No: 9413

Project Location: State Route: SR-252 from: .00 to: 6.77 for: 6.77

County of Property: CACHE Tax ID / Sidwell No: 04-078-0016

Property Address: Approx. 1000 West 1405 N LOGAN UT, 84321

Owner / Grantor (s): Bridgerland Applied Technology College

Owner's Address: 1301 N 600 W, Logan, UT, 84321

Primary Phone: (435)760-1805

Owner's Home Phone:

Owner's Work Phone: (435)760-1805

IN CONSIDERATION of the foregoing and other considerations hereinafter set forth, it is mutually agreed by the parties as follows:

The Grantor hereby agrees to convey and sell by Perpetual Easement a parcel(s) of land known as parcel number(s) 166:2E, 166:3E, 166:P for transportation purposes. This contract is to be returned to: Jolene Ottley, Right of Way Agent c/o Utah Department of Transportation, Right of Way Division, 4501 South 2700 West, Box 148420, Salt Lake City, Utah 84114-8420.

1. Grantor agrees to transfer the property free of all debris and any hazardous materials (including paint or other household products.)
2. Grantor shall leave the property in the same condition as it was when this contract was signed. No work, improvements or alteration will be done to the property other than what is provided for in this agreement. Grantor agrees to maintain the property until the Department takes possession.
3. The Department shall pay in full to the Grantor for the real property in the deed or easement referenced above.
4. Grantor shall indemnify and hold harmless Grantee from and against any and all claims, demands and actions, including costs, from lien holders or lessees of the property.
5. Upon execution of this contract by the parties, Grantor grants UDOT, its contractors, permittees, and assigns, including but not limited to, utilities and their contractors, the right to immediately occupy and commence construction or other necessary activity on the property acquired for the state transportation project.

Additional

6. UDOT's contractor will protect in place the under ground fiber optic line at approx. 1411+00.
7. Grantor has requested that the approved just compensation be applied to sidewalk, curb and gutter along 1400 North and 1000 West. The sidewalk, curb and gutter will be put in by the project. A bid was obtained and the project can put the sidewalk, curb and gutter along both streets with the exception of approx. 750 ft. on the north property line on 1000 W. See Exhibit "A" - area indicated by the red box.
8. An estimate in the amount of \$55,919.25 was obtained from the projects engineers for the sidewalk, curb and gutter. (Exhibit "B") The total approved appraisal amount is \$56,000.

\$56,000.00

-\$55,919.25

\$ 80.75 Net due property owner.

Total Selling Price \$56,000.00

D:\N\Utah\Projects\Active 2010\X10210.00 - SR-252 Phase II\X10210.00 - SR-252 Phase II\Drawings\Exhibit\9413.1400 N EXHIBIT.dgn 27-OCT-2011



PROJECT		SR-252; 1000 WEST		UTAH DEPARTMENT OF TRANSPORTATION ROADWAY DESIGN						REVISIONS			
PROJECT NUMBER		LOGAN, CACHE COUNTY Phase II								APPROVED			
		S-0252(7)0		PIN 9413						QC CHECKED BY JJ			
		1400 NORTH EXHIBIT						PROFESSIONAL ENGINEER		DATE		NO. DATE APPROVED BY REMARKS	

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

11 January 2012

ITEM: III.A

TOPIC: Update - UCAT Administration & Training Facility Thanksgiving Point

BACKGROUND

The UCAT Administration and Training Facility project went out for bid in late September, 2011. A summary of the bids received are as follows:

\$1,347,800	Interwest Construction Company	\$1,348,400	Hughes Construction
\$1,381,400	Broderick and Henderson Construction	\$1,384,800	Ascent Construction
\$1,425,000	Culp Construction	\$1,430,300	Paulsen Construction LLC
\$1,459,700	Garff Construction	\$1,567,679	Chad Husband Construction Inc.

With a budget of \$1.2M excluding property and architectural costs, the eight bids received were sufficiently over budget and the project underwent a value engineering process to bring down costs. At the conclusion of that process it was determined to downsize the project and rebid.

