

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

DATE: 12 June 2013

TIME: 7:30 AM

Special Meeting Conference Call

LOCATION: Utah College of Applied Technology

2801 Ashton Boulevard

Lehi, UT 84043

I. Action Item:

- A. Approval of DXATC & SWATC Campus President Evaluations – Pres. Brems
(Attachment A)

II. Information Items:

- B. Program Approval – Pres. Brems
(Attachment B)
- C. Office of the UCAT President Budget Report – VP Brinkerhoff
(Attachment C)

III. Closed Session:

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

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 Executive Committee 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 EXECUTIVE COMMITTEE 12 June 2013

ITEM: I.A

TOPIC: Approval of DXATC and SWATC Campus Presidents Evaluations

BACKGROUND

At the October 18, 2012 meeting, the UCAT Board of Trustees authorized the evaluations of Campus Presidents Kelle Stephens and Dana Miller during the 2012-13 school year. Both of those evaluations have been conducted by President Brems in consultation with the respective campus boards of directors.

FISCAL IMPACT

n/a

RECOMMENDATIONS

UCAT Administration recommends that the UCAT Board of Trustees Executive Committee approve the finalization of the two evaluations. The Committee may wish to take action on any compensation adjustments as they relate to the two evaluations.

Attachments:

none

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES EXECUTIVE COMMITTEE
12 June 2013

ITEM: II.B

TOPIC: Programs Approved: UBATC Business Administrative Support, Accounting Technician

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 is reviewing requests for approval of the following certificate programs, and will report in the Board meeting on the approval of the programs:

<u>Program Title</u>	<u>Length (hours)</u>	<u>UCAT President Approval Date</u>
UBATC Business Administrative Support (substantive change)	720 (formerly 1,380)	June 3, 2013
UBATC Accounting Technician (substantive change)	720 (formerly 1,260)	June 3, 2013

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

FISCAL IMPACT

None.

RECOMMENDATIONS

None - information only.

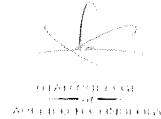
Attachments: Program descriptions and outlines



Uintah Basin Applied Technology College



Accounting Technician Certificate 720 hours



Course Number	Course Name	Hrs.
	Required	600
ACCT 1330	Accounting I	60
ACCT 1340	Accounting II	60
BTEC 1020	Business Calculations	60
BTEC 1521	Business Communication	90
BTEC 1110	Computer Technology	90
ACCT 2310	Computerized Accounting (QuickBooks)	60
BTEC 1015	Keyboarding I (40 nwpm)	30
BTEC 1140	Spreadsheet Applications I (MS Excel)	60
BTEC 1130	Word Processing Applications I (MS Word)	90
	Elective	120
ACCT 1350	Accounting III	60
BTEC 1150	Database Applications I (MS Access)	60
BTEC 2150	Database Applications II (MS Access)	60
ACCT 2920	Internship	60
BTEC 2140	Spreadsheet Applications II (MS Excel)	60

Uintah Basin Applied Technology College



Business Administrative Support Certificate 720 hours



Course Number	Course Name	Hrs.
	Required	600
BTEC 1020	Business Calculations	60
BTEC 1521	Business Communication	90
BTEC 1110	Computer Technology	90
BTEC 2160	Desktop Publishing (MS Publisher)	90
BTEC 1160	Electronic Presentations (MS PowerPoint)	60
BTEC 1015	Keyboarding I (40 nwpm)	30
BTEC 1040	Records Management	30
BTEC 1140	Spreadsheet Applications I (MS Excel)	60
BTEC 1130	Word Processing Applications I (MS Word)	90
	Elective	120
ACCT 2310	Computerized Accounting (QuickBooks)	60
BTEC 1150	Database Applications I (MS Access)	60
BTEC 2150	Database Applications II (MS Access)	60
BTEC 2921	Internship	60
BTEC 2010	Keyboarding II (50 nwpm)	30
BTEC 2020	Keyboarding III (60 nwpm)	30
BTEC 2140	Spreadsheet Applications II (MS Excel)	60
BTEC 2130	Word Processing Applications II (MS Word)	90

