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

April 18, 2012 – 11:00 a.m. to 3:00 p.m.  
Mountainland Applied Technology College  
2301 W. Ashton Blvd.  
Lehi, Utah 84043

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**I. Introduction**

- A. Call to Order – Chair Bingham.....
- B. Approval of Agenda – Chair Bingham.....
- C. Approval of 11 January 2012 Minutes – Chair Bingham.....A
- D. Executive Committee Report – Chair Bingham.....B
- E. Oath of Office for Michael E. Jensen, Kendall Willardson – Barbara Miner, Notary Public.....C

**II. Action Items**

- A. Existing Policy Revision – 202 (Custom Fit Training) – Pres. Brems/Director White.....D
- B. Resolution DXATC Campus President Rich VanAusdal –Pres. Brems.....E
- C. Approval DATC Freeport Lease– VP Brinkerhoff/Pres. Bouwhuis.....F
- D. UCAT FY 2013 Tuition Rate – Pres. Brems/VP Brinkerhoff.....G
- E. Differential Tuition Rates – VP Brinkerhoff.....H

**III. Information Items**

- A. 2012 Legislative Session Review – Pres. Brems .....I
- B. Open Meetings Training – Assistant Attorney General Richards.....J
- C. UCAT Presidents Office Budget Report - VP Brinkerhoff .....K
- D. Internal Audit Report – Audit Committee Chair Roberts .....L
- E. Transfer Records to Campuses – VP Haines.....M
- F. DXATC Campus President Selection Process – Pres. Brems.....N
- G. Nominating Committee Chair/Vice Chair – Chair Bingham .....O
- H. UCAT Role in Governor Herbert's Vision 2020 Goal – Pres. Brems.....P

**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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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

18 April 2012

ITEM: I.C

TOPIC: Approval of 11 January 2012 Minutes

#### BACKGROUND

The Board of Trustees held a regular meeting on 11 January 2012 at Utah College of Applied Technology. 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 11 January 2012 Board of Trustees minutes.

Attachments:

Minutes for 11 January 2012 Board of Trustees Meeting



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

DATE: 11 January 2012

TIME: 10:00 AM – 1:00 PM

LOCATION: Utah College of Applied Technology

4501 S. 2700 W. Bldg. 3

Salt Lake City, UT 84114

(Anchor location for electronic access)

**MINUTES**

(Awaiting formal approval-subject to change)

Board of Trustees Present

Tom Bingham, Chair – TATC Board of Directors

Michael Madsen, Vice Chair – BATC

Ron Larsen – DXATC Board of Directors\*

Steve Moore – OWATC Board of Directors

Jim Evans – MATC, Board of Directors

Don Roberts – SWATC Board of Directors

Mark Dennis- UBATC Board of Directors

Jim Olsen – Business-Industry Governor's Appointee

David Crandall – State Board of Education Representative

Dale Cox – Union Apprenticeship Representative

Brad Tanner – Non-Union Apprenticeship Representative

Carl Albrecht – Snow Career and Technical Education

Mike McCandless – USU-CEU Career and Technical Education\*

Stanley Parrish –SLCC School of Applied Technology

Excused

Katharine Garff – State Board of Regents Representative

Spencer Eccles – Governor's Office of Economic Development

William Prows – DATC Board of Directors

William Sederburg – Commissioner of Higher Education

UCAT Administration

Robert Brems – President

Jared Haines – VP, Instruction and Student Services

Tyler Brinkerhoff – VP, Administrative Services

Kimberly Roberts – Executive Assistant to the President

Darrell White – Development Director

Others Present

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

\*Attended via electronic access

## **MINUTES OF MEETING**

UTAH COLLEGE OF APPLIED TECHNOLOGY  
Board of Trustees  
11 January 2012

### ***Introduction Items***

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

Meeting was called to order at 10:08 am

#### **I.B Approval of Agenda**

Motion to approve the agenda

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

#### **I.C Approval of 22 September 2011 Minutes**

Removed Douglas Holmes from attendance list and replaced with Steve Moore. Moved Carl Albrecht from present to excused.

Motion to approve the 22 September 2011 Minutes after recommended revisions: Jim Evans, Second: Michael Madsen; Voting: Unanimous

#### **I.D Executive Committee Report**

Chair Bingham informed the board the Executive Committee Meeting approved minutes of previous Committee meetings. In the meeting they also reviewed the Board of Trustees meeting agenda and discussed the weighted pupil unit to be discussed later in the meeting.

### ***Action Items***

#### **II.A New Policy Approvals**

New policies 103 (Authorization of Charter Schools by UCAT Campuses), 555 (Budgeting and Budget Control), 565 (Travel Authorization and Reimbursement) were presented and reviewed by the Board for possible approval.

**Policy 103** (Authorization of Charter Schools by UCAT Campuses) 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 was added to Section 5.1.1 and to Section 5.1.3. After a thorough discussion of this policy and its wording, it was recommended that this policy be approved as displayed.

Motion for approval of Policy 103: Carl Albrecht, Second: Jim Evans; Voting Unanimous

**Policy 555**(Budgeting and Budget Control) was introduced by Darrell White, who recommended adding the following underlined language:

#### **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 from which the expenditure is requested.

Motion to amend as recommended: Mike Madsen, Second: Steve Moore; Voting: Unanimous

Motion for approval of Policy 555 as amended: Brad Tanner, Second: Mark Dennis; Voting: Unanimous

**Policy 565:** an editing error was noted in which a section from another policy was included at the end of this policy. It was recommended that the second 3.5 section titled "Budget Controls" be removed.

Motion for approval of Policy 565 after recommended revisions: Jim Evans, Second: Don Roberts; Voting: Unanimous

## **II.B Approval of OWATC Roy Campus Lease**

Campus President Collette Mercier reported that OWATC Roy Campus has leased this building since 2004 with approximately 15,000 square feet. In 2007 OWATC decided to lease the rest of the building to bring in new programs. A part of the building was being used for instruction to charter school students. After the economy dropped, the charter school moved into Davis County and much of the space is no longer needed.

OWATC's current Roy Campus lease expires on June 20, 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. This will include leased space being reduced to 14,825 square feet, a new lease term for two years effective July 1, 2012, through June 30, 2014, with an option for a third year. Three percent escalation each year remains unchanged. Modifications and additions to section X. include indemnity of the lease, as per recommendations from State Attorney General's Office – Division of Risk Management. After discussion a recommendation was made to approve the OWATC Roy Campus lease and authorize President Mercier to execute the agreement.

Motion: Don Roberts, Second: Carl Albrecht; Voting: Unanimous

## **III.C Future Participation of High School Students in UCAT Programs**

President Brems reported that in 2011 the Legislature struck 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). 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.

UCAT administration, trustees, and 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 issue. State Superintendent of Public Instruction Larry Shumway is 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.

UCAT's model would provide for a Partnership Fund to help pay part of the cost secondary students incur when they come to UCAT campuses. The current adult tuition rate (\$1.55/hour) would be used 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 a 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).

After thorough discussion it was recommended the Board approve the recommendation conceptually to present to the Legislature and to Superintendent Shumway. Improvements may be made with the executive committee at a later date.

Motion to approve: Brad Tanner, Second: Steve Moore; Voting: Unanimous

#### **II.D Approval of UBATC Non-State Funded Project Operations and Maintenance**

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 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.

Motion to authorize UBATC to seek O&M funding for its PET building through the General Government Appropriations Subcommittee.: Don Roberts, Second: Mike Madsen; Voting: Unanimous

#### **II.E BATC/UDOT Property Improvements**

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.

Motion to authorize BATC to proceed with the transaction with UDOT: Jim Evans, Second: Dale Cox; Voting Unanimous

#### ***Information Items***

##### **DXATC President Retirement**

Chair Bingham had President Rich VanAusdal stand to inform the Board he submitted a letter of intent to retire June 20, 2011.

Trustee Stanley Parrish recommended staff draft a board resolution honoring President VanAusdal.

Motion: Stanley Parrish, Second: Mike Madsen; Voting: Unanimous

#### **III.A Update on UCAT Administration & Training Facility at Thanksgiving Point**

The UCAT Administration and Training Facility project went out for bid in late September, 2011. A summary of the bids was provided with the agenda:

With a budget of \$1.2M, excluding property and architectural costs, the eight bids received were significantly 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. 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.

### **III.B 2011 COE Reports (Completion, Placement, and Licensure)**

The Council of Occupational Education (COE), which provides institutional accreditation for the eight UCAT campuses, requires each campus to provide an annual report at the beginning of December of each year, indicating compliance with accreditation guidelines and performance on certain indicators during the fiscal year (60% Completion, 70% Placement and 70% Licensure). The COE report places particular emphasis on completion, placement, and licensure rates for post-secondary students in certificate programs. The overall UCAT rates for post-secondary students were 75.33 % Completion, 85.76 Placement and 97.11 Licensure.

