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

April 25, 2013 – 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 – Chair Bingham.....
- B. Pledge of Allegiance – Chair Bingham.....
- C. Approval of Agenda – Chair Bingham.....
- D. Approval of 13 January 2013 Minutes – Chair Bingham.....D
- E. Executive Committee Report – Chair Bingham .....E
- F. Oath of Office for Dave Thomas – Barbara Miner, Notary Public.....F
- G. UCAT Board of Trustees Expirations – Pres. Brems..... G

**II. Action Items**

- H. Policy Revisions – Policy 201 - Membership Hour Reporting (Defined-Length Schedules), Policy 204 – Tuition and Fees (Senior Citizens) – VP Haines..... H
- I. Repeal of Policy 103 – Authorization of Charter Schools by UCAT Campuses – VP Haines .....I
- J. UCAT FY 2014 Tuition Rate – VP Brinkerhoff..... J
- K. Second-Tier Tuition Pilots at Davis, Dixie, Mountainland, and Uintah Basin Campuses – Pres. Brems . K
- L. Differential Tuition Rates – VP Brinkerhoff..... L
- M. Approval of UCAT FY 2014 Budget – VP Brinkerhoff ..... M
- N. SWATC Kane County Instructional Service Center Lease Addendum Approval – VP. Brinkerhoff ..... N
- O. Campus President/UCAT President Compensation – Pres. Brems ..... O

**III. Information Items**

- P. A Performance Audit of the Utah College of Applied Technology Programs and Funding (Time Certain 10:30) – Pres. Brems .....P
- Q. 2013 Legislative Session Review – Pres. Brems..... Q
- R. Program Approvals for TATC, UBATC, and OWATC – VP Haines ..... R
- S. Tuition Rate Background – VP Haines ..... S
- T. Office of the UCAT President Budget Report – VP Brinkerhoff .....T
- U. Northstar Student Information System Stabilization ..... U

**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.

**V. 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

25 April 2013

ITEM: I.D

TOPIC: Approval of 10 January 2013 Minutes

#### BACKGROUND

The Board of Trustees held a regular meeting on 10 January 2013 at the Utah College of Applied Technology. A preliminary draft of the meeting minutes is attached for Board review and approval.

#### FISCAL IMPACT

None

#### RECOMMENDATIONS

UCAT Administration recommends the Board approve the 10 January 2013 Board of Trustees minutes.

Attachments:

Minutes for 10 January 2013 Board of Trustees Meetings



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

DATE: 10 January 2013

TIME: 10:00 AM – 3:00 PM

LOCATION: Utah College of Applied Technology  
2801 Ashton Boulevard  
Lehi, UT 84043

(Anchor location for electronic access)

**MINUTES**

(Awaiting formal approval-subject to change)

Board of Trustees Present

Tom Bingham, Chair – TATC Board of Directors  
Michael Madsen, Vice Chair – BATC Board of Directors  
Ron Larsen – DXATC Board of Directors  
Jim Evans – MATC Board of Directors  
Don Roberts – SWATC Board of Directors\*  
Mark Dennis – UBATC Board of Directors  
Jim Olsen – Business-Industry Governor's Appointee  
Dale Cox – Union Apprenticeship  
Brad Tanner – Non-Union Apprenticeship  
Teresa Theurer – State Board of Regents Representative  
Mike McCandless – USU-Eastern CTE

Excused

Michael Jensen – DATC Board of Directors  
Steve Moore – OWATC Board of Directors  
Stanley Parrish – Salt Lake Community College SAT  
Kendall Willardson – Snow College CTE  
David Crandall – State Board of Education Representative  
Dave Buhler – Commissioner of Higher Education  
Spencer Eccles – Governor's Office of Economic Development

UCAT Administration

Robert Brems – President  
Kimberly Street – Executive Assistant to the President  
Jared Haines – VP, Instruction and Student Services  
Tyler Brinkerhoff – VP, Administrative Services  
Jordan Rushton – Director of Public Relations  
Doug Richards – Assistant Attorney General

Others Present

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  
Dana Miller – SWATC, Campus President  
Scott Snelson – TATC, Campus President  
Dave Woolstenhulme – UBATC, Campus President  
Barbara Miner – Notary Public  
Howard Stephenson – Utah Senate  
Steven Urquhart – Utah Senate\*

\*Attended via telephone conference call

## MINUTES OF MEETING

UTAH COLLEGE OF APPLIED TECHNOLOGY  
Board of Trustees  
10 January 2013

### **I. INTRODUCTION ITEMS**

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

Meeting was called to order at 10:12 a.m.

#### **I.B Pledge of Allegiance**

Led by Trustee Michael Madsen

#### **I.C Approval of Agenda**

Motion to approve the agenda

Motion: Mike Madsen; Second: Mark Dennis; Voting: Unanimous

#### **I.D Approval of 18 October 2012, 25 October 2012, and 12 November 2012 Minutes**

Motion to approve the 18 October 2012, 25 October 2012, and 12 November 2012 Minutes

Motion: Ron Larsen; Second: Jim Evans; Voting: Unanimous

Trustee Mark Dennis took a brief moment to introduce the new UBATC campus president Dave Woolstenhulme.

#### **I.E Executive Committee Report**

Chair Bingham informed the board the Executive Committee Meeting approved minutes of previous Committee meetings. In the meeting they also reviewed the Board of Trustees meeting agenda.

#### **I.F Oath of Office for Teresa Theurer**

Chair Thomas Bingham welcomed the trustees and introduced Teresa Theurer, representing the State Board of Regents, who replaces Kathy Garff as a non-voting member of the UCAT Board of trustees.

Barbara Miner, Notary Public, administered the oath of office for Trustee Theurer.

#### **I.G Discussion with Senators Steven Urquhart and Howard Stephenson**

President Brems indicated that, Senators Urquhart and Stephenson are in unique positions to positively impact the budgets of the Utah College of Applied Technology based on their positions as co-chairs of the two education appropriations committees. In addition, Senator Urquhart has been assigned to be a member of the Public Education Appropriations Committee and Senator Stephenson has been assigned to be a member of the Higher Education Appropriations Committee.

Both senators were invited to participate in the discussion with the Board of Trustees prior to the beginning of the 2013 General Legislative Session regarding UCAT's role in providing technical education.

Senator Urquhart – Praised UCAT for how well they are doing. UCAT is a pathway where HS Students can go into skills where they can get certificate. This way they can use it to support themselves for the rest of their

lives. How do we do this? Senator Urquhart would like ATCs to have charter schools embedded – school districts could run the schools, and funding through charter schools could help this.

Senator Stephenson – Concerned about the CTE waiting lists, hopes that this year we can work to help employers and improve the waiting lists. He feels there is a concern with the coordination in the CTE funding.

The senators suggested getting their two committees together to address how to fix funding of CTE for HS students. Chair Bingham indicated UCAT would convene a UCAT panel to assist.

## ***II. ACTION ITEMS***

### **II.H MATC Property Sale, Land Acquisition and Facility Development**

Mountainland Applied Technology College and Alpine School District have held discussions regarding the potential of selling MATC's automotive/diesel training facility in American Fork to the school district. MATC began its service to Northern Utah County in 2002 at that location when Alpine acquired and developed the facility and allowed MATC to lease-purchase it on a twenty-year contract. With the development of MATC's new Thanksgiving Point campus, most of the American Fork campus programs have now moved to Lehi. This current opportunity to sell the remaining portion of the American Fork campus to Alpine School District could allow MATC to liquidate the property, acquire property adjacent to the Thanksgiving Point campus and develop a new automotive/diesel facility there.

MATC Campus President Clay Christensen explained the history of the proposal and a process for selling the current property and facility to Alpine School District. He explained the plan for acquiring an additional four acres of property in Lehi for construction of a new automotive/diesel facility. He explained the financial implications to MATC of the proposed sale to Alpine School District, and looked at the proposed property acquisition process and their plans with the new building on the new property. Formal approval of this proposal is contingent on the approval of the MATC Board of Directors at its January 16, 2012 meeting.

After a lease agreement for the facilities has been developed and approved by the MATC Board of Directors, MATC will request a special conference call meeting of the UCAT Board of Trustees for approval.

Motioned to consider the plans presented by President Christensen and the Mountainland Applied Technology College Board of Directors and provide approval to proceed with the processes required for the property sale, new property acquisition and development of the new facility.

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

### **II.I Policy Revision – 204 (Tuition and Fees – Senior Citizens)**

Utah statute UCA 53B-9-101(2) states, "It is intended that an institution of higher education allow Utah residents who have reached 62 years of age to enroll at the institution, in classes for which they may be qualified, on the basis of surplus space in regularly scheduled classes and in accordance with this chapter and implementing rules. These persons are exempt from tuition and other charges, except for a quarterly registration fee established by the board."

To assure compliance with this statutory provision, legal counsel has recommended the UCAT Board of Trustees adopt a policy stipulating how senior citizens will be enrolled at UCAT campuses. The proposed policy was incorporated into Policy 204 (Tuition and Fees) as paragraph 204.7 (Senior Citizen Tuition).

Trustees Ron Larsen and Teresa Theurer suggested the following amendments:

- 7.1 **Senior Citizen Audit Waivers:** Senior citizens shall be permitted to enroll on an audit basis in courses or classes ~~for which they qualify, as determined by the campus,~~ on any UCAT campus, without payment of regular tuition, but subject to the following:

7.1.3 All applicable course fees shall be charged, as determined by the campus.

Motion to amend as suggested: Teresa Theurer, Second: Ron Larsen; Voting: Unanimous

Motion to approve the proposed revisions of policy 204 with amendments as noted in 204.7.1  
Motion: Ron Larsen, Second: Michael Madsen; Voting: Unanimous

### **III. INFORMATION ITEMS**

#### **III.J 2012 COE Reports (Completion, Placement, and Licensure)**

The Council on Occupational Education (COE), which provides institutional accreditation for the eight UCAT applied technology college campuses, requires each campus to provide an annual report in December of each year indicating compliance with accreditation guidelines and performance on certain indicators during the fiscal year. The COE report places particular emphasis on completion, placement, and licensure rates for post-secondary students in certificate programs.

The campuses have submitted their 2012 COE annual reports. A historical summary of the reported completion, placement and licensure averages since 2008 was handed out for review and discussion by the Board. As shown in the chart, both the completion and placement rates are at their highest in several years.

#### **III.K Governor's Budget**

In December, Governor Herbert released his FY 2014 Budget Proposal which calls for \$297.6 million in new funds to be added to Public Education, Higher Education and the Utah College of Applied Technology. The major portion of the new funds would go to Public Education to fund enrollment growth of 13,254 new students. \$29.8 million would be provided to Higher Education and UCAT with UCAT receiving \$10,294,900 in new ongoing funds and \$750,000 in onetime funds.

If funded by the Legislature, the new funds would come to UCAT according to the following schedule.

