The Utah College of Applied Technology (UCAT)
Board of Trustees Meeting
DATE: 13 June 2012
TIME: 10:00 AM – 3:00 PM
LOCATION: Utah College of Applied Technology
4501 South 2700 West Bldg. 3
Taylorsville, UT 84119
(Anchor location for electronic access)

MINUTES

<u>Board of Trustees Present</u>
Tom Bingham, Chair – TATC Board of Directors
Michael Madsen, Vice Chair – BATC Board of Directors
Michael Jensen – DATC Board of Directors
Ron Larsen – DXATC Board of Directors
Jim Evans – MATC Board of Directors
Steve Moore – OWATC Board of Directors
Don Roberts – SWATC Board of Directors
Mark Dennis – UBATC Board of Directors
Kendall Willardson – Snow College CTE Committee
Katharine Garff – State Board of Regents Representative
Dale Cox – Union Apprenticeship Representative
Stanley Parrish –SLCC School of Applied Technology

<u>Excused</u>
Jim Olsen – Business-Industry Governor's Appointee
David Crandall – State Board of Education Representative
Brad Tanner – Non-Union Apprenticeship Representative
Spencer Eccles – Governor's Office of Economic Development
William Sederburg – Commissioner of Higher Education
Mike McCandless – USU-Eastern CTE Committee

<u>UCAT Administration</u>
Robert Brems – President
Kimberly Roberts – Executive Assistant to the President
Jared Haines – VP, Instruction and Student Services
Tyler Brinkerhoff – VP, Administrative Services
Jordan Rushton – Intern

<u>Others Present</u>
Angela Oh – Legislative Fiscal Analyst
Spencer Pratt – Legislative Fiscal Analyst
Richard Maughan – BATC, Campus President
Mike Bouwhuis – DATC, Campus President
Kelle Stephens – DXATC, Campus President
Collette Mercier – OWATC, Campus President
Clay Christensen – MATC, Campus President
Kristie McMullin – SWATC, Campus Representative
Mark Walker – UBATC, Campus President

UTAH COLLEGE OF APPLIED TECHNOLOGY
Board of Trustees
13   June 2012

I.INTRODUCTION ITEMS
I.A Call to Order
Meeting was called to order at 10:02 a.m.

I.B Approval of Agenda

Motion to approve the agenda

Motion: Don Roberts; Second: Ron Larsen; Voting: Unanimous

I.C Approval of 18 April 2012 and 30 April 2012 Minutes
Motion to approve the 18 April 2012 and 30 April 2012 Minutes
Motion: Ron Larsen; 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.

II.ACTION ITEMS
II.A Manufacturing Cluster Project UCAT and SLCC
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. The current discussion is based on: improving the
perception of manufacturing careers, "re-shoring" bringing back lost manufacturing and jobs to Utah, and
stimulating economic development by increasing manufacturing in Utah. This needs to be industry driven to
fill training needs.

Motion 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.

Motion: Stan Parish; Second: Dale Cox; Unanimous

II.B Campus President/UCAT President Compensation
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%.

Motion 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.

Motion: Jim Olsen; Second: Steve Moore; Unanimous

II.C Office of the UCAT President Budget 2012-2013
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 FY 2013 Budget – Office of the UCAT President spreadsheet, attached in the agenda, 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.

Motion to approve the budget: Michael Madsen; Second: Mark Dennis; Unanimous

II.D Update on UCAT Building/Approval of Board of Trustee Meeting Date Change
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. The Frontrunner to Provo is complete and test runs have begun. Test runs should be complete by the time the UCAT Administration and Training Facility is completed. It was recommended that the next trustee meeting be moved to Thursday, October 18, 2012, in conjunction with the ribbon cutting of the new UCAT Administration and Training Facility.

Motion to modify the 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.

Motion: Kendal Willardson; Second: Jim Evans; Unanimous

II.E FY 2014 Capital Facilities Prioritization
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 suggested 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, $2,950,000 / 7.93 acres

There will be an impact of:
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)
Dixie Applied Technology College Development and Uintah Basin Applied Technology College Campus Remodel/Expansion, Roosevelt will give a presentation in the fall meeting.

Motion to approve the recommendations for prioritizing FY 2014 UCAT Capital Facilities and Land Banking

requests which will allow the campuses to work with the Utah State Building Board members and legislators through the summer and provide updated cost estimates in the fall meeting.

Motion: Don Roberts; Second: Steve Moore; Voting: Unanimous

II.F Nominating Committee Report: Election for Chair and Vice Chair
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 contacted the current voting members of the Board and determined those interested in being considered to serve as chair or vice-chair for the upcoming two-year period.

Trustee Cox reported that the nominating committee has nominated Chair Bingham to remain as Chair and Michael Madsen remain as Vice Chair. Chair Bingham then declared nominations open for any further nominations from the Board. No other members were recommended as nominations.

Motion to elect Tom Bingham to remain as chairperson and Michael Madsen remain as vice chairperson, who serve two year terms as described in UCAT Policy 101.9

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

II.G Integrated Financial and Student Information Systems
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. 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.

Motion to approve a study of information system potential alternatives for the future management of UCAT data with a report to be made in the fall 2012 meeting.

Motion: Ron Larsen; Second: Kendall Willarson; Unanimous

II.H FY 2013 Data Dictionary
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.

Motion to 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.

Motion: Don Roberts; Second: Michael Jensen; Unanimous

II.I Recognition of Trustee Sederburg

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. The board appreciates his service and friendship.

Motion to recognize retiring UCAT Trustee Bill Sederburg for his service to UCAT and for his many contributions to higher education in Utah.

Motion: Michael Madsen; Second: Mark Dennis ; Unanimous

III.INFORMATION ITEMS

III.A Certificate and Outcome Reporting

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.

III.B Program Approval: SWATC Business Administrative Support I

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 was completed June 11, and President Brems approved the substantive changes.

Program Title	Substantive Change
Business Administrative Support I	Length and content change from 1020 hours to 630 hours

III.C Office of the UCAT President 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 established in the January 2012 Board of Trustees meeting. Vice President Brinkerhoff provided the budget report through May 2012

III.D Cosmetology MOU – Canyons & Granite School Districts

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. Upon review of the proposed Memorandum of Understanding and accommodations, the district and UCAT representatives conclude the Memorandum of Understanding is unnecessary, and the regular campus processes are sufficient to provide opportunities for students.

III.E Building and Facilities Updates

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 provided an update of both projects.

The TATC project, approved by the 2011 Legislature is progressing well. President Brems and Chair Bingham provided 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 provided an update of that project.

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

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

Adjourn

Motion to Adjourn: Mark Dennis Second: Michael Madsen
Meeting adjourned at 12:24 p.m.