### **III.C Enrollment Trends**

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. Headcount has declined a bit more than membership hours, probably because there have been more long term students than short term students.

### **III.D UCAT Marketing Report**

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.

### **III.E Governor Herbert’s 2013 Budget Recommendations**

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.

### **III.F Legislative Session Preparation**

As the 2012 General Legislative Session begins, the UCAT Budget request approved last September will be presented to the Higher Education Appropriations Subcommittee.

### **New Staff**

President Brems introduced Kimberly Roberts as our new Executive Assistant to the President.

### **Adjourn**

Stanley Parrish Motion to Adjourn  
Meeting adjourned at 12:51 PM



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 April 2012

ITEM: I.D

TOPIC: Executive Committee Report

#### BACKGROUND

The Executive Committee held a regular meeting on 11 January, 2012 at Utah College of Applied Technology in preparation for the Board Meeting. Minutes of the meetings will be distributed to the Board after they are approved by the Executive Committee in their April 18, 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

18 April 2012

ITEM: I.E

TOPIC: Oath of Office for Michael E. Jensen, Kendall Willardson

#### BACKGROUND

Upon appointment by the business and industry members of the Davis Applied Technology College (DATC) Board of Directors, the Utah College of Applied Technology welcomes Mr. Michael E. Jensen, CEO of Davis Hospital and Medical Center (IASIS) as the DATC Representative on the Board of Trustees, replacing Trustee Bill Prows. Also, upon appointment by the business and industry members of the Snow College Career and Technical Education Advisory Committee, the Utah College of Applied Technology welcomes Mr. Kendall, Laboratory Director of Sevier Valley Medical Center (IHC) as the Snow College Representative on the Board of Trustees, replacing Trustee Carl Albrecht.

Mr. Jensen and Mr. Willardson will be administered the oath of office by Ms. Barbara Miner, Notary Public

#### FISCAL IMPACT

None

#### RECOMMENDATIONS

None

Attachments:

Biographical information



## Davis Hospital and Medical Center, LP

### Michael Jensen, CEO

***Michael Jensen*** has served as Chief Executive Officer of Davis Hospital and Medical Center since December 2001. He received a Bachelor of Science Degree in Business Administration from Brigham Young University in 1989. He continued his education at the University of Iowa and obtained his M.B.A., as well as an M.A. in Hospital and Health Administration in 1992. Prior to becoming CEO of Davis Hospital, Mr. Jensen served as Chief Operating Officer of Palm Beach Gardens Medical Center, Tenet Health System, in Palm Beach, Florida. At the present time, Mr. Jensen is very active in several community service activities; i.e.:

- ❖ Board of Directors, Chair - Davis County School District Foundation:  
May 2004 to present
- ❖ Board of Directors, Chair - Davis Applied Technology College
- ❖ Advisory Board Chairman, Dumke College of Health Professions,  
Weber State University
- ❖ Advisory Board Member- WSU – Health Administration Program
- ❖ Board of Directors and Legislative Affairs Committee Member,  
Davis Chamber of Commerce
- ❖ Past Advisory Board - Children's Aid Society
- ❖ Utah Hospital Association - Chair of Political Action Committee
- ❖ Member – Utah Defense Alliance, Inc.
- ❖ Member of:
  - Charter Organization Representative, Explorer Post Adult Leader  
and Merit Badge Counselor, Boy Scouts of America.

**Kendall Willardson**  
**Laboratory Manager, Sevier Valley Medical Center**

Kendall Willardson has managed the laboratory at Sevier Valley Medical Center for the past 21 years, and has worked as a Clinical Laboratory Scientist since June of 1988. He graduated from Brigham Young University in 1988 with a Bachelor of Science Degree in Medical Technology. Is currently a member of Clinical Laboratory Management Association and American Society of Clinical Pathologists. Kendall has been elected as the Chair of the Snow College Career and Technical Education Advisory Committee. He has served on this committee, which was previously a UCAT board, for the last 12 years. Mr. Willardson has also served as a Sevier School District Board member, football and basketball coach, and in several positions in his church and the Richfield community.

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 April 2012

ITEM: II.A

TOPIC: Existing Policy Revision – 202(Custom Fit Training)  
Approval of New Custom Fit Logo  
New Custom Fit Advisory Committee Leadership

#### BACKGROUND

An update of Custom Fit Training Policy 202 is recommended to clarify the relationship between the UCAT and the ten Custom Fit regional hosting institutions allocated funding through the Office of the President. The procedure by which UCAT receives training data from the hosting institutions is being changed to a secure quarterly upload of company and student data as specified in the latest approved version of the UCAT Data Dictionary. Based on dialogue with Custom Fit Advisory Committee leadership and between UCAT and the Utah Department of Workforce Services, the current practice of collecting name and social security number or name and date of birth is being modified to collect first and last name and the last four digits of social security number. Data reporting will now be made directly from the regional hosting institutions to the Office of the UCAT President.

The Custom Fit Advisory Committee has also submitted a new Custom Fit logo design and is requesting Board approval to use it in place of the former logo.

UCAT Administration is also proposing a change in leadership of the Custom Fit Advisory Committee.

#### FISCAL IMPACT

None

#### RECOMMENDATIONS

UCAT Administration recommends that the Board of Trustees approve the suggested modifications to Policy 202, Custom Fit Training with the new data reporting requirements to take effect on July 1, 2012.

UCAT Administration recommends that Board of Trustees approve the new Custom Fit logo design as submitted by the Custom Fit Advisory Committee.

UCAT Administration recommends that the Board of Trustees express appreciation to current Custom Fit Advisory Committee Co-Chairs Kelle Stephens, DXATC and Dana Slaughter, OWATC for their years of dedicated service. It is also recommended that Sterling Peterson, BATC and Kristie McMullin, SWATC be appointed to replace Ms. Stephens and Ms. Slaughter as Custom Fit Advisory Committee Co-Chairs effective July 1, 2012.

#### Attachments:

Draft Custom Fit Policy 202 Revisions





Subject:	Custom Fit Training
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## 202.1 Purpose

Implement statewide Custom Fit guidelines

## 202.2 Approval

UCAT Board of Trustees: September 30, 2010; Revisions April 18, 2012 (pending)

### ~~202.11~~ 202.3 Glossary of Custom Fit Terms Definitions:

3.1 **Flow-through:** The disbursement of Custom Fit funds to a participating company without the active involvement of a Custom Fit administrator to plan the training and select the training providers.

3.2 **Internal training:** The use of a participating company's own employees to provide Custom Fit training.

### ~~202.3~~ 202.4 Custom Fit Mission

The mission of Custom Fit is to support economic and workforce development through training partnerships between Utah companies and the Utah College of Applied Technology (UCAT).

## 202.5 Custom Fit Regional Organization:

5.1 The state is divided into eleven Custom Fit regions: Bridgerland, Central, Davis, Dixie, Mountainland, Ogden-Weber, Salt Lake, Tooele, Southeast, Southwest, and Uintah Basin.

5.2 The regional hosting institutions for the ten Custom Fit regions allocated funding by the Utah College of Applied Technology are as follows: Bridgerland ATC for Bridgerland Region, Snow College for Central Region, Davis ATC for Davis Region, Dixie ATC for Dixie Region, Mountainland ATC for Mountainland Region, Ogden-Weber ATC for Ogden-Weber Region, Tooele ATC for Tooele Region, Utah State University - ~~College of Eastern Utah~~ for Southeast Region, Southwest ATC for Southwest Region, and Uintah Basin ATC for Uintah Basin Region. Salt Lake Community College is the regional hosting institution which serves the Salt Lake region through a legislative appropriation separate from the UCAT Custom Fit Program and, therefore, is not subject to this policy.

5.3 Each regional hosting institution will designate a primary administrator to represent the Custom Fit program and perform the duties established in this document. In addition, all other employees assigned to a Custom Fit program must also comply with the provisions of this policy.



Subject:	Custom Fit Training
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**202.6 Governance and Administration:**

The UCAT Board of Trustees is the governing authority for Custom Fit funds appropriated to the Utah College of Applied Technology. The President of UCAT will administer the Custom Fit program for the ten regions at the state level.