UCAT Office of the President:

- \$100,000 Utah Data Alliance Continuation (OG)
- \$250,000 UCAT Scholarship Fund (OT)
- \$500,000 UCAT Equipment Fund (OT)

Bridgerland Applied Technology College: \$1,311,800 -New and Expanded Programs (OG)  
Davis Applied Technology College: \$1,471,100 -New and Expanded Programs (OG)  
Dixie Applied Technology College: \$880,200 -New and Expanded Programs (OG)  
Mountainland Applied Technology College: \$1,227,600 -New and Expanded Programs (OG)  
Ogden Weber Applied Technology College: \$1,379,000 -New and Expanded Programs (OG)  
Southwest Applied Technology College: \$891,200 -New and Expanded Programs (OG)

Tooele Applied Technology College: \$1,563,300 -New and Expanded Programs (OG)  
Uintah Basin Applied Technology College: \$1,025,800 -New and Expanded Programs (OG)

### **III.L 2013 Legislative Session Preparation**

The 2013 General Legislative Session begins on Monday, January 28th and continues until midnight March 14th. A review of UCAT's budget priorities and legislative strategy will be conducted in preparation for Board of Trustees, UCAT and campus participation.

UCAT is requesting ongoing budget priorities of \$13,496,960 (excluding any compensation increase that may be provided). It is also requesting \$4,800,000 in one time increases and \$496,960 in supplemental increases.

### **III.M UCAT 2013 Messaging**

Utah statute calls for the UCAT president, in conjunction with the board of trustees, to "develop and implement a plan to inform the citizens about the availability, cost, and advantages of career and technical education."

The UCAT Marketing Committee, consisting of representatives from each campus and the Office of the UCAT President, has engaged the services of Fluid Studios, and has developed and begun implementation of a "Certify Your Future" messaging campaign to inform Utahns about UCAT programs and campuses. The campaign will consist of the UCAT website, radio commercials, billboard and busboard advertisements, internet advertisements, and social media. The coordinated effort is funded by a combination of UCAT President's Office budget earmarked by the Board of Trustees for marketing, campus contributions to a cooperative marketing budget, and individual campus marketing efforts.

\$35,000 – from UCAT President's Office FY2013 Marketing Budget  
\$16,000 – from campus statewide cooperative marketing participation (\$2,000 per campus)  
Campuses will also carry their own messaging locally using campus funds.

### **III.N Tuition Rate Background**

(Item suggested by Michael Jensen)–Chair Bingham suggested moving item to next Board of Trustees Meeting

### **III.O Campus Open Entry/Open Exit Programs**

(Item suggested by Don Roberts)– Chair Bingham suggested moving item to next Board of Trustees Meeting

### **III.P Legislative Audit**

As discussed in the October 18, 2012 meeting, the Office of the Legislative Auditor General is conducting an audit of UCAT and the programs offered across the eight campus system. That audit is still proceeding. The auditors have visited all the campuses. There will most likely be seven Chapters: (1) Overview of UCAT; (2) Completion, Placement, and Licensure; (3) Concept of Tuition and Fees; (4) Custom Fit; (5) Open Entry/Open Exit; (6) Waiting List/Waiting Time; (7) Weighted Pupil Unit

President Brems stated that he believes the auditors would like to see things more standardized from campus to campus.

**III.Q 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."* The report in the agenda is a snap shot of revenues and expenditures of the Office of the President for the current fiscal year through December 31, 2012.

***IV. Closed Session***

Moved: That the Board of Trustees Utah College of Applied Technology College go into closed session to discuss pending or reasonably imminent litigation, pursuant to Utah Code Section 52-4-205(1)(c)

Motion: Michael Madsen, Second: Mike McCandless; Voting: Unanimous

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

Opposed: (none)

(Absent for the vote: Jim Evans)

With the unanimous vote of the quorum present, the Board went into closed session.

***V. Return to Open Session***

**Next Board of Trustee Meeting**

President Snelson asked the board to consider moving the Board of Trustees Meeting to align with the ribbon-cutting of the new TATC building, which the TATC Board is considering for June 5. Chair Bingham indicated the potential date change will be decided as soon as TATC board has met.

**Adjourn**

Motion to Adjourn: Mark Dennis, Second: Mike Madsen  
Meeting adjourned at 1:24 p.m.



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

25 April 2013

ITEM: I.E

TOPIC: Executive Committee Report

#### BACKGROUND

The Executive Committee held a regular meeting on 10 January 2013 at Utah College of Applied Technology in preparation for the Board Meeting.

On 6 February 2013 the Executive Committee held a special meeting at Utah College of Applied Technology. This meeting was held to discuss DATC-UCAP Charter High School.

On 14 March 2013 the Executive Committee held a special meeting at Utah College of Applied Technology. This meeting was held to approve the contract to purchase approximately 4.26 acres of land adjacent to the MATC campus at Thanksgiving Point.

Minutes of the meetings will be distributed to the Board after they are approved by the Executive Committee in their April 25, 2013 Meeting.

#### FISCAL IMPACT

None

#### RECOMMENDATIONS

None – Information only

Attachments:

(hand-carried)-Minutes for Executive Committee meetings



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

25 April 2013

ITEM: I.F

TOPIC: Oath of Office for David L. Thomas

#### BACKGROUND

David L. Thomas, representing the State Board of Education, will replace David Crandall as a non-voting member of the UCAT Board of Trustees, filling the remainder of the term of office which will expire June 30, 2013.

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

David L. Thomas is the Chief Civil Deputy Summit County Attorney. Mr. Thomas previously worked as a judge advocate for the U.S. Army and as an assistant commonwealth attorney in Virginia.

Mr. Thomas previously served as a Utah senator, and was chairman of the Senate Education Standing Committee at the time. He is a graduate of Brigham Young University and the law school at the College of William and Mary.

He and his wife Lynn are the parents of three sons and one daughter and reside in South Weber City, where he serves on the city council.

#### FISCAL IMPACT

None

#### RECOMMENDATIONS

None

Attachments:

None



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

25 April 2013

ITEM: I.G

TOPIC: UCAT Board of Trustees Expirations

#### BACKGROUND

In accordance with Utah Code 53B-2a-103, members of the Utah College of Applied Technology Board of Trustees "shall be appointed commencing on July 1 of each odd-numbered year to a four-year term". The following members' terms expire on June 30, 2013:

Thomas E. Bingham, TATC Campus Board of Directors  
Michael Madsen, BATC Campus Board of Directors  
David L. Thomas, Utah State Board of Education  
Stan Parrish, SLCC School of Applied Technology Board of Directors  
Dale M. Cox, Union Apprenticeship (Gov. Appointee)\*

Steve R. Moore, OWATC Campus Board of Directors  
Michael E. Jensen, DATC Campus Board of Directors  
Spencer Eccles, Governor's Office of Economic Dev.  
Brad Tanner, Non-Union Apprenticeship (Gov. Appointee)  
Jim Olsen, Governor's Business Appointee\*

\*Terms Expired 2011, pending reappointment to current term expiring 2015

Official notification will be made by the Office of the UCAT President within the next 30 days to the groups which each member represents of pending term expirations. Each group should respond in writing by May 24, 2013 indicating that their representative is to be reappointed or replaced by a new representative. In either case, the decision is based on a majority vote by the business and industry members of the represented group.

#### RECOMMENDATIONS

Information Only

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

25 April 2013

ITEM: II.H

TOPIC: Policy Adjustments:  
#201 (Membership Hour Reporting – Lock-Step Classes)  
#204 (Tuition and Fees – Senior Citizens)

#### BACKGROUND

Policy 201 (Membership Hour Reporting – Lock-Step Classes):

The student services officers have recommended adjusting this policy so that all of the membership hours for lock-step classes are posted at the beginning of the class, rather than accruing over the duration of the class as provided in a 2011 policy revision. It has been found impractical to filter membership hour data for students who leave lock-step classes before the classes end. Posting of full course membership hours at the beginning of lock-step classes will make reporting consistent with all other types of defined-schedule classes, for which the campus instructional resources are committed upon enrollment for the full duration of the class.

Policy 204 (Tuition and Fees – Senior Citizens):

The Board of Trustees approved a revision to this policy in January 2013 providing for enrollment of senior citizens in accordance with Utah statute. Two adjustments to the language that was approved have been recommended as the policy is being implemented (attached):

- (1) Removing the reference in 204.7.1.3 specifically to “course” fees will allow campuses to charge senior citizens for other applicable campus expenses directly incurred by their participation beyond course-specific fees.
- (2) Changing the designation in 204.7.3 to “Senior Citizens” instead of “life-long learners” will provide more accurate reporting that is consistent with the UCAT Data Dictionary already approved by the Board.

#### FISCAL IMPACT

N/A

#### RECOMMENDATIONS

UCAT Administration recommends that the Board of Trustees approve the proposed revisions of Policies 201 and 204.

Attachments: Policy 201 revisions (Membership Hour Reporting); Policy 204 revisions (Tuition and Fees)





Subject:	Membership Hour Reporting
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### 201.1 Purpose

The Utah College of Applied Technology Membership Hour Reporting Policy specifies criteria, definitions, and explanations as to how membership hours will be measured, classified, reported, and audited for each UCAT campus. Membership hours are a performance indicator measuring campus instructional resource commitment.

### 201.2 Approval

UCAT Board of Trustees Approval: June 15, 2005; Revisions June 11, 2008; September 3, 2008; Replaced June 18, 2009; Revisions January 12, 2011; April 24, 2013 (pending)

### 201.3 References

- UCA 53B-2a-102(2)(f) President – Appointment – Duties
- UCAT Policy 200 (Program/Course Approval and Reporting)
- UCAT Policy 204 (Definition of Secondary Student for Tuition Purposes)

### 201.4 Definitions

- 4.1 **Membership Hour:** A measure of instructional resources committed by a UCAT campus to an enrolled student. One membership hour equates to sixty minutes of scheduled instruction.
- 4.2 **Scheduling Method:**
  - 4.2.1 **Open-Exit Schedule:** A schedule in which students are provided verified periods of time to receive instruction without a fixed course or program completion time.
  - 4.2.2 **Defined-Length Schedule:** A schedule, identified in advance by the campus for a specific course offering, with a course length approved as provided in UCAT Policy 200.6.9 (Program/Course Approval and Reporting) which is offered in one of the following two formats:
    - (a) Students complete competencies on a schedule toward a predetermined completion date with a fixed number of hours (as with a lock-step course), or
    - (b) The campus provides the student with access to any portion of the course's instructional resources at times during which access is not verified (as with an online or blended course).
- 4.3 **Exit Date:** The date on which a student's access to a schedule is officially discontinued as provided in campus policy, including completion, expiration of enrollment time, schedule change, withdrawal, etc. For a student who is not documented as having attended any class for ten consecutive full days of scheduled classes, and who has not otherwise exited from the schedule, the exit date from the scheduled class shall be the date of the tenth consecutive full day of absence from all scheduled classes.



