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

October 18, 2012 – 10:00 a.m. to 3:00 p.m.

Utah College of Applied Technology

2801 Ashton Boulevard

Lehi, Utah 84043

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**I. Introduction**

A. Call to Order – Vice Chair Madsen.....	
B. Pledge of Allegiance – Vice Chair Madsen.....	
C. Approval of Agenda – Vice Chair Madsen.....	
D. Approval of 13 June 2012 Minutes – Vice Chair Madsen.....	D
E. Oath of Office for Dave Buhler – Barbara Miner, Notary Public.....	E
F. Recognition of Mark Walker/Search – Pres. Brems.....	F

**II. Action Items**

G. UCAT Endorsement of PACE Metrics- Pres. Brems.....	G
H. FY 2014 Budget Requests – VP Brinkerhoff.....	H
I. Capital Facilities Presentations: DXATC, UBATC – VP Brinkerhoff.....	I
J. Certification of FY 2012 Student Data – VP Haines.....	J
K. Potential Approval of UCAP Charter High School at DATC – Pres. Brems.....	K
L. New Policy Proposal – 104 (Evaluation of Campus Presidents) – Darrell White.....	L
M. Policy Revision – 102 (Delegations of Authority) and 204 (Tuition and Fees) - Darrell White.....	M
N. 2012 UCAT Annual Report – VP Haines.....	N
O. Board of Trustees Calendar – Pres. Brems.....	O

**III. Information Items**

P. Legislative Audit Progress – Pres. Brems.....	P
Q. Program Changes Approved: DATC Corrections Education, OWATC Biomedical Equipment Technician and Information Technology – VP Haines.....	Q
R. Office of the UCAT President Budget Report - VP Brinkerhoff.....	R
S. Tuition Rate Background – VP Haines.....	S
T. Campus Open Entry/Open Exit Programs – Campus Presidents.....	T

**IV. Closed Session**

Board may elect to go into closed session, which will not be open to the public, pursuant to Utah Code Section 52-4-204-206.

**IV. Adjourn**

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

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 October 2012

ITEM: I.D

TOPIC: Approval of 13 June 2012 Minutes

#### BACKGROUND

The Board of Trustees held a regular meeting on 13 June 2012 at Utah College of Applied Technology College. A preliminary draft of the meeting minutes is attached for Board review and approval.

#### FISCAL IMPACT

None

#### RECOMMENDATIONS

UCAT Administration recommends the Board approve the 13 June 2012 Board of Trustees minutes.

Attachments:

Minutes for 13 June 2012 Board of Trustees Meeting



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**

(Awaiting formal approval-subject to change)

Board of Trustees Present

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

Excused

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

UCAT Administration

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

Others Present

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

## **MINUTES OF MEETING**

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 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 3<sup>rd</sup> 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.

<u>Program Title</u>	<u>Substantive Change</u>
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.

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 October 2012

ITEM: I.E

TOPIC: Oath of Office for Dave Buhler

#### BACKGROUND

Upon appointment as Commissioner of Higher Education, Dave Buhler will replace William Sederburg as a voting member of the UCAT Board of Trustees.

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

#### FISCAL IMPACT

None

#### RECOMMENDATIONS

None

Attachments:

Biographical information



**David L. Buhler**  
Commissioner of Higher Education  
Utah System of Higher Education

David L. Buhler was named as the eighth Commissioner of Higher Education on June 21, 2012, by the Utah State Board of Regents, effective in August. As Commissioner he is responsible for making recommendations to, and implementing the policies of, the State Board of Regents, which is the governing board of Utah's eight public colleges and universities. Commissioner Buhler comes to this position with a long history of service in higher education, state and local government, and business.

For nearly twelve years prior to his appointment, Commissioner Buhler served as Associate Commissioner for Public Affairs with responsibility for government and media relations and overseeing the system's strategic priority of participation and outreach. He also served as Interim Commissioner for eight months in 2008. Commissioner Buhler taught as an Adjunct Professor of Political Science at the University of Utah from 1990 to 2006, and was a member of the University of Utah Board of Trustees from 1999 to 2000.

Commissioner Buhler served twelve years as an elected official, including two terms as a member of the Salt Lake City Council (2000-2007), and one term as a Utah State Senator (1995-1999). On the City Council he served as Council Chair in 2002 and 2006. In the Senate, he served as Senate Chair of the Administrative Services and Capital Facilities Appropriations Subcommittee and Vice Chair of the Executive Appropriations Committee. He served eight years in state government including four years as Executive Director of the Utah Department of Commerce (1989-1992) and as a member of the staff of Governor Norman H. Bangerter (1984-89). He was also an executive in private business with a national testing firm for eight years (1992-2000).

A native of Salt Lake City, Dave received Bachelor of Science degrees in History and Political Science from the University of Utah and a Master of Public Administration degree from Brigham Young University. He is currently completing a PhD in Political Science at the University of Utah. He is married to the former Lori Goaslind; they are the parents of five children.

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 October 2012

ITEM: I.F

TOPIC: Recognition of Uintah Basin Applied Technology College Campus President Mark Walker / Search Process for a New UBATC Campus President

#### BACKGROUND

UBATC Campus President Mark Walker has announced his resignation, effective October 19, 2012 citing family needs preventing him from relocating to the Uintah Basin. During President Walker's tenure, UBATC has continued to develop and increased support from business and industry has led to significant financial donations and increased enrollment. UCAT Administration, the UBATC Board of Directors and the UCAT Board of Trustees are appreciative of President Walker's service over the past 18 months and wish him well in his future endeavors.

President Brems has initiated a search process to identify President Walker's successor, in consultation with the UBATC Board of Directors. The position is currently being advertised with a deadline of October 19<sup>th</sup> for applications to be received at the Office of the UCAT President. Screening and interview processes are scheduled for late October and early November. It is anticipated that President Brems will recommend a new campus president for the Board of Trustees approval in November. That meeting will be conducted by conference call and details will be announced when they are known.

#### RECOMMENDATION

UCAT Administration recommends the Board of Trustees allow President Walker a few minutes to report his efforts and experiences as UBATC Campus President and publicly thank him for his service and contributions.



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 October 2012

ITEM: II.G

TOPIC: Draft Resolution Endorsing Governor Herbert's Vision 2020 Goal and the Governor's Education Excellence Commission's PACE Metrics

#### BACKGROUND

The Governor's Education Excellence Commission has adopted metrics to support the preparation, access, completion and economic success (PACE) of all of Utah's students. For UCAT, this means that each campus, and the UCAT system, will focus on tripling the number of board-approved post-secondary certificates awarded each year.

Governor Herbert has requested that UCAT and public and higher education adopt a resolution supporting the PACE metrics with a goal of requesting that the 2013 Utah Legislature also adopt that resolution early in the session.

#### FISCAL IMPACT

UCAT's FY 2014 budget request has been developed around a system plan to award 8,000 board-approved post-secondary certificates in FY 2014. Adoption of this resolution is complementary to that request and will increase the potential of receiving new funding to support campus and system goals.

#### RECOMMENDATIONS

UCAT Administration recommends that the Board of Trustees approve the draft resolution endorsing Governor Herbert's Vision 2020 Goal and the Governor's Education Excellence Commission's PACE metrics.

Attachments:

Draft Resolution Endorsing Governor Herbert's Vision 2020 Goal and the Governor's Education Excellence Commission's PACE Metrics





**Draft Resolution Endorsing Governor Herbert's Vision 2020 Goal  
and the  
Governor's Education Excellence Commission's PACE Metrics**



WHEREAS, we recognize that education is the foundation which underlies Utah's success, well-being, and prosperity; and,

WHEREAS, K-12 public education provides a foundation in social interaction, citizenship, knowledge, understanding, and basic life skills including reading, math, science, and history; and,

WHEREAS, technical and higher education provide opportunities for employment, service, leadership, and personal enrichment; and,

WHEREAS, it is well-documented that individuals with higher levels of skill and education enjoy greater health and are more engaged in civic life; and,

WHEREAS, for Utah's residents to succeed, technical and higher education in the state must achieve a new level of innovation and excellence; and,

WHEREAS, K-12 public education, technical education and higher education in Utah must be strengthened and empowered to increase the educational attainment of all Utahns; and,

WHEREAS, technical and higher education in Utah provide opportunities for individuals to enhance their quality of life, employability and economic success, and this should be available to all Utahns; and,

WHEREAS, by 2018, 66% of all jobs in Utah will require post-secondary education; and,

WHEREAS, adults who complete a postsecondary certificate, or an associate's, bachelor's or graduate degree earn significantly more over their lifetimes than high school graduates; and,

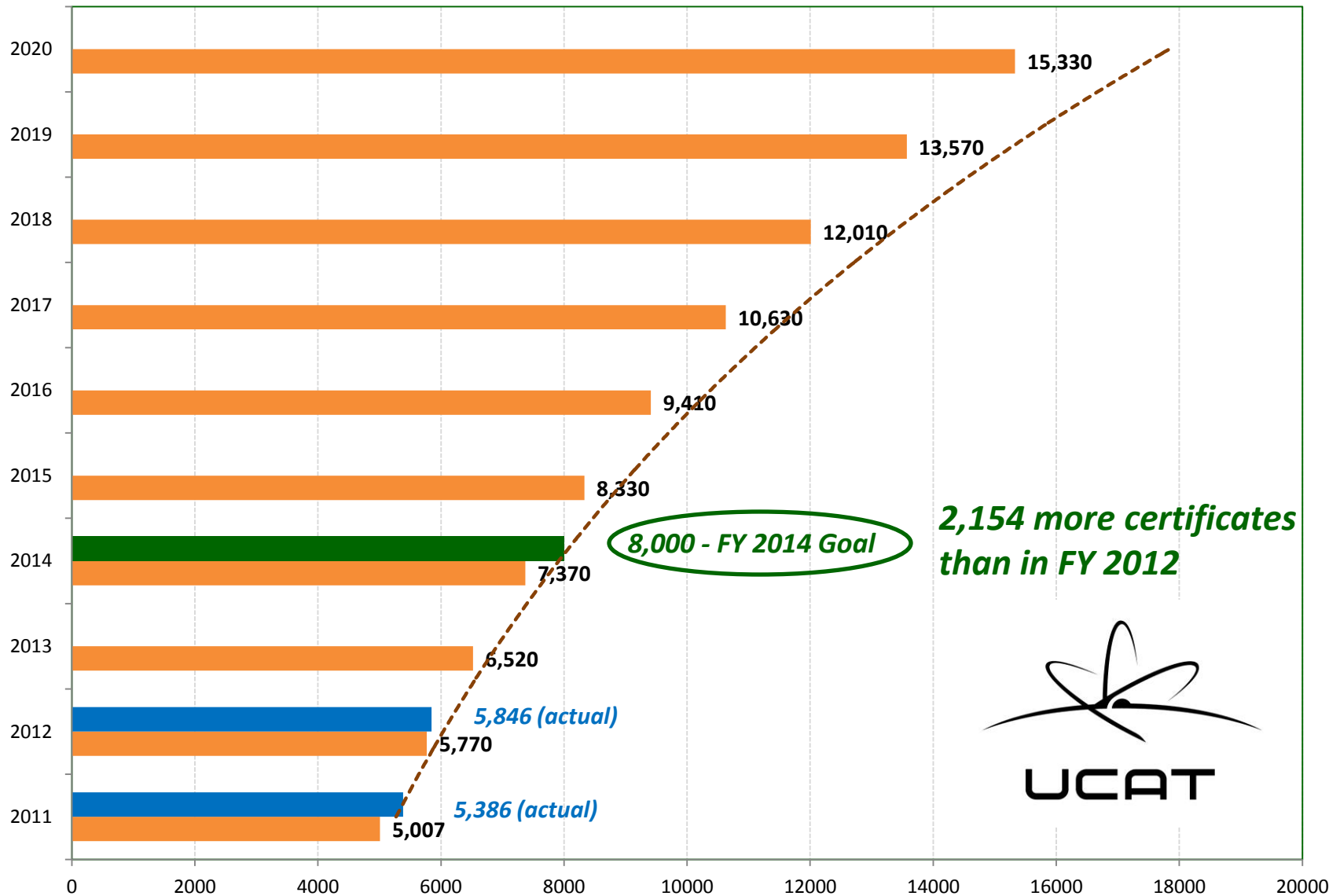
WHEREAS, only 43% of adults in Utah currently hold a postsecondary certificate or degree, and;

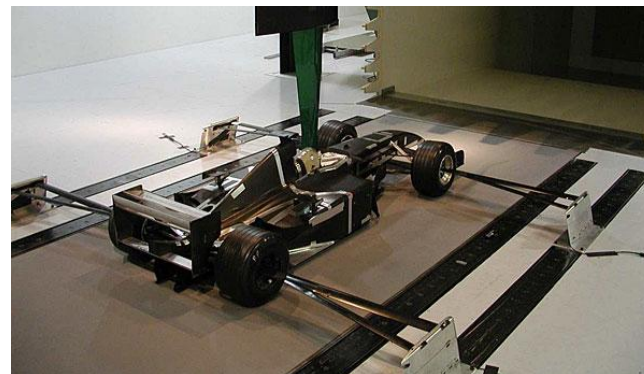
WHEREAS, the Governor, the Utah College of Applied Technology, the Utah College of Applied Technology Board of Trustees, the Utah System of Higher Education, the State Board of Regents, and Prosperity 2020 have adopted a goal that 66% of Utah's adults ages 20-64 will hold a post-secondary certificate or degree by the year 2020; and,

WHEREAS, the Governor's Education Excellence Commission, the Utah College of Applied Technology, the Utah College of Applied Technology Board of Trustees, the Utah System of Higher Education, the Utah State Board of Regents, the Utah State Board of Education, and Prosperity 2020 have endorsed the 'PACE' metrics that focus on Preparation, Access, Completion, and Economic Success for all of Utah's students; and,

NOW, THEREFORE, BE IT RESOLVED that the Governor, Utah College of Applied Technology and UCAT Board of Trustees, the Utah System of Higher Education and Utah State Board of Regents, the State Board of Education and Utah State Office of Education, the Governor's Education Excellence Commission and Prosperity 2020 will work to achieve the 66% goal through increased innovation and investment, and utilizing the PACE metrics as a measure of success, and urge all Utahns to unite behind this goal.