The revised base building will be 5,073 square feet with an alternate design of an additional 413 square feet (total 5,483). Through creative redesign, the architect has been able to maintain all twelve offices/workstations and modify the board room/conference area into a smaller, but ample space. The structure has also been changed from an all metal structure to a combination wood/metal structure and total parking area has been reduced. A copy of the latest floor plan is attached. DFCM is conducting a rebid of the project during the month of January. Provided an affordable bid is received, the new projected start date is March 1, 2012 and projected completion date is October 2012.

FISCAL IMPACT

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.

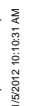
RECOMMENDATIONS

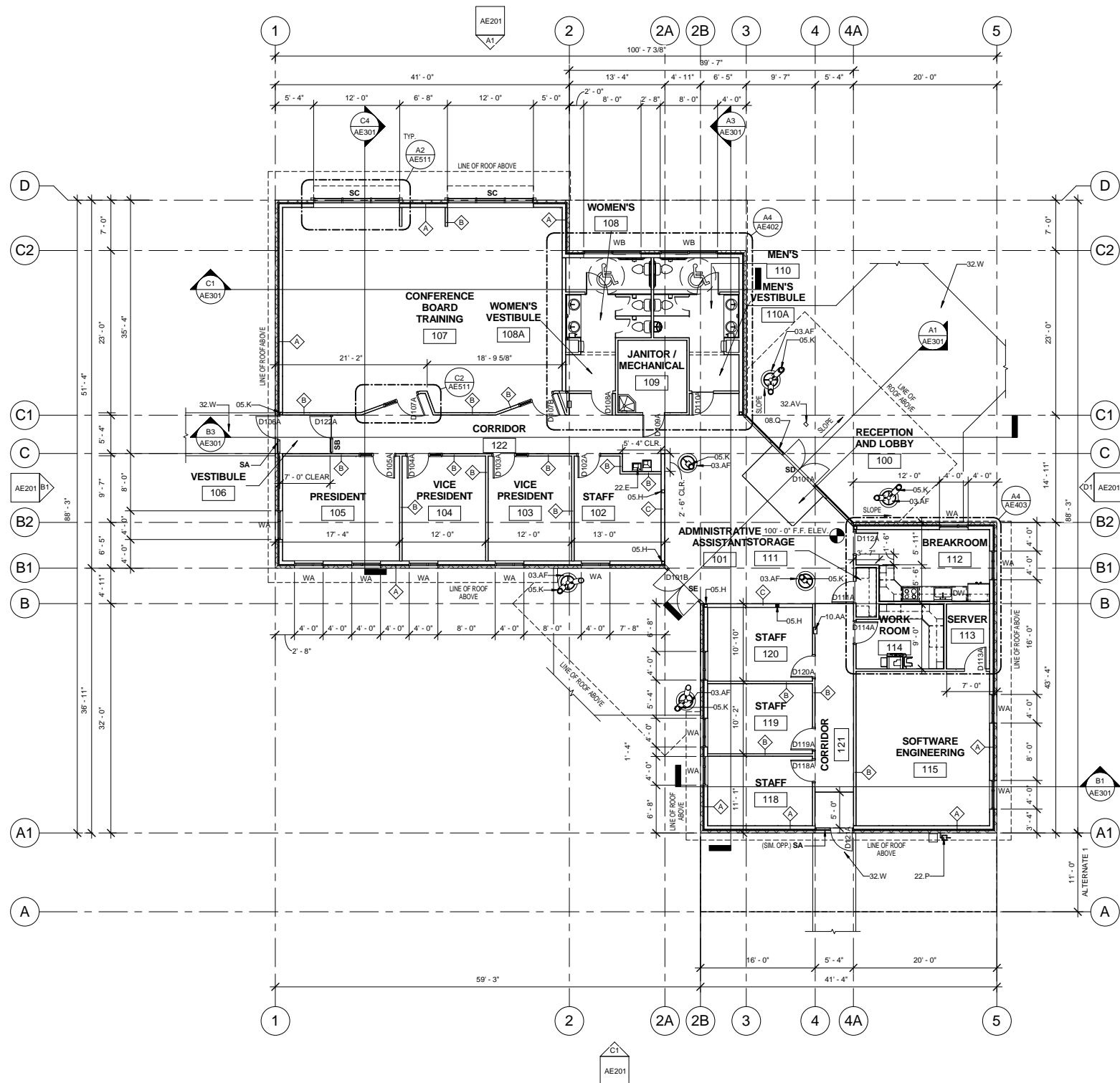
Information Only

Attachments:

- Site Plan
- Floor Plan
- Perspective

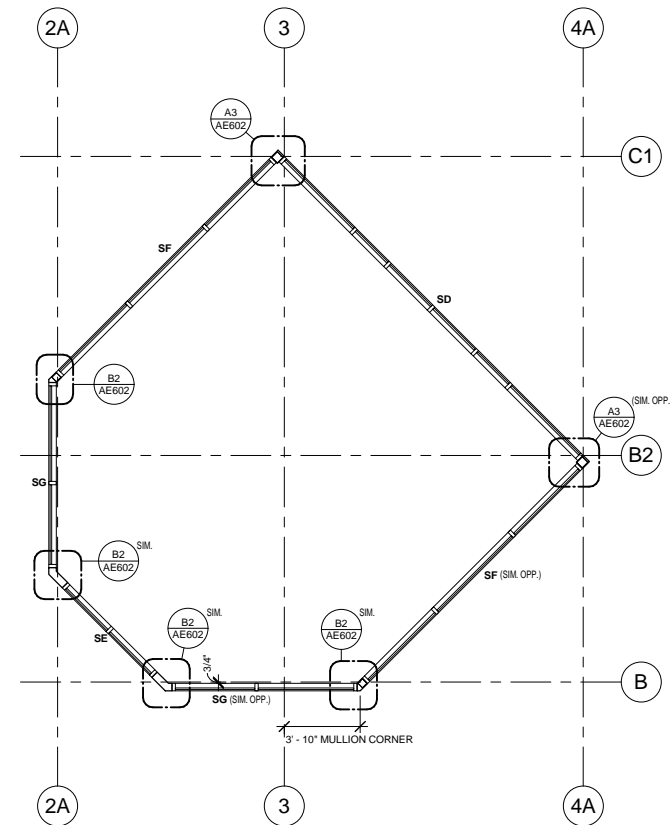






A1 | FLOOR PLAN

AE101 RE: AE201 SCALE: 1/8" = 1'-0"



A4 | CLERESTORY PLAN

AE101 RE: AE201 SCALE: 1/4" = 1'-0"

GENERAL NOTES	