Subject:	Membership Hour Reporting
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### 201.5 Budget-Related Membership Hours

Membership hours documented as meeting all of the following criteria shall be reported to the UCAT President and Board of Trustees as budget-related. Other membership hours not meeting these criteria shall be reported as self-support.

- 5.1 **Enrolled Student:** The hours were accrued by a person documented as having been formally scheduled into a course or program in accordance with campus policy.
- 5.2 **Approved Course/Program:** The activity was part of a course/program which was approved in accordance with UCAT Policy 200 (Program/Course Approval and Reporting).
- 5.3 **Not Community Interest:** The course/program was not a community interest course as defined in 200.6.3.
- 5.4 **In-State:** The course/program offering originated within the State of Utah.
- 5.5 **Geographic Region:** The course/program was not offered outside the geographic area served by the campus without a cooperative agreement with the Utah public postsecondary institution assigned to the region in which it was offered, as provided in UCA 53B-2a-106(3)(c), unless it met the criteria prescribed in UCA 53B-2a-106(6).
- 5.6 **Provided by the Campus:** The campus must make an appreciable resource contribution to the course/program (time, effort, money, employees, facilities, expertise, or other resources). This criterion is subjective in nature and shall take into consideration payment of instructional costs, location of instruction, ownership of instructional facilities, employment arrangements of instructors, availability of instruction to the general public, and other relevant factors. The materiality of each factor shall be considered in determining whether instruction was provided by the campus. Materiality shall be based on qualitative aspects, relativity, and professional judgment.

### 201.6 Measurement of Membership Hours

Membership hours shall be accrued in accordance with the instructional resources committed by the campus according to the applicable scheduling method.

- 6.1 **Open-Exit Schedule:** For an open-exit schedule as defined in 201.4.2.1, membership hours shall begin on the enrolled student's scheduled start date, and shall accrue up to and including the exit date as defined in 201.4.3.
- 6.2 **Defined-Length Schedule:** For a defined-length schedule as defined in 201.4.2.2, membership hours shall be reported in the amount of the course length approved for the full course on the date the student enrolled as specified in 201.5.1. For a student who does not remain enrolled beyond the course withdrawal deadline approved and published by the campus, zero hours are posted regardless of hours spent or competencies



Subject:	Membership Hour Reporting
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~~completed. This method of membership hour measurement applies only to individual courses, and shall not be applied to programs, according to the scheduling format.~~

- ~~a) For a defined length schedule with scheduled instruction as defined in 201.4.2.2(a), membership hours shall begin on the enrolled student's scheduled start date, and shall be posted and reported as they accrue up to and including the scheduled course end date, regardless of the student's exit date.~~
- ~~b) For a defined length schedule in which access to instructional resources is not verified as defined in 201.4.2.2(b), membership hours shall be posted and reported for the full course on the date the student enrolled as specified in 201.5.1.~~
- ~~c) For a student who does not remain enrolled beyond the course withdrawal deadline approved and published by the campus, zero hours are posted regardless of hours spent or competencies completed.~~
- ~~d) This method of membership hour measurement applies only to individual courses, and shall not be applied to programs.~~

### 201.7 Classification of Membership Hours

Reported membership hours shall be classified by student type as follows.

- 7.1 **Secondary Student:** For hours accrued by students who qualified under the definition provided in UCAT Policy 204, "Definition of Secondary Student for Tuition Purposes", during the time the hours were accrued.
- 7.2 **Postsecondary Student:** For hours accrued by students not meeting the definition provided in UCAT Policy 204 during the time the hours were accrued.



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: June 2, 2004; Revisions June 11, 2008; Replaced September 30, 2010; Revisions January 12, 2011; October 18, 2012; January 10, 2013; April 24, 2013 (pending).

**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
- UCA 53B-9-101,102
- 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.
- 4.3 Senior Citizen:** Utah residents age 62 and over.





# POLICIES

Subject:	Tuition and Fees Policy
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4.4 **Audit:** No assessment occurs and no record of competencies is required.

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 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.



Subject:	Tuition and Fees Policy
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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' state residency classification.

204.7 **Senior Citizen Tuition:**

7.1 **Senior Citizen Audit Waivers:** Senior citizens shall be permitted to enroll on an audit basis in courses or classes, on any UCAT campus, without payment of regular tuition, but subject to the following:

7.1.1 Enrollment shall be on a space available basis, as determined by the campus, after all students on the course/class waiting lists (excluding programs) have been accommodated. Senior citizens, seeking audit waivers, shall not be permitted to place their names on course waiting lists.

7.1.2 A minimum administrative fee, as determined by the campus, shall be charged to cover the cost of registration, record keeping and reporting.

7.1.3 All applicable ~~course~~ fees shall be charged, as determined by the campus.

7.2 **Payment of Tuition for Certificates:** To receive a certificate from any course or program in which they are enrolled, a senior citizen shall be required to pay full tuition.

7.3 **Senior Citizen Enrollment reporting:** Senior citizens participating through the audit waiver policy shall be enrolled as ~~life-long learners~~ [Senior Citizens](#).

204.8 **Fees:**

8.1 **Approval and Assessment of Fees:** Fees, as approved by the campus board of directors, may be assessed to secondary and postsecondary students and to senior citizens formally enrolled in an approved course or program.

8.2 **Notification to Secondary Education Providers:** By March 31 of each year, or a later date if agreed to by the district superintendent or charter school or private school chief executive officer and the UCAT campus president, each UCAT campus shall provide written notification of the approved secondary student fee schedule to all secondary education providers in the geographic area served by the campus and to the UCAT President. The notification shall be provided in the following manner:

8.2.1 The Campus president shall provide written notification of the approved fee schedule and list of required text and workbooks to each school district superintendent, to the chief administrative officers of charter schools, and to all other secondary education providers in the geographic area served by the campus and to the UCAT President.



<b>Subject:</b>	Tuition and Fees Policy
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8.2.2 Each local school district representative on the Campus Board of Directors shall provide written notification of the approved fee schedule and list of required text and workbooks to the board of education president for the district he/she represents.

8.2.3 If any new programs are added by the campus after March 31 of each year, for which a fee and/or text and workbooks have been approved, notification of the approved fee and required text and workbooks shall be provided in the manner described in 8.2.1 and 8.2.2 above.

**8.3 Fee Waivers:**

8.3.1 If a secondary student is fee waiver eligible, as determined by the local school district or charter school, the UCAT campus shall waive the eligible fees for that student.

8.3.2 Reimbursement for fee waiver eligible students' fees may be negotiated between individual UCAT campuses and local districts and charter schools.

**204.9 Refunds:**

All UCAT campuses shall have a tuition and fees refund policy which meets, at a minimum, Council on Occupational Education requirements.



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

25 April 2013

ITEM: II.I

TOPIC: Repeal of Policy 103 – Authorization of Charter Schools by UCAT Campuses

#### BACKGROUND

The Board of Trustees approved UCAT Policy 103 (Authorization of Charter Schools by UCAT Campuses) in January 2012, in accordance with legislation passed in 2010 and 2011 which provided that “the Utah College of Applied Technology Board of Trustees shall establish a policy for granting approval to a campus board of directors to enter in an agreement to establish and operate a charter school” (UCA 53A-1a-521(8)(b)).

Senate Bill 151 (Authorization of Charter Schools by Higher Education Institutions), which was passed in the 2013 General Session of the legislature, provides that “the Utah College of Applied Technology Board of Trustees may not establish policy governing the procedures or criteria” for a campus board of directors to consider approval of a charter school (SB-151, 2013 General Session, State of Utah, lines 109-117). Accordingly, it is necessary for the Board of Trustees to repeal UCAT Policy 103.

#### FISCAL IMPACT

N/A

#### RECOMMENDATIONS

UCAT Administration recommends that the Board of Trustees repeal Policy 103 – Authorization of Charter Schools by UCAT Campuses.

#### Attachments:

Policy 103 – Authorization of Charter Schools by UCAT Campuses

Senate Bill 151, 2013 General Session – Authorization of Charter Schools by Higher Education Institutions





<b>Subject:</b>	Authorization of Charter Schools by UCAT Campuses
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**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



<b>Subject:</b>	Authorization of Charter Schools by UCAT Campuses
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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.

**AUTHORIZATION OF CHARTER SCHOOLS BY HIGHER  
EDUCATION INSTITUTIONS**

2013 GENERAL SESSION

STATE OF UTAH

**Chief Sponsor: J. Stuart Adams**

House Sponsor: Gregory H. Hughes

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**LONG TITLE**

**General Description:**

This bill modifies provisions regarding the authorization of a charter school by a higher education institution.

**Highlighted Provisions:**

This bill:

- ▶ establishes procedures and criteria for the approval of a charter school application by the Utah College of Applied Technology Board of Trustees;
- ▶ provides that a charter school application may not be denied due to certain impacts to a public school;
- ▶ allows a campus board of directors of a college campus within the Utah College of Applied Technology to establish procedures and criteria related to charter school applications; and
- ▶ modifies an annual fee for payment of a board of trustee's costs in providing oversight and technical support to a charter school.

**Money Appropriated in this Bill:**

None

**Other Special Clauses:**

This bill provides an immediate effective date.

**Utah Code Sections Affected:**

AMENDS:

**53A-1a-521**, as last amended by Laws of Utah 2012, Chapter 139

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*Be it enacted by the Legislature of the state of Utah:*

Section 1. Section **53A-1a-521** is amended to read:

**53A-1a-521. Authorization of a charter school by a board of trustees of a higher education institution.**

(1) Subject to the approval of the State Board of Education and except as provided in Subsection (8), an individual or entity identified in Section 53A-1a-504 may enter into an agreement with a board of trustees of a higher education institution authorizing the individual or entity to establish and operate a charter school.

(2) (a) An individual or entity identified in Section 53A-1a-504 applying for authorization from a board of trustees of a higher education institution to establish and operate a charter school shall provide a copy of the application to the State Charter School Board and the local school board of the school district in which the proposed charter school shall be located either before or at the same time it files its application with the board of trustees.

(b) The State Charter School Board and the local school board may review the application and may offer suggestions or recommendations to the applicant or the board of trustees of a higher education institution prior to its acting on the application.

(c) The board of trustees of a higher education institution shall give due consideration to suggestions or recommendations made by the State Charter School Board or the local school board under Subsection (2)(b).

(3) (a) If a board of trustees of a higher education institution approves an application to establish and operate a charter school, the board of trustees shall submit the application to the State Board of Education.

(b) The State Board of Education shall, by majority vote, within 60 days of receipt of the application approve or deny an application approved by a board of trustees of a higher education institution.

(c) The State Board of Education's action under Subsection (3)(b) is final action subject to judicial review.



58 (4) The State Board of Education shall make a rule providing a timeline for the  
59 opening of a charter school following the approval of a charter school application by a board of  
60 trustees of a higher education institution.

61 (5) (a) After approval of a charter school application, the applicant and the board of  
62 trustees of a higher education institution shall set forth the terms and conditions for the  
63 operation of the charter school in a written contractual agreement.