**202.7 Custom Fit Funds:**

- 7.1** Custom Fit funds are appropriated by the Legislature and are allocated by the UCAT Board of Trustees. Appropriated funds may be used for any legal and lawful purpose related to the mission of Custom Fit (subject to the provisions of this policy).
- 7.2** Companies participating in the Custom Fit program must provide a cash contribution of no less than 40% of the direct training costs. Exceptions may be considered on a case-by-case basis, and must be approved in writing by the president of the regional hosting institution. Legislative appropriations and company cash contributions shall be recorded only in the Custom Fit account(s) of the regional hosting institution. Custom Fit funds are to be considered restricted funds by the regional hosting institution, and should be used only for the Custom Fit program. A regional hosting institution may not charge indirect or overhead costs to the Custom Fit program.
- 7.3** Each Custom Fit administrator, for the ten regions allocated funding by UCAT, must follow the policies contained in UCAT Policy 202 (Custom Fit Training), as well as any applicable ~~the~~ policies and procedures of the regional hosting institution. Where procurement policies of the regional hosting institution exempt a Custom Fit program, purchases of goods and services will be made in accordance with state procurement code. In all cases, procurement processes must provide an appropriate level of rigor and competition.
- 7.4** Misuse of Custom Fit funds or violation of this policy will result in corrective action, which may include withholding regional allocations or eliminating regional hosting institutions. This section shall not be interpreted to restrict any legal remedies for misuse of public funds.

**202.8 Eligible Companies:**

Custom Fit funds should only be used to serve companies located in Utah. Not-for-profit companies/organizations are generally not eligible for Custom Fit training. Exceptions may be considered on a case-by-case basis, and must be approved in writing by the president of the regional hosting institution.

**202.9 Required Documentation:**

- 9.1** Prior to providing training to an eligible company, a Custom Fit administrator must fully document the anticipated cost of each proposed training event and the associated company cash contribution.



Subject:	Custom Fit Training
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9.2 The regional hosting institution is required to maintain Custom Fit documentation for seven years. This should include source documents for all financial transactions and event details for all training engagements. Training detail should include class names and class descriptions, instructor names, attendance report, and participant information (~~name and social security number or name and date of birth~~ first and last name, and last four digits of social security number).

#### 202.10 Custom Fit Training Delivery:

10.1 Custom Fit training is offered subject to the availability of funds. Each region will determine priorities based on regional needs and circumstances.

10.2 Flow-through agreements are not eligible for Custom Fit funding. Internal training agreements may be eligible for Custom Fit funding. However, Custom Fit funds may not be used to supplant or replace existing wages of a company employee who provides training. In these cases, Custom Fit will contract with a company employee to provide training outside the employee's regular work load. Custom Fit funds may not be used to provide operational software or equipment for a participating company.

10.3 The Custom Fit administrator should work closely with participating companies to select training providers that are acceptable to both parties. However, final selection of a provider will be made by the Custom Fit administrator.

#### 202.11 Custom Fit Reports:

11.1 Each Custom Fit administrator will submit an annual financial report (forms provided by UCAT Administration).

11.2 Each Custom Fit administrator will participate in the statewide Custom Fit database. Custom Fit training data will be tracked and reported only through the statewide database. Company and student data will be updated at least quarterly. Each Custom Fit region will submit a quarterly upload of company and student data securely to the Office of the UCAT President as specified in the latest approved version of the UCAT Data Dictionary.



## **CUSTOM FIT LOGO**

April 18, 2012

### ***CURRENT UCAT LOGOS:***



### ***CURRENT CUSTOM FIT LOGO:***



### ***PROPOSED CUSTOM FIT LOGO:***



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 April 2012

ITEM: II.B

TOPIC: Resolution Honoring DXATC Campus President Rich VanAusdal

#### BACKGROUND

In the January 11 Board of Trustees meeting, Rich VanAusdal announced his retirement as Campus President for the Dixie Applied Technology College, effective June 20, 2012. At the direction of the Board in that meeting, the UCAT President's Office staff has prepared a resolution of appreciation for the Board's consideration to be presented to President VanAusdal.

#### FISCAL IMPACT

N/A

#### RECOMMENDATIONS

UCAT Administration recommends that the Board of Trustees approve the resolution honoring Campus President VanAusdal and present it to him.

Attachments:

Resolution Honoring DXATC Campus President Rich VanAusdal



## **Resolution Honoring Rich VanAusdal**

**Whereas**, Rich VanAusdal has announced his retirement as President of the Dixie Applied Technology College effective June 1, 2012; and

**Whereas**, President VanAusdal has served as president of DXATC for ten (10) years; and

**Whereas**, During his tenure as the first DXATC Campus President, he was instrumental in establishing and developing DXATC into an outstanding technology college campus within the Utah College of Applied Technology; and

**Whereas**, He has provided leadership in creating hundreds of business and industry partnerships; and

**Whereas**, DXATC, in ten short years has developed six major COE accredited programs and hundreds of specialty classes to serve the citizens of their region, and

**Whereas**, In cooperation with Dixie College, DXATC has moved aggressively to provide opportunity for students to earn associate degrees with the first two awarded in May, 2011, and

**Whereas**, Under his leadership, DXATC was awarded a \$2,166,281 DOL grant to establish a very successful and popular Manufacturing U program; and

**Whereas**, President VanAusdal has been a dedicated and loyal leader performing his duties as president of DXATC in a professional and exemplary manner which has brought honor and recognition to the campus; and

**Whereas**, President VanAusdal has provided outstanding service as a teacher, and administrator in both public and higher education in Utah for a total of forty (40) years; and

**Whereas**, President VanAusdal is highly respected and admired by students, staff and the DXATC community as well as education colleagues and leaders throughout Utah and the United States.

**Now, Therefore, Be It Resolved** by the Utah College of Applied Technology Board of Trustees:

1. That President VanAusdal is hereby recognized and commended by The UCAT Board of Trustees for his outstanding service to the students, staff and community of DXATC which he served; and
2. That best wishes for a long, enjoyable and rewarding retirement are extended to President VanAusdal; and
3. That a framed copy of this resolution be presented to him as acknowledgement of and appreciation for his many years of outstanding service.

**ADOPTED**\_\_\_\_\_

**SIGNED**\_\_\_\_\_

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 April 2012

ITEM: II.C

TOPIC: Approval DATC Freeport Lease

#### BACKGROUND

The Division of Construction and Management (DFCM) is in the process of requesting ownership of the D-5 Warehouse located in Clearfield City Utah to the Davis Applied Technology College (DATC). The U.S. General Services Administration (GSA) granted ownership to the DFCM in May 20, 2010; however, the current deed requires that new ownership receives authorization by GSA authority. This process could take 12 months or more since it is also impacted by National Historic Preservation Terms. This lease will allow the DATC to operate and improve the 120,000 SQ' warehouse for future programs until the deed has been transferred to the DATC.

#### FISCAL IMPACT

Five year term - \$10.00 per year.

#### RECOMMENDATIONS

UCAT administration recommends the Board of Trustees approve the DATC Freeport lease.

Attachments:

DATC Freeport Lease Agreement



**STATE OF UTAH  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT**

**LEASE AGREEMENT  
Contract No. \_\_\_\_\_**

**THIS LEASE AGREEMENT** is made and entered into by and between the **STATE OF UTAH, DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT** hereinafter called "LANDLORD," whose principal place of business is 4110 State Office Building, Salt Lake City, Utah, and the **DAVIS APPLIED TECHNOLOGY COLLEGE** hereinafter called "TENANT," whose principal place of business is 550 East 300 South, Kaysville, Utah, 84037.

**W I T N E S S E T H**

**THAT WHEREAS,** TENANT has requested space for use as training classrooms and hands on manufacturing & assembly line training in Warehouse D-5 in the Clearfield Freeport Center, Clearfield, Utah;

**NOW THEREFORE IT IS MUTUALLY AGREED AS FOLLOWS:**

**SECTION 1. LEASED PREMISES**

1.1 LANDLORD does hereby lease unto TENANT Warehouse D-5 containing approximately 120,000 square feet, in the Clearfield Freeport Center, Clearfield, Utah.

**SECTION 2. TERM OF LEASE**

2.1 The term of this Lease Agreement shall be for a five (5) year term, which term shall commence on May 1, 2012, and shall continue until either party gives a thirty (30) day notice of termination to the other party in writing.

**SECTION 3. RENEWAL OR TRANSFER OF OWNERSHIP TO TENANT**

3.1 It is the intent of the Parties of this Lease that during the term of this Lease they will together prepare the paperwork and go through the Federal Government process requesting Warehouse D-5 "fee simple" ownership be transferred, through or with the approval of the Federal Government, to DATC by Quit Claim Deed. In the event that the Deed of transfer of the property has not been completed by the end of the term of this Lease, the 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 for a term of five (5) years thereafter, with a like covenant for future renewals of the Lease on the same terms and conditions.

**SECTION 4. CONSIDERATION**

4.1 LANDLORD is hereby leasing the warehouse space herein described to TENANT at a cost of \$10.00 per year. Rental payments shall be due on the first day of July starting in July 2012.