# UCAT Postsecondary Certificate Goals 2011 - 2020





Bridgerland will produce 388 additional certificates/yr by 2014

- New Materials Handling/Composites Program
- Practical Nursing Program Expansion
- Medical Assisting Program Expansion
- Pharmacy Technician Program Expansion
- Phlebotomy Program Expansion
- Certified Nurse Assistant Program Expansion
- Information Technology Program Expansion
- Industrial Automation Maintenance Program Expansion
- Machining/CNC Technology Program Expansion
- Dental Assisting Program Expansion
- Culinary Arts Program Expansion





Davis will produce 356 additional certificates/yr by 2014

- Machining/CNC Technology Program Expansion
- Materials Handling/Composites Program Expansion
- Welding Program Expansion
- Practical Nursing Program Expansion
- Dental Assisting Program Expansion
- New Health Information Technician Program
- Industrial Automation Maintenance Program Expansion
- New Non-Destructive Testing Program

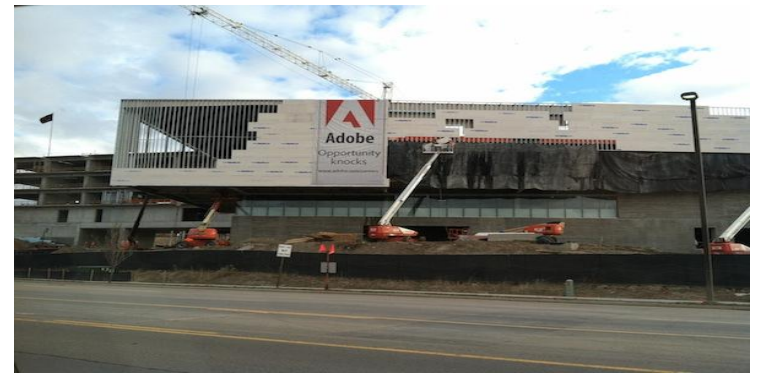




Dixie will produce 123 additional certificates/yr by 2014

- New Industrial/Facilities Maintenance Program
- New Machining/CNC Technology Program
- New Certified Nurse Assistant Program
- Medical Assisting Program Expansion
- Diesel Technology Program Expansion
- Office Management Program Expansion





Mountainland will produce 304 additional certificates/yr by 2014

- New Machining/CNC Technology Program
- Information Technology Program Expansion
- Welding Program Expansion





Ogden Weber will produce 370 additional certificates/yr by 2014

- Information Technology Program Expansion
- New Veterans Services Program
- New Physical Therapy Assistant Program
- Materials Handling/Composites Program Expansion
- Machining/CNC Technology Program Expansion
- Welding Program Expansion





Southwest will produce 120 additional certificates/yr by 2014

- Renewable Energy Program Expansion
- Industrial Automation Maintenance Program Expansion
- New Practical Nursing Program
- New Distance Education Program





Tooele will produce 278 additional certificates/yr by 2014

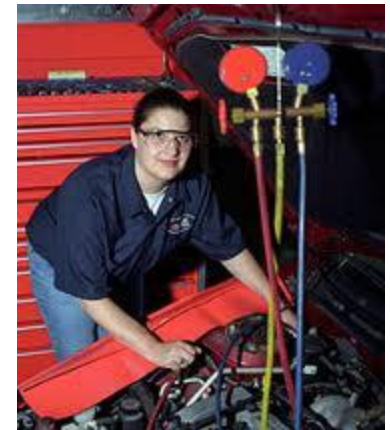
- New Industrial/Facilities Maintenance Program
- Manufacturing Program Expansion
- New Diesel Technology Program
- New Practical Nursing Program
- New Commercial Driving Program
- New Construction Technology Program
- New Culinary Arts Program
- Information Technology Program Expansion
- Certified Nurse Assistant Program Expansion
- Medical Assistant Program Expansion
- Business Technology Program Expansion
- Compact Equipment Repair
- Welding Program Expansion





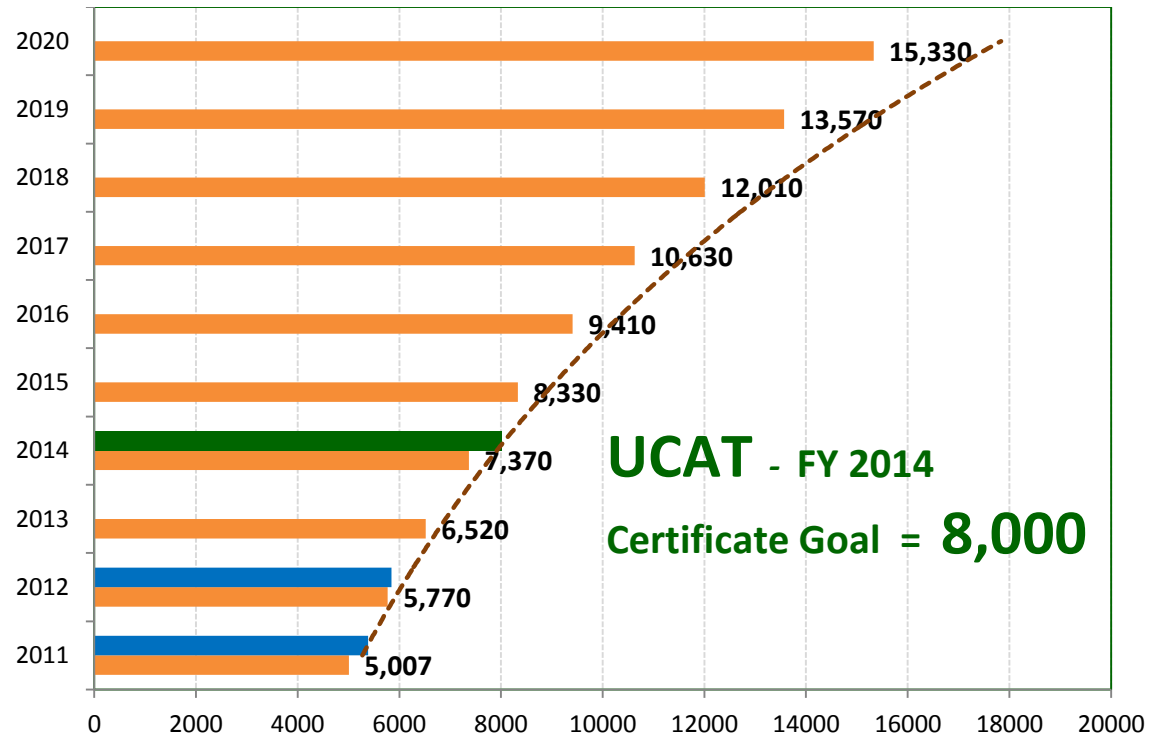
Uintah Basin will produce 215 additional certificates/yr by 2014

- Petroleum Technology and Energy Program Expansion
- Commercial Driving Program Expansion
- Pipeline Instrumentation/Electronics Program Expansion
- Automotive Technology Program Expansion



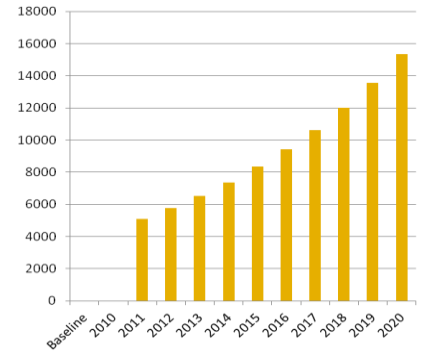
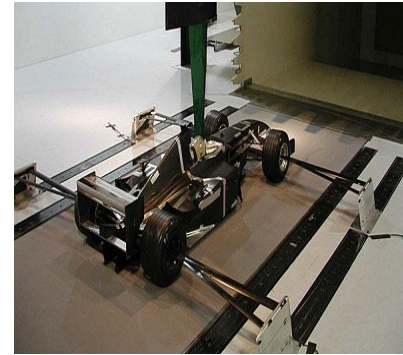


BATC	<b>388</b>
DATC	<b>356</b>
DXATC	<b>123</b>
MATC	<b>304</b>
OWATC	<b>370</b>
SWATC	<b>120</b>
TATC	<b>278</b>
UBATC	<b><u>215</u></b>



**UCAT 2,154 additional certificates/yr by 2014**





## Achieving 66%: The Role of Certificates

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- Employee Compensation / Benefits
  - Marketing / Messaging Campaign
  - Blended Learning / On-line Instruction Innovations
  - UCAT Scholarship Funding
  - UCAT Technology / Equipment Funding
  - Expansion of Custom Fit Program
  - Student / Financial Management System Upgrade
- 



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 October 2012

ITEM: II.H

TOPIC: FY 2014 Budget Requests

#### BACKGROUND

UCAT and campus administration has identified financial needs to accommodate the continued growth and long-term success of UCAT. Those needs are summarized on the attached draft request.

#### FISCAL IMPACT

N/A

#### RECOMMENDATIONS

UCAT administration recommends that the Board of Trustees approve the attached budget request for presentation to the Governor's office and the Legislature.

Attachments:

Draft FY 2014 UCAT Budget Request





# UTAH COLLEGE of APPLIED TECHNOLOGY

10/15/2012 Draft

## Legislative Budget Request Summary For the Fiscal Year Ending June 30, 2014

<b>Anticipated FY 2014 Base Budget (State Tax Funds Only)</b>		<b>51,211,400</b>
<b>Ongoing Budget Increase Requested</b>		<b>13,496,960</b>
<b>1. Compensation</b>		<b>COLA + 500,000</b>
A. Base Compensation/COLA Package (equal to other State Agencies, 1% = \$370,000)	TBD	
B. Merit based compensation increase/Retention of key faculty & staff	500,000	
C. Federal Requirements for 30+ hour part-time employees*	TBD	
<b>2. Campus Capacity Building Request</b>		<b>9,750,000</b>
Bridgerland Applied Technology College	1,311,800	
Davis Applied Technology College	1,471,100	
Dixie Applied Technology College	880,200	
Mountainland Applied Technology College	1,227,600	
Ogden-Weber Applied Technology College	1,379,000	
Southwest Applied Technology College	891,200	
Tooele Applied Technology College	1,563,300	
Uintah Basin Applied Technology College	1,025,800	
<b>3. System Requests</b>		<b>2,750,000</b>
A. UCAT Marketing/Messaging Fund	500,000	
B. Blended Learning Initiative	1,000,000	
C. UCAT Scholarship Fund	250,000	
D. UCAT Equipment Fund	500,000	
E. Expansion of Custom Fit program	500,000	
<b>3. O&amp;M for Non-State Funded Facilities</b>		<b>496,960</b>
A. DATC Simmons Building	120,500	
B. DXATC Old SG Airport Terminal Building	90,360	
C. MATC Geneva Building	286,100	
<b>One-time Budget Increase Requested</b>		<b>4,800,000</b>
<b>1. UCAT Equipment Fund (same amount as last year's request as alternative to ongoing request above)</b>		<b>800,000</b>
<b>2. Student/Financial/Financial Aid/Information Management System</b>		<b>4,000,000</b>
<b>FY 2013 Supplemental Budget Increase Requested</b>		<b>496,960</b>
<b>1. O&amp;M for Non-State Funded Facilities</b>		<b>496,960</b>
A. DATC Simmons Building	120,500	
B. DXATC Old SG Airport Terminal Building	90,360	
C. MATC Geneva Building	286,100	
<b>Request Summary</b>		
<u>Ongoing Budget Priorities</u>	<b>Compensation plus</b>	<b>13,496,960</b>
<u>One-time Increases</u>		<b>4,800,000</b>
<u>Supplemental Increases</u>		<b>496,960</b>

\* Pending legal review - This request item may not be necessary

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 October 2012

ITEM: II.I

TOPIC: Capital Facilities Presentations: DXATC, UBATC

#### BACKGROUND

DXATC has acquired 30 acres at the site of the old St. George airport through a donation of 10 acres from the City of St. George and an appropriation of \$2,500,000 for the remaining 20 acres at a price greatly reduced by the City of St. George. DXATC's capital facilities request is for \$18,360,000 to build a new, permanent, 90,000 square foot main campus building on that property. Anticipated O&M is \$667,700.