1.	FIELD VERIFY ALL CONDITIONS PRIOR TO THE COMMENCEMENT OF WORK. COORDINATE DISCREPANCIES WITH ARCHITECT.
2.	DO NOT SCALE DRAWINGS.
3.	SEE CIVIL, STRUCTURAL, MECHANICAL AND ELECTRICAL DRAWINGS FOR MORE INFORMATION
4.	PROVIDE BACKING BEHIND ALL SURFACE MOUNTED EQUIPMENT AND/OR FIXTURES PER DETAIL B2/AE401
5.	SEE SHEET AE515 FOR WALL TYPES
6.	SEE SHEET AE602 FOR WINDOW FRAME TYPES
7.	SEE SHEET AE601 FOR DOOR & DOOR FRAME TYPES
8.	SEE STRUCTURAL DRAWINGS FOR CONSTRUCTION/CONTROL JOINTS LOCATIONS IN CONCRETE SLAB
9.	ALL DIMENSIONS ARE TO FACE OF WALL UNLESS NOTED OTHERWISE
10.	STRUCTURAL FRAMING SHOWN ON PLANS ARE SCHEMATIC ONLY. SEE STRUCTURAL FOR ACTUAL SIZE
KEYNOTE LEGEND	
03.AF	CONCRETE FOOTING RE: STRUCTURAL
05.H	STEEL TUBE RE: STRUCTURAL
05.K	STEEL COLUMN RE: STRUCTURAL
08.Q	ALUM. STOREFRONT SYSTEM
10.AA	FIRE EXTINGUISHER
22.E	DRINKING FOUNTAIN RE: PLUMBING
22.P	GAS METER RE: PLUMBING
23.E	MECH. UNIT RE: MECHANICAL
26.F	DISCONNECT RE: ELECTRICAL
26.G	LIGHTING & APPLIANCE PANELBOARD
32.AV	BOLLARD PEDESTAL WITH CARD READER AND ADA PUSH BUTTON
32.W	4" CONCRETE WALK W/ BROOM FINISH

