
UTAH COLLEGE OF APPLIED TECHNOLOGY
BOARD OF TRUSTEES MEETING AGENDA

September 26, 2013 - (12:15 p.m. to 1:45 p.m. Lunch) - (1:00 p.m. to 4:00 p.m. meeting)

Utah College of Applied Technology

2801 Ashton Boulevard

Lehi, Utah 84043

I. Introduction

- A. Call to Order, Welcome of New Members – Vice Chair Madsen.....
- B. Pledge of Allegiance – Vice Chair Madsen.....
- C. Approval of Agenda – Vice Chair Madsen.....
- D. Approval of 5 June 2013 Board of Trustee Minutes – Vice Chair Madsen.....D
- E. Executive Committee Report - Vice Chair Madsen.....E
- F. Recognition of Departing Board Members, Stan Parrish, Teresa Theurer- President Brems.....F
- G. Oath of Office: Jesselie Anderson, Richard Tranter, David Thomas, Steve Moore, Tom Bingham, Michael Madsen, Michael Jensen, Dale Cox, Spencer Eccles, Brad Tanner – Barbara Miner, Notary Public.....G

II. Action Items

- H. Proposed 2014 UCAT Board of Trustees Calendar- Pres. Brems.....H
- I. Certification of FY 13 Student Data - VP Haines.....I
- J. FY 2015 Budget Request - Pres. Brems, VP Brinkerhoff.....J
- K. Prioritization of UCAT Capital Facilities Projects and Land Banking Requests - VP Brinker.....K
- L. UBATC Campus President Evaluation and Possible Salary Adjustment.....L
- M. FY13 UCAT Annual Report - VP Haines, Director Rushton.....M

III. Information Items

- N. UCAT Coordinated Audit - Pres. Brems, John Dougall.....N
- O. Programs Approval: UBATC, BATC, DATC - VP Haines.....O
- P. Office of the UCAT President Budget Report - VP Brinkerhoff.....P
- Q. Utah Open Meetings Act Annual Training - Assistant Attorney General, Doug Richards.....Q

IV. Closed Session

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

IV. Adjourn

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

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
26 September 2013

ITEM: I.D

TOPIC: Approval of 5 June 2013 Minutes

BACKGROUND

The Board of Trustees held a meeting on 5 June 2013 at Tooele Applied Technology College. A preliminary draft of the meeting minutes is attached for Board review and approval.

FISCAL IMPACT

None

RECOMMENDATIONS

UCAT Administration recommends the Board approve the 5 June 2013 Board of Trustees minutes.

Attachments:

Minutes for 5 June 2013 Board of Trustees Meeting

The Utah College of Applied Technology (UCAT)
Board of Trustees Meeting
DATE: 5 June 2013
TIME: 9:00 AM – 11:00 AM
LOCATION: Tooele Applied Technology College
88 South Tooele Blvd.
Tooele, Utah 84074

MINUTES

(Awaiting formal approval-subject to change)

Board of Trustees Present

Tom Bingham, Chair – TATC Board of Directors
Michael Madsen, Vice Chair – BATC Board of Directors
Michael Jensen – DATC Board of Directors
Ron Larsen – DXATC Board of Directors
Jim Evans – MATC Board of Directors
Steve Moore – OWATC Board of Directors
Don Roberts – SWATC Board of Directors
Mark Dennis – UBATC Board of Directors
Brad Tanner – Non-Union Apprenticeship
Kendall Willardson – Snow College CTE
Blair Carruth – Assistant Commissioner (Representing Dave Buhler)
Jim Olsen – Business-Industry Governor's Appointee
Stanley Parrish – Salt Lake Community College SAT
Mike McCandless – USU-Eastern CTE
David Thomas – State Board of Education Representative
Dale Cox – Union Apprenticeship

Excused

Dave Buhler – Commissioner of Higher Education
Spencer Eccles – Governor's Office of Economic Development
Teresa Theurer – State Board of Regents Representative

UCAT Administration

Robert Brems – President
Ammie Howard – 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
Scott Snelson – TATC, Campus President
Dana Miller – SWATC, Campus President
Dave Woolstenhulme – UBATC, Campus President
Lindsay Whitehurst – Salt Lake Tribune Reporter
Kristie McMullen – Custom Fit Council Co-Chair
Dennis Heaton – SWATC, Vice President

Special Guests

Governor Gary R. Herbert
Representative Gowans
Christine Kearn – Governor's Office
Todd Bingham – Utah Manufacturing Association

MINUTES OF MEETING

UTAH COLLEGE OF APPLIED TECHNOLOGY
Board of Trustees
5 June 2013

I. INTRODUCTION ITEMS

I.A Call to Order

Meeting was called to order at 9:03 a.m.

I.B Pledge of Allegiance

Led by Trustee Jim Olsen

I.C Approval of Agenda

Motion to approve the agenda

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

I.D Approval of 25 April 2013 Minutes

Motion to approve the 25 April 2013 Minutes

Motion: Steve Moore; Second: Michael Madsen; Voting: Unanimous

I.E Executive Committee Report

Chair Bingham informed the board that the executive committee did not have a meeting.

I.F Update on Trustee Appointments and Re-appointments

As indicated in the April 25, 2013 meeting, the terms of the following members of the UCAT College of Applied Technology Board of Trustees expire on June 30, 2013.

The current status of Trustee appointments/reappointments is as follows:

Thomas E. Bingham, notification expected from the Tooele Applied Technology College Board in June, 2013
Michael J. Madsen, notification expected from the Bridgerland Applied Technology College Board in June, 2013

David L. Thomas, notification expected from the Utah State Board of Education in June, 2013

Stan Parrish, notification expected from Salt Lake Community College School of Applied Technology Board of Directors in June, 2013

Steve R. Moore, notification of reappointment received from the Ogden Weber Applied Technology College Board

Michael E. Jensen, notification expected from the Davis Applied Technology College Board in June, 2013

Spencer Eccles, automatic reappointment based on position as director of Governor's Office of Economic Development

Brad Tanner*, notification expected from Governor Herbert's office in June, 2013

Jim V. Olsen*, notification expected from Governor Herbert's office in June, 2013 following nominations by Speaker Lockhart and President Niederhauser

* these positions must also receive Senate approval

II. ACTION ITEMS

II.G Capital Facilities Priorities FY 2014

UCAT continues to face the challenge of obtaining adequate campus facilities to serve their regions. None of our UCAT projects were funded in the 2013 Legislative Session, but we are very hopeful about the 2014 session. The capital facilities priority list approved by the UCAT Board of Trustees last fiscal year is as follows:

- 1) SWATC, Allied Health and Technology Building, Cedar City
- 2) DXATC, Main Campus, St. George,
- 3) MATC, Central Utah County Campus, Orem
- 4) BATC, Health Science and Technology Building, Logan
- 5) DATC, Medical Building Expansion, Kaysville
- 6) UBATC, Main Campus remodel/expansion, Roosevelt

Three additional projects have been brought forward to be added to the list:

- 1) OWATC, New Instructional/Student Services Building, Ogden
- 2) OWATC, BDO Campus – Bay 2 Build Out, Ogden
- 3) DATC, Educational and Instructional Service Building, Kaysville

Three campuses also have land banking requests that have yet to be funded by the Legislature:

- 1) BATC, Logan Campus Expansion
- 2) DATC, Morgan Education/Economic Development Center
- 3) MATC, Spanish Fork Campus Expansion (new request)

FISCAL IMPACT

Capital Facilities: approximately \$121,400,000 (one-time)
Operations and Maintenance: approximately \$3,542,500 (on-going)
Land banking: approximately \$10,400,000 (one-time)

RECOMMENDATIONS

UCAT administration recommends the Board of Trustees approve the capital facilities (1-6) and land banking (1 & 2) priority lists and have campus presentations in September to determine priority ranking for the new requests.