UBATC is requesting \$7,800,000 to expand and remodel its Roosevelt campus building. It is anticipated that UBATC will be able to raise approximately \$1,200,000 in private funding to facilitate the project. This will allow UBATC to expand its Roosevelt operations especially in the oil and natural gas training programs. The project will add 42,000 square feet to the Roosevelt campus. Anticipated O&M is \$316,260

#### FISCAL IMPACT

No impact to current budgets. These represent a total one-time request of \$26,160,000 for facilities and an estimated ongoing O&M amount of \$983,960 based on a UCAT assigned rate of \$7.53 per square foot.

#### RECOMMENDATIONS

UCAT administration recommends approving the capital facilities requests with DXATC retaining the Trustees' "number 2" priority position and UBATC being added at "number 6."

Attachments:

Proposed updated UCAT Board of Trustees capital facilities priority list



# ***UCAT Board of Trustees Capital Facilities Funding Priorities***

## ***FY 2014***

### ***1) Southwest Applied Technology College, Allied Health and Technology Building***

- Project Cost: \$17,000,000
- Square Footage: 68,800
- O&M: \$518,064

### ***2) Dixie Applied Technology College, DXATC Main Campus***

- Project Cost: \$18,360,000
- Square Footage: 90,000
- O&M: \$677,700

### ***3) Mountainland Applied Technology College, Central Utah County Campus***

- Project cost: \$7,400,000
- Square footage: 29,280
- O&M: \$220,478

### ***4) Bridgerland Applied Technology College, Health Science and Technology Building***

- Project Cost: \$18,523,000
- Square Footage: 100,000
- O&M: \$753,000

### ***5) Davis Applied Technology College, Medical Building Expansion***

- Project Cost: \$19,500,000
- Square Footage: 65,000
- O&M: \$489,450

### ***6) Uintah Basin Applied Technology College, Roosevelt Campus Remodel and Expansion***

- Project Cost: \$7,800,000
- Square Footage: 42,000
- O&M: \$316,260

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 October 2012

ITEM: II.J

TOPIC: Certification of FY 2012 Student Data

#### BACKGROUND

Campuses have submitted data to the Office of the UCAT President from their student information systems for Fiscal Year 2012 in accordance with the UCAT Data Dictionary. Each campus president has certified that the data submitted complies with the provisions of UCAT Policies 200 (Program/Course Approval and Reporting) and 201 (Membership Hour Policy), and is consistent with UCAT's core mission and all applicable statutes and policies. Each campus board of directors has approved its campus president's certification and authorized the submission of its data as final.

The Office of the UCAT President has reviewed, accepted, and approved the data submissions and certifications of all eight campuses. Summaries of the data showing membership hours and student headcount by campus for secondary and post secondary enrollment in comparison with previous years are attached. Total certificate completions for FY 2012 are also included. With Board of Trustees approval, the enrollment and completion information will become the official data to be published in the 2012 UCAT Annual Report.

#### FISCAL IMPACT

None

#### RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve the FY 2012 data, as summarized in the attached reports.

Attachments:

UCAT Student Headcount History & Certificates, 2008-2012

UCAT Membership Hour History, 2008-2012





# UTAH COLLEGE OF APPLIED TECHNOLOGY

## STUDENT HEADCOUNT HISTORY & CERTIFICATES

2008-2012

Updated August 20, 2012

		FY 08	FY 09	FY 10	FY 11	FY 12	FY 11 to FY 12 Growth		FY 12 Certificates	
									Total	Distinct Students
BATC	Secondary	2,114	1,976	1,988	1,957	1,686	(271)	-13.85%	806	741
	Post Secondary	4,998	5,746	5,537	5,151	4,891	(260)	-5.05%		
	TOTAL	7,112	7,722	7,525	7,108	6,577	(531)	-7.47%		
DATC	Secondary	1,958	1,703	1,990	1,661	1,375	(286)	-17.22%	1310	1304
	Post Secondary	5,204	5,774	6,647	6,661	6,208	(453)	-6.80%		
	TOTAL	7,162	7,477	8,637	8,322	7,583	(739)	-8.88%		
DXATC	Secondary	655	786	473	522	843	321	61.49%	455	206
	Post Secondary	2,557	4,275	5,368	6,017	5,836	(181)	-3.01%		
	TOTAL	3,212	5,061	5,841	6,539	6,679	140	2.14%		
MATC	Secondary	1,867	1,868	1,326	1,284	1,349	65	5.06%	1529	1473
	Post Secondary	4,413	3,984	4,127	3,449	2,702	(747)	-21.66%		
	TOTAL	6,280	5,852	5,453	4,733	4,051	(682)	-14.41%		
OWATC	Secondary	2,252	2,178	1,514	1,360	1,293	(67)	-4.93%	1022	997
	Post Secondary	6,772	6,112	4,455	4,232	4,066	(166)	-3.92%		
	TOTAL	9,024	8,290	5,969	5,592	5,359	(233)	-4.17%		
SWATC	Secondary	1,079	967	763	1,048	880	(168)	-16.03%	145	145
	Post Secondary	1,389	962	1,796	945	1,035	90	9.52%		
	TOTAL	2,468	1,929	2,559	1,993	1,915	(78)	-3.91%		
TATC <sup>1</sup>	Secondary	n/a	58	59	26	31	5	19.23%	132	99
	Post Secondary	n/a	137	335	424	413	(11)	-2.59%		
	TOTAL	n/a	195	394	450	444	(6)	-1.33%		
UBATC	Secondary	1,488	1,591	1,604	1,553	1,399	(154)	-9.92%	443	424
	Post Secondary	3,574	4,127	4,542	5,202	5,374	172	3.31%		
	TOTAL	5,062	5,718	6,146	6,755	6,773	18	0.27%		
UCAT TOTALS	Secondary	11,413	11,127	9,717	9,411	8,856	(555)	-5.90%	5842	5389
	Post Secondary	28,907	31,117	32,807	32,081	30,525	(1,556)	-4.85%		
	TOTAL	40,320	42,244	42,524	41,492	39,381	(2,111)	-5.09%		



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## MEMBERSHIP HOUR HISTORY

2008 - 2012

Updated August 20, 2012

		FY 08	FY 09	FY 10	FY 11	FY 12	FY 11 to FY 12 Growth	
BATC	Secondary	328,019	308,027	295,861	269,475	241,527	(27,948)	-10.37%
	Post Secondary	687,035	836,051	955,912	876,467	856,032	(20,435)	-2.33%
	TOTAL	1,015,054	1,144,078	1,251,773	1,145,942	1,097,559	(48,383)	-4.22%
DATC	Secondary	282,010	274,572	322,329	263,040	219,825	(43,215)	-16.43%
	Post Secondary	805,080	995,020	1,302,707	1,445,298	1,309,024	(136,274)	-9.43%
	TOTAL	1,087,090	1,269,592	1,625,036	1,708,338	1,528,849	(179,489)	-10.51%
DXATC	Secondary	97,501	88,137	66,844	49,489	42,283	(7,206)	-14.56%
	Post Secondary	108,692	159,895	212,623	222,336	225,640	3,304	1.49%
	TOTAL	206,193	248,032	279,467	271,825	267,923	(3,902)	-1.44%
MATC	Secondary	468,550	477,456	347,806	345,932	377,467	31,535	9.12%
	Post Secondary	317,517	358,635	441,467	497,668	492,153	(5,515)	-1.11%
	TOTAL	786,067	836,091	789,273	843,600	869,620	26,020	3.08%
OWATC	Secondary	304,724	329,901	253,378	237,415	223,573	(13,842)	-5.83%
	Post Secondary	877,975	1,094,682	1,214,410	1,019,162	1,056,044	36,882	3.62%
	TOTAL	1,182,700	1,424,583	1,467,788	1,256,577	1,279,617	23,040	1.83%
SWATC	Secondary	121,527	127,689	89,293	94,121	80,286	(13,835)	-14.70%
	Post Secondary	209,877	168,228	184,081	202,904	217,300	14,396	7.09%
	TOTAL	331,404	295,917	273,374	297,025	297,586	561	0.19%
TATC <sup>1</sup>	Secondary	n/a	5,667	10,759	3,627	4,995	1,368	37.72%
	Post Secondary	n/a	20,613	77,241	70,270	81,807	11,537	16.42%
	TOTAL	n/a	26,280	88,000	73,897	86,802	12,905	17.46%
UBATC	Secondary	260,227	279,152	291,573	265,037	273,605	8,568	3.23%
	Post Secondary	250,090	265,142	354,354	379,615	388,183	8,568	2.26%
	TOTAL	510,317	544,294	645,927	644,652	661,788	17,136	2.66%

UCAT <sup>1</sup> TOTALS	Secondary	1,862,558	1,890,601	1,677,843	1,528,136	1,463,561	(64,575)	-4.23%
	Post Secondary	3,256,266	3,898,266	4,742,795	4,713,720	4,626,183	(87,537)	-1.86%
	TOTAL	5,118,824	5,788,867	6,420,638	6,241,856	6,089,744	(152,112)	-2.44%

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

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 October 2012

ITEM: II.K

TOPIC: Approval for Davis Applied Technology College to Authorize  
Utah Career Path High Charter School

#### BACKGROUND

Utah Code 53A-1a-521 allows for the authorization of a charter school by a board of trustees of a higher education institution. As the statute addresses the Utah College of Applied Technology, a campus board of directors may enter into an agreement to establish and operate a charter school with the approval of the UCAT Board of Trustees.

In January 2012, the Board approved UCAT Policy 103, Authorization of Charter Schools by UCAT Campuses, indicating that a campus board of directors may approve a charter school application according to Policy 103 and then must request approval from the UCAT Board of Trustees to establish and operate that charter school. The policy further directs that after properly receiving a charter school authorization request from a campus board of directors the Board of Trustees may approve the request; recommend changes in the proposed charter school; or deny the request. If the changes recommended by the UCAT Board of Trustees are accepted by the campus board of directors, the request to establish and operate the charter school shall be resubmitted to the UCAT Board of Trustees.

Since the Board adopted Policy 103 in January, several approaches have been made to some UCAT campuses by prospective charter schools. On September 27, 2012, the Davis Applied Technology College Board of Directors approved an application for the Utah Career Path (UCAP) Charter High School to authorize a charter school at the DATC-Kaysville campus to operate as early as August 2013. The DATC Board of Directors is now requesting approval of the Board of Trustees to proceed.

#### FISCAL IMPACT

The proposed Service Provider Fee is \$250/student during year one, \$500/student during year two, \$1,000/students during year three, \$1,500/student during year four and \$1,750/students during year five.

#### RECOMMENDATIONS

It is recommended that DATC President Michael Bouwhuis, UCAT Trustee/DATC Board Chair Michael Jensen and other DATC representatives discuss the approval of the UCAP Charter High School application by the DATC Board of Directors with the Board of Trustees and answer questions regarding the proposed authorization.

If the current authorization of UCAP Charter High School by the DATC Board of Directors is acceptable to the Board



of Trustees, it is recommended that the Board of Trustees approve the request according to UCAT Policy 103.