**SECTION 5. REPRESENTATIONS**

5.1 LANDLORD represents that it is the lawful owner of the Leased Premises and that it has the right to lease the same as herein provided and does hereby guarantee quiet and peaceable enjoyment of

the Leased Premises to TENANT.

## **SECTION 6. REPAIRS, ALTERATIONS, ADDITIONS AND IMPROVEMENTS**

6.1 TENANT shall, at its own expense, keep the Premises in good repair and will, at the expiration or termination of this Lease, deliver the Premises to LANDLORD in like condition as when taken, reasonable wear and tear excepted. TENANT shall repair or replace any damage or injury done to the Premises or the Building, or any part thereof, caused by TENANT or TENANT'S agents, employees, sub-tenants, invitees or visitors, and shall coordinate the work with the LANDLORD.

6.2 TENANT may, with LANDLORD'S prior written consent and subject to the terms and conditions of said consent, make alterations, additions or improvements to the Premises. All alterations, additions and improvements made by either party upon the Premises during the Term hereof, except movable office furniture and trade fixtures put in at Tenant's expense, shall become property of LANDLORD at the expiration of the Term. LANDLORD may require TENANT to remove certain specified alterations, additions or improvements upon vacating and restore the Premises to their former condition. TENANT covenants to pay as they become due all just claims for labor and materials used in making any such additions, alterations, improvement and repairs, and to indemnify and save LANDLORD and the Premises harmless of and from all costs, expenses and damages, including reasonable attorney's fees and costs of suit arising out of or connected with any statutory or other liens against the Premises, the Building or the property upon which same are situated for or on account of such labor and materials.

6.3 Except as may be mutually agreed and expressly stipulated in writing, LANDLORD shall not be required to make any improvements to or repairs of any kind on the Premises during the Term of this Lease, except such repairs and maintenance as may be deemed necessary by LANDLORD for normal operation of the Building.

6.4 **Warehouse D-5 has been determined eligible for listing in the National Register of Historic Places; the building is significant for its association with the U.S. military and Naval Supply Depot (NSD) Clearfield, UT. All plans and specifications for any improvements or alterations to the exterior or interior of the warehouse will be submitted to the Utah State Historic Preservation Officer (SHPO) for review and approval prior to initiation of construction. See Exhibit "A" attached.**

## **7. MAINTENANCE**

7.1 TENANT agrees to be responsible for the maintenance and repair of the outside walls and roof, all plumbing, major and minor, and TENANT agrees to be responsible for all other minor repairs and interior maintenance and repairs of the Premises, unless such repairs are needed because of the neglect or carelessness of the landlord.

7.2 TENANT is also responsible for all landscape maintenance, road and parking lot repairs, exterior building maintenance and snow removal.

7.3 All repairs and maintenance of the Leased Premises shall be made at the sole cost and expense of TENANT.

## **SECTION 8. TENANT RESPONSIBILITIES**

8.1 TENANT shall be responsible for all utilities, snow removal, trash removal and building maintenance, building cleaning and janitorial services required during the term hereof.

## **SECTION 9. INSURANCE**

9.1 TENANT shall pay all insurance cost on the Warehouse D-5 required by the State of Utah's Risk Management Office.

## **10. INDEMNIFICATION**

10.1 TENANT shall indemnify, defend, and save LANDLORD and its Directors, Officers and Staff harmless from all claims or liabilities of any type or nature of any person, firm or corporation, including any agents or employees, invitees or visitors of TENANT, arising in any manner from TENANT'S performance of operations and business covered by this Lease.

10.2 LANDLORD shall not be liable to TENANT, or to any other person, firm or corporation, for any damage to any person, property or loss of business income caused by act, omission or neglect of TENANT. TENANT agrees to indemnify and hold LANDLORD harmless from any such liability or claim of liability against LANDLORD, including payment of reasonable attorney's fees and costs of suit.

## **SECTION 11. USE OF PREMISES**

11.1 TENANT will use the space for technological classrooms and training use, for its Business Incubator Development Training Program and for any other educational and training programs the TENANT offers students at DATC.

11.2 TENANT has the right to sublease any portion of the lease premises for uses covered in 11.1.

11.3 TENANT shall not, at any time, use or occupy or permit the Leased Premises to be used or occupied in any manner which would in any way violate any Certificate of Occupancy issued for the building, and shall not use or permit the Leased Premises to be used or occupied in whole or in part in a manner which may violate the laws, orders, ordinances, rules, regulations, or requirements of any department of federal, state, or city governments, including the prior approval for use issued by the Federal Government as shown in the Quit Claim Deed attached as Exhibit "A" that transferred the ownership to LANDLORD.

## **SECTION 12. UNLAWFUL OR DANGEROUS ACTIVITY**

12.1 TENANT shall use the Premises in a careful, safe and proper manner. TENANT shall neither use nor occupy the Premises or any part thereof for any unlawful, disreputable or hazardous business purpose, nor operate or conduct business in a manner constituting a nuisance of any kind. TENANT shall immediately, on discovery of any unlawful, disreputable, hazardous or nuisance use, take action to halt such activity.

12.2 TENANT will keep the Premises free of any hazardous substance. In no event shall TENANT store, discharge or cause to be deposited on the Premises any hazardous substance or waste, as provided by the laws of the United States or the State of Utah. TENANT shall defend, indemnify and hold LANDLORD harmless from any and all claims, costs, damages or liabilities in connection with any hazardous substance or waste resulting in any manner from TENANT'S occupation or use of the Premises.

12.3 TENANT will promptly advise LANDLORD in writing of any environmental claim or of the discovery of any hazardous substance on the Premises as soon as TENANT first obtains knowledge thereof, including a full description of the nature and extent of the environmental claim and/or hazardous substance and all relevant circumstances. Without limitation of LANDLORD'S rights to declare an event of default under the Lease and to exercise all remedies available to it, if any hazardous substance is discovered on the Premises at any time and regardless of the cause, TENANT shall promptly, at TENANT'S sole risk and expense, remove, treat and dispose of the hazardous substance in compliance with all applicable environmental requirements and provide the LANDLORD with satisfactory evidence thereof.

12.4 As used herein, hazardous substance means any substance which is listed, defined or regulated as a hazardous substance, hazardous waste or solid waste and not generally used or consumed in an educational or business application in relation to the TENANT'S mission.

### **SECTION 13. TENANT'S PERSONAL PROPERTY & FIXTURES**

13.1 All personal property and fixtures placed in or upon the Leased Premises by TENANT shall not become part of the Leased Premises and TENANT shall be privileged to remove the same at the termination or expiration of the Lease Agreement.

### **SECTION 14. DAMAGE OR DESTRUCTION OF PREMISES**

14.1 In the event the Leased Premises shall be partially or totally damaged or destroyed by any means and are thereby made partially or totally untenable at any time during the term of this Lease Agreement, LANDLORD or TENANT shall have the option to terminate this Lease Agreement within thirty (30) days after notification of such damage or destruction.

### **SECTION 15. TERMINATION & SURRENDER OF LEASED PREMISES**

15.1 TENANT agrees to quit and surrender peaceable possession of the Leased Premises to LANDLORD when this Lease Agreement is terminated. Upon termination of this Lease Agreement TENANT shall deliver the Leased Premises to LANDLORD in good condition and broom clean, normal wear and tear excepted.

### **SECTION 16. MANNER OF GIVING NOTICE**

16.1 Any notice to be given by either party to the other pursuant to the provisions of this Lease or of any law, present or future, shall be in writing and delivered personally to the party to whom notice is to be given, or by certified mail, return receipt requested, addressed to the party for whom notice is intended at the address stated below or such other address as it may have designated in writing. Notice shall be deemed to have been duly given, if delivered personally, upon receipt thereof, and if mailed, upon the third day after mailing thereof.

#### **If to Landlord:**

Division of Facilities  
Construction and Management  
Attention: Real Estate and Debt Manager  
State Office Building, Suite 4110  
Salt Lake City, Utah 84114

#### **If to Tenant:**

Davis Applied Technology College  
550 East 300 South  
Kaysville, UT 84037



## SECTION 17. GOVERNING LAW

17.1 This Lease shall be governed and construed in accordance with the laws of the State of Utah, without giving effect to the choice of law provisions hereof.

**IN WITNESS WHEREOF**, the parties hereto sign and cause this Lease to be executed.

**LANDLORD:**  
STATE OF UTAH

**TENANT:**  
DAVIS APPLIED TECHNOLOGY COLLEGE

John Nichols  
Real Estate and Debt Manager  
Division of Facilities  
Construction and Management

Michael Bouwhuis  
Campus President

Processed by the Utah Division of Finance

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 April 2012

ITEM: II.D

TOPIC: UCAT FY 2013 Tuition Rate

#### BACKGROUND

UCAT campuses have been conducting public hearings pursuant to UCA 53B-7-101.5 regarding proposed tuition increases in the range of \$0.05 - \$0.20 per hour. Post secondary tuition in this range would be between \$1.60 and \$1.75 per membership hour.

