
UTAH COLLEGE OF APPLIED TECHNOLOGY
BOARD OF TRUSTEES MEETING AGENDA

June 13, 2012 – 10:00 a.m. to 2:00 p.m.

Utah College of Applied Technology

4501 S 2700 W Bldg 3

Salt Lake City, Utah 84114-7900

I. Introduction

- A. Call to Order – Chair Bingham.....
- B. Approval of Agenda – Chair Bingham.....
- C. Approval of 18 April 2012 and 30 April 2012 Minutes – Chair Bingham.....A
- D. Executive Committee Report – Chair Bingham.....B

II. Action Items

- A. Manufacturing Cluster Project UCAT and SLCC – Pres. Brems/Chair Bingham.....C
- B. Campus President/UCAT President Compensation – Pres. Brems.....D
- C. Office of the UCAT President Budget 2012-2013 – VP Brinkerhoff.....E
- D. Update on UCAT Building/Approval of Board of Trustee Meeting Date Change – Pres Brems.....F
- E. FY 2014 Capital Facilities Prioritization – Pres. Brems.....G
- F. Nominating Committee Report: Election for Chair and Vice Chair – Trustee Cox.....H
- G. Integrated Financial and Student Information Systems – Pres. Brems.....I
- H. FY 2013 Data Dictionary – VP Haines.....J
- I. Recognition of Trustee Sederburg – Pres. Brems.....K

III. Information Items

- A. Certificate and Outcome Reporting – VP Haines.....L
- B. Program Approval: SWATC Business Administrative Support I – Substantive Change – VP Haines.....M
- C. Office of the UCAT President Budget Report - VP Brinkerhoff.....N
- D. Cosmetology MOU – Canyons & Granite School Districts – VP Haines.....O
- E. Building and Facilities Updates – Campus Presidents.....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

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

13 June 2012

ITEM: I.C

TOPIC: Approval of 18 April 2012 and 30 April 2012 Minutes

BACKGROUND

The Board of Trustees held a regular meeting on 18 April 2012 at Mountainland Applied Technology College. A preliminary draft of the meeting minutes is attached for Board review and approval.

On the 30 April 2012 the Board of Trustees held a special meeting at Dixie Applied Technology College. This meeting was held to approve recommendation for a new Dixie Applied Technology College Campus President. A preliminary draft of the meeting is attached for Board review and approval.

FISCAL IMPACT

None

RECOMMENDATIONS

UCAT Administration recommends the Board approve the 18 April 2012 and 30 April 2012 Board of Trustees minutes.

Attachments:

Minutes for 18 April 2012 and 30 April 2012 Board of Trustees Meeting



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

(Awaiting formal approval-subject to change)

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.

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

DATE: 30 April 2012

TIME: 2:00 PM – 3:00 PM

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

(Anchor location for telephone conference access)

MINUTES

(Awaiting formal approval-subject to change)

Board of Trustees Present

Tom Bingham, Chair – TATC*
Michael Madsen, Vice Chair – BATC*
Ron Larsen – DXATC
Jim Evans – MATC*
Don Roberts – SWATC*
Mark Dennis- UBATC*
Kendall Willardson – Snow College*
Mike McCandless – USU - CEU*
Jim Olsen – Business-Industry Governor's Appointee*
Dale Cox – Union Apprenticeship*
Brad Tanner – Non-Union Apprenticeship*
(non-voting) Katharine Garff – State Board of Regents*

Excused

Michael Jensen – DATC
Steven Moore - OWATC
Stanley Parrish –SLCC
William Sederburg – Commissioner of Higher Education
Spencer Eccles – Governor's Office of Economic
Development
David Crandall – State Board of Education

Others Present

Rich VanAusdal – DXATC
Mark Fahrenkamp

UCAT Administration

Robert Brems – President
Jared Haines – VP, Instruction and Student Services*
Tyler Brinkerhoff – VP, Administrative Services*
Kimberly Robert – Executive Assistant *
Douglas Richards – Assistant Attorney General*

*Attended via telephone conference call

MINUTES OF MEETING

UTAH COLLEGE OF APPLIED TECHNOLOGY Board of Trustees- Special Meeting 30 April 2012

II. Introduction

A. Call to Order

Meeting was called to order at 8:02 a.m.