CLIENT



UCAT
UCAT ADMINISTRATION & TRAINING FACILITY
2801 N. ASHTON BLVD
LEHI UT 84043

DESIGNER



ARCHIPLEX
GROUP
architecture • planning • design services
255 Grosvenor Square
Salt Lake City, UT 84115
P:(801) 961-7070
F:(801) 961-7373

CONSULTANTS

PROFESSIONAL SEAL



RALPH M. STANISLAV
95-310818-0301
01-09-12

ISSUE

MARK	DATE	DESCRIPTION

DFCM PROJECT NO: 11268220

DFCM CONTRACT NO: 127024

ARCHIPLEX PROJECT NO: 1109.02

DRAWN BY: F.P.

CHECKED BY:

SCALE: As indicated

DATE: 01-09-12

SHEET TITLE

FLOOR PLAN

AE101



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

11 January 2012

ITEM: III.B

TOPIC: 2011 COE Reports (Completion, Placement, and Licensure)

BACKGROUND

The Council on Occupational Education (COE), which provides institutional accreditation for the eight UCAT applied technology campuses, requires each campus to provide an annual report in December of each year indicating compliance with accreditation guidelines and performance on certain indicators during the fiscal year. The COE report places particular emphasis on completion, placement, and licensure rates for post-secondary students in certificate programs.

The campuses have submitted their 2011 COE annual reports. A historical summary of the reported completion, placement and licensure averages since 2007 is attached for review and discussion by the Board.

FISCAL IMPACT

none

RECOMMENDATIONS

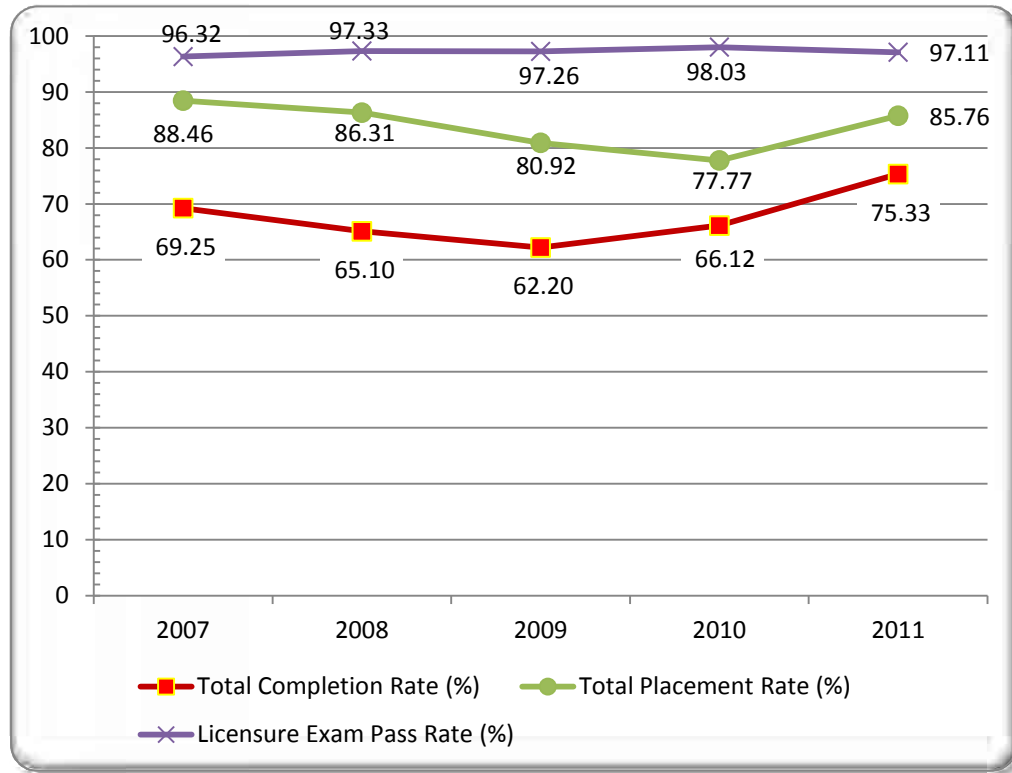
Information/discussion only.