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

II.H Data Dictionary FY 2014

The UCAT Data Dictionary is maintained by the Office of the UCAT President as a guiding document to the campuses in the data collection and reporting processes. Updates are approved annually by the Board of Trustees to provide oversight to the campuses in assuring that data definitions are current and consistently applied. Under the leadership of Stephanie Rikard, UCAT Director of Data and Information Systems, the campus data representatives have recommended Data Dictionary revisions for FY 2014. The changes are attached in summary form for the Board's approval. The entire dictionary has been provided electronically. The recommendations have also been reviewed by and are supported by the instructional officers, student services officers, and the President's Cabinet.

UCAT Administration recommends the Board approve the UCAT Data Dictionary for FY 2014 with the revisions summarized in the "UCAT Data Dictionary FY 2014 – Summary of Recommended Revisions".

Motion: Mark Dennis, Second: Steve Moore; Voting: Unanimous

II. I Coursework Recognition for Military Service and Training

The Utah Legislature passed House Bill 254, "College Credits for Veterans", in this year's session, and it was signed into law by Governor Herbert on March 26th. The bill provides that higher education institutions, including UCAT, "shall award credit [which includes proof of equivalent noncredit course completion awarded by UCAT] for military service and training as recommended by a postsecondary accreditation agency or association designated by the State Board of Regents or the Utah College of Applied Technology Board of Trustees" if certain conditions are met. Board of Trustees action is necessary to formally designate a postsecondary accreditation agency or association which will be utilized by the UCAT campuses in considering the applicability of military service and training toward course completion.

The UCAT instructional and student services officers have explored possible approaches to evaluating military service and training, and have recommended that the Board of Trustees designate the American Council on Education (ACE) for this purpose. ACE is a higher education association that is known for its work on evaluating learning that has occurred outside traditional educational contexts. Military training and experience is a large focus of the evaluation system developed by ACE and is a premier source for institutions to receive third party endorsement for learning that individuals acquire from military service. In considering sample military training and service recommendations from ACE, campus representatives have concluded that ACE provides a solid base from which to evaluate and consider previous competency attainment, which can be validated by faculty as students progress further toward program completion. Further information about ACE can be found at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

UCAT Administration recommends that the UCAT Board of Trustees designate the American Council on Education as a source for recommending the awarding of course completion by UCAT campuses for military service and training.

Motion: Dale Cox, Second: Don Roberts; Voting: Unanimous

II. J Approval of UCAT Policy 202 – Custom Fit – Revision

The recent legislative audit recommended that the UCAT Board of Trustees work with the Custom Fit Council to establish measureable workforce and economic development objectives for the Custom Fit program. The audit also recommended that the Trustees revise its contribution rate policy based on the advice of the Custom Fit Council.

Custom Fit Co-Chairs Kristie McMullin, (SWATC) and Sterling Petersen, (BATC) have worked with the Custom Fit Council and UCAT Administration to establish new 'best practice' criteria to measure how the Custom Fit program meets workforce and economic development objectives. In addition, a revised contribution rate of 50% is being recommended by the Council and UCAT Administration in UCAT policy.

The proposed changes to UCAT Policy 202, Custom Fit reflect the recommendation to revise the contribution rate, modifying the company contribution rate from 40% to 50%. A second proposed change in the policy allows an institutional president (the campus president at UCAT campuses) to retain or designate the responsibility to consider written exceptions to the contribution rate of individual contracts on a case-by-case basis.

Additionally, the Custom Fit Council will begin collecting new information in the Custom Fit database for FY 2014 and add the following workforce and economic development objectives to their 'best practice' procedures: 1) Company expansion or preparation for growth, 2) Enhancement of a company's productivity, 3) Maintaining a company's competitive edge.

UCAT Administration recommends the UCAT Board of Trustees approve the proposed revisions to UCAT Policy 202 as suggested by the Custom Fit Council and charge the Council to implement the collection of

workforce and economic development objectives to the FY 2014 Custom Fit database as best practices procedures with a review of that information to occur at the end of FY 2014.

Motion: Brad Tanner, Second: Ron Larsen; Voting: Unanimous

II.K Approval of DXATC & SWATC Campus President Evaluations

Tabled due to expiration of time.

III.L Program Approval

Tabled due to expiration of time.

III. M Approval of DXATC & SWATC Campus President Evaluations

Governor Herbert discusses with the Board of Trustees Utah's educational goals and UCAT's role in achieving 66% by 2020.

VI. Adjourn

Motion to Adjourn: Dale Cox, Second: Michael Madsen; Voting: Unanimous
Meeting adjourned at 10:59 a.m.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

**UCAT BOARD OF TRUSTEES
26 September 2013**

ITEM: I.E

TOPIC: Executive Committee Report

BACKGROUND

The Board of Trustees Executive Committee held a meeting via conference call on 12 June 2013. Minutes will be provided to the full Board at the meeting after they are approved.

The Board of Trustees Executive Committee will meet on 26 September 2013. Minutes will be provided to the full Board at the meeting after they are approved.

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

26 September 2013

ITEM: I.F

TOPIC: Recognition of Stanley B. Parrish and Teresa Theurer

BACKGROUND

Stanley Parish has represented Salt Lake Community College on the UCAT Board of Trustees since 2008. Teresa Theurer has represented the Utah State Board of Regents on the UCAT Board of Trustees since January, 2013.

RECOMMENDATION

UCAT Administration recommends the Board of Trustees allow a short presentation recognizing these dedicated board members.



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

26 September 2013

ITEM: I.G

TOPIC: Oath of Office: Jesselie Anderson, Richard Tranter, David Thomas, Steve Moore, Tom Bingham, Michael Madsen, Michael Jensen, Dale Cox, Spencer Eccles, Brad Tanner.

BACKGROUND

Oath of office administered by Ms. Barbara Miner, Notary Public

FISCAL IMPACT

None

RECOMMENDATIONS

None

Attachments:

Biographical information



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES 26 September 2013

ITEM: II. H

TOPIC: UCAT Board of Trustees 2014 Calendar

BACKGROUND

Proposed UCAT Board of Trustees meeting dates for 2014 are as follows:

Thursday, January 9, 2014

Thursday, April 10, 2014

Thursday, June 5, 2014

Thursday, September 18, 2014

FISCAL IMPACT

None

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees review and approve a meeting calendar for 2014.



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

26 September 2013

ITEM: II.I

TOPIC: Certification of FY 2013 Student Data

BACKGROUND

Data Submission and Certification: Campuses have submitted data to the Office of the UCAT President from their student information systems for Fiscal Year 2013 in accordance with the UCAT Data Dictionary. Campus presidents are certifying that the data submitted complies with the provisions of UCAT Policies 200 (Program/Course Approval and Reporting) and 201 (Membership Hour Policy), and is consistent with UCAT's core mission and all applicable statutes and policies. Campus boards of directors are approving their campus presidents' certifications and authorizing the submission of their data as final. An update on the status of campus certifications and approvals will be provided in the meeting.

