

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

DATE: 18 April 2012

TIME: 11:00 AM – 3:00 PM

LOCATION: Mountainland Applied Technology College
2301 West Ashton Blvd.

Lehi, UT 84043

(Anchor location for electronic access)

MINUTES

Board of Trustees Present

Tom Bingham, Chair – TATC Board of Directors
Michael Madsen, Vice Chair – BATC
Michael Jensen – DATC Board of Directors
Ron Larsen – DXATC Board of Directors
Steve Moore – OWATC 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
Brad Tanner – Non-Union Apprenticeship Representative
Kendall Willardson – Snow College CTE Committee
Mike McCandless – USU-Eastern CTE Committee
William Sederburg – Commissioner of Higher Education

Excused

Katharine Garff – State Board of Regents Representative
Spencer Eccles – Governor’s Office of Economic Development
Jim Evans – MATC, Board of Directors
Dale Cox – Union Apprenticeship Representative
Stanley Parrish – SLCC School of Applied Technology

UCAT Administration

Robert Brems – President
Kimberly Roberts – Executive Assistant to the President
Jared Haines – VP, Instruction and Student Services
Tyler Brinkerhoff – VP, Administrative Services
Darrell White – Development Director
Doug Richards – Assistant Attorney General
Jordan Rushton – Intern

Others Present

Don Ipson – Utah State Representative
Doug Larson - Gov. Education Excellence Commission
Angela Oh – Legislative Fiscal Analyst
Spencer Pratt – Legislative Fiscal Analyst
Richard Maughan – BATC, Campus President
Mike Bouwhuis – DATC, Campus President
Rich VanAusdal – DXATC, Campus President
Collette Mercier – OWATC, Campus President
Clay Christensen – MATC, Campus President
Kristie McMullin – SWATC, Campus Representative
Scott Snelson – TATC, Campus President
Mark Walker – UBATC, Campus President
Brent Petersen – DATC VP

MINUTES OF MEETING

UTAH COLLEGE OF APPLIED TECHNOLOGY
Board of Trustees
18 April 2012

Introduction Items

I.A Call to Order

Meeting was called to order at 11:08 a.m.

I.B Approval of Agenda

Motion to approve the agenda

Motion: Ron Larsen, Second: Mark Dennis; Voting: Unanimous

I.C Approval of 11 January 2012 Minutes

Motion to approve the 11 January 2012 Minutes

Motion: Michael McCandless, Second: Steve Moore; 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.

I.E Oath of Office for Michael E. Jensen, Kendall Willardson

Chair Tom Bingham welcomed the trustees and introduced Michael E. Jensen who will represent Davis Applied Technology College replacing Trustee Bill Prows on the UCAT Board of Trustees and Kendall Willardson who will represent Snow College Career and Technical Education Advisory Committee replacing Trustee Carl Albrecht on the UCAT Board of Trustees. Barbara Miner, Notary Public, administered the oath of office for Trustee Jensen and Trustee Willardson.

Action Items

II.A Existing Policy Revision – 202 (Custom Fit Training)

An update of Custom Fit Training Policy 202 was recommended to clarify the relationship between 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.

Motion to approve the suggested modifications to **Policy 202** Custom Fit Training, with the new data reporting requirements to take effect on July 1, 2012: Mike Madsen, Second: Ron Larsen; Unanimous

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

Motion to approve logo: Brad Tanner, Second: Kendall Willardson; Unanimous

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

Motion: Mark Dennis, Second: Michael Madsen; Unanimous

II.B Resolution Honoring DXATC Campus President Rich VanAusdal

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 prepared a resolution of appreciation for the Board's consideration was presented to President VanAusdal.

Motion to approve the resolution honoring Campus President VanAusdal and present it to him: Ron Larsen, Second, Steve Moore; Unanimous

II.C Approval DATC Freeport Lease

President Mike Bouwhuis indicated that 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 SF warehouse for future programs until the deed has been transferred to the DATC. The lease has a 30 day clause if we would like to get out of the lease. The lease is a 5 year term at \$10.00 per year.

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

Motion: Michael Jensen, Second: Don Roberts; Unanimous

II.D UCAT FY 2013 Tuition Rate

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%.

After responses from each campus president and board discussion, there was a motion to approve a system-wide tuition rate increase of \$0.15 per hour, and review and discuss information in the next meeting regarding the ability of campuses to have different tuition rates.

Motion: William Sederberg, Second: Ron Larsen; approved, with Jim Olsen Voting in opposition

II.E Differential Tuition Rate

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

Motion to approve the requested differential tuition rates: Kendall Willardson, Second: Mike McCandless;
Unanimous

III.A 2012 Legislative Session Review

The 2012 General Session of the Utah State Legislature concluded on March 8th. 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.

III.B Open Meetings Training

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. Doug Richards, Assistant Attorney General and legal counsel assigned to UCAT, provided training to the board on the requirements of the Open and Public Meetings Act.

III.C UCAT Presidents Office Budget Report

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.

III.D Internal Audit Report

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.

III.E Transfer Records to Campuses

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.

III.F DXATC Campus President Selection Process

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.

III.G Nominating Committee Chair/Vice Chair

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 no 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.

Chair Bingham appointed three members of the board for the nominating committee: Jim Olsen as Chair, Jim Evans and Dale Cox.

III.H UCAT Role in Governor Herbert's Vision 2020 Goal

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. 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.

Adjourn

Motion to Adjourn: Steve Moore
Meeting adjourned at 2:50 p.m.