64 (b) The agreement is the school's charter.

65 (6) (a) The school's charter may include a provision that the charter school pay an  
66 annual fee for the board of trustees' costs in providing oversight of, and technical support to,  
67 the charter school in accordance with Subsection (7).

68 (b) In the first two years that a charter school is in operation, an annual fee described in  
69 Subsection (6)(a) may not exceed the product of ~~[(+)]~~ 3% of the revenue the charter school  
70 receives from the state in the current fiscal year ~~[; and]~~.

71 ~~[(ii) the October 1 enrollment count of the charter school for the current fiscal year.]~~

72 (c) Beginning with the third year that a charter school is in operation, an annual fee  
73 described in Subsection (6)(a) may not exceed the product of ~~[(+)]~~ 1% of the revenue a charter  
74 school receives from the state in the current fiscal year ~~[; and]~~.

75 ~~[(ii) the October 1 enrollment count of the charter school for the current fiscal year.]~~

76 (d) An annual fee described in Subsection (6)(a) shall be:

77 (i) paid to the board of trustees' higher education institution; and

78 (ii) expended as directed by the board of trustees.

79 (7) A board of trustees of a higher education institution shall:

80 (a) annually review and evaluate the performance of charter schools authorized by the  
81 board of trustees and hold the schools accountable for their performance;

82 (b) monitor charter schools authorized by the board of trustees for compliance with  
83 federal and state laws, rules, and regulations; and

84 (c) provide technical support to charter schools authorized by the board of trustees to  
85 assist them in understanding and performing their charter obligations.

86 (8) (a) In addition to complying with the requirements of this section, a campus board  
87 of directors of a college campus within the Utah College of Applied Technology shall obtain  
88 the approval of the Utah College of Applied Technology Board of Trustees before entering into  
89 an agreement to establish and operate a charter school.

90 (b) If a campus board of directors of a college campus with the Utah College of  
91 Applied Technology approves an application to establish and operate a charter school, the  
92 campus board of directors of the college campus shall submit the application to the Utah  
93 College of Applied Technology Board of Trustees.

94 (c) The Utah College of Applied Technology Board of Trustees shall, by majority vote,  
95 within 60 days or receipt of the application, approve or deny the application approved by the  
96 campus board of directors.

97 (d) The Utah College of Applied Technology Board of Trustees may deny an  
98 application approved by a campus board of directors if the proposed charter school does not  
99 accomplish a purpose of charter schools as provided in Section 53A-1a-503.

100 (e) A charter school application may not be denied on the basis that the establishment  
101 of the charter school will have any or all of the following impacts on a public school, including  
102 another charter school:

- 103 (i) an enrollment decline;
- 104 (ii) a decrease in funding; or
- 105 (iii) a modification of programs or services.

106 ~~[(b) The Utah College of Applied Technology Board of Trustees shall establish a~~  
107 ~~policy for granting approval to a campus board of directors to enter into an agreement to~~  
108 ~~establish and operate a charter school.]~~

109 (9) (a) Subject to the requirements of this part, a campus board of directors of a college  
110 campus within the Utah College of Applied Technology may establish:

- 111 (i) procedures for submitting applications to establish and operate a charter school to a  
112 campus board of directors of a college campus within the Utah College of Applied Technology;  
113 and

114           (ii) criteria for a campus board of directors' approval of an application to establish and  
115 operate a charter school.

116           (b) The Utah College of Applied Technology Board of Trustees may not establish  
117 policy governing the procedures or criteria described in Subsection (9)(a).

118           Section 2. **Effective date.**

119           If approved by two-thirds of all the members elected to each house, this bill takes effect  
120 upon approval by the governor, or the day following the constitutional time limit of Utah  
121 Constitution Article VII, Section 8, without the governor's signature, or in the case of a veto,  
122 the date of veto override.

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

25 April 2013

ITEM: II.J

TOPIC: UCAT FY 2014 Tuition Rate

#### BACKGROUND

UCAT campuses have been conducting public hearings pursuant to UCA 53B-7-101.5.

Proposed tuition rates have been discussed at length with the Presidents' Cabinet and executive staff members of the campuses and the Office of the President as well as the Executive Committee of The Board of Trustees. The proposed new UCAT tuition rate is \$1.75 per hour, an increase of \$0.05 per hour or 2.9%.

#### FISCAL IMPACT

Estimated: + \$231,570

This estimate is based on FY 2012 post-secondary membership hour totals.

#### RECOMMENDATIONS

UCAT administration recommends the Board of Trustees approve a system-wide tuition rate increase of \$0.05 per hour.

Attachments:

None



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

25 April 2013

ITEM: II.K

TOPIC: Second-Tier Tuition Pilots at Davis, Dixie, Mountainland and Uintah Basin Campuses

#### BACKGROUND

The recent legislative audit recommended, *"the UCAT Board of Trustees establishes a fee policy that specifies acceptable fee uses and outlines the approval process and oversight for campus-wide fees."*

UCAT's response to this recommendation was *"with the maturing of the UCAT system and the eight campuses, enhanced guidance to campus boards regarding acceptable fee uses, fee approval processes and campus-wide fees should occur. The UCAT Board of Trustees will begin working with the eight campuses to consider policy adjustments that provide this guidance."*

Following discussion with the UCAT President's Cabinet it was determined that a proactive approach to this recommendation would be to consider a second-tier tuition model under current UCAT policy targeting immediate reduction and eventual elimination of campus-wide or general fees at second-tier campuses while still allowing for program-specific or purpose-specific fees to be charged as approved by campus boards of directors.

On March 14<sup>th</sup>, the UCAT Executive Committee met via conference call to consider a proposal for DATC, MATC and UBATC to pilot a second-tier tuition system for FY 2014. The Executive Committee did not take formal action, but directed President Brems to develop the concept and present it to the UCAT Board of Trustees at the April 25<sup>th</sup> meeting. Since that time, UCAT Trustee and DXATC Board of Directors Chair Ron Larsen and DXATC Campus President Kelle Stephens have requested that DXATC also be allowed to propose a second-tier pilot for FY 2014.

President Brems directed the four campuses to provide written information regarding their proposals. The four campus responses are included as attachments to this agenda item.

DXATC, MATC and UBATC are requesting permission to implement a \$0.25/hour second-tier tuition. DATC is requesting permission to implement a \$0.15/hour second tier tuition campus, all requests effective July 1, 2014. This would be in addition to a \$0.05/hour tuition increase for all campuses to be proposed to the Trustees. Details regarding each of the four campus proposals are contained in their accompanying communication (attached).

#### FISCAL IMPACT

The proposed second-tier tuitions would generate the following amounts at each campus (based on FY 2012 statistics)

DATC	1,314,258/adult membership hours X \$0.15 = \$197,139
DXATC	225,640/adult membership hours X \$0.25 = \$56,410
MATC	492,153/adult membership hours X \$0.25 = \$123,038
UBATC	388,183/adult membership hours X \$0.25 = \$97,046

## RECOMMENDATIONS

UCAT Administration recommends that the UCAT Board of Trustees approve the proposed second-tier tuition models at DATC, DXATC, MATC and UBATC on a pilot basis with update reports to be made at the January 2014 and April 2014 Board of Trustees meetings.

### Attachments:

DATC proposal

DXATC proposal

MATC proposal

UBATC proposal



# **Davis Applied Technology College Second-Tier Tuition Pilot Project Request**

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## **Davis Applied Technology College Board of Directors' Request for Second-Tier Tuition**

The Davis Applied Technology College Board of Directors reviewed the option extended by the Utah College of Applied Technology Executive Committee on March 14, 2013, and voted unanimously to grant the DATC administration authority to proceed with planning and budget reviews to implement a second-tier tuition ranging between 5¢ to 25¢.

The proposed 5¢ first-tier UCAT tuition increase request and second-tier tuition ranges were combined and distributed in a formal notice to all students through Truth in Tuition Hearings published on posters throughout the campus in addition to the DATC web site and social media announcements. No students attended the hearings, and no student e-mails or social media communication was received.

The second-tier tuition increase is proposed at 15¢ per hour, providing an overall increase of tuition from \$1.70 to \$1.90. A 15¢ request rather than 25¢ is due to close proximity to the Ogden Weber ATC which is not requesting a second-tier tuition increase at this time.

## **Davis Applied Technology College Rationale for First Tier and Second-Tier Tuition**

The UCAT first-tier tuition increase will be used to provide additional compensation for faculty and staff. Second-tier tuition will be utilized to significantly reduce the “campus fees” accessed to students and completely eliminate a “program fee” currently assessed.

## **Second-Tier Tuition Increase Projected Impact on Students, Program Enrollments and Overall Campus Enrollments during FY 2014**

The largest institutional tuition increase occurred in 1999 (13.3%) and in 2005 (15%). Corresponding membership hours increased 2.42% and 3.01% respectively during those particular years. The institution does not expect to experience a negative impact on enrollment based on past history. Moreover, to improve outcomes and to increase student financial assistance, the DATC Foundation will offer \$115,000 in student scholarship funds compared to \$95,668 provided in 2012; and tuition waivers will increase from \$29,000 to \$125,000 in 2013 providing significant increases in the financial safety net for students and designed to increase retention and completion rates.

The allowance of second-tier tuition will permit DATC to completely phase out the program fee (10¢) and to reduce the campus fee from 65¢ per hour to 10¢ per hour, with total elimination of this fee by 2016. All student fees will be confined into programmatic and purpose-specific fees. All College fees will be presented and approved by the DATC Board of Directors on April 25, 2013.

Dixie  
Applied  
Technology  
College

**DXATC Tier Two Tuition Proposal**  
April 18, 2013

1506 S. Silicon Way  
St. George, UT 84770

P: 435.674.8400  
F: 435.674.8450

dxatc.edu

1. **A statement of the DXATC Board of Directors' request to implement a pilot two-tier tuition model at \$0.25/hour for FY 2014. Please include the essential details about your tuition hearing(s).**

DXATC Board Chair Ron Larsen has submitted a written request on behalf of the DXATC Board of Directors to President Brems asking that DXATC participate in a pilot tier-two tuition model at \$.25 for FY 2014. Board members have expressed unanimous support for this proposal. Truth in Tuition hearing is scheduled for April 23<sup>rd</sup> at 11:00 am. to invite input on the proposal.

2. **DXATC BOD's rationale for requesting the second tier increase along with the expected \$.05/hour increase by the UCAT Board of Trustees**

DXATC is grateful to receive new funding for capacity building in specific programmatic areas. However, we lack infrastructure to adequately support our current programs. The addition of new programs will tax existing infrastructure well beyond our capacities. Revenue projected from tier two tuition will address personnel needs to expand infrastructure capacities. This proposal has been discussed with and endorsed by individual board members and is an action item for the May 2, 2013 Board of Directors meeting.