**UINTAH BASIN APPLIED TECHNOLOGY COLLEGE
CAMPUS BOARD OF DIRECTORS MEETING
Roosevelt/Vernal Campus
April 17, 2013**

MEMBERS PRESENT: Bill Ryan, by Phone Randall Bennett, by Phone
Mark Dennis Paul Nielson
Bruce Timothy Deena Mansfield, by Phone
Mark Caldwell Marcia Barber
Bob Foley Raymond Murray

OTHERS PRESENT: Dave Woolstenhulme, Campus President
Bob Naylor, Vice President-Student Services
John Wahl, Vice President-Instruction
Keith Sprouse, Vice President-Finance
Jean Mold, Vice President – Economic Development
Trenna Ballou, Executive Assistant to Campus President

WELCOME: Vice-Chair Dennis welcomed everyone and called the meeting to order at 3:05 p.m. Dave introduced Mark Caldwell from Uintah School District who will replace Allen Huber.

INTRODUCTION OF NEW VP OF STUDENT

SERVICES: Pres. Woolstenhulme introduced Bob Peterson, who will be the new VP of Student Services. He will start May 15th. Bob took a few minutes and expressed his excitement about taking this position.

NEW CERTIFICATE

PROGRAMS: Pres. Woolstenhulme stated that the development of these certificates were driven by industry and will also fill the Governor's goal. A lot of the training was already being done and so this will combine the pieces into a certificate and will help in future funding by the legislature.

VP Wahl introduced the Business certificates. He stated that the advisory committee met and were asked what would meet their needs in industry and the certificates were built around their needs. They also looked at C.O.E.'s requirements on completion, placement, and licensure which needed to be met for the College's accreditation. There will be four new shorter certificates and each will build on the previous one so the students can go on to complete all the certificates. The two basic courses are Business Basics which is a 450 hour program and Accounting Basics a 480 hours. The two longer certificates are Accounting Technician which is 720 hours and Business Administrative Support a 720 hours. He stated that within the certificates, the only change was in the Business Communication course which was made to make it more of what industry needed and the Keyboarding will be three thirty hour courses. The current high school certificates will work right into the adult certificates.

After discussing the new proposed certificates in Business on the Roosevelt and Vernal campuses, Bruce Timothy made a motion to approve the Accounting Technician, Business Administrative Support, Business Basics, and the Accounting Basics certificates, seconded by Bob Foley. Motion carried.

VP Mold highlighted the three different certificates and she stated that all three certificates have been presented to the advisory committee which has approved them. She stated that the first certificate is the Safety School. The program is designed to serve any of the service companies and is a short term intense course with students coming the first week for classwork and the second week is held at the Outdoor Lab where they apply what they learned the week before. She stated that the goal of this certificate was to give students something in hand to give to

UTAH COLLEGE OF APPLIED TECHNOLOGY

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UCAT BOARD OF TRUSTEES EXECUTIVE COMMITTEE
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ITEM: II.C

TOPIC: Office of the UCAT President Budget Report

BACKGROUND

Per UCAT policy 555.3.6, *"A report, detailing revenue and expenditures for all budget categories, shall be presented to the Board of Trustees in all regular meetings of the Board."* The attachments include a report detailing appropriated revenues and expenditures by category for the Office of the President for the current fiscal year through May 31, 2013 as well as a check register for April – May 2013.

FISCAL IMPACT

N/A

RECOMMENDATIONS

Information/discussion only

Attachments:

Check register

Budget progress report



Utah College of Applied Technology

Office of the President

YTD Budget July 1, 2012 - May 31, 2013

	<u>Budgeted</u>	<u>Year to Date</u>	<u>% to date</u>
Revenue			
UCAT Admin Appropriation	1,580,100	1,580,100	100.0%
Admin share of Equipment Appropriation	9,600	9,600	100.0%
Admin share of Custom Fit Appropriation	3,800	3,800	100.0%
Jobs Now to Campuses	<u>(400,000)</u>	<u>(400,000)</u>	<u>100.0%</u>
Total State Budget	<u><u>1,193,500</u></u>	<u><u>1,193,500</u></u>	<u><u>100.0%</u></u>