B. Approval of Agenda

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

C. Update on selection process for Dixie Applied Technology Campus President

II. Closed Session

Moved: That the Board of Trustees Utah College of Applied Technology College meet in closed session as provided in Utah Statute 52-4-205, for the discussion of the character, professional competence, or physical or mental health of individuals.

Motion: Jim Olsen, Second: Dale Cox; Voting: Unanimous

Roll call vote in favor: Tom Bingham, Michael Madsen, Ron Larsen, Jim Evans, Don Roberts, Mark Dennis, Kendall Willardson, Mike McCandless, Jim Olsen, Dale Cox, Brad Tanner

Opposed: (none)

It was requested that all members of the public leave the session, including those in the office and on the phone.

The Chair ruled the end of the closed session and called the Board back into open session.

At this time the public was invited to rejoin in the public access room.

III. Open Session(Videoconference feed was activated at the DXATC campus.)

A. Approval of Utah College of Applied Technology President's Appointment of new Dixie Applied Technology College Campus President

President Brems stated that in accordance with Utah Statute 53B-sa-107(a), he recommended Kelle M. Stephens be appointed as Campus President of the Dixie Applied Technology College, effective June 1, 2012.

Chair Bingham observed that, as provided in Utah Statute 53B-2a-107(a), the president of the Utah College of Applied Technology has, after consultation with the campus board of directors of the Dixie Applied Technology College, recommended the appointment of a campus president for approval of the Board of Trustees. Moved that the Utah College of Applied Technology Board of Trustees approve President Brems' recommended appointment of Kelle M. Stephens as campus president for the Dixie Applied Technology College.

Motion: Ron Larsen, Second: Jim Olsen; Voice Vote: Unanimous

Roll call vote in favor: Tom Bingham, Michael Madsen, Ron Larsen, Jim Evans, Don Roberts, Mark Dennis, Kendall Willardson, Mike McCandless, Jim Olsen, Dale Cox, Brad Tanner

Opposed: (none)

IV. Adjourn

Meeting Adjourned 9:02 a.m.

Motion to adjourn: Jim Evans, Second: Dale Cox; Voting: Unanimous

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

13 June 2012

ITEM: I.D

TOPIC: Executive Committee Report

BACKGROUND

The Executive Committee held a regular meeting on 18 April 2012 at Mountainland Applied Technology College 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 June 13, 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

13 June 2012

ITEM: II.A

TOPIC: Manufacturing Cluster Project UCAT, Salt Lake Community College and Utah Manufacturers Association

BACKGROUND

UCAT has been meeting with the Utah Manufacturers Association and Salt Lake Community College on the development of a state initiative proposal to establish a Utah Cluster Acceleration Program (UCAP) project targeting manufacturing. The developing proposal will be pitched to the UCAP Steering Committee by UCAT, SLCC and UMA on June 14, 2012. A significant concept being presented by UMA is that of "re-shoring" of manufacturing: bringing back manufacturing jobs lost to other countries. UCAT and SLCC will play a role in the education and training of manufacturing technicians.

Current discussion is based on:

- 1- Improving the perception of manufacturing careers
- 2- Bringing back lost manufacturing and jobs to Utah
- 3- Stimulating economic development by increasing manufacturing in Utah

FISCAL IMPACT

N/A, Project funding will come from UCAP funds being requested from the Governor's Office of Economic Development, Utah Department of Workforce Services and the Utah System of Higher Education

RECOMMENDATIONS

UCAT Administration recommends that the Board of Trustees endorse the proposed concept of a UCAP project targeting manufacturing with UCAT, SLCC and UMA as conveners of the project.

Attachments:

None



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

13 June 2012

ITEM: II.B

TOPIC: Campus President/UCAT President Compensation

BACKGROUND

Utah Code 53B-2a-102 (2)(i), requires the UCAT President to set annual compensation for campus presidents, with the approval of the UCAT Board of Trustees. The 2012 Utah State Legislature authorized and funded a 1% adjustment to the salaries of all UCAT employees for the FY 2013 year (July 1, 2012 to June 30, 2013). Based on this action it recommended that the salaries of the eight UCAT campus presidents and the UCAT President be increased by 1%.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve a 1% adjustment to the salaries of all UCAT campus presidents and the UCAT President for FY 2012-13.