The Office of the UCAT President is reviewing, accepting, and approving the data submissions and certifications of the eight campuses. Summaries of the data showing membership hours and student headcount by campus for secondary and post secondary enrollment in comparison with previous years are attached. Total certificate completions for FY 2012 and FY 2013 are also included. With Board of Trustees approval, the enrollment and completion information will become the official data to be published in the 2013 UCAT Annual Report.

Enrollment Factors: While membership hours and headcount declined 6.99% and 8.65% respectively, certificates increased 1.23%, showing that the campuses have become even more efficient at accomplishing their core mission of providing skills and preparing students for employment. Campuses reported that the most significant factor in the enrollment declines was the upturn in the economy and the employment market: people are taking available jobs rather than going to school. The recent budget increases which followed budget cuts also tend to have a delayed effect, as increased resources are initially used to ramp up programs where increased enrollment will show up after 1-2 years.

Campuses will be focusing on working with employers to facilitate completion of students hired before graduation and upgrade the skills of their incumbent workforce. They will also focus on increasing awareness and enrollment in programs preparing for high-wage, high-demand positions where enrollment is lower than job demand.

FISCAL IMPACT

None

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve the FY 2013 data, as summarized in the attached reports.

Attachments: UCAT Membership Hour History, 2009-2013
UCAT Student Headcount History, 2009-2013
UCAT Certificates Awarded, 2012-2013





UTAH COLLEGE OF APPLIED TECHNOLOGY

MEMBERSHIP HOUR HISTORY

Fiscal Years 2009 - 2013

Updated August 13, 2013

		FY 09	FY 10	FY 11	FY 12	FY 13	FY 12 to FY 13 Growth	
BATC	Secondary	308,027	295,861	269,475	241,527	275,885	34,358	14.23%
	Post Secondary	836,051	955,912	876,467	856,032	772,078	(83,954)	-9.81%
	TOTAL	1,144,078	1,251,773	1,145,942	1,097,559	1,047,963	(49,596)	-4.52%
DATC	Secondary	274,572	322,329	263,040	219,937	206,592	(13,345)	-6.07%
	Post Secondary	995,020	1,302,707	1,445,298	1,314,258	1,197,770	(116,488)	-8.86%
	TOTAL	1,269,592	1,625,036	1,708,338	1,534,195	1,404,362	(129,833)	-8.46%
DXATC	Secondary	88,137	66,844	49,489	42,283	34,638	(7,645)	-18.08%
	Post Secondary	159,895	212,623	222,336	225,640	219,188	(6,452)	-2.86%
	TOTAL	248,032	279,467	271,825	267,923	253,826	(14,097)	-5.26%
MATC	Secondary	477,456	347,806	345,932	377,467	409,941	32,474	8.60%
	Post Secondary	358,635	441,467	497,668	492,153	512,400	20,247	4.11%
	TOTAL	836,091	789,273	843,600	869,620	922,341	52,721	6.06%
OWATC	Secondary	329,901	253,378	237,415	223,573	220,051	(3,522)	-1.58%
	Post Secondary	1,094,682	1,214,410	1,019,162	1,056,044	954,265	(101,779)	-9.64%
	TOTAL	1,424,583	1,467,788	1,256,577	1,279,617	1,174,316	(105,301)	-8.23%
SWATC	Secondary	127,689	89,293	94,121	80,286	74,595	(5,691)	-7.09%
	Post Secondary	168,228	184,081	202,904	217,300	168,280	(49,020)	-22.56%
	TOTAL	295,917	273,374	297,025	297,586	242,875	(54,711)	-18.38%
TATC ¹	Secondary	5,667	10,759	3,627	4,995	3,824	(1,171)	-23.44%
	Post Secondary	20,613	77,241	70,270	81,807	84,715	2,908	3.55%
	TOTAL	26,280	88,000	73,897	86,802	88,539	1,737	2.00%
UBATC	Secondary	279,152	291,573	265,037	273,605	212,275	(61,330)	-22.42%
	Post Secondary	265,142	354,354	379,615	388,183	322,722	(65,461)	-16.86%
	TOTAL	544,294	645,927	644,652	661,788	534,997	(126,791)	-19.16%
UCAT ¹ TOTALS	Secondary	1,890,601	1,677,843	1,528,136	1,463,673	1,437,801	(25,872)	-1.77%
	Post Secondary	3,898,266	4,742,795	4,713,720	4,631,417	4,231,418	(399,999)	-8.64%
	TOTAL	5,788,867	6,420,638	6,241,856	6,095,090	5,669,219	(425,871)	-6.99%

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



UTAH COLLEGE OF APPLIED TECHNOLOGY

STUDENT HEADCOUNT HISTORY

Fiscal Years 2009 - 2013

Updated August 13, 2013

		FY 09	FY 10	FY 11	FY 12	FY 13	FY 12 to FY 13 Growth	
BATC	Secondary	1,976	1,988	1,957	1,686	1,737	51	3.02%
	Post Secondary	5,746	5,537	5,151	4,891	4,253	(638)	-13.04%
	TOTAL	7,722	7,525	7,108	6,577	5,990	(587)	-8.93%
DATC	Secondary	1,703	1,990	1,661	1,375	1,095	(280)	-20.36%
	Post Secondary	5,774	6,647	6,661	6,204	5,197	(1,007)	-16.23%
	TOTAL	7,477	8,637	8,322	7,579	6,292	(1,287)	-16.98%
DXATC	Secondary	786	473	522	843	985	142	16.84%
	Post Secondary	4,275	5,368	6,017	5,836	6,108	272	4.66%
	TOTAL	5,061	5,841	6,539	6,679	7,093	414	6.20%
MATC	Secondary	1,868	1,326	1,284	1,349	1,422	73	5.41%
	Post Secondary	3,984	4,127	3,449	2,702	2,375	(327)	-12.10%
	TOTAL	5,852	5,453	4,733	4,051	3,797	(254)	-6.27%
OWATC	Secondary	2,178	1,514	1,360	1,293	1,219	(74)	-5.72%
	Post Secondary	6,112	4,455	4,232	4,066	4,008	(58)	-1.43%
	TOTAL	8,290	5,969	5,592	5,359	5,227	(132)	-2.46%
SWATC	Secondary	967	763	1,048	880	644	(236)	-26.82%
	Post Secondary	962	1,796	945	1,035	789	(246)	-23.77%
	TOTAL	1,929	2,559	1,993	1,915	1,433	(482)	-25.17%
TATC [†]	Secondary	58	59	26	31	30	(1)	-3.23%
	Post Secondary	137	335	424	413	401	(12)	-2.91%
	TOTAL	195	394	450	444	431	(13)	-2.93%
UBATC	Secondary	1,591	1,604	1,553	1,399	1,269	(130)	-9.29%
	Post Secondary	4,127	4,542	5,202	5,374	4,440	(934)	-17.38%
	TOTAL	5,718	6,146	6,755	6,773	5,709	(1,064)	-15.71%
UCAT TOTALS	Secondary	11,127	9,717	9,411	8,856	8,401	(455)	-5.14%
	Post Secondary	31,117	32,807	32,081	30,521	27,571	(2,950)	-9.67%
	TOTAL	42,244	42,524	41,492	39,377	35,972	(3,405)	-8.65%