3. **The projected impact of the second tier increase on students, program enrollments and overall campus enrollments during FY 2014.**

The impact of tier two tuition on a 900 hour program will be an increase in cost of \$225 over a one year period, or \$18.75 per month. DXATC believes this impact to be of little consequence to individual students while in aggregate, allowing the campus to invest in much needed infrastructure areas. Enrollments are impacted by many factors from the state of the economy to the change in age of LDS missionaries. Of all the possible impacts to enrollment, it is believed that tier two tuition will be inconsequential.

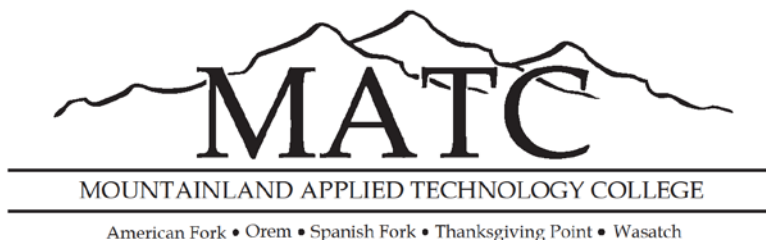
4. **The impact of the second tier increase on already existing DXATC fees**

Tier Two Tuition will not impact current fees at DXATC. Fees are program specific and are reinvested into respective programs.

5. **The projected use of the additional revenue that the second-tier tuition will generate**

Tier two tuition of \$2.00 per hour will generate additional revenue of approximately \$50,000 at DXATC which will be used toward personnel to expand infrastructure in administrative services, student services, and accounting departments.





## Second-Tier Tuition Presentation

**1. *A statement of the MATC Board of Directors' request to implement a pilot two-tier tuition model at \$0.25/hour for FY 2014. Please include the essential details about your tuition hearing(s).***

At the March 20<sup>th</sup>, 2013 Mountainland Applied Technology College Board of Directors meeting the board unanimously voted to support a tier-two tuition pilot model for MATC for the FY2014 school year at \$0.25/hour. The board has consistently voiced concern regarding budget shortfalls to offer the programs that regional employers demand. They feel that this would be one way to address some of those issues and be more closely in accordance with practices on other campuses. The “Truth in Tuition” hearing was held on Wednesday, April 10<sup>th</sup>, 2013, and was conducted by Vice President Michaelis. No students attended the hearing.

**2. *MATC Board of Director's rationale for requesting the second tier increase along with the expected \$0.05/hour increase by the UCAT Board of Trustees.***

The Mountainland Applied Technology College was initially approached to offer a second tier tuition based on a growing population base and continual increases in membership hour generation in the form of a pilot program within the Utah College of Applied Technology. After careful consideration and discussions with Executive Staff and MATC Board Members, there was a feeling that the second tier tuition would have minimal impact on existing and potential students and would provide revenue to expand program offerings within the region. The membership hours at MATC have increased 219% over the past ten years despite tuition increases and budget reductions in some fiscal years.

**3. *The projected impact of the second tier increase on students, program enrollments and overall campus enrollments during FY 2014.***

The MATC does not assess additional monthly or hourly fees to students and after reviewing enrollment trends at sister institutions with that practice we anticipate minimal impact on enrollment. Currently, MATC is reflecting an increase in membership hours for FY2013 compared to membership hours in FY2012. MATC projects that increased tuition will have minimal impact.

**4. *The impact of the second tier increase on already existing MATC fees.***

The program fees at MATC were identified and cited in the recent legislative audit. All program fees are identified specifically by program and reflect the costs for students to participate in that educational experience. The fees are the same for secondary and post-secondary students and the MATC does not assess additional monthly or hourly fees. The MATC does not plan on adjusting existing fees and the fee schedule for FY2014 has been approved by the board and disseminated to school districts and charter schools within the region.

**5. *The projected use of the additional revenue that the second tier tuition will generate.***

The MATC Executive Staff met in a strategic planning session to identify a budget proposal for the projected increase in generated revenue from the second tier tuition. The consensus was that we did not want to budget for any ongoing costs due to the “pilot” status of the funds. The budget includes coverage of expanded apprenticeship offerings through part time instructors as well as additional health occupations offerings.



**1- A statement of the UBATC Board of Directors' request to implement a pilot two-tier tuition model at \$0.25/hour for FY 2014.**

The Uintah Basin Applied Technology College Board of Directors voted unanimously to implement a tier-two tuition pilot program for the FY 2014 school year. The UBATC held a “Truth in Tuition” hearing where there was no negative response from the public to the proposed increase in tuition.

**2- UBATC BOD's rationale for requesting the second tier increase along with the expected \$0.05/hour increase by the UCAT Board of Trustees.**

The second tier increase is proposed for the purpose of enhancing existing programs to enable the College to address budget shortfalls and meet the growing educational needs of the region without having to assess general fees.

**3- The projected impact of the second tier increase on students, program enrollments and overall campus enrollments during FY 2014.**

Sponsoring agencies, scholarship grantors, and industry partners are in support of the increase and feel it would not impact enrollment. Many of the students attending the UBATC are sponsored by these entities. With this financial support we see a minimal impact to our students.

**4- The impact of the second tier increase on already existing UBATC fees.**

UBATC currently charges fees specific to individual, high cost programs. Additional general fees such as hourly or monthly fees are not assessed.

**5- The projected use of the additional revenue that the second tier tuition will generate.**

The additional revenue that will be generated for the tier-two tuition will be used to support the implementation of several new certificate programs in the PET department. We need to develop these certificates to keep up with the demand from our local industry. We will also use a portion of the revenue to support the Northstar system.

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

25 April 2013

ITEM: II.L

TOPIC: Differential Tuition Rates

#### BACKGROUND

The following courses were identified by their respective campuses to be considered for differential tuition rates. The courses at BATC and UBATC have been approved for differential rates in previous years and are presented to the Board of Trustees due to annual differential rate expirations. OWATC has a new request for its Academic Learning Center.

#### BATC:

Farm and Ranch Management - \$210 annually for beginning students, \$240 for advanced students  
Academic Learning Center - \$20 monthly

#### OWATC:

Academic Learning Center - \$20 monthly

#### UBATC:

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

#### FISCAL IMPACT

It is anticipated that fiscal impact will be minimal.

#### RECOMMENDATIONS

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

#### Attachments:

Letters from BATC, OWATC and UBATC requesting approval for differential tuition rates



# BRIDGERLAND APPLIED TECHNOLOGY COLLEGE

DR. RICHARD L. MAUGHAN, CAMPUS PRESIDENT

March 27, 2013

LOGAN  
1301 North 600 West  
Logan, UT 84321  
(Phone) 435•753•6780  
(Fax) 435•752•2016

BRIGHAM CITY  
325 West 1100 South  
Brigham City, UT 84302  
(Phone) 435•734•0623  
(Fax) 435•734•0431

RICH COUNTY  
1200 Redwood Road  
Woodruff, UT 84086  
(Phone) 435•793•4500  
(Fax) 435•793•4530

(TDD Relay) 800•346•4128

President Robert O. Brems  
Utah College of Applied Technology  
2801 Ashton Blvd  
Lehi, UT 84043

Dear President Brems:

In accordance with UCAT Policy Number 204.6-6.4, "Differential Tuition," please accept this letter as Bridgerland Applied Technology College's (BATC) official request for differential tuition rates in Fiscal Year 2014 as described below.

1. **Farm /Ranch Business Management:**

**Beginning students:** \$210/annually

**Advanced students:** \$240/annually

**Justification:** The Farm/Ranch Business Management Program began in the early to mid-1980s in an effort to help small- and medium-sized farms and ranches become successful. For each year of its existence, it has operated with a differential tuition rate. In prior years, the process of renewing the differential rate was virtually automatic and occurred at the same time the regular tuition rate was approved. With the development and approval of the newest version of UCAT Policy Number 204.6-6.4, BATC is now required to request approval of this differential rate on an annual basis.

2. **Academic Learning:**

**All students:** \$20/month

**Justification:** The Academic Learning Center exists as a resource to assist students in transitioning from wherever they are academically, to a level that will ensure success in their chosen training program. The Academic Learning Center does not result in an occupational credential but rather prepares students for success in both their chosen training program and eventual occupation. This center has also existed since the mid-1980s and has always operated with a differential tuition rate. The rate has been established as a means of removing or at least reducing barriers to enrollment as students move through the remedial math, English, and/or reading curriculum at their own pace. Upon successful completion of the curriculum, students are then prepared to enter one of BATC's more than 29 training programs (with over 40 career paths) and will then be paying the UCAT approved tuition rate for their chosen curriculum leading to a completion certificate.

President Robert O. Brems

Page 2

March 27, 2013

Because of the reasons stated above, and on behalf of the Bridgerland Applied Technology College Campus Board of Directors, I would like to respectfully request approval of these differential tuition rates for the 2014 Fiscal Year.

Sincerely

A handwritten signature in black ink, appearing to read "Richard L. Maughan". The signature is written in a cursive style with a large initial "R" and "M".

Dr. Richard L. Maughan  
Campus President



April 8, 2013

President Robert O. Brems  
Utah College of Applied Technology  
2801 Ashton Blvd  
Lehi, Utah 84043

Dear President Brems:

In accordance with UCAT Policy Number 204.6-6.4, "Differential Tuition," please accept this letter as Ogden-Weber Applied Technology College's (OWATC) official request for a differential tuition rate in Fiscal Year 2014 as described below.

**Academic Learning:**

**All students:** \$20/month

**Justification:** Academic learning services are provided by OWATC to assist students in the development of fundamental skills required for successful enrollment in college technical programs and eventual employment. Completion of academic learning courses do not result in a college certificate but does prepare students for success in their chosen instructional program and as a productive member of a technically trained workforce. The OWATC has provided academic learning services for the past two years in response to community requests and an absence of similar programs in Weber County. Mirroring successful academic learning programs offered at other institutions, the request to establish a differential tuition rate is intended to reduce economic barriers to skill attainment in areas such as remedial math, literacy, and writing. Academic learning services also support high school completion for YouthBuild students. Upon successful skill attainment, students are either co-enrolled or fully-enrolled in OWATC certificate programs. The regular UCAT approved tuition is applied to courses leading to an OWATC certificate of completion.

On behalf of the Ogden-Weber Applied Technology College Campus Board of Directors, I respectfully request approval of this differential tuition rate for the 2014 fiscal year.

Sincerely,



Collette Mercier  
President

/jrt



# Uintah Basin

## Applied Technology College

a UCAT campus

April 10, 2013

President Robert O. Brems  
Utah College of Applied Technology  
PO Box 147900  
Salt Lake City, UT 84114-7900

President Brems:

As the UCAT Board of Trustees approves the new increase in tuition, we would appreciate their consideration in keeping some of the differential tuition rates which we have followed for many years. One of the core values of UCAT is flexibility which allows for us to respond to requests in a manner which is appropriate for that situation. Farm and Ranch Management is where we would urge the board to consider some flexibility in the way we apply our tuition policy.