If the Board of Trustees recommends changes to the proposed charter school application, it is recommended that the DATC Board of Directors consider those changes, and if accepted, resubmit the modified proposal to the Board of Trustees for approval according to Policy 103.

The Board of Trustees may also deny the request according to Policy 103.

Attachments:

UCAT Policy 103 Authorization of Charter Schools by UCAT Campuses  
Agreement to Agree Between Davis Applied Technology College and UCAP Charter High School  
Utah Career Path High Charter Application



103.1 Purpose: To define policies and procedures for obtaining approval for a UCAT campus to enter into an agreement to establish and operate a charter school.

## 103.2 Approval

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

## 103.3 References

3.1 Utah State Code 53A-1a “Utah Strategic Planning Act for Educational Excellence”

3.2 Utah Code 53A-15 “Standards and Programs”

3.4 Utah Code 53B-2a-104. “Utah College of Applied Technology Board of Trustees -- Powers and duties”

3.5 Utah Code 53B-2a-106 “College campuses – Duties”

## 103.4 Definitions

4.1 Establish: For purposes of this policy, to “establish” a charter school means that a UCAT campus approves a charter as the chartering entity for the charter school.

4.2 Operate: For purposes of this policy to “operate” a charter school means that the UCAT campus will provide at least the minimum of oversight required by state law for all chartering entities.

## 104.5 Policy

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

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

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

5.1.1.2 A requirement that all students be enrolled in one or more UCAT

campus courses each semester of their eleventh and twelve grades;

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

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

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

Office of the UCAT President a minimum of 20 working days before the next UCAT Board of Trustees meeting.

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

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

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



*UCAP  
Logo*

**Agreement to Agree Between  
Davis Applied Technology College  
And  
UCAP Charter High School**

**Purpose:**

This Pre-Contract Agreement is to clarify roles, expectations and responsibilities between the Davis Applied Technology College (DATC) and the UCAP High School, and to provide a vision as to how the two entities will work together. This pre-contract document provides the framework for a common understanding, and demonstrates that the plans are going forward in good faith. The pre-contract will be followed by the formal contract that will be signed by the Charter School Governing Board and by the DATC Campus President, Michael J. Bouwhuis, after approval by UCAT and ratification by the Utah State Board of Education

**DATC Responsibilities and Obligations:**

Per Utah Code 53A-1a-521 (7), as an Authorizer, Davis Applied Technology College will:

1. Annually review and evaluate the performance of the charter school and hold the schools accountable for their performance;
2. Monitor the charter school for compliance with federal and state laws, rules, and regulations; and
3. Provide technical support to the charter school to assist them in understanding and performing their charter obligations.

As a Service Provider, Davis Applied Technology College will:

1. Provide space on the College campus for UCAP, which shall consist of:
  - a. classroom space for 30 student computer stations
  - b. space for small break-out groups
  - c. office space for the UCAP Director and staff
  - d. access to common space available to all DATC students
2. Provide access to lunches in the DATC Cafeteria or other adequate space.
3. Provide shared access to the DATC Library.
4. Provide UCAP access to attendance and progress records for students in DATC programs.
5. Work closely with UCAP personnel to coordinate student tracking and data systems which will provide real-time data for both entities.

6. Assign a DATC Counselor to work cooperatively with UCAP personnel in handling student disciplinary or performance issues that occur in the DATC classrooms.
7. Follow the established procedure to deal with student academic or disciplinary issues.
8. Provide a Certificate of Completion to students who successfully complete the required course of study for a DATC program.

### **UCAP High School Responsibilities and Obligations:**

UCAP will:

1. Purchase all computers and furniture required for the classroom(s) and other designated space.
2. Be responsible to set-up and install all charter school electronic equipment.
3. Provide maintenance for computers and other electronic equipment in their areas.
4. Work closely with DATC personnel to coordinate the student tracking and data systems.
5. Ensure that DATC standards for dress and behavior are communicated to and enforced with students. Require that students enrolled in the technical programs meet all the enrollment and student conduct standards as required by each program.
6. Support the DATC in the application of an established procedure to deal with student academic or disciplinary issues.
7. Provide counseling services for students and coordinate with DATC Counselors as needed to provide appropriate student interventions.

### **Financial Agreement**

Per Utah Code section 53 a-1a-521 (6), as an Authorizer, Davis Applied Technology College will:

1. Require the charter school pay an annual fee for the DATC's costs in providing oversight of, and technical support to, the charter school.
2. In the first two years that the charter school is in operation, the annual fee will be the product of:
  - a. 3% of the revenue the charter school receives from the state in the current fiscal year; and
  - b. the October 1 enrollment count of the charter school for the current fiscal year.
- c. Beginning with the third year that the charter school is in operation, the annual fee will be the product of:
  - d. 1% of the revenue the charter school receives from the state in the current fiscal year; and
  - e. the October 1 enrollment count of the charter school for the current fiscal year.

Enrollment Projections	Year 1	Students 175	Year 2	Students 175	Year 3	Students 175	Year 4	Students 350	Year 5	Students 500
Authorizer Fee (based on estimated state revenues)*	3%	\$30,975	3%	\$30,975	1%	\$10,325	1%	\$20,650	1%	\$29,500

\*\$5,900.00 WPU per student (WPU funding may change from year to year)

As a Service Provider:

1. DATC will be paid \$250 per enrolled student in grades 9 through 12 per year by UCAP. This amount will be renegotiated for year two at the end of the first year of operation. This fee is separate from the authorizing fee described above and is related to the DATC's role as a service provider to the charter school.
2. As the number of high school students enrolled in DATC programs grows, the subsequent annual contracts may include increased funding for additional technical instructors in the DATC programs as charted below:

Enrollment Projections	Year 1	Students 175	Year 2	Students 175	Year 3	Students 175	Year 4	Students 350	Year 5	Students 500
ATC Service Provider Fee	\$250 per student	\$43,750	\$500 per student	\$87,500	\$1,000 per student	\$175,000	\$1,500 per student	\$525,000	\$1,750 per student	\$875,000
DATC Faculty funded		1 PT		1 FT (w/ben)		2 FT (w/ben)		6 FT (w/ben)		11 FT (w/ben)

The Agreement will be reviewed for renewal each year after the 2<sup>nd</sup> year. Adjustments to the Contract may be made at any time upon agreement of both the College and UCAP High School.

DATED this 8th Day of October 2012

Utah Career Path High

# Charter Application

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 October 2012

ITEM: II.L

TOPIC: New Policy Proposal – 104(Evaluation of Campus Presidents)

#### BACKGROUND

Utah Code 53B-2a-107(d) states “ A campus president is subject to regular review and evaluation administered by the Utah College of Applied Technology president, in cooperation with the campus board of directors, through a process approved by the board of trustees.” This proposed policy conforms to that section of the law and will provide for a systematic process of evaluation of campus presidents. The following schedule of evaluations is proposed:

##### 2012-2013 School Year

Kelle Stephens, DXATC

Dana Miller, SWATC

New President, UBATC

##### 2013-2014 School Year

Clay Christensen, MATC

Collette Mercier, OWATC

Scott Snelson, TATC

##### 2014-2015 School Year

Richard Maughan, BATC

Mike Bouwhuis, TATC

Specific dates for each campus president's evaluation will be coordinated with the campus president and the campus board of directors.

#### FISCAL IMPACT:

N/A These evaluations will be conducted by existing UCAT personnel and within existing UCAT budget.

#### RECOMMENDATIONS

UCAT Administration recommends that the Board of Trustees approve Policy 104 “Evaluation of campus presidents”, and the proposed schedule of evaluations

Attachments:

Policy 104 – Evaluation of Campus Presidents





## **Policies**

<b>Subject:</b>	<b>Evaluation of Campus Presidents</b>				
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### **104.1 Purpose**

This policy establishes requirements and procedures for formal, comprehensive evaluation of the performance of Campus Presidents.

### **104.2 References**

**53B-2a-107-(1)(d)** "A campus president is subject to regular review and evaluation administered by the Utah College of Applied Technology President."

### **104.3 Approval**

UCAT Board of Trustees October 18, 2012

### **104.4 Evaluation Frequency**

- 4.1 At least once during each three years of service, a formal comprehensive evaluation shall be conducted for each campus president by the UCAT President, in consultation with the Campus Board of Directors.
- 4.2 A campus president may be evaluated as often as determined necessary by the UCAT Board of Trustees or the UCAT President.
- 4.3 A Campus Board of Directors may request an evaluation of their Campus President during any year that an evaluation is not scheduled.

### **104.5 Administration of the Evaluation**

- 5.1 The evaluation shall be conducted by the UCAT President, in consultation with the Campus Board of Directors, through a process approved by the UCAT Board of Trustees.
- 5.2 The UCAT President may seek input from members of the Campus Board of Directors.
- 5.3 Input may also be taken from staff, students, business and industry and community as determined appropriate by the UCAT President in consultation with the Campus Board of Directors..

### **104.6 Performance Areas for Evaluation**

- 6.1 Decision Making/Problem Solving Skills
- 6.2 Board of Directors Leadership
- 6.3 Institutional mission and Instructional Program Leadership



## Policies

Subject:	Evaluation of Campus Presidents				
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- 6.4 Human Resources Management and staff relations.
- 6.5 Financial Management
- 6.6 Business / Industry Relations
- 6.7 Campus rapport with students
- 6.8 Community Relations Including Interaction with Elected Officials
- 6.9 Economic Development Leadership
- 6.10 Capital Facilities Management
- 6.11. Campus Development Leadership
- 6.12 Relationship with other education providers

### 104.7 Components of the Evaluation

- 7.1 Campus President's annual goals.
- 7.2 Campus President's self-evaluation based upon annual goals and performance areas contained in section **104.6** of this policy
- 7.3 Interviews, as determined appropriate by the UCAT President, of selected staff, members of Campus Board of Directors, students, business and industry leaders, and community.
- 7.4 Printed questionnaires administered, as determined appropriate by the UCAT President in consultation with the Campus Board of Directors, to selected staff, members of Campus Board of Directors, students, business and industry leaders, and community.
- 7.5 Exit meeting and preliminary oral report with Campus President.
- 7.6 Final report and written summary, with recommendations, prepared by the UCAT President.

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 October 2012

ITEM: II.M

TOPIC: Policy Revisions – Policy 102 (Delegations of Authority) and Policy 204 (Tuition and Fees)

#### BACKGROUND

Policy 102 (Delegations of Authority) – Some Questions have been raised concerning campus authority to offer instruction outside the assigned geographic area. Utah Code has some specific statements concerning this issue. However, these requirements have not been incorporated into UCAT Policy. This proposed policy revision includes the legal requirements and clarifies the process a campus must follow prior to offering any instruction outside the assigned geographic area.

Policy 204 (Tuition and Fees) –The issue of “out of state tuition” , in the past, was covered in Board of Regents Policy which exempted all UCAT and USHE institutions from determining residency classification for students enrolled in short term, non-credit programs. All UCAT programs were exempted under the Board of Regents Policy because they are considered short term and are non-credit. In order to establish UCAT policy on this issue previously covered under Board of Regents’ policy, we have incorporated this precedent into Policy 204.

#### FISCAL IMPACT

N/A This is a clarification of current practice and will not impact tuition.

#### RECOMMENDATIONS

UCAT Administration recommends that The Board of Trustees approve the proposed revisions of Policy 102 and Policy 204.

Attachments:

Policy 102 Delegations of Authority

Policy 204 Tuition and Fees





Subject:	Delegations of Authority
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## 102.1 Purpose

To provide for delegations of authority to the respective college campuses

## 102.2 Approval

UCAT Board of Trustees: June 18, 2009

## 102.3 References

UCA, 53B-2-101 Institutions of Higher Education -- Corporate bodies -- Powers.

[UCA, 53B-2a-106 College Campus Duties](#)

## 102.4 Centralization

All authority granted to the Utah College of Applied Technology (UCAT) by statute shall reside in the Board of Trustees and/or UCAT President. The office of the UCAT President is the agent authorized to interpret Board policy and/or develop policy implementation guidelines. No college campus board of directors (campus board) or campus president shall act in any manner to bind UCAT or any of its campuses unless granted authority pursuant to this policy.

When acting as a UCAT authorized representative, a college campus board of directors and/or campus president binds the Trustees, the UCAT Administration and all UCAT college campuses to perform in accordance with the specified actions. Actions undertaken by one campus reflect upon all campuses.