UTAH COLLEGE OF APPLIED TECHNOLOGY

CERTIFICATES AWARDED

Fiscal Years 2012 - 2013

Updated August 13, 2013

		FY 12	FY 13	FY 12 to FY 13 Growth	
BATC	# Students	741	806	65	8.77%
	# Certificates	806	912	106	13.15%
DATC	# Students	1,304	1,339	35	2.68%
	# Certificates	1,310	1,371	61	4.66%
DXATC	# Students	206	130	(76)	-36.89%
	# Certificates	455	258	(197)	-43.30%
MATC	# Students	1,473	1,471	(2)	-0.14%
	# Certificates	1,529	1,636	107	7.00%
OWATC	# Students	997	994	(3)	-0.30%
	# Certificates	1,022	1,029	7	0.68%
SWATC	# Students	145	126	(19)	-13.10%
	# Certificates	145	126	(19)	-13.10%
TATC	# Students	99	77	(22)	-22.22%
	# Certificates	132	99	(33)	-25.00%
UBATC	# Students	427	464	37	8.67%
	# Certificates	447	487	40	8.95%
UCAT TOTALS	# Students	5,392	5,407	15	0.28%
	# Certificates	5,846	5,918	72	1.23%

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

26 September 2013

ITEM: II. J

TOPIC: FY 2015 Budget Request

BACKGROUND

UCAT and campus administrators have identified financial needs to accommodate the continued growth and long-term success of UCAT. The On-going priorities identified by UCAT Administration and the President's Cabinet are Compensation, Campus Capacity Building, Campus Equity, a variety of system requests and O & M for Non-State Funded Facilities. The one-time priorities are UCAT Equipment Upgrades and an Information System Feasibility Study. The amounts and other details are included on the attached budget request and narrative.

FISCAL IMPACT

N/A

RECOMMENDATIONS

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

Attachments:

Draft FY 2014 UCAT Budget Request Summary

Draft FY 2014 UCAT Budget Request Narrative





UTAH COLLEGE
of
APPLIED TECHNOLOGY

Proposed

Legislative Budget Request Summary
For the Fiscal Year Ending June 30, 2015

Anticipated FY 2015 Base Budget (State Tax Funds Only)		\$57,830,600
Ongoing Budget Increase Requested		\$ 19,137,900
1. Compensation		1,885,600
A. 3% Performance-Based Compensation Increase	1,159,000	
B. 9.5% Health Insurance Increase	414,800	
C. 9.1% Retirement Cost Increases	311,800	
2a. Campus Capacity Building Request		7,500,000
Bridgerland Applied Technology College	1,102,300	
Davis Applied Technology College	1,220,500	
Dixie Applied Technology College	735,100	
Mountainland Applied Technology College	1,058,200	
Ogden-Weber Applied Technology College	1,144,100	
Southwest Applied Technology College	731,200	
Tooele Applied Technology College	680,400	
Uintah Basin Applied Technology College	828,200	
2b. Campus Equity Request		7,500,000
Bridgerland Applied Technology College	379,700	
Davis Applied Technology College	1,256,900	
Dixie Applied Technology College	779,200	
Mountainland Applied Technology College	4,043,300	
Ogden-Weber Applied Technology College	534,800	
Southwest Applied Technology College	166,200	
Tooele Applied Technology College	215,900	
Uintah Basin Applied Technology College	124,000	
3. System Requests		1,750,000
A. Expansion of Custom Fit program	1,000,000	
B. UCAT Scholarship Fund	100,000	
C. UCAT Information System Maintenance and Expansion	250,000	
D. UCAT Marketing/Messaging Fund	250,000	
E. Utah Data Alliance	150,000	
4. O&M for Non-State Funded Facilities		502,300
A. DATC Simmons Building	121,800	
B. DXATC Old SG Airport Terminal Building	91,300	
C. MATC Geneva Building	289,200	
One-time Budget Increase Requested		2,500,000
1. UCAT Equipment Upgrades		2,000,000
2. Information System Feasibility Study		500,000
FY 2014 Supplemental Budget Increase Requested		502,300
1. O&M for Non-State Funded Facilities		502,300
A. DATC Simmons Building	121,800	
B. DXATC Old SG Airport Terminal Building	91,300	
C. MATC Geneva Building	289,200	
Request Summary		
Ongoing Budget Priorities		19,137,900
One-time Increases		2,500,000
Supplemental Increases		502,300

UTAH COLLEGE of APPLIED TECHNOLOGY

Legislative Budget Request for the Year Ending June 30, 2015

The Board of Trustees of the Utah College of Applied Technology (UCAT) presents this FY 2015 budget request to support UCAT's mission *"to meet the needs of Utah's employers for technically-skilled workers by providing market-driven technical education to both secondary and adult students."* UCAT strives to be attentive and responsive to the job market and state economy. All programs are driven by local employer advisory committees to ensure UCAT graduates possess the skills necessary to ensure Utah's business and industry is supported by a world class workforce.

UCAT respectfully requests an ongoing increase in tax appropriations of **\$19,137,900**. The request also includes a one-time increase of **\$2,500,000** and a supplemental request of **\$502,300**.

Ongoing Budget Request

The Utah College of Applied Technology budget request is listed in priority order.

1. Compensation

- a. UCAT requests funding for compensation increases equal to 3% of current salary and salary driven benefits amounts. UCAT requests flexibility in the disposition of these funds for merit/performance based increases in order to retain high performing but often underpaid staff. A 3% compensation increase for UCAT is **\$1,159,000**
- b. UCAT requests **\$414,800** for insurance increases anticipated by PEHP to be 9.5%
- c. UCAT requests **\$311,800** for retirement rate increases as projected by Utah Retirement Systems to be approximately 9.1%.

2. Campus Capacity Building and Equity Requests

- a. Campus Capacity Building Request – UCAT and its campuses are committed to the attainment of Governor Herbert's goal of 66% of Utahns holding a certificate or degree by the year 2020. Campus administration has committed to certificate growth acceleration to triple current certificate production between 2012 and 2020. UCAT

requests **\$7,500,000** to increase campus program capacity to achieve this goal. The following amounts are alphabetical by campus and equal in priority:

Bridgerland Applied Technology College	1,102,300
Davis Applied Technology College	1,220,500
Dixie Applied Technology College	735,100
Mountainland Applied Technology College	1,058,200
Ogden-Weber Applied Technology College	1,144,100
Southwest Applied Technology College	731,200
Tooele Applied Technology College	680,400
Uintah Basin Applied Technology College	828,200

- b. Campus Equity Request – UCAT campuses are each assigned geographic areas within the state known as service regions. Each region utilizes employer advisory committees to drive campus curriculum to ensure the needs of employers are being met within the region. UCAT has developed a **\$7,500,000** campus equity request to ensure each region is adequately served. UCAT and campus administration has taken population criteria as well as current service levels into consideration to calculate equity amounts to help campuses serve their regions and varying populations. As with the Campus Capacity Building request, the equity amounts are listed alphabetically and are equal in priority:

Bridgerland Applied Technology College	379,700
Davis Applied Technology College	1,256,900
Dixie Applied Technology College	779,200
Mountainland Applied Technology College	4,043,300
Ogden-Weber Applied Technology College	534,800
Southwest Applied Technology College	166,200
Tooele Applied Technology College	215,900
Uintah Basin Applied Technology College	124,000