For many years, the Farm and Ranch Management programs within UCAT have followed its own membership hour and tuition policy. This policy was developed with the input of all the instructors and the agricultural specialist from the Utah State Office of Education. Because of the unique nature of this program, the policy has done a very good job of providing a pricing structure which was acceptable by the market and accounted for membership hours in a way that treated it in a manner which is very comparable to other UCAT programs.

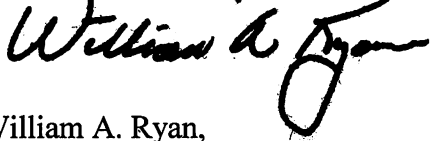
The following are our main concerns with trying to apply the regular UCAT tuition policy to this program:

- Membership hours are one way, but an important way, of measuring the success of a program and the effort and resources being put into a program. We fear that the unintended consequence of changing the current policy is that during budget cut times, if this program is not producing close to the same amount of membership hours as other healthy programs, then it would be very susceptible to being cut.
- Duchesne County is one of the best beef producing counties in the state. Especially in rural Utah, the skills we teach farmers and ranchers are important for them to be able to stay in business and plan for the future. This program is primarily an occupational upgrade program which helps the businesses be more competitive in the market place. Without our program, there would not be another training program to take its place.

- By charging the normal tuition rate, the cost would have to rise from \$204 to \$720 a year. This would be cost prohibitive for most if not all of our students. We therefore request approval to charge differential tuition at \$204 for the 480 hour basic course and \$240 for the 690 hour advanced course.

Our hope is that the board will maintain some flexibility in our tuition policy. Not every worthy program will fit into our policy. If our board feels sufficient cause exists for a program to be granted an exception, we would hope that we could have the ability to make such a decision.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "William A. Ryan". The signature is fluid and cursive, with a large, stylized initial "W".

William A. Ryan,  
Chairman – UBATC Board of Directors



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

25 April 2013

ITEM: II.M

TOPIC: Approval of UCAT FY 2014 Budget

#### BACKGROUND

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."* Though policy indicates a June approval, administration has prepared the budget and requests Board consideration for an early approval. The attached spreadsheet is administration's plan for the disposition of funds appropriated to The Office of the UCAT President for the fiscal year ending June 30, 2014.

#### FISCAL IMPACT

N/A – Funding has already been appropriated.

#### RECOMMENDATIONS

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

Attachments:

FY 2014 Budget – Office of the UCAT President



*Utah College of Applied Technology*  
*Office of the President*  
*Fiscal Year 2014 Office Budget*

**Revenue**

UCAT Admin Appropriation	1,578,000
Admin share of Equipment Appropriation	9,600
Admin share of Custom Fit Appropriation	3,800
Jobs Now to Campuses	(400,000)
Total State Budget	<u>1,191,400</u>

**Expenditures**

Salaries, Payroll Tax & Benefits	867,000
Building Occupancy Costs	131,000
Internal Audit	30,000
Custom Fit Meetings	3,800
Equipment Purchases	10,000
Employee Travel	15,000
Board Meetings	10,000
UCAT System Meetings	12,000
Marketing	40,000
Automobile Expenses	11,500
Annual Report	7,000
Supplies & Misc. Expenses	44,100
Memberships	10,000
Unallocated	<u>2,100</u>
Total Expenditures	<u>1,193,500</u>

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

25 April 2013

ITEM: II.N

TOPIC: SWATC Kane County Instructional Service Center Lease Addendum Approval

#### BACKGROUND

In June of 2007, SWATC entered into a lease agreement with the Kane School District for the Kane County instructional service center. The agreement established a full-service lease rate of \$115,000 per year for the first 5 years, then \$145,000 per year for 6 years, at which time ownership of the building would transfer to Southwest ATC.

In 2009, due to State appropriation reductions, the District and SWATC agreed to reduce the annual payment to \$105,000 through June 30, 2012. Beginning July 1, 2012, the annual lease amount was set to increase to \$145,000 as per the original agreement.

Due to high operational costs at the Kane County instructional service center, SWATC administration requested that the Kane School District Board of Education approve an annual lease rate of \$115,000 (quarterly payments of \$18,750 plus \$40,000 annually for O&M) and recalculate the amortization schedule. The Kane School District Board of Education approved the lease addendum on February 14, 2013, effective July 1, 2012. At the new rate, the final payment would be made on January 1, 2021 (see attached amortization schedule). The SWATC Board of Directors approved the lease addendum in its April 4, 2013, meeting.

#### FISCAL IMPACT

\$30,000 annual lease savings to SWATC and ownership in January, 2021.

#### RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve the lease addendum.

#### Attachments:

SWATC/Kane School District lease addendum

Amortization schedule

Addendum -- to Lease Agreement Entered into during June of 2007  
Between Kane School District and Southwest Applied Technology College

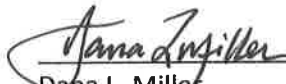
This agreement is made and entered into between Kane School District and Southwest Applied Technology College – A UCAT Campus.

Whereas, Southwest Applied Technology has submitted all quarterly payments to Kane School District as was specified in the original lease agreement, for the initial 5 year term of this lease (total amount \$375,000).


Whereas, the parties wish to revise the amount of quarterly lease payments payable to Kane School District after the initial 5 year period of this lease (Total amount of \$625,000).

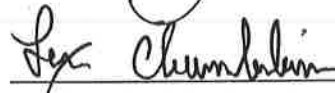
NOW THEREFORE IT IS MUTUALLY AGREED AS FOLLOWS:

1. Effective for the quarterly payment due on October 1, 2012 the amount of quarterly payments due will be \$18,750 rather than \$26,250 as was specified in the original agreement entered into during June of 2007.
2. With this revised payment amount the final payment will be due and payable to Kane School District on January 1, 2021 as reflected in the attached amortization schedule (Exhibit A-1 and A-2).
3. It is agreed that this revised payment amount will be reviewed by the parties annually, and if mutually agreeable, quarterly payments will revert to the amount of \$26,250.

 4/5/13  
Dana L. Miller date  
Southwest Applied Technology College  
Campus President

 4-10-13  
Dennis Moser, Chair date  
Southwest Applied Technology College  
Board of Directors

 2/14/13  
Robert Johnson date  
Superintendent, Kane School District

 2/14/13  
Lex Chamberlain, President date  
Kane School District  
Board of Education



**Amortization Schedule for a mortgage with Quarterly Payments**

Mortgage No.: 1

Property Address:  
 Southwest Applied Technology College  
 Kanab Campus  
 733 South Cowboy Way  
 Kanab, UT 84741

	Date	Pct Int.	Payment	Interest	Principal	Balance	Cum.Int.
	07/01/2012					625,000.00	
1	10/01/2012	0	18,750.00	0.00	18,750.00	606,250.00	0.00
2	01/01/2013	0	18,750.00	0.00	18,750.00	587,500.00	0.00
3	04/01/2013	0	18,750.00	0.00	18,750.00	568,750.00	0.00
4	07/01/2013	0	18,750.00	0.00	18,750.00	550,000.00	0.00
5	10/01/2013	0	18,750.00	0.00	18,750.00	531,250.00	0.00
6	01/01/2014	0	18,750.00	0.00	18,750.00	512,500.00	0.00
7	04/01/2014	0	18,750.00	0.00	18,750.00	493,750.00	0.00
8	07/01/2014	0	18,750.00	0.00	18,750.00	475,000.00	0.00
9	10/01/2014	0	18,750.00	0.00	18,750.00	456,250.00	0.00
10	01/01/2015	0	18,750.00	0.00	18,750.00	437,500.00	0.00
11	04/01/2015	0	18,750.00	0.00	18,750.00	418,750.00	0.00
12	07/01/2015	0	18,750.00	0.00	18,750.00	400,000.00	0.00
13	10/01/2015	0	18,750.00	0.00	18,750.00	381,250.00	0.00
14	01/01/2016	0	18,750.00	0.00	18,750.00	362,500.00	0.00
15	04/01/2016	0	18,750.00	0.00	18,750.00	343,750.00	0.00
16	07/01/2016	0	18,750.00	0.00	18,750.00	325,000.00	0.00
17	10/01/2016	0	18,750.00	0.00	18,750.00	306,250.00	0.00
18	01/01/2017	0	18,750.00	0.00	18,750.00	287,500.00	0.00
19	04/01/2017	0	18,750.00	0.00	18,750.00	268,750.00	0.00
20	07/01/2017	0	18,750.00	0.00	18,750.00	250,000.00	0.00
21	10/01/2017	0	18,750.00	0.00	18,750.00	231,250.00	0.00
22	01/01/2018	0	18,750.00	0.00	18,750.00	212,500.00	0.00
23	04/01/2018	0	18,750.00	0.00	18,750.00	193,750.00	0.00
24	07/01/2018	0	18,750.00	0.00	18,750.00	175,000.00	0.00
25	10/01/2018	0	18,750.00	0.00	18,750.00	156,250.00	0.00
26	01/01/2019	0	18,750.00	0.00	18,750.00	137,500.00	0.00
27	04/01/2019	0	18,750.00	0.00	18,750.00	118,750.00	0.00
28	07/01/2019	0	18,750.00	0.00	18,750.00	100,000.00	0.00
29	10/01/2019	0	18,750.00	0.00	18,750.00	81,250.00	0.00
30	01/01/2020	0	18,750.00	0.00	18,750.00	62,500.00	0.00
31	04/01/2020	0	18,750.00	0.00	18,750.00	43,750.00	0.00
32	07/01/2020	0	18,750.00	0.00	18,750.00	25,000.00	0.00
33	10/01/2020	0	18,750.00	0.00	18,750.00	6,250.00	0.00
34	01/01/2021	0	6,250.00	0.00	6,250.00	0.00	0.00

**Footnotes**

1 07/01/2012 The mortgage calculations use a Quarterly Interest Factor of : 0.000000000000. The calculated Interest Factor is based on an Interest Rate of 0 % and Quarterly compounding. 28, 29, 30 or 31 days are treated equal as 1/12 th of a year. The Effective Annual Interest Rate is: 0.000000 %.

*Exhibit A-2*

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

25 April 2013

ITEM: II.O

TOPIC: Campus President/UCAT President Compensation

#### BACKGROUND

Utah Code 53B-2a-102 (2)(i), requires the UCAT President to set annual compensation for campus presidents, with the approval of the UCAT Board of Trustees. The 2013 Utah State Legislature authorized and funded a 1% adjustment to the salaries of all UCAT employees for the FY 2014 year (July 1, 2013 to June 30, 2014). Based on this action it recommended that the salaries of the eight UCAT campus presidents and the UCAT President be increased by 1%.

#### RECOMMENDATIONS

It is recommended that the Board of Trustees approve a 1% adjustment to the salaries of all UCAT campus presidents and the UCAT President for FY 2013-14.