## 102.5 Delegations of Joint Authority to College Campus Boards of Directors and Campus Presidents

Each college campus is authorized to act on the following matters. Such actions shall be consistent with the law and the policies of the Board of Trustees, and apply within the campus's designated service region:

- 5.1 Facilitate communication between the college campus and the community;
- 5.2 Assist in planning, implementing, and executing fund raising and development projects aimed at supplementing college campus appropriations;
- 5.3 Perpetuate and strengthen alumni and community identification with college campus' tradition and goals;
- 5.4 Establish vacation, sick and other leave programs;



Subject:	Delegations of Authority
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- 5.5 Enact rules for regulating and safeguarding the well-being of persons and the security of property at the college campus;
- 5.6 Approve gifts agreements.

#### **102.6 Board of Directors Responsibilities:**

Each campus board may act in behalf of the campus in performing duties, responsibilities, and functions as may be specifically authorized by statute or by the UCAT President or Board of Trustees.

Campus board actions shall be consistent with the law and the policies of the Board of Trustees and apply within their campus' designated service region.

In addition to its statutory grants of authority, each campus board of directors has the following general powers and duties:

- 6.1 Consult and give advice to the campus president on college campus matters;
- 6.2 Approve or disapprove campus president initiatives to establish college campus policy;
- 6.3 Monitor implementation of the approved college campus mission, including periodic review and update;
- 6.4 Approve all campus specific student fees.

#### **102.7 College Campus President Responsibilities:**

Each campus president, as a UCAT officer, owes a responsibility first to the Utah College of Applied Technology as a whole and then to his or her assigned campus. It is the duty of the campus president to support the decisions of the UCAT Board of Trustees including, but not limited to, budget, finance, facilities, planning, roles, curriculum, programs, and policies.

Campus presidents shall maintain effective informational liaison with the various UCAT stakeholders including the Legislature, the Board of Trustees, the various boards of directors and others. Campus presidents should keep these groups and individuals informed so that they can better understand and resolve problems and appreciate UCAT and the accomplishments of each college campus.

Each campus president in coordination with the campus board is delegated the following powers subject to the restrictions stated herein. Campus president actions shall be consistent with the law, and policies of the Board of Trustees, and shall apply only within the campus's designated service region:

- 7.1 Appoint, prescribe duties and fix salaries of the faculty, staff, officers and employees of the college campus;
- 7.2 Enter into agreements to provide a program of employee benefits including insurance and retirement;
- 7.3 Develop the college campus capital facilities requests;
- 7.4 Enter into grants and contracts for operations of the college campus;



Subject:	Delegations of Authority
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- 7.5 Enter into agreements allowing students to receive federal financial aid and the campus to participate in federal grants and awards;
- 7.6 Enter into agreements with local school boards, government agencies, or other entities;
- 7.7 Enter into agreements for the purchase or sale of real property pursuant to an instructional program.
- 7.8 Approve equipment leases;
- 7.9 Issue a campus catalog;
- 7.10 Obtain campus accreditation;
- 7.11 Grant waivers of tuition, as authorized by statute (UCA, 53B-8-101, as amended).

## 102.8 Specific Delegations to a College Campus President

The UCAT President may grant limited authority for a specific matter to any college campus president. Each such grant will be acknowledged in writing and reported as an information item at the next Trustees meeting.

## 102.9 Restrictions

The following restrictions will be observed notwithstanding any of the foregoing:

- 9.1 In accordance with State law, all real property transactions, except those specified in 102.7.7, will be approved by the UCAT President and the Board of Trustees.
- 9.2 Notice of:
  - 9.2.1 pending legal actions;
  - 9.2.2 or scheduled court proceedings will be communicated to the Office of the UCAT President. The manner and timing of reporting will be as set forth by the UCAT President.
- 9.3 In accordance with State law, all real property lease agreements of more than one year, and all real property lease-purchase agreements, will be approved by the UCAT President and the Board of Trustees.
- 9.4 A UCAT campus may not offer non-credit career and technical education or non-credit basic instruction outside the geographic area served by the UCAT campus. Exceptions may be made with the written approval of the UCAT President, if a campus complies with the following provisions:
  - 9.4.1 A cooperative agreement between the campus and an affected institution has been established; or
  - 9.4.2 The career and technical education or basic instruction is specifically requested by an employer or a craft, trade, or apprenticeship program; and the UCAT campus notifies the affected institution about the request. The affected institution will then have the opportunity to make a proposal prior to any contract being finalized or training being initiated by the UCAT campus for the



# POLICIES

Subject:	Delegations of Authority
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employer, or craft, trade, or apprenticeship program which requested the instruction. The affected institution's proposal must be presented no later than one week from the delivery of the notice by the UCAT Campus.

**9.4.3** The requirements contained in **9.4.1** and **9.4.2** do not apply if there is a prior training relationship.



Subject:	Tuition and Fees Policy
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**204.1 Purpose**

To establish policies for setting tuition and fees to be charged to students attending UCAT campuses.

**204.2 Approval**

Board of Trustees: September 30, 2010.

**204.3 References**

UCA 53B-2a-106 College Campuses--Duties  
UCA 53B-2A-112 Utah College of Applied Technology Board of Trustees—Powers and Duties  
UCA 53A-15-301 Education Programs for Students with Disabilities  
Utah Administrative Code R277-419-4 Pupil Accounting/Membership  
Utah Administrative Code R277-705-1.H Secondary School Completion and Diplomas

**204.4 Definitions:**

- 4.1 Secondary student:** For tuition purposes, a secondary student is a student who is currently enrolled in grades 7-12 in a Utah public or private school, or who is eligible to enroll in such a school as documented under the following criteria in accordance with R277-419-4:
- 4.1.1** Regardless of age, the student shall not have previously earned a basic high school diploma, high school certificate of completion, adult education secondary diploma, or high school equivalency diploma (GED).
- 4.1.2** Except as provided in 204.4.1.3, the student shall be no more than 17 years old on or before September 1 of the fiscal year in which they are enrolled at the campus.
- 4.1.3** A student who does not meet the age requirement specified in 204.4.1.2 shall be considered a secondary student if: (a) the student is documented as a retained senior (as specified in R277-419-1K) or as having been enrolled in less than grade 12 during the previous year, and is no more than 19 years old on or before September 1 of the fiscal year; or (b) the student meets the definition of a student with a disability under UCA 53A-15-301.
- 4.1.4** Application of this policy shall be limited to determination of student tuition assessment, and shall not be construed to imply admission of a student at a grade level inconsistent with ability to benefit, as determined by campus admission policy.
- 4.2 Postsecondary student:** For the purposes of this policy a postsecondary student shall be defined as any student who does not meet the criteria of a secondary student in 4.1 above.

**204.5 Secondary Tuition:**

- 5.1** As prescribed in UCA 53B-2a-106, no tuition is assessed to a secondary student documented according to 204.4.1 who is formally scheduled in an approved course or program.
- 5.2** A secondary student shall not be charged tuition at a UCAT campus, regardless of the day or time of the program, through the date that he/she no longer qualifies as a secondary student. Effective on that date, the student shall be



Subject:	Tuition and Fees Policy
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considered a postsecondary student and will be charged the regular tuition rate. For a student whose secondary status changes while enrolled in a defined-length course (as defined in 201.4.2.2), tuition shall be prorated and assessed to cover the remaining days of the course during which the student is a postsecondary student.

- 5.3 A referral of a student by a public or private high school shall constitute sufficient documentation of secondary student status for tuition purposes. In the absence of a high school referral, a campus shall require evidence that the student qualifies under 204.4.1. Campuses shall not require but will encourage and facilitate referral of secondary students through public school districts.

#### 204.6 Postsecondary Tuition:

- 6.1 **Postsecondary tuition:** Low cost tuition, as prescribed in UCA 53B-2a-106-(1)-(b)-(i), and as approved by the UCAT Board of Trustees shall be assessed to postsecondary students formally scheduled in a course or program.
- 6.2 **Tuition Hearings:** Each UCAT campus shall hold a meeting to receive public input and response on any proposed tuition increases. These meetings shall follow the requirements of UCA 53B-7-101.5.
- 6.3 **Fiscal Year Effective Date:** Tuition rates shall be effective for all coursework beginning July 1 of the fiscal year for which the rates are approved. Tuition for a defined-length course (as defined in 201.4.2.2) which is 150 hours or less shall be calculated and assessed for the complete course at the approved rate for the fiscal year in which the course begins, regardless of whether the final portion of the course occurs in the following year for which a different tuition rate is approved.
- 6.4 **Differential Tuition:** Based on extraordinary circumstances, a campus board of directors may request that the UCAT Board of Trustees approve a differential tuition rate for a specific course or program. Approved differential tuition rates shall expire on June 30 of each year. A new request and approval of the Board of Trustees is required to continue differential tuition rates past June 30 of each year.
- 6.5 **Residency Classification:** *Because UCAT career and technical education and basic instruction classes are short term and non-credit, campuses are not required to determine students' residency classification.*

#### 204.7 Fees:

- 7.1 **Approval and Assessment of Fees:** Fees, as approved by the campus board of directors, may be assessed to secondary and postsecondary students formally enrolled in an approved course or program.
- 7.2 **Notification to Secondary Education Providers:** Campus presidents and boards of directors shall provide annual written notification to school districts, charter schools and other secondary education providers within the geographic area served by their campus regarding fees assessed to secondary students by the campus.
- 7.3 **Fee Reporting:** Campus presidents shall annually report fee schedules to the Office of the UCAT President following approval by the campus board of directors.

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 October 2012

ITEM: II.N

TOPIC: FY 2012 Annual Report

#### BACKGROUND

The UCAT Annual Report highlights the success of UCAT each year and provides the governor, legislature, stakeholders, and the general public with ongoing information regarding UCAT activities.

The UCAT Board of Trustees is required by law {53B-2a-104(2)(i)} to “prepare and submit an annual report detailing its progress and recommendations on career and technical education issues to the governor and to the Legislature’s Education Interim Committee by October 31 of each year”.

A draft of the 2012 Annual Report will be provided to the Trustees for final review and feedback at the meeting. The report will be similar in content and design to the 2011 Annual Report (which can be viewed at <http://www.ucat.edu/ucat/annual-reports>), but will include additional and updated information.

After Board approval in the meeting, the report will be completed, published and submitted to the governor and to the Legislature’s Education Interim Committee. The report will be formally reviewed during the Education Interim Committee meeting on Wednesday, 14 November, 9:00 a.m. to 12:00 p.m., at the State Capitol.

#### FISCAL IMPACT

None

#### RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve the 2012 UCAT Annual Report.

Attachments: UCAT Annual Report 2012 draft to be provided in the meeting.  
Refer to <http://www.ucat.edu/ucat/annual-reports> for previous annual reports.



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 October 2012

ITEM: II.O

TOPIC: Board of Trustees Calendar

#### BACKGROUND

Proposed UCAT Board of Trustees meeting dates for 2013 are as follows:

Thursday, January 10, 2013

Thursday, April 25, 2013

Thursday, June 13, 2013

Thursday, September 26, 2013

#### FISCAL IMPACT

None

#### RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees review and approve a meeting calendar for 2013.



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 October 2012

ITEM: III.P

TOPIC: Legislative Audit Progress

#### BACKGROUND

The Office of the Legislative Auditor General (LAG) is in the process of conducting a legislative audit of UCAT. The audit is under the direction of Auditor General John Schaff CIA, Audit Manager Tim Osterstock CIA CFE, Lead Auditor Tim Bereece and Audit Staff Chris McClelland. Representatives of the LAG will be in attendance at the meeting to provide an update to the Trustees on the progress of the audit.

#### RECOMMENDATIONS

Information Only

Attachments:

None



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 October 2012

ITEM: III.Q

TOPIC: Program Approvals:  
DATC Energy Technician  
OWATC Petroleum Technology

#### 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 new campus programs seeking financial aid eligibility, if the president concurs that the proposal meets the agreed-upon UCAT criteria established by the Board in Policy 200.6. The president's approval is considered final, and documentation of the approved programs is to be submitted to the Board in their next regularly scheduled meeting as an information item.

Accordingly, the President's Office has reviewed the following requests for approval to offer new certificate programs and has concurred that the proposals satisfy the agreed-upon criteria, and President Brems has approved the programs:

<u>Campus</u>	<u>Program Title</u>	<u>UCAT President Approval Date</u>
DATC	Energy Technician (644 hours)	July 20, 2011
OWATC	Petroleum Technology (900 hours)	September 16, 2011

Documentation is attached for the approved programs for the information of the Board.