3. The following UCAT System-wide requests support all UCAT campuses and are critical in attaining the 66% goal.

- a. UCAT requests **\$1,000,000** to expand the state-wide Custom Fit program. This request would place Custom Fit's funding approximately equal to FY 2008 levels. Custom fit is experiencing ever-increasing demands, especially in the manufacturing sector. Funding this request would provide more employers access to crucial training as employee development needs continue to evolve.
 - b. The UCAT scholarship fund request is for **\$100,000** to establish a fund for students in need of financial assistance that may not otherwise be able to pay for their education.
 - c. UCAT develops and maintains a student management system called Northstar to track student accounts, membership hours, enrollment, completion, etc. Additional ongoing funding of **\$250,000** is requested to ensure future stability and expansion of the system.
 - d. UCAT is seeking **\$250,000** for a Marketing/Messaging Fund. UCAT and campus administrations often feel as though UCAT is suffering from "Best-kept Secret Syndrome." The technical programs offered at UCAT campuses provide opportunities for Utahns to get ahead in their careers and spur the state economy, but unfortunately are not as well-known as traditional higher education opportunities.
 - e. The Utah Data Alliance (UDA) is a partnership of agencies in Utah formed to create tools to facilitate data-driven decision making for school and district improvement, and to provide educators and other decision makers with the historical timely and vital evidence they need to raise individual student achievement and close achievement gaps. The UDA was established using federal grant funding. UCAT requests **\$150,000** to continue the project.
4. The final ongoing request is for Operations and Maintenance (O&M) funding for non-state funded facilities at three UCAT campuses. The total request is for **\$502,300**. The figures are derived by multiplying the respective buildings' square footage by the DFCM assigned UCAT O&M rate of 7.61 per square foot. The following are alphabetical rather than prioritized:

DATC Simmons Building	121,800
DXATC Old SG Airport Terminal Building	91,300
MATC Geneva Building	289,200

One-time Budget Request

The Utah College of Applied Technology one-time budget request is listed in priority order.

1. As indicated in the ongoing budget request section, many campuses are in great need of replacing aging equipment. One-time equipment funding of **\$2,000,000** will help replace equipment in campus labs with the greatest need.
2. As enrollment continues to increase, demands become increasingly greater on information systems. UCAT currently utilizes a student management package designed by in-house developers called Northstar. Northstar works very well for tracking students, their enrollment,

membership hours, completions, etc. With technology available now, administration believes a huge step forward would be to have student information, fiscal information, human resources, financial aid packaging and other information systems all contained in a common database. UCAT requests **\$500,000** to conduct a feasibility study to determine whether expansion of Northstar will meet the long-term needs of UCAT campuses or whether an alternate solution should be purchased.

FY 2013 Supplemental Budget Request

1. UCAT's request is for Operations and Maintenance (O&M) funding for non-state funded facilities at three UCAT campuses. The request is for **\$502,300**. The figures are derived by multiplying the respective buildings' square footage by the DFCM assigned UCAT O&M rate of 7.61 per square foot. The following are alphabetical rather than prioritized:

DATC Simmons Building	121,800
DXATC Old SG Airport Terminal Building	91,300
MATC Geneva Building	289,200



UCAT

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

26 September 2013

ITEM: II. K

TOPIC: Prioritization of UCAT Capital Facilities Projects and Land Banking Requests

BACKGROUND

There are a number of identified capital facilities needs at UCAT campuses. Some of the proposed projects are familiar to the Board of Trustees. Others are new requests or existing requests that have been modified. The Executive Committee to the Board of Trustees met immediately prior to this meeting for campus presentations. The first five projects on the capital facilities and the first two land banking requests have been prioritized previously, while the others are in need of prioritization. The purpose of the presentations to the Executive Committee was to develop a recommendation to order those projects not yet prioritized.

FISCAL IMPACT

N/A

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees adopt the priority order of capital facilities and land banking requests as recommended by the Executive Committee.

Attachments:

Proposed Capital Facilities Priority List
Proposed Land Banking Priority List



UCAT Board of Trustees Capital Facilities Funding Priorities FY 2015

Currently Prioritized Projects:

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

Project Cost: \$19,270,000
Square Footage: 77,200
O&M: \$587,492

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

Project Cost: \$33,000,000
Square Footage: 120,000
O&M: \$833,200

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

Project Cost: \$7,430,522
Square Footage: 29,280
O&M: \$222,820

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

Project Cost: \$25,800,000
Square Footage: 91,500
O&M: \$696,000

5) ***Davis Applied Technology College, Allied Health Building***

Project Cost: \$22,500,000
Square Footage: 75,000
O&M: \$564,750

Projects Needing Board Prioritization:

Davis Applied Technology College, Educational and Instructional Service Building

Project Cost: 19,500,000
Square Footage: 65,000
O&M: 494,650

Mountainland Applied Technology College, Thanksgiving Point Technology Building

Project Cost: \$6,919,221
Square Footage: 40,523
O&M: \$308,380

Ogden-Weber Applied Technology College, Business Depot Ogden Buildout

Project Cost: \$9,288,005
Square Footage: 54,312
O&M: \$413,314

Ogden-Weber Applied Technology College, Instructional/Student Services Building

Project Cost: \$18,750,000
Square Footage: 75,000
O&M: \$570,750

UCAT Board of Trustees Land Banking Priorities FY 2015

Currently Prioritized Projects:

- 1) ***Bridgerland Applied Technology College, Health Science and Technology Building***

Estimated Cost: \$8,175,000

Acreage 54.73

- 2) ***Davis Applied Technology College, Morgan Education/Economic Development Center***

Estimated Cost: \$575,000

Acreage 9.88

Projects Needing Board Prioritization:

- Mountainland Applied Technology College, Thanksgiving Point Technology Building***

Estimated Cost: \$1,650,000

Acreage 6.83

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

26 September 2013

ITEM: II. L

TOPIC: Approval of UBATC Campus President Evaluation and Possible Salary Adjustment

BACKGROUND

At the October 18, 2012 meeting, the UCAT Board of Trustees authorized the evaluation of Uintah Basin Applied Technology College Campus President David Woolstenhulme during the 2012-13 school year. That evaluation has been conducted by President Brems in consultation with the UBATC Board of Directors.

FISCAL IMPACT

n/a

RECOMMENDATIONS

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

Attachments:

none



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

26 September 2013

ITEM: II. M

TOPIC: FY 2013 UCAT Annual Report

BACKGROUND

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

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

A draft of the 2013 Annual Report will be provided to the Trustees for final review and feedback at the meeting. The report will be similar in content and design to the 2012 Annual Report (which can be viewed at <http://www.ucat.edu/ucat/annual-reports>), but will include additional and updated information.

After Board approval in the meeting, the report will be completed, published and submitted to the governor and to the Legislature's Education Interim Committee.

FISCAL IMPACT

None

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve the 2013 UCAT Annual Report.

Attachments: UCAT Annual Report 2013 draft to be provided in the meeting.
Refer to <http://www.ucat.edu/ucat/annual-reports> for previous annual reports.