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

25 April 2013

ITEM: II.P

TOPIC: A Performance Audit of Utah College of Applied Technology Programs and Funding

#### BACKGROUND

In February, the Office of the Legislative Auditor General (LAG) released Report Number 2013-02, A Performance Audit of Utah College of Applied Technology Programs and Funding following approximately nine months of review at the UCAT system level and at each of the eight campuses.

UCAT Administration and the UCAT Audit Committee approved responses to nine recommendations made by the LAG. The report is generally a positive overview of the UCAT system and the recommendations are proving useful in further enhancing UCAT's performance and operation.

The LAG Audit Team of Mr. Tim Osterstock, Audit Manager, Mr. Tim Bereece, Audit Supervisor and Mr. Chris McClelland Audit Staff have been invited to review the report with the Board.

#### FISCAL IMPACT

N/A

#### RECOMMENDATIONS

Information only.

In subsequent Board of Trustees meetings specific recommendations and possible policy changes and updates will be considered as follow-ups to the audit recommendations

#### Attachments:

Report Number 2013-02, A Performance Audit of Utah College of Applied Technology Programs and Funding

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

25 April 2013

ITEM: III.Q

TOPIC: 2013 Legislative Session Review

#### BACKGROUND

The 2013 General Session of the Utah State Legislature concluded on March 14<sup>th</sup>. The Legislature took action on several issues that affect the Utah College of Applied Technology. The following items are among the most important and will provide a basis for our discussion.

- 1% compensation increase plus additional funds for insurance and retirement totaling \$1,218,400
- An enhancement of program capacity at all eight UCAT campuses through \$5,000,000 in ongoing funds
- UCAT's request to fund the SWATC facility was unsuccessful
- Several bills passed which affect UCAT
- UCAT was charged to develop a proposal for the 2014 Legislature to address funding equity between campuses

#### FISCAL IMPACT

UCAT ongoing funds increased by \$6,218,400

#### RECOMMENDATIONS

Information Only

Attachments:

FY 2014 Appropriated Budgets spreadsheet

FY 2013 & 2014 Budget Comparison spreadsheet

Summary of 2013 Passed Bills which affect UCAT





## FY 2014 Appropriated Budgets

FY 2013 Total	Base Budget (Tax Appropriations Only)	SB 2, Campus Capacity Building	SB 7(Sub 2), Comp, Health & Retirement	Total FY 2014 Tax Appropriations
UCAT Admin	1,555,100	-	22,900	<b>1,578,000</b>
Equipment	561,100	-	-	<b>561,100</b>
Custom Fit	2,659,200	-	-	<b>2,659,200</b>
BATC	9,146,000	672,700	281,000	<b>10,099,700</b>
DATC	9,947,800	754,400	260,800	<b>10,963,000</b>
DXATC	2,271,600	451,400	51,700	<b>2,774,700</b>
MATC	5,311,300	629,500	146,600	<b>6,087,400</b>
OWATC	10,742,500	707,200	240,400	<b>11,690,100</b>
SWATC	2,462,500	457,000	55,900	<b>2,975,400</b>
TATC	1,764,200	801,700	36,200	<b>2,602,100</b>
UBATC	5,191,900	526,100	121,900	<b>5,839,900</b>
<b>Total</b>	<b>51,613,200</b>	<b>5,000,000</b>	<b>1,217,400</b>	<b>57,830,600</b>

## UCAT FY 2013 & 2014 Budget Comparison

	<u>FY 2013</u>	<u>FY 2014</u>	<u>Percent Change</u>
UCAT Admin	1,580,100	1,578,000	-0.13%
Equipment	561,100	561,100	0.00%
Custom Fit	2,659,200	2,659,200	0.00%
BATC	9,146,000	10,099,700	10.43%
DATC	9,947,800	10,963,000	10.21%
DXATC	2,271,600	2,774,700	22.15%
MATC	5,311,300	6,087,400	14.61%
OWATC	10,742,500	11,690,100	8.82%
SWATC	2,462,500	2,975,400	20.83%
TATC	1,337,400	2,602,100	94.56%
UBATC	5,191,900	5,839,900	12.48%
<b>Totals</b>	<b>51,211,400</b>	<b>57,830,600</b>	<b>12.93%</b>

**UTAH COLLEGE OF APPLIED TECHNOLOGY**  
**2013 LEGISLATIVE SESSION**  
***SUMMARY OF SELECTED BILLS RELEVANT TO UCAT***  
March 20, 2013

**HB 28 (Ipson)**

*Passed 2/25/2013*

**CAMPUS SAFETY AMENDMENTS**

Modifies the Criminal Code by amending provisions relating to persons interfering or trespassing on property owned by an institution of higher education. Provides that a chief administrative officer may order a person to leave property that is owned, operated, or controlled by an institution of higher education if the person acts or intends to do certain things, or is reckless as to whether the person's actions will cause fear for the safety of another. Provides that a person is guilty of criminal trespass upon an institution of higher education if the person enters or remains on property that is owned, operated, or controlled by an institution of higher education after being ordered to leave, or enters or remains without authorization upon property that is owned, operated, or controlled by an institution of higher education if notice against entry or remaining has been given. Provides that the mere carrying or possession of a firearm does not warrant an order to leave. Repeals certain provisions relating to interfering or intending to interfere with campus activities, violating rules and regulations of the institution, and failing to leave when ordered.

**HB 75 (Greene)**

*Passed 3/14/2013*

**OCCUPATIONAL AND PROFESSIONAL LICENSING AMENDMENTS**

Requires a person who proposes that the state license an occupation or profession that is not currently licensed by the state to submit an application for a sunrise review by the Occupational and Professional Licensure Review Committee. Requires that the committee conduct sunrise and sunset reviews for all occupations and professions proposed to be newly regulated, and that are subject to their related statutes being terminated under Section 63I-1-258. Requires that when conducting a sunrise or sunset review, the committee shall: (a) consider whether state licensing of the profession is necessary to address a compelling state interest in protecting against present, recognizable, and significant harm to the health, safety, or welfare of the public; (b) if the committee determines that state licensing of the profession is not necessary to protect the health, safety, or welfare of the public, recommend to the Legislature that the state refrain from licensing the profession; (c) if the committee determines that state licensing of the profession is necessary to protect the health, safety, or welfare of the public, consider whether the proposed or existing statute is narrowly tailored to protect the health, or safety, or welfare of the public; and (d) recommend to the Legislature any changes to the proposed or existing statute to ensure it is narrowly tailored to protect the health, or safety, or welfare of the public. Requires the committee to study alternatives to professional licensing in 2013, including registration and certification. Requires that legislation proposing the licensing or regulation of an occupation or profession under Title 58, Occupations and Professions may not be enacted by the Legislature unless the proposal has been reviewed by the committee or the proposed legislation contains a provision that expressly exempts the legislation from requiring review by the committee.

**HB 139 (Dunnigan)**

*Passed 3/14/2013*

**SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS ACTION CENTER**

Creates a Science, Technology, Engineering, and Mathematics (STEM) Action Center Board. Requires the STEM Action Center Board to establish a STEM Action Center and appoint an executive director to oversee administration of the STEM Action Center. Requires the Governor's Office of Economic Development to staff the STEM Action Center Board and the STEM Action Center. Requires the STEM Action Center Board to select providers, through a request for proposals process, to provide education related instructional technology. Requires the STEM Action Center Board to work with private industry to obtain private funding and support for the STEM Action Center. Requires the STEM Action Center Board to perform certain duties related to the STEM Action Center. Requires the executive director to track student achievement and progress in STEM areas. Requires the STEM Action Center Board, and all providers selected through a request for proposals process, to report to the Education Interim Committee, the Public Education Appropriations Subcommittee, and the State Board of Education once each year. Requires the State Board of Education to award grants to school districts and charter schools for STEM related education courses if certain conditions are met.

**HB 238 (Dunnigan)**

*Passed 2/28/2013*

**COSMETOLOGY AND HAIR BRAIDING**

Reduces the curriculum requirement for being licensed as a cosmetologist from 2,000 hours to 1,600 hours for a student who begins study after January 1, 2013. Reduces the experience requirement for certain licensure applicants. Requires that licensed schools under the act be recognized as institutions of postsecondary study by meeting certain requirements. Adds an exemption from licensure for a person who engages in hair braiding and does not engage in other activity requiring licensure. Adds certain eyelash and eyebrow treatments to the practice of basic esthetics. Modifies what constitutes unlawful conduct under the act.

**HB 254 (Ray)**

*Passed 2/25/2013*

**COLLEGE CREDITS FOR VETERANS**

Requires an institution of higher education to award credit for military service and training as recommended by a postsecondary accreditation agency or association designated by the State Board of Regents or the UCAT Board of Trustees if a student has met with an advisor at the institution to discuss relevant factors. Provides for the transfer of credit awarded among institutions of higher education. Requires the State Board of Regents and the Utah College of Applied Technology Board of Trustees to report annually to the Education Interim Committee and the Utah Department of Veterans' Affairs.

**HB 340 (McIff)**

*Passed 3/13/2013*

**SNOW COLLEGE ECONOMIC DEVELOPMENT AND WORKFORCE PREPARATION ADVISORY COMMITTEE**

Creates the Snow College Economic Development and Workforce Preparation Advisory Committee by modifying the name, membership, and duties of the Snow College Career and Technical Education Advisory Committee.

**SB 38 (Knudson)**

*Passed 3/13/2013*

**REAUTHORIZATION OF VETERANS REINTEGRATION TASK FORCE**

Recreates the Veterans Reintegration Task Force and limits its composition to not more than 21 members. Requires the task force to further study the difficulties encountered by returning servicemembers after deployments and create a statewide action plan for assisting with reintegration into communities, finding employment, pursuing education, and locating services for veterans. Charges the task force with creating a statewide action plan for collaborating, assisting, and coordinating with reintegration. Requires that the task force report to the Government Operations Interim Committee.

**SB 126 (Knudson)**

*Passed 3/14/2013*

**COORDINATION OF SERVICES FOR VETERANS**

Creates a veterans' coordinator position and qualifications. Requires government entities, including state institutions of education, to designate a veterans' services specialist within each entity. Requires contractors receiving government entity funds to participate. Provides for training of agency veterans' services specialists. Requires an annual report to the Government Operations Interim Committee.

**SB 151 (Adams)**

*Passed 3/12/2013*

**AUTHORIZATION OF CHARTER SCHOOLS BY HIGHER EDUCATION INSTITUTIONS**

Establishes procedures and criteria for the approval of a charter school application by the Utah College of Applied Technology Board of Trustees. Provides that a charter school application may not be denied due to certain impacts to a public school. Allows a campus board of directors of a college campus within the Utah College of Applied Technology to establish procedures and criteria related to charter school applications. Modifies an annual fee for payment of a board of trustee's costs in providing oversight and technical support to a charter school.

**SB 169 (Reid)**

*Passed 3/13/2013*

**EDUCATION TASK FORCE**

Creates the Education Task Force. Provides for membership of the task to consist of 14 legislators, including the president of the Senate, the speaker of the House, and the chairs of the Higher Education and Public Education Subcommittees and Senate and House Education Committees. Specifies duties and responsibilities of the task force, including making recommendations on education policies to help job creation and education quality, alignment of public and higher education, long-term funding priorities, and setting standards to be economically competitive.