#### FISCAL IMPACT

As outlined in campus proposals.

#### RECOMMENDATIONS

Attachments: DATC Energy Technician  
OWATC Petroleum Technology



## **SECTION I – PROGRAM DESCRIPTION**

### **REQUEST**

The DATC Automotive Technology program is 1200 hours long. The Utah Department of Corrections (UDC) requested that we offer part of this program when we established our partnership and Instructional Service Center several years ago. The UDC Draper – Automotive Technology program was initially approved for 600 hours. We have been asked to increase the length of this program so it is equivalent to the Automotive Technology program offered at the main campus. COE has indicated this change in UDC Draper - Automotive Technology program from 600 to 1200 hours is considered substantive. We are requesting your approval of this substantive change.

### **PROGRAM TITLE**

Draper-Automotive Technology

### **CREDENTIAL OFFERED**

DATC Certificate of Program Completion

### **IMPLEMENTATION DATE**

July 1, 2012

### **PROGRAM LENGTH**

1200 hours (substantive increase from 600 hours)

### **CIP CODE**

47.0604

### **FINANCIAL AID ELIGIBILITY**

Students who enroll in this program will be eligible for financial aid

### **DESCRIPTION**

Students enrolled in the Draper - Automotive Technology program will learn how to utilize industry standard tools and procedures for entry-level servicing, diagnosing and maintenance. The program has a variety of vehicle makes and models, both foreign and domestic, which provide valuable hands-on experience. Specializations include: steering and suspension, brake systems, engine repair, electrical/electronic systems, engine performance, heating, ventilation and air conditioning, manual drive train and axles, or automatic transmission and transaxles.

The DATC Automotive Technology program is accredited through the National Automotive Technician's Education Foundation. Information regarding accreditation can be obtained at:

National Automotive Technician's Education Foundation

101 Blue Seal Drive, S.E., Suite 101

Leesburg, VA 20175

703-669-6123

[www.natef.org](http://www.natef.org)



## Curriculum Evaluation - Draper - Machinist Technician

*DATC Certificate of Program Completion (Catalog Year: 2013, Required Hours: 930)*

### Core (930 hours required)

<i>Draper Machinist Technician (930 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
BTEC 1121	Operating System Fundamentals Vista	30	5	No	
MACH 1003	Machining Introduction	90	17	No	
DRFT 1045	Blueprint Reading	30	4	No	
DRFT 1055	Blueprint Reading for Machinists	30	8	No	
MACH 1011	Lathe Operations I	120	13	No	
MACH 2025	Lathe Operations II	60	6	No	
MACH 1021	Vertical Mill Operations I	120	1	No	
MACH 2035	Vertical Mill Operations II	60	7	No	
MACH 2030	Precision Machining - Surface Grinder	60	10	No	
MACH 2050	Precision Machining Projects	90	9	No	
MACH 2060	Optical Comparator	30	7	No	
MACH 2905	Practical Applications	120	12	No	
WKSK 1400	Workplace Relations	60	6	No	
WKSK 1500	Job Seeking Skills	30	5	No	

### Elective (0 hours required)

<i>Draper Machinist Technician (0 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
MACH 1071	CNC Operations I	90	1	No	
MACH 1072	CNC Operations II	90	1	No	
MACH 1073	CNC Operations III	90	1	No	
MACH 2010	Bridgeport EZ-TRAK Mill Programming	30	10	No	
MACH 2005	Manual CNC Programming	60	6	No	
MACH 2880	CNC Machining Projects	120	12	No	



# Davis Applied Technology College

A UCAT Campus  
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## Curriculum Evaluation - Draper - Maintenance Technician

*DATC Certificate of Program Completion (Catalog Year: 2013, Required Hours: 960)*

### Core (960 hours required)

<i>Draper Maintenance Technician (960 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
MTEC 1000	Introduction to Maintenance Technology	30	3	No	
MTEC 1010	Electrical Controls and Power Systems	150	7	No	
MTEC 1020	Conduit Bending and Installation	30	3	No	
MTEC 1030	Installation and Repair of Electronics and Programmable Logic Controller's	30	6	No	
MTEC 1040	Mechanical Principles and Practices	90	2	No	
MTEC 1050	Principles and Practices of Fluid Power	90	4	No	
MTEC 1060	Troubleshooting for Maintenance Technicians	60	3	No	
PLAP 1011U	_Plumbing 1A	90	16	No	
PLAP 1012U	_Plumbing 1B	90	11	No	
WELD 1010U	_Welding Safety	30	4	No	
WELD 1220U	_Cutting Processes: Oxy-fuel, Plasma Arc and Carbon Arc	90	1	No	
WELD 1255U	_Shielded Metal Arc Welding I	60	4	Yes	WELD 1010U
WELD 1315U	_Gas Metal Arc Welding I	60	4	Yes	WELD 1010U
WWSK 1400	Workplace Relations	60	6	No	

### Elective (0 hours required)

<i>Draper Maintenance Technician (0 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
IAMT 1000	Electronic Fundamentals for Industrial Automation	120	41	No	
IAMT 1600	Electrical Motor Controls	120	19	No	
IAMT 1750	Automatic Controls Troubleshooting	60	5	No	
IAMT 1850	Electrical Equipment Basics	30	10	No	
IAMT 1900	HVAC Refrigeration	90	24	No	
WWSK 1500	Job Seeking Skills	30	5	No	



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## Curriculum Evaluation - Draper - Welding Technology

DATC Certificate of Program Completion (Catalog Year: 2013, Required Hours: 1110)

### Core (1110 hours required)

#### Draper Welding Technology (1110 hours required)

		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
BTEC 1121	Operating System Fundamentals Vista	30	5	No	
WELD 1010U	_Welding Safety	30	4	No	
WELD 1000U	_Welding Math	90	1	No	
WELD 1120U	_Communications and Work Assignments	30	1	Yes	WELD 1010U
WELD 1140U	_Welding Metallurgy Basics	30	1	Yes	WELD 1010U
WELD 1220U	_Cutting Processes: Oxy-fuel, Plasma Arc and Carbon Arc	90	1	No	
WELD 1255U	_Shielded Metal Arc Welding I	60	4	Yes	WELD 1010U
WELD 1310U	_Shielded Metal Arc Welding II	120	1	Yes	WELD 1010U
WELD 1315U	_Gas Metal Arc Welding I	60	4	Yes	WELD 1010U
WELD 1410U	_Gas Metal Arc Welding II	90	1	Yes	WELD 1010U
WELD 1415U	_Flux-cored Arc Welding I (Gas Shielded)	60	1	Yes	WELD 1010, WELD 1510
WELD 1510U	_Flux-cored Arc Welding II (Self Shielded)	90	1	Yes	WELD 1010U
WELD 1601U	_Gas Tungsten Arc Welding I (Mild Steel)	60	1	No	
WELD 1610U	_Gas Tungsten Arc Welding II (Aluminum)	60	1	No	
WELD 1620U	_Gas Tungsten Arc Welding III (Stainless Steel)	60	1	Yes	WELD 1010U
WELD 1700U	_Welding Inspection and Testing	30	1	Yes	WELD 1010U
DRFT 1045U	_Blueprint Reading	30	1	No	
WELD 1810U	_Blueprint Reading for Welders	30	1	No	
WWSK 1400	Workplace Relations	60	6	No	

### Elective (120 hours required)

#### Draper Welding Technology (120 hours required)

		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
MACH 1003	Machining Introduction	90	1	No	
MACH 1011	Lathe Operations I	120	1	No	
MACH 1021	Vertical Mill Operations I	120	1	No	
WELD 2310	Pipe Welding	120	1	No	
WELD 2350	Oxy-fuel Welding and Brazing	60	1	No	
WELD 2450U	_Gas Metal Arc Welding Aluminum	30	1	No	
WELD 2800U	_Submerged Arc Welding	30	1	No	
WELD 2915U	_Welding Special Projects - Shielded Metal Arc Welding	60	1	No	
WELD 2925U	_Welding Special Projects - Gas Metal Arc Welding	60	1	No	
WELD 2935U	_Welding Special Projects - Gas Tungsten Arc Welding	60	1	No	
WWSK 1500	Job Seeking Skills	30	5	No	



# Davis Applied Technology College

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## Curriculum Evaluation - Draper - Automotive Technology

*DATC Certificate of Program Completion (Catalog Year: 2013, Required Hours: 1200)*

### Core (720 hours required)

<i>Draper Automotive Technology (600 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
AUTO 1005	Introduction and Safety	60	7	No	
AUTO 1020	Math for Automotive Technicians	60	6	No	
AUTO 1035	Shop Equipment	60	5	Yes	AUTO 1005
AUTO 1045	Tires and Basic Suspension	60	6	Yes	AUTO 1035
AUTO 1055	Basic Automotive System	60	7	Yes	AUTO 1045
AUTO 1065	Preventative Maintenance	60	6	Yes	AUTO 1055
AUTO 1075	Basic Electrical System	90	8	Yes	AUTO 1065
AUTO 1085	Shop Essentials	60	4	Yes	AUTO 1075
AUTO 1095	Basic Diagnostics	60	5	Yes	AUTO 1085
BTEC 1110	Computer Literacy	90	25	No	
WWSK 1400	Workplace Relations	60	6	No	

### Elective (480 hours required)

<i>Draper Automotive Technology (ASE Steering and Suspension Technician) (0 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
AUTO 2020	ASE Steering and Suspension I	90	6	Yes	AUTO 1095
<i>Draper Automotive Technology (ASE Brake Systems Technician) (0 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
AUTO 2030	ASE Brake Systems I	90	4	Yes	AUTO 1095
<i>Draper Automotive Technology (ASE Engine Repair Technician) (0 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
AUTO 2040	ASE Engine Repair I	30	2	Yes	AUTO 1095
AUTO 2041	ASE Engine Repair II	180	6	Yes	AUTO 2040
<i>Draper Automotive Technology (ASE Electrical/Electronic Systems Technician) (0 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
AUTO 2050	ASE Electrical/Electronic Systems I	60	5	Yes	AUTO 1095
AUTO 2051	ASE Electrical/Electronic Systems II	60	4	Yes	AUTO 2050
<i>Draper Automotive Technology (Additional Electives) (0 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
WWSK 1500	Job Seeking Skills	30	5	No	



# Davis Applied Technology College

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## Curriculum Evaluation - Draper - Business Technology

*DATC Certificate of Program Completion (Catalog Year: 2013, Required Hours: 930)*

### Core (930 hours required)

#### *Draper Business Application Specialist (930 hours required)*

		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
BTEC 1005	Keyboarding I	30	4	No	
BTEC 1020	Business Calculations	60	8	No	
BTEC 1530	Business Communications	90	12	Yes	BTEC 1510
BTEC 1132	Word Processing Applications I (MS Word 2010)	60	9	Yes	BTEC 1005
BTEC 1142	Spreadsheet Applications I (MS Excel 2010)	60	7	No	
BTEC 1152	Database Applications I (MS Access 2010)	60	9	No	
BTEC 1162	Electronic Presentations (MS PowerPoint 2010)	60	12	No	
BTEC 1172	Email Application (MS Outlook 2010)	90	15	No	
BTEC 2132	Word Processing Applications II (MS Word 2010)	60	8	Yes	BTEC 1132
BTEC 2142	Spreadsheet Applications II (MS Excel 2010)	60	6	Yes	BTEC 1142
BTEC 2152	Database Applications II (MS Access 2010)	60	8	Yes	BTEC 1152
BTEC 1510	Business English	90	7	No	
BTEC 1560	Customer Service	90	13	Yes	BTEC 1510
WWSK 1400	Workplace Relations	60	6	No	

### Elective (0 hours required)

#### *Draper Business Technology (Additional Electives) (0 hours required)*

		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
BTEC 1110	Computer Literacy	90	25	No	

## MEMORANDUM

**TO:** Robert Brems  
President, UCAT

**FROM:** James R. Taggart  
Vice President, Chief Instructional Officer

**DATE:** June 30, 2012

**RE:** Biomedical Equipment Technician Certificate – Substantive Change Request

### Background

The OWATC has provided training for biomedical equipment technician (BMET) training since 2004. This is the only BMET training program in Utah. Each year the program is evaluated by their employer advisory team. As part of this evaluation a review of program objectives, certificate outlines, and course curriculum is conducted. During the Fall 2011 program evaluation, employers identified a need to expand the hours for certain courses to ensure students have the time to master the breadth and depth of the content. Additional content in the area of imaging and radiology was noted.