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM UCAT BOARD OF TRUSTEES 26 September 2013

ITEM: III.N

TOPIC: UCAT Coordinated Audit

BACKGROUND

Utah State Auditor John Dougall took office in January, 2013 and reached out in April to UCAT Administration to discuss how the annual audit process had occurred in the past and changes that would be implemented under his administration. As stated by the Office of the Utah State Auditor, "historically billing [to UCAT campuses] was supposedly based on direct labor costs plus fringe and averaged (\$55 in 2012) but not rigorously followed."

Mr. Dougall alerted President Brems in April 2013 of a new billing process for audits that would begin in May, 2013. The new billing process includes various fully-burdened hourly rates based on the classification of the individuals performing the audit work. The recent billing for the first 2013 campus audit (OWATC) is included for reference and indicates the following billing rates:

Interns:	\$29/hr
Editor:	\$50/hr
Auditing Staff:	\$60/hr
Supervisor:	\$92/hr
Director:	\$121/hr

As indicated in the OWATC billing, a total of 247 hours resulted in an audit cost of \$19,505 for the 2013 audit. The largest number of audit hours (147) was in the classification of "Supervisor" and the smallest number of hours (7.5) was in the classification of "Editor."

For historical reference the OWATC was billed as follows during the 2008 - 2012 period:

2008	\$12,000
2009	\$12,500
2010	\$12,750
2011	\$13,000
2012	\$13,365
Five-year Average	\$12,723

The three tables provided by the State Auditor's Office indicate the audit hours, audit billings and effective hourly billing rates for all campuses during the 2008 - 2012 period.



UCAT Coordinated Audit Plan:

Discussions between Mr. Dougall, UCAT Trustee Jim Olsen and President Brems have produced a new coordinated audit proposal that would provide a more comprehensive look at the annual campus audits and begin with an entrance conference that would include the UCAT Audit Committee, UCAT Administration and the eight campus presidents and their respective finance officers. At the conference, the engagement letters for the UCAT system and campuses would be reviewed by the Office of the State Auditor specifying audit plan and list of deliverables. For 2013, a target of \$20,000 per campus (approximately 250 hours) would be the desired goal. To achieve that efficiency, the Office of the State Auditor will commit to providing enhanced guidance, direction and scheduling prior to commencing and during the auditing processes and will also providing weekly updates during full engagement to UCAT regarding the number of hours to be billed. UCAT Administration and the campuses will commit to enhanced pre-audit preparation to expedite the auditing process, maximize the efficiency of UCAT, campus and auditing staff to increase efficiencies and hold down the costs of the coordinated audit process.

As in past practice, a report will be made to each campus board of directors or audit committee. At the conclusion of the coordinated audit, the Office of the State Auditor would conduct an exit conference with the UCAT Audit Committee, UCAT Administration and campus presidents and finance officers. The Office of the State Auditor has also committed to make a summary report each year to the UCAT Board of Trustees at either its summer or fall meeting.

Following a successful UCAT Coordinated Audit in 2013, Mr. Dougall has agreed to consider other methods of reduced costs such as outsourcing or other cost-savings methods to the taxpayers. Such outsourcing or other cost-savings methods would be made and executed under the direction of the Office of the State Auditor in consultation with UCAT.

FISCAL IMPACT

Implementation of the new stratified pricing structure is projected at approximately \$160,000 with billing made by the Office of the State Auditor to UCAT Administration (campuses will be invoiced by UCAT Administration for the costs of their individual audits.)

The total cost of the 2012 audits was \$128,525. The 2013 coordinated audit will cost approximately \$49,000 more than in 2012.

RECOMMENDATIONS

Information only

Attachments:

August 22, 2013 billing for the financial audit of Ogden-Weber Applied Technology College for the fiscal year ended June 30, 2013

Audit Hours/Audit Billings/Effective Hourly Billing Rates for UCAT campuses 2008 - 2012 provided by the Utah State Auditor's Office.





OFFICE OF THE
UTAH STATE AUDITOR

August 22, 2013

Rick Tucker, Accounting Director
Ogden-Weber Applied Technology College
200 North Washington Blvd.
Ogden, Utah 84404-6704

Billing for the financial audit of Ogden-Weber Applied Technology College
For the fiscal year ended June 30, 2013:

	Rate	Hours	Cost
Intern	\$ 29	41.5	\$ 1,204
Staff	\$ 60	29	\$ 1,740
Supervisor	\$ 92	147	\$ 13,524
Director	\$ 121	22	\$ 2,662
Editor	\$ 50	7.5	\$ 375
Total Audit Cost			\$ 19,505

Submit payment to: Office of the Utah State Auditor
Utah State Capitol Complex
East Office Building, Suite E310
P.O. Box 142310
Salt Lake City, Utah 84114-2310

PAYMENT DUE WITHIN 30 DAYS OF RECEIPT

Audit Hours

Campus	Approximate Annual Revenues							5 Year Average	Order by	Key
		2008	2009	2010	2011	2012			Audit Hours	
Davis	\$ 19,541,858	419.00	361.00	383.25	257.25	256.00	335.30	3	> 300 hrs	
Ogden/Weber	\$ 18,746,336	279.50	276.75	405.75	435.50	245.50	328.60	4	< 300 hrs	
Bridgerland	\$ 14,845,805	546.50	294.25	244.00	267.00	390.75	348.50	1		
Mountainland	\$ 10,487,990	217.00	236.00	243.75	404.00	407.00	301.55	6		
Uintah Basin	\$ 9,881,754	207.50	200.00	471.50	333.00	355.50	313.50	5		
Dixie	\$ 3,798,508	274.50	234.00	338.00	463.00	412.25	344.35	2		
Southwest	\$ 3,691,507	246.00	216.50	207.50	415.00	283.25	273.65	8		
Tooele	\$ 1,695,926			400.50	156.75	314.25	290.50	7		
Totals	\$ 82,689,684	2,190.00	1,818.50	2,694.25	2,731.50	2,664.50	2,535.95			

Audit Billings

Campus	Approximate Annual Revenues							5 Year Average	Order by	Key
		2008	2009	2010	2011	2012			Audit Billings	
Davis	\$ 19,541,858	\$ 13,000	\$ 15,000	\$ 15,000	\$ 13,630	\$ 14,080	\$ 14,142	2	> \$15,000	
Ogden/Weber	\$ 18,746,336	\$ 12,000	\$ 12,500	\$ 12,750	\$ 13,000	\$ 13,365	\$ 12,723	5	< \$15,000	
Bridgerland	\$ 14,845,805	\$ 11,500	\$ 12,500	\$ 12,100	\$ 12,500	\$ 14,065	\$ 12,533	6		
Mountainland	\$ 10,487,990	\$ 10,625	\$ 11,700	\$ 12,240	\$ 13,000	\$ 17,875	\$ 13,088	4		
Uintah Basin	\$ 9,881,754	\$ 10,375	\$ 10,600	\$ 12,600	\$ 13,000	\$ 15,000	\$ 12,315	7		
Dixie	\$ 3,798,508	\$ 10,000	\$ 10,025	\$ 12,000	\$ 12,764	\$ 21,714	\$ 13,301	3		
Southwest	\$ 3,691,507	\$ 12,475	\$ 10,800	\$ 10,867	\$ 11,605	\$ 15,101	\$ 12,170	8		
Tooele	\$ 1,695,926					\$ 17,325	\$ 17,325	1		
Totals	\$ 82,689,684	79,975.00	83,125.00	87,557.00	89,499.00	128,525.00	\$ 107,596			