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

13 June 2012

ITEM: II.C

TOPIC: Office of the UCAT President Budget 2012-2013

BACKGROUND

The Office of the UCAT President is primarily funded by funded by tax dollars appropriated by the State Legislature. Per UCAT Policy 555.3.3, *"After review and approval by the UCAT President, the proposed budget shall be submitted to the UCAT Board of Trustees for final approval in the regular Board Meeting in June of each year."* The attached spreadsheet is administration's plan for the disposition of The Office of the UCAT President's appropriated funds for the fiscal year ending June 30, 2013.

FISCAL IMPACT

N/A – Funding has already been appropriated.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve the budget as attached.

Attachments:

FY 2013 Budget – Office of the UCAT President





Utah College of Applied Technology

Office of the President

Fiscal Year 2013 Office Budget

Revenue

UCAT Admin Appropriation	1,580,100
Admin share of Equipment Appropriation	9,600
Admin share of Custom Fit Appropriation	3,800
Jobs Now to Campuses	<u>(400,000)</u>
Total State Budget	<u><u>1,193,500</u></u>

Expenditures

Salaries, Payroll Tax & Benefits	890,000
Building Occupancy Costs	121,000
Professional Development Conference	0
Internal Audit	35,000
Custom Fit Inservice	3,800
Equipment Purchases	10,000
Employee Travel	15,000
Board Meetings	10,000
UCAT System-wide Meetings	4,800
Other Meetings	7,400
Marketing	40,000
Automobile Expenses	7,500
Annual Report	7,500
Supplies & Other Current Expenses	30,000
Unallocated	<u>11,500</u>
Total Expenditures	<u><u>1,193,500</u></u>

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

13 June 2012

ITEM: II.D

TOPIC: Update on UCAT Building/Approval of Board of Trustee Meeting Date Change

BACKGROUND

Work is progressing on the new UCAT Administration and Training Facility. Ascent Construction indicates that work is about one week ahead of schedule for a September 28 completion date. A photo update will be provided to the Trustees along with a proposal to modify the date of the next Board of Trustees meeting.

FISCAL IMPACT

N/A

RECOMMENDATIONS

UCAT Administration recommends that the Board modify its calendar to hold the next Trustees meeting on Thursday, October 18, 2012 in conjunction with the ribbon cutting of the new UCAT Administration and Training Facility.

Attachments:

Construction Photos

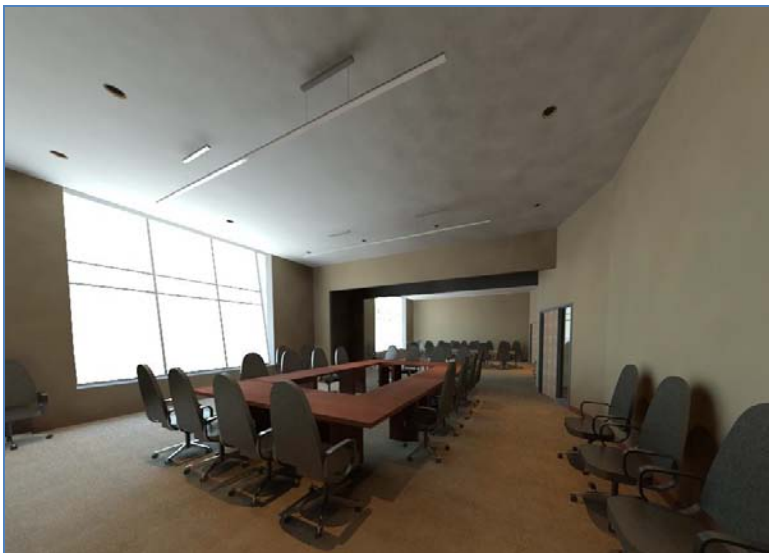




May 24, 2012



June 5, 2012



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

13 June 2012

ITEM: II.E

TOPIC: FY 2014 Capital Facilities Prioritization

BACKGROUND

On June 16, 2011, the UCAT Board of Trustees prioritized six campus capital facilities proposals. The proposals went forward for consideration by the Utah State Building Board and the 2012 Utah State Legislature, however only the DXATC land purchase was funded. With no additional projects being presented by the campuses, UCAT Administration is suggesting that the Board adopt the same priority list for FY 2014. The new proposed FY 2014 UCAT Capital Facilities priorities (listed below with project title, projected cost, square feet and operations and maintenance cost) would be:

- 1- Southwest Applied Technology College, Allied Health and Technology Building, Cedar City
- 2- Dixie Applied Technology College, DXATC Main Campus, St. George
- 3- Mountainland Applied Technology College, Central Utah County Campus, Orem
- 4- Bridgerland Applied Technology College, Health Science and Technology Building, Logan
- 5- Davis Applied Technology College, Medical Building Expansion, Kaysville
- 6- Uintah Basin Applied Technology College, Main Campus Remodel/Expansion, Roosevelt

UCAT Administration also suggests approval of the two land banking requests (which have not yet been funded) also continue as approved last year and a new request from MATC be added:

- 1- Bridgerland Applied Technology College, Logan Campus Expansion, \$8,175,000 / 54.5 acres
- 2- Davis Applied Technology College, Morgan Education / Economic Development Center, \$575,000 / 9.88 acres
- 3- Mountainland Applied Technology College, \$2,950,00 / 7.93 acres

FISCAL IMPACT

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

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

Land Banking Requests, ~\$11,700,000 (one-time funding)

RECOMMENDATIONS

It is recommended that the Board of Trustees approve the recommendations for prioritizing FY 2014 UCAT Capital Facilities and Land Banking requests and provide updated cost estimates in the fall meeting.



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

13 June 2012

ITEM: II.F

TOPIC: Nominating Committee Report: Election for UCAT Board of Trustees Chair and Vice Chair

BACKGROUND

In the April, 2012 meeting of the Board of Trustees, Chair Bingham appointed a nominating committee consisting of Trustee Jim Olsen, Chair with trustees Jim Evans and Dale Cox as members, as indicated in UCAT Policy 101, UCAT Bylaws. The committee has been contacting the current voting members of the Board and determining those interested in being considered to serve as chair or vice-chair for the upcoming two-year period.

Trustee Olsen will make a report of the nominating committee's work and nominate at least one candidate for each of the positions of chair and vice-chair. Chair Bingham will then call upon members of the nominating committee to place in nomination the names of those trustees selected by the nominating committee, 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.

Election shall be conducted in open meeting 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. 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. At the conclusion of the vote, the chairperson shall announce the winners. The new chairperson shall then preside for the remainder of the meeting.

RECOMMENDATIONS

UCAT Administration recommends that the Board of Trustees elect a chairperson and vice chairperson, who serve two year terms as described in UCAT Policy 101.9

Attachments:

UCAT Policy 101.9





Subject:	Bylaws
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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
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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

13 June 2012

ITEM: II.G

TOPIC: Integrated Financial and Student Information Systems

BACKGROUND

UCAT has been in the process of developing, implementing and using the Northstar Student Information System since 2005. The system is currently implemented at seven campuses and Northstar Version 2.0 is planned to be implemented at TATC in August. Version 2.0 will be operational at all seven campuses by early 2013.

BATC recently announced the implementation of a 3rd party integrated financial and student information system at its campuses in Logan, Brigham City and Woodruff. It is expected that implementation of this comprehensive system will require approximately 18 months and when fully implemented will allow for integrated student information systems, financial information systems, Federal financial aid management, payroll and online registration. During a recent President's Cabinet discussion of future UCAT data management needs it was determined (based on concurrence of the Board of Trustees) to conduct additional research during the summer regarding future approaches to information systems across UCAT.

FISCAL IMPACT

System-wide purchase and implementation of the new BATC system is estimated at \$2M-\$4M, with ongoing maintenance costs of \$250,000 to \$320,000 per year.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve a study of future approach to information system potential alternatives for the future management of UCAT data with a report to be made in the Fall 2012 meeting.