Employer recommendations, supported by BMET and electronics instructors, increased the program hours for the Biomedical Equipment Technician certificate from 1360 hours to 1740 hours. This is more than a 25% increase in hours and as such is a substantive change. Employer and the OWATC board of directors support this increase in order to ensure students have the time needed to master critical skills needed for employment in expanding field of biomedical equipment maintenance and repair.

### Program Description

The 1740-hour Biomedical Equipment Technician certificate is a comprehensive training program that trains technicians to evaluate, inspect, maintain, repair, and install sophisticated biomedical equipment and instruments such as heart-lung machines, kidney dialysis machines, infusion pumps, respirators, x-ray and imaging equipment and laboratory equipment and other devices used for medical diagnosis, monitoring and treatment.

### Role and Mission Fit

The Utah College of Applied Technology's mission "is to provide...market-driven career and technical education...which meets the demand by Utah employers for technically skilled

workers...through competency-based education and training programs.” The development of the OWATC Information Technology Certificate falls squarely within this mission. A need for this training has been identified and supported by area employers.

## **Faculty**

Instructors are required to have a minimum of six years of a combination of education and industry experience in a related field. BMET instructors exceed the minimum requirements.

## **Program Need/Market Demand**

The demand for this certificate program comes from employers who hire entry-level workers. The program goals are to develop solid workplace skills that will prepare students for employment.

## **Employer Validation and Support**

The BMET/Electronics Employer Advisory Team evaluated and approved this certificate outline on January 17, 2012. Team members present included:

Scott James – McKay Dee Hospital Center  
Gordon Linford – HAFB USMMA  
Robert Nannini, Chair – Bio Med Engineering Inc  
Jody Meacham – Every Ready Staffing  
Kevin Moss – Powerteq

## **Budget Requirements**

The substantive change does not impact budget allocations. This program will be provided with from existing college budgets.

## **Resource Availability**

All necessary resources are available to offer this certificate.

## **Similar Programs Already Offered in the USHE**

No other institutions in Utah offer a similar program.

## **Course/Program Approval**

This certificate was approved by the employer advisory team on January 17, 2012. It was approved by the OWATC Board of Directors on June 29, 2012.

The certificate outline is attached. UCAT President approval of this substantive change is requested.



# Ogden-Weber Applied Technology College

A UCAT Campus

200 N. Washington Blvd, Ogden 84404

Phone: 627-8300



## Curriculum Evaluation - Biomedical Equipment Technician

*OWATC Certificate (Catalog Year: 2013, Required Hours: 1740)*

### Required Courses (1260 hours required)

<i>Biomedical Technician (1260 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
ELEC1019	Electronics Fundamentals for Electronic Technician	160	1	Yes	ELEC1015
ELEC1109	Semiconductor Devices	200	1	Yes	ELEC1015
ELEC1131	Digital Fundamentals	160	1	Yes	ELEC1019
BTEC1111	Computer Literacy 2010	90	42	No	
WWSK1400	Workplace Relations	60	12	No	
BMET1100	Medical Terminology for BMETs	60	16	Yes	ELEC1015
BMET2215	Biomedical Measurements	100	4	Yes	BMET1100
BMET2300	Biomedical Instrumentation I	150	1	Yes	BMET2215
BMET2330	Biomedical Instrumentation II	150	6	Yes	BMET2300
BMET2500	Basic X-Ray and Medical Imaging Systems	130	4	Yes	BMET2330

### Elective Courses (480 hours required)

<i>Biomedical Technician (480 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
BMET2800	Biomedical Equipment Practicum	120	6	Yes	INSTR APP
WWSK1500	Job Seeking Skills	30	6	Yes	BTEC1107, BTEC1111
ITEC1600	A+ Certification I	120	66	Yes	INSTR APP, BTEC1111
ITEC1601	A+ Certification II	120	72	Yes	ITEC1600, INSTR APP, BTEC1111
ITEC1505	Network+	120	59	Yes	ITEC1600, INSTR APP, BTEC1111
ELEC1000	Electronics Assembly and Soldering	60	8	No	
ELEC2820	Electronics/Electrical OJT/Instructor Aid A	30	2	Yes	INSTR APP
ELEC2820B	Electronics/Electrical OJT/Instructor Aid B	30	2	Yes	INSTR APP
ELEC2820C	Electronics/Electrical OJT/Instructor Aid C	30	2	Yes	INSTR APP
ELEC2820D	Electronics/Electrical OJT/Instructor Aid D	30	2	Yes	INSTR APP

### Optional Courses (0 hours required)

<i>Biomedical Technician (0 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
BTEC1510	Business English	90	21	Yes	BTEC1111
ELEC1200	Practical Electronics Troubleshooting	120	11	Yes	INSTR APP
MATH1000	Math I	60	24	No	
MATH0950	Math 0950	125	39	No	
MATH1010A	Math 1010	160	37	Yes	MATH0990
MATH0990	Math 0990	120	39	Yes	MATH0950
BTEC0911	English for Academics IV	90	19	Yes	INSTR APP
BTEC0906	English for Academics V	20	11	Yes	INSTR APP

## MEMORANDUM

**TO:** Robert Brems  
President, UCAT

**FROM:** James R. Taggart  
Vice President, Chief Instructional Officer

**DATE:** June 30, 2012

**RE:** Information Technology Certificate – Substantive Change Request

### Background

The OWATC has provided continuous information technology instruction since the 1980's. Each year the program is evaluated by their employer advisory team. As part of this evaluation a review of program objectives, certificate outlines, and course curriculum is conducted. During the Fall 2011 program evaluation, employers identified a need to expand the hours for certain courses to ensure students have the time to master the breadth and depth of the content.

Employer recommendations, supported by I.T. instructors, increased the program hours for the I.T. certificate from 1170 hours to 1500 hours. This is more than a 25% increase in hours and as such is a substantive change. Employer and the OWATC board of directors support this increase in order to ensure students have the time needed to master critical skills needed for employment in the rapidly-changing field of Information Technology.

### Program Description

The 1500-hour Information Technology certificate is a comprehensive program with embedded tracks in internet development, networking, and programming specializations. Students are trained to passed several industry related certifications including A+ I and II, Network+, Linux+, Security+, Windows Server, Internet Designer I and II, and Java Programming I and II. Additional courses in this program such as Workplace Relations and Job Seeking Skills provide students with the soft skills that make them more valuable employees.

### Role and Mission Fit

The Utah College of Applied Technology's mission "is to provide...market-driven career and technical education...which meets the demand by Utah employers for technically skilled workers...through competency-based education and training programs." The development of

the OWATC Information Technology Certificate falls squarely within this mission. A need for this training has been identified and supported by area employers.

## **Faculty**

Instructors are required to have a minimum of six years of a combination of education and industry experience in a related field. Information Technology instructors exceed the minimum requirements.

## **Program Need/Market Demand**

The demand for this certificate program comes from employers who hire entry-level workers. The program goals are to develop solid workplace skills that will prepare students for employment.

## **Employer Validation and Support**

The Information Technology Employer Advisory Team evaluated and approved this certificate outline on January 26, 2012. Team members present included:

- Shelly Belflower – Weber State University
- Ken Cross – CrossAction Computer Specialists
- Bev Hepworth – Petersen, Inc.
- Chris Morey – Ready Technologies
- Gerald Nichols, Chair – TechMedia Network
- Aaron Spurlock – Technovation Design
- Casey Whiteley – Marketstar
- David Young – Autoliv
- Alex Foit - Convergys

## **Budget Requirements**

The substantive change does not impact budget allocations. This program will be provided with from existing college budgets.

## **Resource Availability**

All necessary resources are available to offer this certificate.

## **Similar Programs Already Offered in the USHE**

Weber State University offers associate and bachelor degrees in information systems and technologies

## **Course/Program Approval**

This certificate was approved by the employer advisory team on January 26, 2012. It was approved by the OWATC Board of Directors on June 29, 2012.

The certificate outline is attached. UCAT President approval of this substantive change is requested.



# Ogden-Weber Applied Technology College

A UCAT Campus  
200 N. Washington Blvd, Ogden 84404  
Phone: 627-8300



## Curriculum Evaluation - Information Technology

*OWATC Certificate (Catalog Year: 2013, Required Hours: 1500)*

### Required Courses (900 hours required)

<i>Information Technology (900 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
BTEC1111	Computer Literacy 2010	90	42	No	
BTEC1523	English and Writing for Technicians	90	42	Yes	INSTR APP, BTEC1111
ITEC1100	Introduction to Information Technology	90	15	Yes	INSTR APP, BTEC1111
ITEC1202	Introduction to Programming	150	42	Yes	INSTR APP, BTEC1111
ITEC1600	A+ Certification I	120	66	Yes	INSTR APP, BTEC1111
ITEC1601	A+ Certification II	120	72	Yes	ITEC1600, INSTR APP, BTEC1111
ITEC1508	Networking Essentials	90	43	Yes	INSTR APP, BTEC1111
MATH1000	Math I	60	24	No	
WWSK1400	Workplace Relations	60	12	No	
WWSK1500	Job Seeking Skills	30	6	Yes	BTEC1107, BTEC1111

### Elective Courses (600 hours required)

<i>420 hours must be completed from one specialization (420 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
ITEC0000	Select One Specialization to complete 420 hrs of 600 hrs total Electives	1	1	No	
<i>Information Technology (Internet Development Specialization) (0 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
MDTC1020	Graphic Design Applications I	90	21	Yes	BTEC1107, BTEC1111
MDTC1030	Design Principles	120	29	Yes	INSTR APP
ITEC2130	Internet Site Designer I	120	41	Yes	MDTC1030, INSTR APP
ITEC2135	Internet Site Designer II	120	46	Yes	MDTC1030, INSTR APP
ITEC2105	Introduction to Scripting	90	19	Yes	INSTR APP
ITEC2110	Scripting Languages I	120	57	Yes	INSTR APP
ITEC2115	Scripting Languages II	120	40	Yes	ITEC2110
ITEC2120	Scripting Languages III	90	17	Yes	ITEC2110
<i>Information Technology (Networking Specialization) (0 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
ITEC1505	Network+	120	59	Yes	ITEC1600, INSTR APP, BTEC1111
ITEC2520A	Administering Windows Desktop	90	32	Yes	ITEC1100, INSTR APP, BTEC1111
ITEC2530	Administering Windows Server	90	42	Yes	ITEC1100, INSTR APP, BTEC1111
ITEC2550	Managing a Windows Network Environment	90	45	Yes	ITEC1600, INSTR APP
ITEC2020	Help Desk Technology	120	67	Yes	INSTR APP
ITEC2021	Help Desk User Support	90	1	Yes	INSTR APP
ITEC2710	Linux+ Certification I	60	38	Yes	ITEC1600, INSTR APP
ITEC2715	Linux+ Certification II	60	40	Yes	INSTR APP, ITEC2710
ITEC2100	Internet Technology	90	12	Yes	ITEC1100, ITEC1505, INSTR APP, BTEC1111
ITEC2250	Security+	120	71	Yes	ITEC1600, ITEC1601, INSTR APP
ITEC2249	Network Security	90	61	Yes	ITEC1600, ITEC1601, INSTR APP
ITEC2510	Windows Command Line	90	15	Yes	BTEC1111
ITEC2730	Telecommunications	90	15	Yes	INSTR APP, BTEC1111
ITEC2205	Server+	90	15	Yes	ITEC1600, ITEC1601, INSTR APP