Effective Hourly Billing Rate

Campus	Approximate Annual Revenues							5 Year Average	Order by	Key
		2008	2009	2010	2011	2012			Billing Rate	
Davis ATC	\$ 19,541,858	\$ 31.03	\$ 41.55	\$ 39.14	\$ 52.98	\$ 55.00	\$ 43.94	4	> \$50/hr	
Ogden/Weber ATC	\$ 18,746,336	\$ 42.93	\$ 45.17	\$ 31.42	\$ 29.85	\$ 54.44	\$ 40.76	6	< \$50/hr	
Bridgerland ATC	\$ 14,845,805	\$ 21.04	\$ 42.48	\$ 49.59	\$ 46.82	\$ 35.99	\$ 39.19	7		
Mountainland ATC	\$ 10,487,990	\$ 48.96	\$ 49.58	\$ 50.22	\$ 32.18	\$ 43.92	\$ 44.97	3		
Uintah Basin ATC	\$ 9,881,754	\$ 50.00	\$ 53.00	\$ 26.72	\$ 39.04	\$ 42.19	\$ 42.19	5		
Dixie ATC	\$ 3,798,508	\$ 36.43	\$ 42.84	\$ 35.50	\$ 27.57	\$ 52.67	\$ 39.00	8		
Southwest ATC	\$ 3,691,507	\$ 50.71	\$ 49.88	\$ 52.37	\$ 27.96	\$ 53.31	\$ 46.85	2		
Tooele ATC	\$ 1,695,926					\$ 55.13	\$ 55.13	1		
Totals	\$ 82,689,684	\$ 36.52	\$ 45.71	\$ 32.50	\$ 32.77	\$ 48.24	\$ 42.43			

Note 1: UCAT campuses are sorted largest to smallest based upon approximate annual revenues.

Note 2: Ordering based on 1=highest to 8=lowest.

Note 3: Historically billing was supposedly based on direct labor costs plus fringe (\$55 in 2012) but not rigorously followed.

Note 4: TATC did not have an audit in 2010 and 2011. Office helps TATC prepare for the 2012 audit. TATC was not billed for the assistance.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

26 September 2013

ITEM: III.O

TOPIC: Programs Approved: UBATC, BATC, DATC

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>Approval Date</u>
UBATC	CAD/CAM (new program)	900	July 22, 2013
UBATC	Computer Aided Drafting & Design (substantive change: discontinue)	(formerly 1,500)	July 22, 2013
UBATC	Drafting (substantive change: discontinue)	(formerly 1,200)	July 22, 2013
BATC	Welding Technology (substantive change)	960 (formerly 1,410)	August 14, 2013
DATC	Electronic Health Information Technician (new program)	1,305	August 21, 2013

Documentation for the approved programs is attached for the information of the Board. If other programs are approved between agenda publication and the meeting, they will also be reported in the meeting.

FISCAL IMPACT

None.

RECOMMENDATIONS

None - information only.

Attachments: Program descriptions and outlines for the five programs approved





Uintah Basin

Applied Technology College

a UCAT campus

Jared Haines, Vice President, Instruction and Student Services

Utah College of Applied Technology

2801 Ashton Blvd.

Lehi, Utah 84043

July 15, 2013

Dear Jared,

Attached you will find a certificate outline for a new CAD/CAM certificate. We are seeking approval for this 900 hour certificate to replace the Computer-aided Drafting 1500 hour certificate and the Drafting 1200 hour certificate which we will teach-out and close.

We have struggled over the past few years to keep these programs viable. After meeting with the advisory committee for these programs they recommended that the program be changed to include a heavier emphasis in Computer Aided Manufacturing and CNC Machining. Based on their recommendations we have redesigned the program. With their input we have included instructional units specific to local industry needs such as thread cutting of thread styles that are specific to the oil and gas industry.

The program has been reviewed and approved by the UBATC Curriculum Development and Review Committee, the UBATC Board of Directors and the Employer Advisory Committee for the program.

Thank you for your consideration. Please let me know if any additional documentation is needed.

Documents included:

- Program outline including course descriptions and competencies
- Minutes of Advisory Committee
- Minutes of Curriculum Development and Review Committee

- Minutes of Board of Directors meeting

Sincerely,

A handwritten signature in cursive script, appearing to read "Bob Naylor".

Bob Naylor

Vice President of Instruction

CIP: 15.0613

CAD/CAM Certificate

Course Number	Core Courses 810 Hrs	Hours
DRFT 1021	Computer Aided Drafting	120
DRFT 1070	Applied Technical Math	90
DRFT 2241	Computer Aided Manufacturing	120
DRFT 2251	CNC Machining for Mill	120
DRFT 2252	CNC Machining for Lathe	120
DRFT 2131	Machine Tool Metrology	120
DRFT 2170	Manufacturing Processes	60
DRFT 2171	Rapid Prototyping & 3D Printing	60
	Total Core	810
	Elective Courses 90 Hrs	
DRFT 2242	CAM using MasterCAM	90
DRFT 2243	CAM using SurfCAM	90
	Total Electives	90
	PROGRAM TOTAL	900



APPLICATION FOR APPROVAL

CHANGE IN EXISTING PROGRAM Non-Degree Granting or Degree-Granting Programs Traditional, Hybrid, and Distance Education Delivery For Non-Public Institutions

PLEASE ALLOW 60 DAYS FOR APPROVAL OF A COMPLETE APPLICATION*

(* All required documentation provided)

INSTITUTION	Bridgerland Applied Technology College
STREET ADDRESS	1301 North 600 West
CITY, STATE, ZIP CODE	Logan, Utah 84325
CHIEF ADMINISTRATIVE OFFICER	Dr. Richard Maughan
TELEPHONE NUMBER	(435) 753-6780
FAX NUMBER	(435) 752-2016
EMAIL ADDRESS	Jwhite@batc.edu
NAME OF PROGRAM	Welding Technology

1. Provide a detailed rationale for making this change to the program.

The Program was changed and 2 certificates were created. The main certificate was shortened because Pipe Welding, a specialty field was taken out to the core and turned into an elective. A second certificate was created for a certification in Pipe Welding. The changes were made to help accommodate changes of industry and technology needs. Older technology classes were removed. Computer Literacy and Job Seeking skills were revised into specialized classes for welding students. Classes were reorganized to better prepare students for the requirements of local employers.

CLOCK HOUR/CREDIT HOUR CHART **AFTER** REVISION

Program Name	Welding Technology	CIP Code	48.0508
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Instructions: Refer to the latest edition of the *Handbook of Accreditation* for definitions. For an institution's Self-Study Report, this form is to be completed only for programs measured in credit hours (both clock and credit hour information should be entered). For a New Program Application, this form is to be completed for programs measured in credit hours *and* those measured in clock hours. LIST ALL COURSES OFFERED WITHIN THE PROGRAM. Make additional copies of this page as needed.