Attachment: Completion, Placement, and Licensure Rates (Graph)

COE ANNUAL REPORTS - UCAT CAMPUSES

Annual Comparisons (Postsecondary 2007-2011)

Completion, Placement, and Licensure Rates



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

**UCAT BOARD OF TRUSTEES
11 January 2012**

ITEM: III.C

TOPIC: Enrollment Trends

BACKGROUND

Although budget cuts and stretched campus capacity contributed to a leveled-off and slightly decreased enrollment in the most recent year, the amount of training provided by UCAT campuses in the last five years increased 1.3 million membership hours (27.4%) – roughly equivalent to the size of one of the largest campuses, and more than the size of the four smallest campuses combined. The Board will review and consider reports of historical trends, along with preliminary campus reports of midyear enrollment for this year.

FISCAL IMPACT

none

RECOMMENDATIONS

Information/discussion only.

Attachments: UCAT Membership Hour History 2007-2011
UCAT Student Headcount History 2007-2011
(hand-carried)- UCAT Year-to-Date Campus Enrollment Report - December 31, 2011



Membership Hour History

		FY 07	FY 08	FY 09	FY 10	FY 11	FY 10 to FY 11 Growth	
BATC	Secondary	306,072	328,019	308,027	295,861	269,475	(26,386)	-8.92%
	Post Secondary	671,034	687,035	836,051	955,912	876,467	(79,445)	-8.31%
	TOTAL	977,106	1,015,054	1,144,078	1,251,773	1,145,942	(105,831)	-8.45%
DATC	Secondary	328,789	282,010	274,572	322,329	263,040	(59,289)	-18.39%
	Post Secondary	797,062	805,080	995,020	1,302,707	1,445,298	142,591	10.95%
	TOTAL	1,125,851	1,087,090	1,269,592	1,625,036	1,708,338	83,302	5.13%
DXATC	Secondary	94,708	97,501	88,137	66,844	49,489	(17,355)	-25.96%
	Post Secondary	99,592	108,692	159,895	212,623	222,336	9,713	4.57%
	TOTAL	194,300	206,193	248,032	279,467	271,825	(7,642)	-2.73%
MATC	Secondary	433,843	468,550	477,456	347,806	345,932	(1,874)	-0.54%
	Post Secondary	255,850	317,517	358,635	441,467	497,668	56,201	12.73%
	TOTAL	689,693	786,067	836,091	789,273	843,600	54,327	6.88%
OWATC	Secondary	326,664	304,724	329,901	253,378	237,415	(15,963)	-6.30%
	Post Secondary	831,461	877,975	1,094,682	1,214,410	1,019,162	(195,248)	-16.08%
	TOTAL	1,158,125	1,182,700	1,424,583	1,467,788	1,256,577	(211,211)	-14.39%
SWATC	Secondary	146,743	121,527	127,689	89,293	94,121	4,828	5.41%
	Post Secondary	122,301	209,877	168,228	184,081	202,904	18,823	10.23%
	TOTAL	269,044	331,404	295,917	273,374	297,025	23,651	8.65%
TATC ¹	Secondary	n/a	n/a	5,667	10,759	3,627	(7,132)	-66.29%
	Post Secondary	n/a	n/a	20,613	77,241	70,270	(6,971)	-9.02%
	TOTAL	n/a	n/a	26,280	88,000	73,897	(14,103)	-16.03%
UBATC	Secondary	280,002	260,227	279,152	291,573	265,037	(26,536)	-9.10%
	Post Secondary	247,717	250,090	265,142	354,354	379,615	25,261	7.13%
	TOTAL	527,719	510,317	544,294	645,927	644,652	(1,275)	-0.20%
UCAT ¹ TOTALS	Secondary	1,916,821	1,862,558	1,890,601	1,677,843	1,528,136	(149,707)	-8.92%
	Post Secondary	3,025,017	3,256,266	3,898,266	4,742,795	4,713,720	(29,075)	-0.61%
	TOTAL	4,941,838	5,118,824	5,788,867	6,420,638	6,241,856	(178,782)	-2.78%