Proposed tuition rates have been discussed at length with the Presidents' Cabinet and executive staff members of the campuses and the Office of the President. At the last cabinet meeting, the group was most comfortable with a new rate of \$1.70 per hour. This rate represents an increase of \$0.15 per hour or 9.68%.

#### FISCAL IMPACT

Estimated: + \$705,000

This estimate is based on FY 2011 post-secondary membership hour totals.

#### RECOMMENDATIONS

UCAT administration recommends the Board of Trustees approve a system-wide tuition rate increase of \$0.15 per hour.

Attachments:

None



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 April 2012

ITEM: II.E

TOPIC: Differential Tuition Rates

#### BACKGROUND

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

##### BATC:

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

Academic Learning Center - \$20 monthly

##### UBATC:

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

Corrections Training - \$16 monthly

#### FISCAL IMPACT

It is anticipated that fiscal impact will be minimal.

#### RECOMMENDATIONS

UCAT administration recommends the Board of Trustees approve the requested differential tuition rates.

##### Attachments:

Letters requesting approval for differential tuition rates to be provided in meeting.



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 April 2012

ITEM: III.A

TOPIC: 2012 Legislative Session Review

#### BACKGROUND

The 2012 General Session of the Utah State Legislature concluded on March 8<sup>th</sup>. The Legislature took action on several issues that affect the Utah College of Applied Technology. The following items are among the most important and will provide a basis for our discussion.

- 1% compensation increase to UCAT faculty and staff.
- A reduction of program waiting lists and waiting times at all eight UCAT campuses through \$2.3M in ongoing funds.
- The purchase of 30 acres and a former airport terminal in St. George to begin development of a permanent Dixie Applied Technology College campus.
- Near successful request to fund UCAT's top capital facility project at SWATC.
- Expansion of services at the Davis Applied Technology College through \$330,000 in operations and maintenance funding for new space at the Freeport Center in Clearfield.
- Legislation to continue services to UCAT high school enrollees by providing average daily membership support to school districts and charter schools as their students access UCAT programs
- New legislation enhancing the role of the governor in the appointment and termination processes for the positions of the President of the Utah College of Applied Technology and the Commissioner of the Utah System of Higher Education

#### FISCAL IMPACT

UCAT ongoing funds increased by \$3,290,600 and one-time funds increased by \$2,500,000.

Attachments:

UCAT FY 2013 New Appropriations Spreadsheet



**UCAT FY 2013 new appropriations**

<b>BATC</b>		Total
HB 2 Waiting lists	349,500	
HB 9 Compensation	71,500	421,000
<b>DATC</b>		
HB 2 Freeport O&M	330,000	
HB 2 Waiting lists	350,400	
HB 9 Compensation	89,700	770,100
<b>DXATC</b>		
HB 2 Waiting lists	251,200	
HB 9 Compensation	15,100	266,300
HB 2 Land Purchase	1 x 2,500,000	
<b>MATC</b>		
HB 2 Waiting lists	329,800	
HB 9 Compensation	34,800	364,600
<b>OWATC</b>		
HB 2 Waiting lists	342,000	
HB 9 Compensation	79,600	421,600
<b>SWATC</b>		
HB 2 Waiting lists	253,000	
HB 9 Compensation	16,600	269,600
<b>TATC</b>		
HB 2 O&M	569,000	
HB 2 O&M Holdback	1 X (426,800)	
HB 2 Waiting lists	249,500	
HB 9 Compensation	9,000	400,700
<b>UBATC</b>		
HB 2 Waiting lists	254,500	
HB 2 Maint fund xfer	67,300	
HB 9 Compensation	45,400	367,200
<b>Office of the President</b>		
HB 9 Compensation	9,500	9,500
<b>Total New Ongoing Funds</b>		3,290,600
<b>Total New OneTime Funds</b>		2,500,000

**UTAH COLLEGE OF APPLIED TECHNOLOGY**  
**2012 LEGISLATIVE SESSION**  
***SUMMARY OF SELECTED BILLS RELEVANT TO UCAT***  
March 9, 2012

**HB 2 (Brown)**  
*Passed*

**NEW FISCAL YEAR SUPPLEMENTAL APPROPRIATIONS ACT**

This bill supplements or reduces appropriations previously provided for the use and operation of state government for the fiscal year beginning July 1, 2012 and ending June 30, 2013.

**HB 4 (Morley)**  
*Passed*

**HIGHER EDUCATION BASE BUDGET APPROPRIATIONS**

Provides appropriations for the use and support of higher education agencies and institutions; provides appropriations for the use and support of the Utah Education Network; provides appropriations for the use and support of the Utah Medical Education Council; provides appropriations for other purposes as described.

**HB 7 (Newbold)**

**CURRENT SCHOOL YEAR SUPPLEMENTAL PUBLIC  
EDUCATION BUDGET ADJUSTMENTS**

*Passed*

This bill: appropriates funding to school districts and charter schools for: educator salary adjustments; and child nutrition; and allows a school district or charter school to use the school district or charter school's remaining money received under the Education Jobs Fund program.

**HB 9 s01 (Brown)**

**STATE AGENCY AND HIGHER EDUCATION  
COMPENSATION APPROPRIATIONS**

*Passed*

This bill supplements or reduces appropriations previously provided for the use and operation of state government. The bill funds compensation changes for state and higher education employees for the fiscal year beginning July 1, 2012 and ending June 30, 2013.

**HB 12 (Wright)**  
*Passed*

**CORRECTIONS EDUCATION AMENDMENTS**

Removes the State Board of Regents' responsibility for the education of persons in the custody of the Utah Department of Corrections; provides that the State Office of Education and Utah Department of Corrections shall collaborate with the State Board of Regents and other entities in preparing and implementing a recidivism reduction plan; requires the Utah Department of Corrections education programs on recidivism; and makes technical amendments

**HB 19s01 (Harper)**  
*Passed*

**STATE ISSUED IDENTIFICATION NUMBERS**

Enacts the "State Issued Identification Number Act"; defines terms; exempts the State Tax Commission; and requires a government entity to phase out the use of a nine digit number as an identifying number for an individual if: the government entity can phase out the use of the number under existing appropriations; or the government entity is re-designing its information technology system and can phase out the nine digit number.

**HB 43 (Dunnigan)**

**BARBER, COSMETOLOGIST, ESTHETICIAN, ELECTROLOGIST,  
AND NAIL TECHNICIAN ACT AMENDMENTS**

*Passed*

(The Business and Labor Interim Committee recommended this bill.) Adds an exemption from licensure in the Barber, Cosmetologist/Barber, Esthetician, Electrologist, and Nail Technician Licensing Act for a person assisting in the production of a motion picture under certain circumstances.

**HB-53s01 (Menlove)**

**UTAH EDUCATION NETWORK AMENDMENTS**

*Passed*

Creates the Utah Education Network Board, which is the governing board for UEN; specifies the membership of the Utah Education Network Board; specifies the power and duties of the Utah Education Network Board which include: hiring an executive director for UEN; establishing policy for the operation of UEN and the administration of UEN's duties; and advising UEN in the development of a telecommunications system to deliver educational services and the acquisition and distribution of instructional content; and makes technical amendments.

**HB 123s01 (Dougall)**

**EDUCATION SAVINGS ACCOUNTS**

*Defeated*

This bill: creates an education savings account for a student enrolled in grades 11 or 12 who opts to participate in a pilot project; directs the Legislature to provide an appropriation for a per pupil allocation to be deposited in an education savings account; requires the withholding of a portion of money a school district or charter school is otherwise eligible to receive under Title 53A, Chapter 17a, Minimum School Program Act, for a student who has an education savings account; provides that money in an education savings account may be used for: course fees for courses provided by a school district or charter school; course fees for online courses offered through the Statewide Online Education Program; course fees for courses provided by an institution within the state system of higher education or certain private, nonprofit higher education institutions in Utah.

**HB 206 s02 (Dougall)**

**CURRICULUM OPTIONS FOR SECONDARY SCHOOL STUDENTS**

*Passed*

Allows a secondary student, or the secondary student's parent or guardian, to determine whether the secondary student's technical education goals would be better achieved at a regional applied technology college for purposes of allowing the secondary student to attend that institution. Provides that, beginning with the 2011-12 school year, a secondary school student who attends a regional applied technology college is counted in the average daily membership of the sending school district or charter school.

**HB 256 s01 (Ipson)**  
*Passed*

**RETIREMENT MODIFICATIONS**

This bill modifies the Utah State Retirement and Insurance Benefit Act.