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

13 June 2012

ITEM: II.H

TOPIC: FY 2013 Data Dictionary

BACKGROUND

The UCAT Data Dictionary is maintained by the Office of the UCAT President as a guiding document to the campuses in the data collection and reporting processes. Updates are approved annually by the Board of Trustees to provide oversight to the campuses in assuring that data definitions are current and consistently applied. Under the leadership of Stephanie Rikard, UCAT Director of Data and Information Systems, the campus data representatives are completing documentation of Data Dictionary revisions that have been recommended for FY 2013. The changes will be provided in summary form in the meeting for the Board's approval. The recommendations have also been reviewed by and are supported by the instructional officers, student services officers, and the President's Cabinet.

FISCAL IMPACT

None

RECOMMENDATIONS

UCAT Administration recommends the Board approve the UCAT Data Dictionary for FY 2013 with the revisions that will be summarized in the "UCAT Data Dictionary FY 2013 – Summary of Recommended Revisions", which will be distributed in the meeting.

Attachments:

(To be distributed in the meeting) UCAT Data Dictionary FY 2013 – Summary of Recommended Revisions



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

13 June 2012

ITEM: II.I

TOPIC: Recognition of Trustee Sederburg

BACKGROUND

Utah System of Higher Education Commissioner Bill Sederburg has served as a member of the UCAT Board of Trustees since July 1, 2009. Trustee Sederburg has announced his retirement, effective August 2012 and this will be his last meeting as a trustee. The UCAT Office of the President and the UCAT Board of Trustees are grateful for his service and wish to recognize him and present a token of appreciation.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees recognize retiring UCAT Trustee Bill Sederburg for his service to UCAT and for his many contributions to higher education in Utah.



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

13 June 2012

ITEM: III.A

TOPIC: Certificate and Outcome Reporting

BACKGROUND

UCAT has strong record of reporting enrollment (membership hours and headcount) in its annual and interim reports for all students and missions served. More recently, outcomes for COE-approved certificate programs have also become strong reporting elements. While these reports reflect perhaps the largest and most substantial aspects of nearly 56,000 students (FY-2011) served by the applied technology college campuses, there are important student populations and aspects of UCAT's mission that are not fully reflected in reports on student outcomes, such as occupational upgrade training, high school students, industry certifications, Custom Fit, and other training activities.

In addition, UCAT is committed to support the Governor's Education Excellence Commission goal for 66% of Utahns to have a post-secondary credential by 2020. Efforts to substantially increase the number of certificates attained toward that goal call for defining and structuring certificates that will be tracked.

UCAT administration and the President's Cabinet have launched an effort to identify ways to define and report on all mission outcomes. A work group has convened that is developing data/reporting models, policy definitions, and approaches to structuring certificate programs to be considered by the campuses, the presidents, UCAT administration, and the Board of Trustees over the next few months. UCAT administration has also been working with representatives of the Governor's Office who are developing a "balanced scorecard" approach to tracking the 66% by 2020 goal.

The current status of these efforts, including issues that are being addressed, will be reviewed and discussed by the Board.