Notes: 1. TATC was established July 1, 2009. FY 09 totals reflect SLTATC students with Tooele County zip codes.

Student Headcount History



		FY 07	FY 08	FY 09	FY 10	FY 11	FY 10 to FY 11 Growth	
BATC	Secondary	1,950	2,114	1,976	1,988	1,957	(31)	-1.56%
	Post Secondary	5,019	4,998	5,746	5,537	5,151	(386)	-6.97%
	TOTAL	6,969	7,112	7,722	7,525	7,108	(417)	-5.54%
DATC	Secondary	1,929	1,958	1,703	1,990	1,661	(329)	-16.53%
	Post Secondary	4,089	5,204	5,774	6,647	6,661	14	0.21%
	TOTAL	6,018	7,162	7,477	8,637	8,322	(315)	-3.65%
DXATC	Secondary	591	655	786	473	522	49	10.36%
	Post Secondary	1,526	2,557	4,275	5,368	6,017	649	12.09%
	TOTAL	2,117	3,212	5,061	5,841	6,539	698	11.95%
MATC	Secondary	1,813	1,867	1,868	1,326	1,284	(42)	-3.17%
	Post Secondary	3,371	4,413	3,984	4,127	3,449	(678)	-16.43%
	TOTAL	5,184	6,280	5,852	5,453	4,733	(720)	-13.20%
OWATC	Secondary	2,289	2,252	2,178	1,514	1,360	(154)	-10.17%
	Post Secondary	6,307	6,772	6,112	4,455	4,232	(223)	-5.01%
	TOTAL	8,596	9,024	8,290	5,969	5,592	(377)	-6.32%
SWATC	Secondary	1,171	1,079	967	763	1,048	285	37.35%
	Post Secondary	684	1,389	962	1,796	945	(851)	-47.38%
	TOTAL	1,855	2,468	1,929	2,559	1,993	(566)	-22.12%
TATC ¹	Secondary	n/a	n/a	58	59	26	(33)	-55.93%
	Post Secondary	n/a	n/a	137	335	424	89	26.57%
	TOTAL	n/a	n/a	195	394	450	56	14.21%
UBATC	Secondary	1,654	1,488	1,591	1,604	1,553	(51)	-3.18%
	Post Secondary	3,316	3,574	4,127	4,542	5,202	660	14.53%
	TOTAL	4,970	5,062	5,718	6,146	6,755	609	9.91%
UCAT TOTALS	Secondary	11,397	11,413	11,127	9,717	9,411	(306)	-3.15%
	Post Secondary	24,312	28,907	31,117	32,807	32,081	(726)	-2.21%
	TOTAL	35,709	40,320	42,244	42,524	41,492	(1,032)	-2.43%

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

11 January 2012

ITEM: III.D

TOPIC: UCAT Marketing Report

BACKGROUND

Utah statute calls for the UCAT president, in conjunction with the board of trustees, to “develop and implement a plan to inform the citizens about the availability, cost, and advantages of career and technical education.”