Expenditures

Salaries, Payroll Tax & Benefits	875,000	801,270	91.6%
Building Occupancy Costs	121,000	82,072	67.8%
Internal Audit	35,000	-	0.0%
Custom Fit Meetings	3,800	239	6.3%
Equipment Purchases	10,000	3,414	34.1%
Employee Travel	15,000	9,843	65.6%
Board Meetings	10,000	5,733	57.3%
UCAT System Meetings	4,800	2,702	56.3%
Other Meetings	7,400	4,053	54.8%
Marketing	40,000	32,780	82.0%
Automobile Expenses	7,500	6,003	80.0%
Annual Report	7,500	5,965	79.5%
Supplies & Other Current Expenses	46,500	44,262	95.2%
Unallocated	<u>10,000</u>	<u>-</u>	<u>0.0%</u>
Total Expenditures	<u><u>1,193,500</u></u>	<u><u>998,336</u></u>	<u><u>83.6%</u></u>

Utah College of Applied Technology
Check Register
 April through May 2013

Type	Date	Num	Name	Amount
Bill Pmt -Check	04/03/2013	10489	Apex Group, Inc.	-1,793.40
Bill Pmt -Check	04/03/2013	10490	Automated Business Products	-32.20
Bill Pmt -Check	04/03/2013	10491	Stephanie Rikard	-15.63
Bill Pmt -Check	04/03/2013	10492	University Of Utah	-750.57
Bill Pmt -Check	04/03/2013	10493	Utah Dept of Admin Services	-97,772.18
Bill Pmt -Check	04/03/2013	10494	WCI	-85.00
Bill Pmt -Check	04/26/2013	10495	1st Lehi Storage	-75.00
Bill Pmt -Check	04/26/2013	10496	Andrew Mingl	-262.70
Bill Pmt -Check	04/26/2013	10497	Aubrey Schrag	-351.00
Bill Pmt -Check	04/26/2013	10498	BATC	-190,019.18
Bill Pmt -Check	04/26/2013	10499	DATC	-122,075.00
Bill Pmt -Check	04/26/2013	10500	Don Roberts	-175.84
Bill Pmt -Check	04/26/2013	10501	DXATC	-73,225.00
Bill Pmt -Check	04/26/2013	10502	Fuelman	-678.99
Bill Pmt -Check	04/26/2013	10503	Jordan Rushton	-23.61
Bill Pmt -Check	04/26/2013	10504	Kendall Willardson	-135.16
Bill Pmt -Check	04/26/2013	10505	MATC	-118,050.00
Bill Pmt -Check	04/26/2013	10506	Michael Madsen	-146.86
Bill Pmt -Check	04/26/2013	10507	OWATC	-134,575.00
Bill Pmt -Check	04/26/2013	10508	Ricardo Silva	-106.00
Bill Pmt -Check	04/26/2013	10509	Snow College	-58,900.00
Bill Pmt -Check	04/26/2013	10510	Steve Moore	-47.06
Bill Pmt -Check	04/26/2013	10511	SWATC	-71,100.00
Bill Pmt -Check	04/26/2013	10512	TATC	-40,950.00
Bill Pmt -Check	04/26/2013	10513	Theresa Theurer	-107.00
Bill Pmt -Check	04/26/2013	10514	UBATC	-98,525.00
Bill Pmt -Check	04/26/2013	10515	USU Eastern	-51,975.00
Bill Pmt -Check	05/31/2013	10516	Automated Business Products	-139.78
Bill Pmt -Check	05/31/2013	10517	BATC	-625.00
Bill Pmt -Check	05/31/2013	10518	Educause	-40.00
Bill Pmt -Check	05/31/2013	10519	Fuelman	-520.58
Bill Pmt -Check	05/31/2013	10520	Jordan Rushton	-22.00
Bill Pmt -Check	05/31/2013	10521	Justin Mayhew	-70.50
Bill Pmt -Check	05/31/2013	10522	Keri Banbury	-21.36
Bill Pmt -Check	05/31/2013	10523	MATC	-205,262.17
Bill Pmt -Check	05/31/2013	10524	OWATC	-625.00
Bill Pmt -Check	05/31/2013	10525	Rob Brems	-43.56
Bill Pmt -Check	05/31/2013	10526	Stephanie Rikard	-67.02
Bill Pmt -Check	05/31/2013	10527	SWATC	-625.00
Bill Pmt -Check	05/31/2013	10528	UBATC	-625.00