<i>Information Technology (Programming Specialization) (0 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
ITEC2810	C++ Programming I	120	85	Yes	ITEC1202
ITEC2815	C++ Programming II	90	15	Yes	ITEC2810
ITEC2830	Java Programming I	120	74	Yes	ITEC1202
ITEC2834	Java Programming II	120	54	Yes	ITEC2830
ITEC2110	Scripting Languages I	120	57	Yes	INSTR APP
ITEC2115	Scripting Languages II	120	40	Yes	ITEC2110
ITEC2120	Scripting Languages III	90	17	Yes	ITEC2110
ITEC2860	Visual Basic .Net Programming I	120	32	Yes	ITEC1202
ITEC2864	Visual Basic.Net Programming II	90	18	Yes	ITEC2860
ITEC2870	Visual C# .Net Programming I	120	26	Yes	ITEC1202
ITEC2874	Visual C# .Net Programming II	120	21	Yes	ITEC2870
<i>Information Technology - Additional Electives (0 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
ITEC1610	A+ Certification I Practical	30	30	No	
ITEC1611	A+ Certification II Practical	30	30	No	
ITEC1507	Network+ Practical	30	30	Yes	ITEC1505
ITEC2522	Administering Windows Desktop Practical	30	30	Yes	ITEC2520A
ITEC2532	Administering Windows Server Practical	30	30	Yes	ITEC2530
ITEC2552	Managing a Windows Network Environment Practical	30	30	Yes	ITEC2550
ITEC2132	Internet Site Designer I Practical	30	30	Yes	INSTR APP
ITEC2065	Desktop Operating System Support	90	19	Yes	INSTR APP
ITEC2101	Internet Technology Practical	30	1	Yes	INSTR APP
ITEC2835	Java Programming I Practical	30	6	No	
ITEC2251	Security+ Practical	30	30	Yes	ITEC2251, ITEC2250
BTEC1132	MS Word 2010 I	90	38	Yes	BTEC1111
BTEC2132	MS Word 2010 II	90	64	Yes	BTEC1132, BTEC1111
BTEC1142	MS Excel 2010 I	60	42	Yes	BTEC1132, BTEC1111
BTEC2142	MS Excel 2010 II	60	37	Yes	BTEC1142, BTEC1132, BTEC1111
BTEC1162	MS PowerPoint 2010	60	49	Yes	BTEC1132, BTEC1111
BTEC1152	MS Access 2010 I	60	44	Yes	BTEC1142, BTEC1132, BTEC1111
BTEC2152	MS Access 2010 II	60	33	Yes	BTEC1152, BTEC1142, BTEC1132, BTEC1111
ITEC2070A	Information Technology Internship/Externship I	30	30	Yes	INSTR APP
ITEC2070B	Information Technology Internship/Externship II	30	30	Yes	INSTR APP
ITEC2070C	Information Technology Internship/Externship III	30	30	Yes	INSTR APP
ITEC2070D	Information Technology Internship/Externship IV	30	30	Yes	INSTR APP
ELEC1015	Essential Math for Technicians	90	16	Yes	MATH1000, DEM COMPET
ELEC1000	Electronics Assembly and Soldering	60	8	No	
ELEC1019	Electronics Fundamentals for Electronic Technician	160	1	Yes	ELEC1015
ELEC1131	Digital Fundamentals	160	1	Yes	ELEC1019
Optional Courses (0 hours required)					
<i>Information Technology (0 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
ITEC1100OL	Intro to Information Technology - OL	90	1	Yes	INSTR APP, BTEC1111
BTEC0911	English for Academics IV	90	19	Yes	INSTR APP
BTEC0906	English for Academics V	20	11	Yes	INSTR APP

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 October 2012

ITEM: III.R

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 Sep 30, 2013.

#### FISCAL IMPACT

N/A

#### RECOMMENDATIONS

None – Information only

Attachments:

Check register

Budget progress report



# Utah College of Applied Technology

## Check Register

July 2012 through June 2013

Type	Date	Num	Name	Amount
Bill Pmt -Check	08/22/2012	10336	Automated Business Products	-122.47
Bill Pmt -Check	08/22/2012	10337	BATC	-187,256.12
Bill Pmt -Check	08/22/2012	10338	DATC	-122,075.00
Bill Pmt -Check	08/22/2012	10339	DXATC	-78,593.81
Bill Pmt -Check	08/22/2012	10340	Evan Sevy	-562.00
Bill Pmt -Check	08/22/2012	10341	Jared Haines	-116.50
Bill Pmt -Check	08/22/2012	10342	Jordan Rushton	-43.50
Bill Pmt -Check	08/22/2012	10343	Lamar Companies	-3,740.00
Bill Pmt -Check	08/22/2012	10344	MATC	-118,850.00
Bill Pmt -Check	08/22/2012	10345	OWATC	-148,550.23
Bill Pmt -Check	08/22/2012	10346	SHI International Corp	-10,555.68
Bill Pmt -Check	08/22/2012	10347	Snow College	-58,900.00
Bill Pmt -Check	08/22/2012	10348	Stephanie Rikard	-156.00
Bill Pmt -Check	08/22/2012	10349	SWATC	-71,100.00
Bill Pmt -Check	08/22/2012	10350	TATC	-40,950.00
Bill Pmt -Check	08/22/2012	10351	UBATC	-98,525.00
Bill Pmt -Check	08/22/2012	10352	University Of Utah	-1,943.89
Bill Pmt -Check	08/22/2012	10353	USU Eastern	-51,975.00
Bill Pmt -Check	08/22/2012	10354	Utah Campus Compact	-2,200.00
Bill Pmt -Check	08/22/2012	10355	Utah Council	-300.00
Bill Pmt -Check	08/22/2012	10356	Utah Department Of Technology	-1,008.45
Bill Pmt -Check	08/22/2012	10357	Utah Div Of Purchasing & Gen Svc	-44.47
Bill Pmt -Check	09/11/2012	10358	Salt Lake Chamber	-10,000.00
Bill Pmt -Check	09/26/2012	10359	Automated Business Products	-49.75
Bill Pmt -Check	09/26/2012	10360	CCG Howells	-13,704.00
Bill Pmt -Check	09/26/2012	10361	Dept. of Admin. Services	-24,660.00
Bill Pmt -Check	09/26/2012	10362	Jared Haines	-203.00
Bill Pmt -Check	09/26/2012	10363	Justin Mayhew	-395.00
Bill Pmt -Check	09/26/2012	10364	Signature Images	-252.18
Bill Pmt -Check	09/26/2012	10365	Tyler Brinkerhoff	-119.50
Bill Pmt -Check	09/26/2012	10366	Utah Department Of Technology	-575.70
Bill Pmt -Check	09/26/2012	10367	BATC	-625.00
Bill Pmt -Check	09/26/2012	10368	OWATC	-625.00
Bill Pmt -Check	09/26/2012	10369	SWATC	-625.00
Bill Pmt -Check	09/26/2012	10370	UBATC	-625.00
Bill Pmt -Check	10/09/2012	10371	Chase Media Group	-5,000.00
Bill Pmt -Check	10/09/2012	10372	Colonial Flag	-6,228.70
Bill Pmt -Check	10/09/2012	10373	Justin Mayhew	-505.90
Bill Pmt -Check	10/09/2012	10374	MATC	-65,276.83
Bill Pmt -Check	10/09/2012	10375	Stephanie Rikard	-424.70
Bill Pmt -Check	10/09/2012	10376	University Of Utah	-1,938.14
Bill Pmt -Check	10/09/2012	10377	Utah Department Of Technology	-543.90



*Utah College of Applied Technology*  
*Office of the President*

*YTD Budget July 1 - Sep 30*

**Revenue**

	<u>Budgeted</u>	<u>YTD</u>
UCAT Admin Appropriation	1,580,100	395,025
Admin share of Equipment Appropriation	9,600	2,400
Admin share of Custom Fit Appropriation	3,800	950
Jobs Now to Campuses	<u>(400,000)</u>	<u>(100,000)</u>
Total State Budget	<u><u>1,193,500</u></u>	<u><u>298,375</u></u>

**Expenditures**

Salaries, Payroll Tax & Benefits	890,000	215,717
Building Occupancy Costs	121,000	24,660
Professional Development Conference	-	-
Internal Audit	35,000	-
Custom Fit Inservice	3,800	-
Equipment Purchases	10,000	-
Employee Travel	15,000	2,133
Board Meetings	10,000	413
UCAT System-wide Meetings	4,800	726
Other Meetings	7,400	842
Marketing	40,000	-
Automobile Expenses	7,500	644
Annual Report	7,500	-
Supplies & Other Current Expenses	30,000	10,606
Unallocated	<u>11,500</u>	<u>-</u>
Total Expenditures	<u><u>1,193,500</u></u>	<u><u>255,740</u></u>

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 October 2012

ITEM: III.S

TOPIC: Tuition Rate Background

#### BACKGROUND

The Board of Trustees' approval of the FY 2013 tuition rate in the 18 April 2012 meeting included language to "review and discuss information in the next meeting regarding the ability of campuses to have different tuition rates" (Minutes of 18 April 2012 meeting, Action Item II.D).

The attached sheet on UCAT Tuition Rate Background is provided for the information and discussion of the Board. UCAT Administration will also discuss observations and recommendations on tuition rates from the UCAT President's Cabinet.

#### FISCAL IMPACT

None.

#### RECOMMENDATIONS

For information and discussion by the Board

Attachments: UCAT Tuition Rate Background



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## TUITION RATE BACKGROUND

October 11, 2012

### CURRENT POLICY

Utah Statute (UCA 53B-2a-106(1)(b) – College Campuses – Duties.

“Each Utah Each Utah College of Applied Technology college campus shall, within the geographic area served by the college campus: (a) offer a non-credit post-secondary and secondary career and technical education curriculum; (b) offer that curriculum at low cost to adult students, as approved by the board of trustees.”

Utah Statute (UCA 53B-2a-104(2)(h) – UCAT Board of Trustees – Powers and duties.

“The Utah College of Applied Technology Board of Trustees shall: ...approve the tuition rates for the Utah College of Applied Technology.”

UCAT Board of Trustees Policy 204.6.1 – Postsecondary tuition.

“Low cost tuition, as prescribed in UCA 53B-2a-106-(1)-(b)-(i), and as approved by the UCAT Board of Trustees shall be assessed to postsecondary students formally scheduled in a course or program.”

UCAT Board of Trustees Policy 204.6.4 –Differential tuition.

“Based on extraordinary circumstances, a campus board of directors may request that the UCAT Board of Trustees approve a differential tuition rate for a specific course or program. Approved differential tuition rates shall expire on June 30 of each year. A new request and approval of the Board of Trustees is required to continue differential tuition rates past June 30 of each year.”

### TUITION HISTORY

#### **Pre-UCAT (pre-FY2002)**

Prior to the creation of UCAT in 2001, tuition rates for full-time students were determined by the State Board of Education. Some campuses used the same hourly rate for all students, regardless how many hours per week they were enrolled (“linear” tuition model). Some campuses used variable tuition models, in which students enrolled for less than a full-time load (generally 24 hours per week or 30 hours per week, depending on the campus) were charged higher hourly rates the fewer hours they enrolled.

#### **Continued Variations for Part-Time Students (FY2003-FY2004)**

After the creation of UCAT, tuition rates for full-time students were determined by the State Board of Regents, usually as recommended by the UCAT Board of Trustees. The campuses continued applying the approved rates under their previous tuition models, with some using the same rate for all students and others using increased rates for part-time students.

#### **Linear and Uniform Step Tuition Models (FY2004-FY2007)**

In response to legislative intent language in the 2003 general session of the Utah Legislature “that uniform rates be established for UCAT programs”, UCAT went to a uniform variable tuition model for all campuses for FY2004. After concluding that a “one size” solution was problematic for several campuses

and many students that year, a single “Step Tuition” model was created wherein the uniform hourly rate was applied in four ranges (or “steps”) of weekly enrollment duration. Campuses were approved to operate under either this Step Tuition model, or the Linear Tuition model (2 June 2004 Board of Trustees meeting).

Linear Tuition: BATC, DXATC, MATC, SWATC, UBATC

Step Tuition: DATC, OWATC, SEATC, SLTATC

#### **Transition to Uniform Linear Tuition (FY2008-FY2010)**

In March 2007 a plan was developed to move all campuses to the Linear Tuition Model by FY2011.

DATC transitioned to the Linear model for FY2009. By FY2010, all campuses moved to Linear.

#### **Historical Tuition rates (full-time students):**

FY1992: \$0.70	FY2003: \$0.95	FY2009: \$1.35
FY1993-FY1998: \$0.75	FY2004: \$1.00	FY2010: \$1.40
FY1999-FY2000: \$0.85	FY2005-FY2006: \$1.15	FY2011: \$1.50
FY2001-FY2002: \$0.90	FY2007: \$1.25	FY2012: \$1.55
	FY2008: \$1.30	FY2013: \$1.70

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

18 October 2012

ITEM: III.T

TOPIC: Open Entry / Open Exit Programs Discussion

#### BACKGROUND

Trustee Don Roberts has requested a short discussion on how UCAT and the eight campuses are utilizing open entry / open exit instruction. The discussion will likely center on how growth, accreditation, changing employer needs etc. are impacting instructional strategies at individual campuses and across all campuses. It is likely that this discussion will need to also occur at individual campuses with boards of directors and administrative/instructional staff. If desired, a more specific agenda item about open entry / open exit instruction could be addressed at a subsequent meeting of the Trustees.

#### FISCAL IMPACT

N/A

#### RECOMMENDATIONS

For information and discussion by the Board.

Attachments:

None