**SCR 5 (Stevenson)**

*Passed 3/12/2013*

**CONCURRENT RESOLUTION EXPRESSING SUPPORT FOR ACHIEVING 66% BY 2020 GOAL**

Expresses strong support for achieving the goal that 66% of Utah's adults will hold a postsecondary degree or certificate by the year 2020 and that 90% of students will be at proficiency in reading by the end of the third grade. Expresses the Legislature's and the Governor's determination to work together with students, parents, families, taxpayers, and all other stakeholders to achieve the 66% goal through increased innovation, excellence, targeted investment, and stakeholder accountability. Urges all Utah citizens to unite behind efforts to achieve the 66% goal.

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

25 April 2013

ITEM: III.R

TOPIC: Programs Approved: TATC (eight), UBATC (one), OWATC (two)

#### 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 financial aid eligible campus programs and of substantive changes thereto, if the president concurs that the proposals meet the agreed-upon UCAT criteria established by the Board in Policy 200.6. The president's approval is considered final, and program documentation is to be submitted to the Board in its next regularly scheduled meeting as an information item. Accordingly, the President's Office has reviewed requests for approval of the following certificate programs and concurred that the proposals satisfy the agreed-upon criteria, and President Brems has approved the programs:

<u>Campus</u>	<u>Program Title</u>	<u>Length (hours)</u>	<u>UCAT President Approval Date</u>
TATC	Network Administrator (MCITP) (substantive change)	1,340 (formerly 720)	January 19, 2013
TATC	Network Associate (MCTS) (substantive change)	940 (formerly 540)	January 19, 2013
TATC	Networking Technician (Net+) (substantive change)	650 (formerly 450)	January 19, 2013
TATC	Barbering (new program)	1,000	February 14, 2013
TATC	Cosmetology/Barbering (new program)	2,000	February 14, 2013
TATC	Heavy Duty Diesel (new program)	1,200	February 14, 2013
TATC	Industrial Maintenance (new program)	900	February 14, 2013
TATC	Network Engineer-CCNA (new program)	1,110	February 14, 2013
UBATC	Medical Assistant (substantive change)	1,050 (formerly 1,500)	February 8, 2013
OWATC	Construction Technology (new financial aid eligibility)	630 (formerly 570)	April 16, 2013
OWATC	Metal Fabricator (new program)	1,180	April 16, 2013

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

#### FISCAL IMPACT

None.

#### RECOMMENDATIONS

None - information only.

Attachments:

Program descriptions and outlines for the eleven programs approved (Electronic Version Only)



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

25 April 2013

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 was provided for the information and discussion of the Board in the 18 October 2012 meeting, but was deferred to this meeting for lack of time. 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

25 April 2013

ITEM: III.T

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 attachments report total revenues and expenditures by category for the Office of the President for the current fiscal year through March 31, 2013 as well as a check register for January – March 2013.

#### FISCAL IMPACT

N/A

#### RECOMMENDATIONS

Information/discussion only

Attachments:

Check register

Budget progress report



**Utah College of Applied Technology**  
**Check Register**  
**January through March 2013**

<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
Bill Pmt -Check	01/07/2013	10445	1st Lehi Storage	-75.00
Bill Pmt -Check	01/07/2013	10446	Automated Business Products	-78.51
Bill Pmt -Check	01/07/2013	10447	BATC	-189,829.59
Bill Pmt -Check	01/07/2013	10448	DATC	-122,075.00
Bill Pmt -Check	01/07/2013	10449	DXATC	-73,225.00
Bill Pmt -Check	01/07/2013	10450	Fluid Studio	-4,783.08
Bill Pmt -Check	01/07/2013	10451	MATC	-118,050.00
Bill Pmt -Check	01/07/2013	10452	OWATC	-134,575.00
Bill Pmt -Check	01/07/2013	10453	Rob Brems	-129.23
Bill Pmt -Check	01/07/2013	10454	Snow College	-58,900.00
Bill Pmt -Check	01/07/2013	10455	SWATC	-71,100.00
Bill Pmt -Check	01/07/2013	10456	TATC	-40,950.00
Bill Pmt -Check	01/07/2013	10457	UBATC	-98,525.00
Bill Pmt -Check	01/07/2013	10458	USU Eastern	-51,975.00
Bill Pmt -Check	01/07/2013	10459	Utah Department Of Technology	-84.00
Bill Pmt -Check	01/16/2013	10460	1st Lehi Storage	-75.00
Bill Pmt -Check	01/16/2013	10461	James Olsen	-6.49
Bill Pmt -Check	01/16/2013	10462	Justin Mayhew	-172.10
Bill Pmt -Check	01/16/2013	10463	MATC	-116,346.86
Bill Pmt -Check	01/16/2013	10464	Michael Madsen	-146.86
Bill Pmt -Check	01/16/2013	10465	Michael McCandless	-118.13
Bill Pmt -Check	01/16/2013	10466	Ron Larsen	-562.46
Bill Pmt -Check	01/16/2013	10467	Stephanie Rikard	-71.68
Bill Pmt -Check	01/16/2013	10468	Teresa Theurer	-107.00
Bill Pmt -Check	01/16/2013	10469	UACTE	-150.00
Bill Pmt -Check	02/07/2013	10470	BATC	-57,407.67
Bill Pmt -Check	02/07/2013	10471	CCG Howells	-4,329.00
Bill Pmt -Check	02/07/2013	10472	Fluid Studio	-34,216.92
Bill Pmt -Check	02/07/2013	10473	Fuelman	-605.53
Bill Pmt -Check	02/07/2013	10474	Lamar Companies	-1,870.00
Bill Pmt -Check	02/07/2013	10475	Westland Electric, Inc	-431.20
Bill Pmt -Check	02/25/2013	10476	Automated Business Products	-29.52
Bill Pmt -Check	02/25/2013	10477	Jared Haines	-169.50
Bill Pmt -Check	02/25/2013	10478	Jordan Rushton	-294.00
Bill Pmt -Check	02/25/2013	10479	Ricardo Silva	-385.38
Bill Pmt -Check	02/25/2013	10480	University Of Utah	-3,220.78
Bill Pmt -Check	03/22/2013	10481	1st Lehi Storage	-150.00
Bill Pmt -Check	03/22/2013	10482	Automated Business Products	-73.96
Bill Pmt -Check	03/22/2013	10483	DXATC	-900.00
Bill Pmt -Check	03/22/2013	10484	Fuelman	-893.98
Bill Pmt -Check	03/22/2013	10485	MATC	-138,559.56
Bill Pmt -Check	03/22/2013	10486	Stephanie Rikard	-37.38
Bill Pmt -Check	03/22/2013	10487	SWATC	-4,600.00
Bill Pmt -Check	03/22/2013	10488	Utah Div Of Purchasing & Gen Svc	-12.19



## Utah College of Applied Technology

### Office of the President

YTD Budget July 1, 2012 - March 31, 2013

	<u>Budgeted</u>	<u>Year to Date</u>	<u>% to date</u>
<b>Revenue</b>			
UCAT Admin Appropriation	1,580,100	1,185,075	75.0%
Admin share of Equipment Appropriation	9,600	7,200	75.0%
Admin share of Custom Fit Appropriation	3,800	2,850	75.0%
Jobs Now to Campuses	<u>(400,000)</u>	<u>(300,000)</u>	<u>75.0%</u>
Total State Budget	<u><u>1,193,500</u></u>	<u><u>895,125</u></u>	<u><u>75.0%</u></u>

### Expenditures

Salaries, Payroll Tax & Benefits	875,000	675,989	77.3%
Building Occupancy Costs	121,000	82,072	67.8%
Internal Audit	35,000	-	0.0%
Custom Fit Meetings	3,800	133	3.5%
Equipment Purchases	10,000	3,414	34.1%
Employee Travel	15,000	8,968	59.8%
Board Meetings	10,000	4,643	46.4%
UCAT System Meetings	4,800	2,122	44.2%
Other Meetings	7,400	3,183	43.0%
Marketing	40,000	32,780	82.0%
Automobile Expenses	7,500	3,947	52.6%
Annual Report	7,500	5,965	79.5%
Supplies & Other Current Expenses	46,500	41,070	88.3%
Unallocated	<u>10,000</u>	<u>-</u>	<u>0.0%</u>
Total Expenditures	<u><u>1,193,500</u></u>	<u><u>864,286</u></u>	<u><u>72.4%</u></u>

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

25 April 2013

ITEM: III.U

TOPIC: Northstar Student Information System Stabilization

#### BACKGROUND

Since 2005, seven UCAT campuses have transitioned to the Northstar student information system (SIS), replacing the previous commercially-developed SIS known as VSR/4. Northstar is UCAT-developed, based on the former DATC Galaxy program and designed to meet the unique requirements of open-entry/open/exit, competency-based instruction. At this time, DXATC, MATC, TATC, SWATC and UBATC are implementing Northstar Version 2. DATC and OWATC still utilize Northstar Version 1, with plans to transition to Version 2 by July 1, 2013. BATC is transitioning from VSR/4 and implementing another commercially-developed SIS called Jenzabar.

UCAT received ongoing funds in 2005, 2006 and 2007 to develop and support the Northstar project. The maximum UCAT amount for Northstar support reached \$411,000 in FY 2008. During the recession, the Northstar portion of the UCAT administration budget was reduced by \$121,700 and the current UCAT budget for Northstar is \$289,300. That budget supports three full-time staff and current expense.

Recently, there has been system and subsequent campus investigation into a UCAT system purchase of the Jenzabar product. Last October the Trustees approved a \$4M one-time request for that purpose, however, that amount was not funded by the 2013 Legislature.

Given the need to stabilize the Northstar SIS project, President Brems has asked the seven campuses to supplement its current development and maintenance. The FY 2014 campus support of \$170,000 will provide compensation increases for the three full-time staff and add two staff to the project. The request includes the following amounts for each campus with an overall Northstar budget of \$459,300:

DATC	\$40,700		
DXATC	\$15,400		
MATC	\$27,400		
OWATC	\$35,600		
SWATC	\$15,900		
TATC	\$11,700		
UBATC	\$23,300		
<u>Total</u>	<u>\$170,000</u>		
		FY 2014 Northstar Budget	
		Current Administrative Budget:	\$289,300
		<u>Campus Support</u>	<u>\$170,000</u>
		Total FY 2014 Northstar Budget	\$459,300

Campus amounts are based on \$10,000 plus \$0.02/membership hour (using FY 2012 data). Campus presidents have been asked to work with their respective board of directors to determine a method of funding this support, which may include absorbing into FY 2014 budget, increasing student fees for SIS or using one-time funds. An anticipated FY 2015 legislative request will be made to cover these costs.

#### RECOMMENDATION

Information Only