FISCAL IMPACT

None

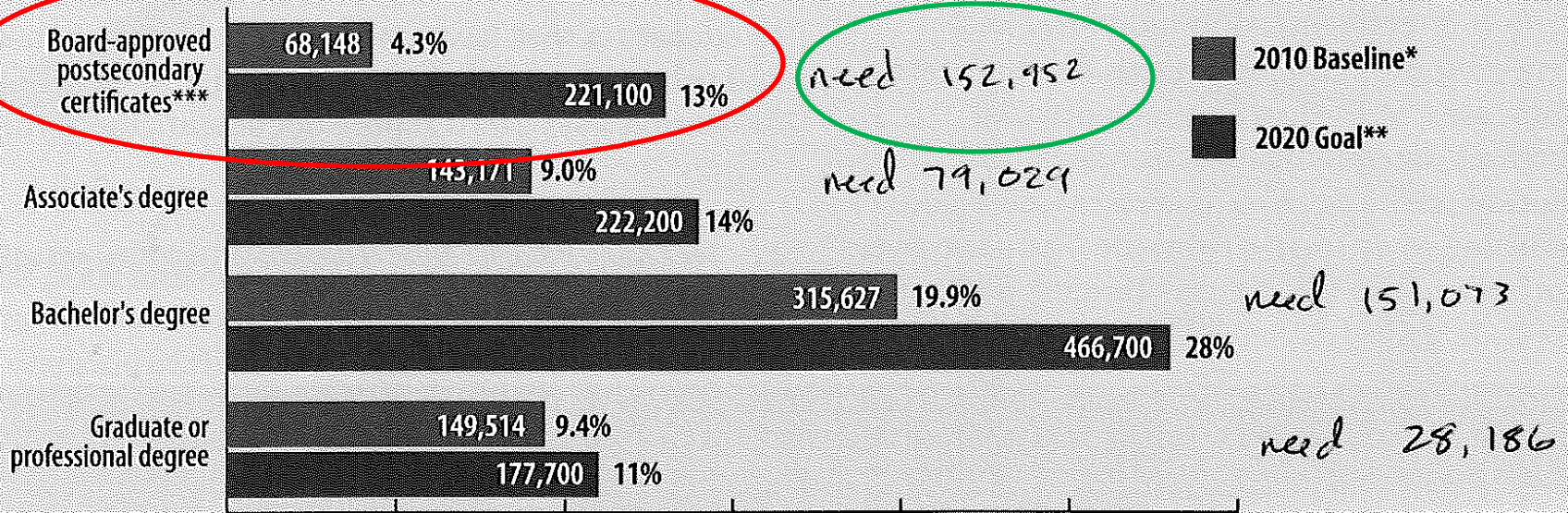
RECOMMENDATIONS

For information and discussion by the Board.

Attachments: Vision 2020 Goal: Postsecondary Education Attainment Levels (two pages)



Vision 2020 Goal: Postsecondary Education Attainment Levels by 2020 – Ages 20-64





CERTIFICATE PROJECTIONS TOWARD 2020 GOAL

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	TOTALS
UCAT		5,107	5,770	6,520	7,370	8,330	9,410	10,630	12,010	13,570	15,330	94,047
USHE	2,224	2,152	2,536	2,870	3,240	3,660	4,140	4,680	5,290	5,980	6,760	43,532
Private	1,000	1,080	1,160	1,250	1,340	1,440	1,550	1,670	1,800	1,940	2,090	16,320
Total	3,224	8,339	9,466	10,640	11,950	13,430	15,100	16,980	19,100	21,490	24,180	153,899



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

13 June 2012

ITEM: III.B

TOPIC: Program Approval: SWATC Business Administrative Support I – Substantive Change

BACKGROUND

The UCAT Board of Trustees, as provided in UCAT Policy 200.5.2.3, directs and authorizes the UCAT president to approve requests for approval of substantive changes to financial aid eligible campus programs, if the president concurs that the proposal meets the agreed-upon UCAT criteria established by the Board in Policy 200.6. The president's approval is considered final, and documentation of the substantive changes is to be submitted to the Board in their next regularly scheduled meeting as an information item.

Accordingly, the President's Office received a request on June 4 from Southwest Applied Technology College to approve substantive changes to its Business Administrative Support I certificate program. Review of the proposal is in process and will be completed by June 11. If President Brems approves the substantive changes upon completion of the review, the Board will be informed in the meeting.

Program Title

Business Administrative Support I

Substantive Change

Length and content change from 1020 hours to 630 hours

An updated outline reflecting the revised program is attached for the information of the Board.

FISCAL IMPACT

None.

RECOMMENDATIONS

Attachments: SWATC Business Administrative Support I



BUSINESS ADMINISTRATIVE SUPPORT I

The Business Administrative Support I certificate is intended to give students a solid foundation in the skills necessary to find employment as an office staff member. Instruction is concentrated on basic skills in computer literacy and use of programs, but also covers presenting oneself and company professionally and competently. Required participation in two Employment Development Center sessions provides real life experience in a simulated office environment, preparing these students for employment in any business office.