**HB 258 (Powell)**  
*Combinded into HB 206 S02*

**EDUCATION FUNDING AMENDMENTS**

Provides that, beginning with the 2011-12 school year, a secondary school student who attends a regional applied technology college is counted in the average daily membership of the sending school district or charter school.

**HB 284 S01 (Dougall)**  
*Defeated*

**REGENTS' SCHOLARSHIP PROGRAM AMENDMENTS**

This bill: provides other requirements that a student may complete to qualify for a Regents' Scholarship; and makes technical changes

**HB 289 (Reid)**  
*Passed*

**REAUTHORIZATION OF CORRECTIONS EDUCATION PROGRAMS**

Modifies the repeal date of Section 53A-1-403.5, which provides for certain educational programs for persons in custody of the Utah Department of Corrections, contracting for those services, a recidivism reduction plan, and which requires collaboration among certain state agencies in relation to the programs; and changes the repeal date of that section from July 1, 2012 to July 1, 2022.

**HB 299 S01 (Dougall)**  
*Defeated*

**TAX REVISIONS**

This bill: allows a claimant to claim a nonrefundable tax credit for tuition and mandatory fees for the claimant's enrollment in an institution within the state system of higher education; limits the nonrefundable tax credit to 5% of the claimant's tax liability before tax credits; and allows the claimant to carry forward the nonrefundable tax credit if the amount of the tax credit exceeds 5% of the claimant's tax liability before tax credits.

**HB 318 (Menlove)**  
*Passed*

**INDUSTRIAL ASSISTANCE ACCOUNT AMENDMENTS**

This bill: moves the funding and administration of the Business Expansion and Retention Initiative from the Rural Fast Track Program to the Industrial Assistance Account administered by the director of the Governor's Office of Economic Development; modifies the allocation of money in the Industrial Assistance Account; provides that up to 4% of the Industrial Assistance Account may be used to promote business and economic development in rural Utah with the Business Expansion and Retention Initiative; and makes technical changes.

**HB 356 (Dougall)**  
*Bill Numbered by Title without any Substance 2/4/2012*

**HIGHER EDUCATION DEREGULATION AMENDMENTS**



**HB 514 s01 (Newbold)**  
*Passed*

**PUBLIC AND HIGHER EDUCATION TECHNOLOGY AMENDMENTS**

This bill: directs the State Board of Education and the State Board of Regents to provide for an educational program on the use of information technology; and specifies the components of an educational program on the use of information technology.

**SB 39 (Reid)**  
*Passed*

**GUBERNATORIAL AUTHORITY OVER HIGHER EDUCATION OFFICIALS**

Requires the State Board of Regents to receive approval from the governor and obtain consent of the Senate when hiring a commissioner of higher education; Permits the governor, in consultation with the State Board of Regents, to terminate a commissioner of higher education; Requires the Utah College of Applied Technology Board of Trustees to receive approval from the governor and obtain consent of the Senate when hiring a president of the Utah College of Applied Technology; Permits the governor, in consultation with the Utah College of Applied Technology Board of Trustees, to terminate a president of the Utah College of Applied Technology; and makes technical amendments.

**SB 80 (Urquhart)**

**HIGHER EDUCATION PERFORMANCE – BASED FUNDING**

*Bill Numbered by Title without any Substance 2/4/2012*

**SB 263 s01 (Davis)**  
*Passed*

**EDUCATION REQUIREMENTS FOR NURSING LICENSURE AMENDMENTS**

This bill: requires, that to qualify graduates for licensure, a nursing education program shall: be affiliated with an accredited institution of higher education, and be accredited by the Commission on Collegiate Nursing Education (CCNE), the National League for Nursing Accrediting Commission (NLNAC), or the Council on Accreditation of Nurse Anesthesia Educational Programs (COA); or be approved by the Board of Nursing and comply with standard defined by division rules.

**SB 282 (Weiler, T.)**  
*Passed*

**CREDIT FOR VETERAN TRAINING**

This bill: allows a veteran to receive a commercial driver license if the veteran: meets the qualifications for the license; for at least two years prior to applying, worked in a military unit which required the skills necessary for the license; and was honorably discharged.

**SB 290 S01 (Stephenson, H.)**  
*Passed*

**UTAH FUTURES PROGRAM**

This bill: requires the Utah Futures Steering Committee to include certain features into the Utah Futures website on or before November 30, 2012; requires the Utah Futures Steering Committee to select at least one technology provider, on or before May 15, 2012, through a request for proposals process, to provide technology and support for Utah Futures; and defines terms.

**SJR 5 (Reid)**  
*Defeated*

**JOINT RESOLUTION ON EDUCATION**

Proposes to amend the Utah Constitution to: move the general control and supervision of the public education system from the State Board of Education to the Governor, as provided by statute, and make conforming changes; and provide that the Governor has general control and supervision of the higher education system, as provided by statute.

**SJR-9 (Reid)**

**JOINT RESOLUTION – UTAH COLLEGE OF APPLIED TECHNOLOGY  
APPROPRIATIONS SUBCOMMITTEE**

*Defeated*

This rules resolution: modifies the joint legislative rules to establish a new appropriations subcommittee entitled the Utah College of Applied Technology Appropriations Subcommittee.

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 April 2012

ITEM: III.B

TOPIC: Open Meetings Training

#### BACKGROUND

The Utah Open and Public Meetings Act (UCA 52-4) provides that "the presiding officer of the public body shall ensure that the members of the public body are provided with annual training on the requirements of this chapter." The Utah Attorney General's Office is charged with assisting public bodies with open meetings training. Accordingly, Doug Richards, Assistant Attorney General and legal counsel assigned to UCAT, will provide training to the board on the requirements of the Open and Public Meetings Act.

#### FISCAL IMPACT

N/A

#### RECOMMENDATIONS

Information/discussion only.

Attachments:

None



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 April 2012

ITEM: III.C

TOPIC: UCAT Presidents Office Budget Report

#### BACKGROUND

Per UCAT policy 555.3.6, "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." This policy was just passed in January 2012 Board of Trustees meeting, and this is the first progress report since they became required.

#### FISCAL IMPACT

N/A

#### RECOMMENDATIONS

None – Information only

Attachments:

Check register

Budget progress report



**Utah College of Applied Technology**  
**Check Register**  
July 2011 through June 2012

Type	Date	Num	Name	Amount
Check	07/12/2011	10114	Andrew Mingl	-266.00
Check	07/12/2011	10115	Automated Business Products	-169.84
Check	07/12/2011	10116	Carl Albrecht	-202.50
Check	07/12/2011	10117	DATC	-4,600.00
Check	07/12/2011	10118	James Olsen	-70.50
Check	07/12/2011	10119	OWATC	-1,300.00
Check	07/12/2011	10120	Tyler Brinkerhoff	-107.00
Check	07/12/2011	10121	Utah Divison Of Purchasing	-243.61
Check	07/13/2011	10122	Office of the Governor	-7,500.00
Check	07/20/2011	10123	Utah Campus Compact	-2,200.00
Check	07/20/2011	10124	Utah Department Of Technology	-519.50
Check	07/20/2011	10125	BATC	-132,350.00
Check	07/20/2011	10126	DATC	-122,075.00
Check	07/20/2011	10127	DXATC	-73,225.00
Check	07/20/2011	10128	MATC	-118,050.00
Check	07/20/2011	10129	OWATC	-134,575.00
Check	07/20/2011	10130	SWATC	-71,100.00
Check	07/20/2011	10131	TATC	-40,950.00
Check	07/20/2011	10132	UBATC	-98,525.00
Check	07/20/2011	10133	USU Eastern	-51,975.00
Check	07/20/2011	10134	Snow College	-58,900.00
Check	08/11/2011	10135	Apple Spice Junction	-208.51
Check	08/11/2011	10136	Automated Business Products	-14.02
Check	08/11/2011	10137	Brad Tanner	-85.00
Check	08/11/2011	10138	DATC	-802.50
Check	08/11/2011	10139	MATC	-69,564.32
Check	08/11/2011	10140	Mindi Woolever	-53.75
Check	08/11/2011	10141	OWATC	-1,678.05
Check	08/11/2011	10142	TATC	-222.92
Check	08/11/2011	10143	Utah Divison Of Purchasing	-17.00
Check	09/02/2011	10144	Automated Business Products	-32.64
Check	09/02/2011	10145	Katie Sellers	-315.50
Check	09/02/2011	10146	Utah Department Of Technology	-506.40
Check	09/06/2011	10147	OWATC	-260.45
Check	09/06/2011	10148	University Of Utah	-1,279.28
Check	09/21/2011	10149	Signature Images	-348.63
Check	09/21/2011	10150	Stephanie Rikard	-69.24
Check	09/21/2011	10151	Tyler Brinkerhoff	-119.00
Check	09/21/2011	10152	Utah Department Of Technology	-533.00
Check	09/21/2011	10153	Utah Divison Of Purchasing	-3.75
Check	09/27/2011	10154	Andrew Mingl	-316.50
Check	09/27/2011	10155	Apple Spice Junction	-205.91
Check	09/27/2011	10156	Arthur Newell	-275.00
Check	09/27/2011	10157	Brad Tanner	-250.00
Check	09/27/2011	10158	Cathy Bolin	-54.80
Check	09/27/2011	10159	Darrell White	-305.00
Check	09/27/2011	10160	Deniele Malnar	-150.00
Check	09/27/2011	10161	James White	-91.00
Check	09/27/2011	10162	Jared Haines	-412.00
Check	09/27/2011	10163	Keri Banbury	-21.36
Check	09/27/2011	10164	Kirt Michaelis	-21.36
Check	09/27/2011	10165	Mark Dennis	-561.00
Check	09/27/2011	10166	MATC	-126,359.34
Check	09/27/2011	10167	Michael Madsen	-60.00
Check	09/27/2011	10168	Michael McCandless	-262.00
Check	09/27/2011	10169	Mindi Woolever	-28.00