The UCAT Marketing Committee, consisting of a representative from each campus and the Office of the UCAT President, has developed and begun implementation of a plan to inform Utahns about UCAT programs and campuses, consisting of the UCAT website, internet advertisements, television commercials, text messaging, and outdoor advertising. The coordinated effort is funded by a combination of UCAT President's Office budget (“System Initiatives”), campus contributions to a cooperative marketing budget, and individual campus marketing efforts.

Examples of current messages will be presented to the Board.

FISCAL IMPACT

None.

RECOMMENDATIONS

Discussion only.

Attachments:

None



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

11 January 2012

ITEM: III.E

TOPIC: Governor Herbert's 2013 Budget Recommendations

BACKGROUND

Governor Gary Herbert announced his FY 2013 Utah Budget proposal on December 12, 2011 at Bountiful High School. The Governor's budget recommends an amount of \$1,250,000 in new funding to UCAT under the title of Performance Funding. The Governor's budget also includes intent language for use of the new funds as follows:

"UCAT - Distribution of Performance Based Funding is prioritized to areas that have programs with waiting lists, yearly growth, and demonstrates high level of certificate attainment and demand from industry."

Should the Governor's recommendations be adopted by the Legislature, a hybrid approach for funding distribution would need to be developed. It is not clear whether that approach and distribution would be accomplished by the Legislature, or if the Board of Trustees would have final approval responsibility.

The Governor's budget also specifies an amount of \$649,000 that is indicated as "Maintenance funding shift". Jim Grover, our fiscal analyst at the Governor's Office of Planning and Budget indicates that this is \$569,000 for O&M funding of the new Tooele campus and \$80,000 for O&M funding for the DATC Freeport Center campus.

The Governor's budget recommends a 1% cost of living increase for state employees and public education. It does not recommend a cost of living increase for higher education or UCAT.

FISCAL IMPACT

Approval of Governor Herbert

RECOMMENDATIONS

Information Only

Attachments:

None



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

11 January 2012

ITEM: III.F

TOPIC: Legislative Session Preparation

BACKGROUND

As the 2012 General Legislative Session begins, the UCAT Budget request approved last September is attached for discussion and planning.

RECOMMENDATIONS

Information Only

Attachments:

UCAT FY 2013 Budget Request



Utah College of Applied Technology

10/18/11

Operating Budget Request Summary (Tax Funds Only)

FY 2012-13

ESTIMATED FY 2011-12 STATE TAX FUNDS ADJUSTED BASE BUDGET

\$47,895,800

ONGOING BUDGET PRIORITIES

Compensation plus \$

10,760,000

1. Compensation		500,000
A. Base Compensation/COLA Package (equal to other State Agencies)	TBD	
B. Merit based compensation increase/Retention of key faculty & staff	500,000	
2. System-wide initiatives		1,860,000
A. Post Secondary Certificate Acceleration Initiative	1,000,000	
B. Northstar SIS Development and Support	110,000	
C. Custom Fit Expansion	500,000	
D. UCAT Scholarship Fund	250,000	
3. Campus Development/Jobs Now funding		8,400,000
A. Expand current program capacity and addition of new programs	7,306,000	
B. Bolster campus infrastructure	1,094,000	

ONE-TIME INCREASES

800,000

1. Equipment Funds	800,000
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SUPPLEMENTAL INCREASES

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The UCAT Board of Trustees has opted not to bring forth a supplemental request for FY 2012

REQUEST SUMMARY

<u>Ongoing Budget Priorities</u>	Compensation plus	10,760,000
<u>One-time Increases</u>		800,000
<u>Supplemental Increases</u>		-