The program includes the following courses:

PREREQUISITES

None

CORE COURSES

Defined Dates	Student Success	30
Open Entry/Open Exit*	E Portfolio	30
Open Entry/Open Exit*	Keyboarding I Accelerated	30
Open Entry/Open Exit*	Computer Literacy	60
Open Entry/Open Exit*	Business English	60
Open Entry/Open Exit*	Word Processing Applications I	60
Open Entry/Open Exit*	Business Correspondence	60
Open Entry/Open Exit*	Work Place Relations	30
Defined Dates	EDC I	30
Open Entry/Open Exit*	Spreadsheet Applications I	60
Open Entry/Open Exit*	Records Management	30
Open Entry/Open Exit*	Business Math	30
Open Entry/Open Exit*	Accounting I	60
Defined Dates	EDC II	30
Open Entry/Open Exit*	Job Seeking Skills	30

*Courses offered on an Open Entry/Open Exit basis can begin the Monday following registration and can be scheduled any time within the lab hours of 8am-9pm, Monday – Thursday and 9am-5pm on Friday based on the Business Technology Department's annual calendar.

2012-2013 Estimated Core Course Fees

Annual Registration Fee	\$ 40.00
Tuition**	\$976.50
Program Fees**	\$375.00
Books and Supplies	\$800.00
Estimated Core	
Course Total	\$2191.50

**Tuition and program fee based on hours assigned to each course and student attendance of fifteen hours per week with estimated completion time of 12 months. All prices are subject to change.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

13 June 2012

ITEM: III.C

TOPIC: Office of the UCAT President 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."* The attached report is a snap shot of revenues and expenditures of the Office of the President for the current fiscal year through May 31, 2012.

FISCAL IMPACT

N/A

RECOMMENDATIONS

None – Information only

Attachments:

Check register

Budget progress report



Utah College of Applied Technology
Check Register
FY 2012 as of May 31, 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

Utah College of Applied Technology
Check Register
FY 2012 as of May 31, 2012

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
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
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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

Utah College of Applied Technology

Check Register

FY 2012 as of May 31, 2012

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
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
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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

Utah College of Applied Technology
Check Register
FY 2012 as of May 31, 2012

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
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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
Check	04/04/2012	10270	Chase Media Group	-5,000.00
Check	04/04/2012	10271	Evan Sevy	-224.80
Check	04/04/2012	10272	Jared Haines	-374.50
Check	04/04/2012	10273	Kimberly Roberts	-273.00
Check	04/04/2012	10274	Stephanie Rikard	-26.70
Check	04/04/2012	10275	Tyler Brinkerhoff	-88.00
Check	04/26/2012	10276	Automated Business Products	-83.94
Check	04/26/2012	10277	BATC	-132,350.00
Check	04/26/2012	10278	Brad Tanner	-30.20
Check	04/26/2012	10279	DATC	-122,075.00
Check	04/26/2012	10280	Don Roberts	-178.00
Check	04/26/2012	10281	DXATC	-73,225.00
Check	04/26/2012	10282	Evan Sevy	-309.10
Check	04/26/2012	10283	Jared Haines	-390.36
Check	04/26/2012	10284	Mark Dennis	-137.00
Check	04/26/2012	10285	MATC	-118,050.00
Check	04/26/2012	10286	Michael Jensen	-45.00
Check	04/26/2012	10287	Michael Madsen	-148.00