**Utah College of Applied Technology**  
**Check Register**  
July 2011 through June 2012

Type	Date	Num	Name	Amount
Check	09/27/2011	10170	Nyleen Deuel	-300.00
Check	09/27/2011	10171	Steve Moore	-72.00
Check	09/27/2011	10172	SWATC	-249.00
Check	09/27/2011	10173	Tyler Brinkerhoff	-279.00
Check	10/13/2011	10174	Apple Spice Junction	-159.12
Check	10/13/2011	10175	Automated Business Products	-103.98
Check	10/13/2011	10176	BATC	-72,398.34
Check	10/13/2011	10177	DXATC	-1,875.00
Check	10/13/2011	10178	Jared Haines	-240.50
Check	10/13/2011	10179	UBATC	-915.00
Check	10/13/2011	10180	University Of Utah	-997.94
Check	10/13/2011	10181	Utah Divison Of Purchasing	-12.26
Check	10/13/2011	10182	BATC	-132,350.00
Check	10/13/2011	10183	DATC	-122,075.00
Check	10/13/2011	10184	DXATC	-73,225.00
Check	10/13/2011	10185	MATC	-118,050.00
Check	10/13/2011	10186	OWATC	-134,575.00
Check	10/13/2011	10187	SWATC	-71,100.00
Check	10/13/2011	10188	TATC	-40,950.00
Check	10/13/2011	10189	UBATC	-98,525.00
Check	10/13/2011	10190	USU Eastern	-51,975.00
Check	10/13/2011	10191	Snow College	-58,900.00
Check	11/01/2011	10192	Automated Business Products	-51.29
Check	11/01/2011	10193	Ethics Point Inc	-1,225.00
Check	11/01/2011	10194	Jared Haines	-86.00
Check	11/01/2011	10195	Ronjai Staton	-350.00
Check	11/01/2011	10196	Utah Department Of Technology	-683.50
Check	11/01/2011	10197	Utah Higher Ed Internal Audit Forum	-30.00
Check	11/14/2011	10198	Stephanie Rikard	-249.00
Check	11/14/2011	10199	Tyler Brinkerhoff	-115.00
Check	11/14/2011	10200	Utah Dept. of Public Safety	-57,838.32
Check	11/14/2011	10201	Utah Divison Of Purchasing	-9.62
Check	12/13/2011	10202	Apple Spice Junction	-176.83
Check	12/13/2011	10203	Automated Business Products	-26.73
Check	12/13/2011	10204	Carr Printing	-1,735.00
Check	12/13/2011	10205	Cenozoic Design	-2,264.00
Check	12/13/2011	10206	Comcast Spotlight Mtn	-4,505.00
Check	12/13/2011	10207	University Of Utah	0.00
Check	12/13/2011	10208	Utah Department Of Technology	-502.65
Check	12/13/2011	10209	Wellspring Softwaare	-100.00
Check	12/23/2011	10210	Jared Haines	-297.50
Check	12/23/2011	10211	TATC	-500.00
Check	12/23/2011	10212	University Of Utah	-1,995.88
Check	12/23/2011	10213	Utah Department Of Technology	-531.95
Check	12/23/2011	10214	Utah Divison Of Purchasing	-22.52
Check	01/10/2012	10215	Automated Business Products	-34.14
Check	01/10/2012	10216	Costco Wholesale	-165.00
Check	01/10/2012	10217	Jared Haines	-3,604.21
Check	01/10/2012	10218	Kimberly Roberts	-3.19
Check	01/10/2012	10219	Kirt Michaelis	-4,176.73
Check	01/10/2012	10220	OWATC	-500.00
Check	01/10/2012	10221	Traci Stanley	-1,328.57
Check	01/10/2012	10222	University Of Utah	-1,995.88
Check	01/18/2012	10223	Andrew Mingl	-281.70
Check	01/18/2012	10224	Apple Spice Junction	-412.59
Check	01/18/2012	10225	Brad Tanner	-46.98
Check	01/18/2012	10226	Carl Albrecht	-154.00

**Utah College of Applied Technology**  
**Check Register**  
July 2011 through June 2012

Type	Date	Num	Name	Amount
Check	01/18/2012	10227	Don Roberts	-193.93
Check	01/18/2012	10228	Hansen, Barnett & Maxwell	-10,600.00
Check	01/18/2012	10229	Jim Evans	-34.45
Check	01/18/2012	10230	KSTU Fox 13	-4,207.50
Check	01/18/2012	10231	Mark Dennis	-147.08
Check	01/18/2012	10232	Michael Madsen	-129.70
Check	01/18/2012	10233	Steve Moore	-47.06
Check	01/18/2012	10234	University Of Utah	-997.82
Check	01/18/2012	10235	Utah Department Of Technology	-483.95
Check	01/18/2012	10236	Utah Divison Of Purchasing	-202.62
Check	02/01/2012	10237	Automated Business Products	-81.82
Check	02/01/2012	10238	Comcast Spotlight Mtn	-1,800.00
Check	02/01/2012	10239	Office Team	-192.15
Check	02/01/2012	10240	Utah Manufacturers Association	-340.00
Check	02/01/2012	10241	BATC	-132,350.00
Check	02/01/2012	10242	DATC	-122,075.00
Check	02/01/2012	10243	DXATC	-73,225.00
Check	02/01/2012	10244	MATC	-118,050.00
Check	02/01/2012	10245	OWATC	-134,575.00
Check	02/01/2012	10246	SWATC	-71,100.00
Check	02/01/2012	10247	TATC	-40,950.00
Check	02/01/2012	10248	UBATC	-98,525.00
Check	02/01/2012	10249	USU Eastern	-51,975.00
Check	02/01/2012	10250	Snow College	-58,900.00
Check	02/14/2012	10251	Comcast Spotlight Mtn	-5,656.00
Check	02/14/2012	10252	Jared Haines	-107.50
Check	02/14/2012	10253	Kevin Owen	-1,200.00
Check	02/14/2012	10254	KSTU Fox 13	-4,972.50
Check	02/14/2012	10255	MATC	-335,060.73
Check	02/14/2012	10256	Tyler Brinkerhoff	-140.50
Check	02/14/2012	10257	University Of Utah	-998.06
Check	02/14/2012	10258	Utah Department Of Technology	-527.65
Check	02/14/2012	10259	Utah Divison Of Purchasing	-13.00
Check	03/02/2012	10260	Automated Business Products	-50.80
Check	03/02/2012	10261	BATC	-54,731.42
Check	03/02/2012	10262	Jared Haines	-306.00
Check	03/15/2012	10263	Justin Mayhew	-44.87
Check	03/15/2012	10264	Kimberly Roberts	-77.98
Check	03/15/2012	10265	LEI	-2,800.00
Check	03/15/2012	10266	Seagull Printing	-1,826.05
Check	03/15/2012	10267	University Of Utah	-997.94
Check	03/15/2012	10268	Utah Department Of Technology	-487.55
Check	03/15/2012	10269	Utah Divison Of Purchasing	-17.46



## Utah College of Applied Technology

### Office of the President

*Fiscal Year 2012 Office Budget as of April 2, 2012*

#### Revenue

	<u>Budgeted</u>	<u>YTD</u>
UCAT Admin Appropriation	1,545,600	1,159,200
Admin share of Equipment Appropriation	9,600	7,200
Admin share of Custom Fit Appropriation	3,800	2,850
Jobs Now to Campuses	<u>(400,000)</u>	<u>(300,000)</u>
Total State Budget	<u><u>1,159,000</u></u>	<u><u>869,250</u></u>

#### Expenditures

Salaries, Payroll Tax & Benefits	875,000	576,014
Building Occupancy Costs	90,250	60,638
Professional Development Conference	-	-
Internal Audit	50,000	10,600
Custom Fit Inservice	3,800	-
Equipment Purchases	10,000	1,752
Employee Travel	15,000	7,882
Board Meetings	10,000	4,995
UCAT System-wide Meetings	4,800	2,386
Other Meetings	7,400	1,003
Marketing	50,000	6,422
Automobile Expenses	7,500	5,721
Annual Report	5,000	3,999
Supplies & Other Current Expenses	20,000	13,671
Unallocated	<u>10,250</u>	<u>-</u>
Total Expenditures	<u><u>1,159,000</u></u>	<u><u>695,083</u></u>



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 April 2012

ITEM: III.D

TOPIC: Internal Audit Report

#### BACKGROUND

On September 22, 2011, the Board of Trustees approved the following Internal Audit plan:

- 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 auditors from Hansen, Barnett and Maxwell have completed their engagement and have met with the UCAT Board of Trustees Audit Committee. The reports including the firm's findings and recommendations have been distributed to the campuses, the Office of the President and the Audit Committee.

#### FISCAL IMPACT

N/A

#### RECOMMENDATIONS

No recommendations – Information only

Attachments:

None



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 April 2012

ITEM: III.E

TOPIC: Transfer Records to Campuses

#### BACKGROUND

Upon review of student graduation files that have been retained in the UCAT administrative offices, the Office of the UCAT President has concluded they will now be turned over to the campuses to be managed and maintained.

Prior to September 2006, Certificates of Completion were reviewed, approved, and issued to the campuses by the President's Office. Although the processing of the graduation applications was transitioned to the campuses at that time, the records that had been submitted until then have been retained in the UCAT office. Since campuses have always been and will continue to be the accredited institutions of record for their students, and the UCAT records duplicate what is already maintained at the campuses, it is not necessary or relevant to maintain them in the UCAT office. The records will be turned over to the campuses to integrate into their campus records.

Since Associate of Applied Technology Degrees will continue to be reviewed and processed by the UCAT President's Office until the conclusion of the teach-out period provided in statute on June 30, 2012, AAT graduation records will be maintained until Fall of 2012 and will then also be turned over to the campuses.

#### FISCAL IMPACT

None.

#### RECOMMENDATIONS

Information only.

Attachments:

None



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 April 2012

ITEM: III.F

TOPIC: DXATC Campus President Selection Process

#### BACKGROUND

With the upcoming retirement of DXATC Campus President Rich VanAusdal, the selection process has begun for identifying a new DXATC campus president. Applications were due to the Office of the UCAT President by noon on April 2, 2012. On April 5, 2012, UCAT administration met with the DXATC Board of Directors to screen applications. Initial interviews with the DXATC Board of Directors are scheduled for April 16, 2012 and finalist interviews with President Brems are scheduled for April 26, 2012.

A conference call meeting of the UCAT Board of Trustees is scheduled for 8:00am on Monday, April 30, 2012. Information for connecting to the conference call will be provided by email. The Board of Trustees may choose to announce a new DXATC campus president during that meeting or postpone the announcement until a later date.

#### FISCAL IMPACT

None

#### RECOMMENDATIONS

Information Only

Attachments:

None



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 April 2012

ITEM: III.G

TOPIC: Nominating Committee Chair/Vice Chair

#### BACKGROUND

The UCAT Board of Trustees elects a chairperson and vice-chairperson in the first regular meeting of the Board of Trustees on or after June 1 of each even numbered year. UCAT Policy 101, UCAT Bylaws, specifies that not later than May 1 of each even numbered year that the chairperson shall appoint a nominating committee consisting of three current members of the Board of Trustees. The nominating committee has responsibility to contact each current voting member and determine those interested in being considered to serve as chair or vice-chair for the upcoming two year period. Elections for both the chairperson and vice-chairperson will be conducted as part of the June 13, 2012 UCAT Board of Trustees meeting.

#### FISCAL IMPACT

None

#### RECOMMENDATIONS

Chair Tom Bingham will announce the names of three Trustees to serve as the nominating committee.

Attachments:

UCAT Policy 101.9, UCAT Bylaws – Officers of the Board of Trustees





Subject:	Bylaws
----------	--------

**101.9 ARTICLE VI: Officers of the Board of Trustees****101.9.1 Officers and qualifications**

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 chair and vice-chair shall be current, active voting members of the Board of Trustees, appointed in accordance with 8.1.3 of these bylaws.

**101.9.2 Election of Officers**

The chairperson and vice-chairperson shall be elected in the first regular meeting of the Board of Trustees on or after June 1 of each even numbered year. The chairperson and vice-chairperson shall be elected by majority vote of the voting members present in the meeting. The election shall be conducted according to the following procedures.

9.2.1 The chairperson shall appoint a nominating committee consisting of three current members of the Board of Trustees not later than May 1 of each even numbered year.

9.2.2 . The members of the nominating committee shall contact each current voting member of the Board of Trustees and determine those who are interested in having their name considered to serve as chair or vice-chair for the up-coming two year period.

9.2.3 The members of the nominating committee shall, from among those Board of Trustees members who expressed interest in being considered to serve as chair or vice-chair, nominate at least one candidate for each of the positions of chair and vice-chair of the Board of Trustees.

9.2.4 The chairperson shall call upon the members of the nominating committee to place in nomination the names of those trustees selected by the nominating committee. The chairperson shall then declare nominations open for any further nominations. Any voting member of the Board of Trustees who is present in the meeting may nominate any eligible member of the Board of Trustees for chairperson and vice-chairperson providing the member nominated has given consent for their name to be placed in nomination.

9.2.5 Election shall be conducted in an open meeting of the Board of Trustees with each voting member of the Board of Trustees who is present having one vote and each board member's vote recorded in the minutes of the meeting.

9.2.6 If in the event there are more than two candidates for either office and no candidate receives majority of the votes, a second vote will be conducted between the two candidates with the most votes.

9.2.7 At the conclusion of the vote, the chairperson shall announce the winners. The new chairperson shall then preside for the remainder of the meeting.

**101.9.3 Resignation or Removal from Office**

An officer may resign at any time by giving written notice to the Board of Trustees. An officer elected by the Board of Trustees may be removed, either with or without cause, by majority vote of the seated; voting members of the



# POLICIES

Subject:	Bylaws
----------	--------

Board of Trustees whenever in the Board of Trustees judgment, the best interests of the College would be served by such removal.

**101.9.4**

**Vacancies**

A vacancy in any office shall be filled by the Board of Trustees at the next regular or special meeting of the Board of Trustees for the unexpired portion of the term of such office, providing that Trustees have been informed in advance of such proposed action.

**101.9.5**

**Duties of Officers**

The duties and powers of the officers of the Board of Trustees shall be as follows:

- 9.5.1 The chairperson shall preside at all meetings of the Board of Trustees.
- 9.5.2 The chairperson shall appoint members to standing and ad hoc committees.
- 9.5.3 The chairperson shall assume other duties which may from time to time be assigned by the Board of Trustees.
- 9.5.4 The vice-chairperson shall, in the absence of the chairperson, preside at meetings of the Board of Trustees.
- 9.5.5 The vice-chairperson shall assume such other duties as may be assigned by the chairperson and/or the Board of Trustees.

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 April 2012

ITEM: III.H

TOPIC: UCAT Role in Governor Herbert's Vision 2020 Goal

#### BACKGROUND

Governor Herbert's Administration has set a goal that "by 2020 and thereafter, at least 66 percent of Utahns ages 20 to 64 will have a postsecondary degree or certificate." The Governor's Education Excellence Commission is developing a system for tracking the progress toward achievement that goal along with other related education goals. The Utah College of Applied Technology's role in achieving the Vision 2020 goal is in the area of postsecondary certificates. Though some institutions of the Utah System of Higher Education award certificates, UCAT's proportion of total certificates approximately four times higher. Initial research by the Cicero Group indicates that currently about 4.3% of Utah's adult population ages 20-64 hold postsecondary certificates. The projected 2020 percentage needs to increase to about 13%, or a total of 221,000 additional certificate holders by 2020. Mr. Doug Larsen, special assistant to the Governor's Education Excellence Commission will be present to discuss the PACE plan for tracking progress toward the Governor's goal and what UCAT's contributions may be toward that goal.

#### FISCAL IMPACT

UCAT will require additional resources to achieve a significant increase in postsecondary certificates. Those resources will be easier to quantify once the exact definitions and expectations are provided by the Governor's Office.

#### RECOMMENDATIONS

Information Only. This discussion is designed to better acquaint the Board of Trustees with increased expectation of UCAT and the eight college campuses in its role to train Utahns in areas requiring postsecondary certificates.

Attachments:

Mr. Larson may distribute PACE materials to the Board at the meeting.