Utah College of Applied Technology
Check Register
FY 2012 as of May 31, 2012

Check	04/26/2012	10288	Michael McCandless	-118.00
Check	04/26/2012	10289	OWATC	-134,575.00
Check	04/26/2012	10290	Rob Brems	-304.10
Check	04/26/2012	10291	Ron Larsen	-293.00
Check	04/26/2012	10292	Sign Pro	-560.00
Check	04/26/2012	10293	Signature Images	-469.60
Check	04/26/2012	10294	Snow College	-58,900.00
Check	04/26/2012	10295	Steve Moore	-63.90
Check	04/26/2012	10296	SWATC	-71,100.00
Check	04/26/2012	10297	TATC	-40,983.00
Check	04/26/2012	10298	UBATC	-98,525.00
Check	04/26/2012	10299	University Of Utah	-997.94
Check	04/26/2012	10300	USU Eastern	-51,975.00
Check	04/26/2012	10301	Utah Department Of Technology	-515.85
Check	04/26/2012	10302	Utah Divison Of Purchasing	-26.88
Check	04/26/2012	10303	UWHEN	-1,000.00
Check	05/21/2012	10304	Automated Business Products	-75.95
Check	05/21/2012	10305	BATC	-53,488.67
Check	05/21/2012	10306	Educause	-40.00
Check	05/21/2012	10307	Evan Sevy	-337.20
Check	05/21/2012	10308	Hansen, Barnett & Maxwell	-16,805.85
Check	05/21/2012	10309	KSTU Fox 13	-4,972.50
Check	05/21/2012	10310	MATC	-1,669.50
Check	05/21/2012	10311	SWATC	-464.45
Check	05/21/2012	10312	TATC	-625.00
Check	05/21/2012	10313	University Of Utah	-997.94
Check	05/21/2012	10314	Utah Divison Of Purchasing	-41.22



*Utah College of Applied Technology
Office of the President*

Fiscal Year 2012 Office Budget as of May 31, 2012

Revenue	<u>Budgeted</u>	<u>YTD</u>	<u>YTD Percent</u>
UCAT Admin Appropriation	1,545,600	1,545,600	100%
Admin share of Equipment Appropriation	9,600	9,600	100%
Admin share of Custom Fit Appropriation	3,800	3,800	100%
Jobs Now to Campuses	(400,000)	(400,000)	100%
Total State Budget	<u>1,159,000</u>	<u>1,159,000</u>	<u>100%</u>

Expenditures

Salaries, Payroll Tax & Benefits	875,000	640,115	73%
Building Occupancy Costs	90,250	61,198	68%
Professional Development Conference	-	-	N/A
Internal Audit	50,000	27,406	55%
Custom Fit Inservice	3,800	464	12%
Equipment Purchases	10,000	1,752	18%
Employee Travel	15,000	9,396	63%
Board Meetings	10,000	6,927	69%
UCAT System-wide Meetings	4,800	3,855	80%
Other Meetings	7,400	1,136	15%
Marketing	50,000	16,569	33%
Automobile Expenses	7,500	6,722	90%
Annual Report	5,000	3,999	80%
Supplies & Other Current Expenses	20,000	16,130	81%
Unallocated	10,250	-	0%
Total Expenditures	<u>1,159,000</u>	<u>795,669</u>	<u>69%</u>

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

13 June 2012

ITEM: III.D

TOPIC: Cosmetology MOU – Canyons & Granite School Districts

BACKGROUND

With Salt Lake Community College's announcement of the planned closure of its Cosmetology program, Canyons and Granite School District representatives have approached UCAT administration to explore ways UCAT Applied Technology College Campuses might be able to accommodate some of their cosmetology students who graduate from high school and desire to continue and complete their Cosmetology training after high school.

The school district representatives have indicated that SLCC has been accommodating ten out of some fifty high school graduating students from each district each year. UCAT President's Office staff has been working with campuses that have Cosmetology programs and the school district representatives to draft a Memorandum of Understanding that outlines how school district graduates can be accommodated in the UCAT campus programs.

FISCAL IMPACT

None.

RECOMMENDATIONS

Information only.

Attachments: None



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

13 June 2012

ITEM: III.E

TOPIC: Building and Facilities Updates

BACKGROUND

DATC recently conducted a ribbon cutting of its new Business Resource Center in Morgan and is preparing an October 2012 ribbon cutting of its DATC Freeport Center facility. President Bouwhuis will provide an update of both projects.

The TATC project, approved by the 2011 Legislature is progressing well. President Snelson will provide an update of that project.

The expansion of the UBATC Vernal campus was approved by the 2012 Legislature as a Non-State-funded Project. President Walker will provide an update of that project.

MATC is about to begin a remodel project of the Orem campus. President Christensen will provide an update of that project.

FISCAL IMPACT

All five projects are under the purview of the respective campuses. Funding for these projects are from campus budgets, legislative appropriations and/or DFCM capital improvement funds.