Provide total program length in all categories that apply (be sure these numbers agree with the grand totals):

TOTAL REQUIRED CLOCK HOURS:	960	SEMESTER CREDIT HOURS:		QUARTER CREDIT HOURS:	
Total number of clock hours <u>available</u> via distance education	0	Total number of semester hours <u>available</u> via distance education		Total number of quarter hours <u>available</u> via distance education	

COURSE NAME (Use one line for EACH COURSE within the program.)	LECTURE Place an 'x' in the far right column if any course instruction is <u>available</u> via distance education delivery.			LABORATORY Place an 'x' in the far right column if any course instruction is <u>available</u> via distance education delivery.			WORK-BASED ACTIVITIES Place an 'x' in the far right column if any course instruction is <u>available</u> via distance education delivery.			Course Totals		*Course Prep Hours
	Clock Hours	Credit Hours	DE	Clock Hours	Credit Hours	DE	Clock Hours	Credit Hours	DE	Clock	Credit	
Oxy-Fuel Gas Welding				30						30		
SMAW Beginning				90						90		
GMAW Beginning				120						120		
GMAW Advanced				60						60		
FCAW Advanced				120						120		
GTAW – Mild Steel, Alum, SS				60						60		
GMAW-P Aluminum				30						30		
SMAW Advanced				120						120		
Welding Math				30						30		
Submerged Arc				30						30		
Blueprint Reading for Welding				30						30		
Basic Metallurgy, Elecical Fund, Weld Inspection				30						30		
Communications Work Assignments				30						30		
Computer Essentials				30						30		
Ornamental Iron, Resistance Spot Welding, Drill Bit Grinding				30						30		
Plastic Welding				30						30		
AW-QC10 Entry-Level Welder				60						60		
Welding Projects				30						30		
TOTAL ALL COLUMNS												

GRAND TOTALS

SECTION I – PROGRAM DESCRIPTION

REQUEST

The Davis Applied Technology College is requesting approval of a new Electronic Health Information Technician program.

PROGRAM TITLE

Electronic Health Information Technician

CREDENTIAL OFFERED

DATC Certificate of Program Completion

IMPLEMENTATION DATE

July 1, 2013

PROGRAM LENGTH

1305 hours

CIP CODE

51.0709

FINANCIAL AID ELIGIBILITY

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

DESCRIPTION

The Electronic Health Information Technician program provides students with technical skills and knowledge required for entry level employment in a health care setting. Students will be taught administrative office skills, medical billing and coding systems, and the fundamental components and functions necessary for Electronic Health Record systems. Students will also receive hands-on experience to schedule, manage patient accounts and enter patient documentation. Students who complete this program will be prepared to take the National Certified Electronic Health Records Specialist examination through the National Healthcareer Association.

Following Office of the National Coordinator for Health IT (ONC) guidelines, students will acquire the knowledge and skill for compliance with the Health Insurance Portability and Accountability Act (HIPAA), the Health Information Technology for Economic and Clinical Health (HITECH) Act, the American Recovery and Reinvestment Act (AARA), as well as Meaningful Use and other principles, practices, and applications. Students will learn to develop, implement, store and manage health records. Concentration will be focused on how to use technology to facilitate, acquire, process, interpret, use, and communicate health care data. Students who complete this program will be prepared to take the National Certified Electronic Health Records Specialist (CEHRS) examination through the National Healthcareer Association (NHA).



Davis Applied Technology College

A UCAT Campus
550 E 300 S, Kaysville 84037
Phone: 593-2500



Curriculum Evaluation - Electronic Health Information Technician

DATC Certificate of Program Completion (Catalog Year: 2014, Required Hours: 1305)

Core (1305 hours required)

Electronic Health Information Technician (1305 hours required)		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
BTEC 1132	Word Processing Applications I (MS Word 2010)	60	9	No	
BTEC 2132	Word Processing Applications II (MS Word 2010)	60	8	Yes	BTEC 1132
BTEC 1510	Business English	90	7	Yes	BTEC 1132
BTEC 1076	Spreadsheet Applications I (MS Excel 2010)	45	1	Yes	BTEC 1021
BTEC 2142	Spreadsheet Applications II (MS Excel 2010)	60	6	Yes	BTEC 1142
BTEC 1145	Database Theory	30	1	No	
BTEC 1077	Database Applications (MS Access 2010)	90	16	Yes	BTEC 2142
BTEC 1700	Crystal Reports	30	1	No	
BTEC 1172	Email Applications (MS Outlook 2010)	90	15	No	
BTEC 1435	Project Management (MS Project 2010)	90	1	No	
BTEC 1055	Tools for the Modern Office	60	1	No	
BTEC 1065	Cloud Computing	30	1	No	
WWSK 1400	Workplace Relations	60	5	No	
WWSK 1500	Job Seeking Skills	30	5	No	
MEDA 1100	Medical Terminology	90	17	Yes	BTEC 1510
MEDA 2001	Medical Office Administrative Procedures I	60	13	Yes	MEDA 1400
MEDA 2002	Medical Office Administrative Procedures II	30	5	Yes	MEDA 2001
HINF 1000	Medical Coding Fundamentals	90	14	Yes	MEDA 2015
MEDA 2015	Electronic Health Records	60	14	Yes	MEDA 2003
HINF 1010	Introduction to Electronic Health Informatics	30	1	No	
HINF 1100	Risk Analysis: Security and Privacy	30	1	No	
HINF 1110	Governmental Electronic Health Information Technology Regulation	60	1	No	
HINF 1300	Clinical Data Management and Reimbursement	30	1	No	

Elective (0 hours required)

Electronic Health Information Technician (0 hours required)		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
HINF 2100	ICD-10-CM Coding	120	1	No	
HINF 2110	ICD-10-PCS Coding	60	1	No	
ITEC 1100	Introduction to Information Technology	90	6	Yes	ITEC 0000
ITEC 1016	CompTIA Strata IT Fundamentals	60	1	Yes	ITEC 1100
ITEC 1025	Network Fundamentals	60	4	Yes	ITEC 1020
ITEC 1355	CompTIA A+ Essentials 2012	120	6	Yes	ITEC 1016
ITEC 1455	CompTIA A+ Practical Application 2012	120	5	Yes	ITEC 1355
ITEC 1555	CompTIA Healthcare IT Technician	90	1	Yes	ITEC 1455

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

26 September 2013

ITEM: III. P

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 Aug 31, 2013 as well as a check register for July – Aug 2013.

FISCAL IMPACT

N/A

RECOMMENDATIONS

Information/discussion only

Attachments:

Check Register

Credit Card Transactional Detail

Budget Progress Report



Utah College of Applied Technology
Check Register
July through August 2013

Type	Date	Num	Name	Amount
Bill Pmt -Check	07/03/2013	10530	1st Lehi Storage	-150.00
Bill Pmt -Check	07/03/2013	10531	Apple Spice Junction	-141.42
Bill Pmt -Check	07/03/2013	10532	Automated Business Products	-161.72
Bill Pmt -Check	07/03/2013	10533	BATC	-132,350.00
Bill Pmt -Check	07/03/2013	10534	Dale Cox	-40.10
Bill Pmt -Check	07/03/2013	10535	DATC	-122,075.00
Bill Pmt -Check	07/03/2013	10536	Don Roberts	-230.00
Bill Pmt -Check	07/03/2013	10537	DXATC	-73,225.00
Bill Pmt -Check	07/03/2013	10538	Fluid Studio	-17,000.00
Bill Pmt -Check	07/03/2013	10539	Fuelman	-780.07
Bill Pmt -Check	07/03/2013	10540	James Olsen	-60.90
Bill Pmt -Check	07/03/2013	10541	Jim Evans	-34.45
Bill Pmt -Check	07/03/2013	10542	Jordan Rushton	-56.50
Bill Pmt -Check	07/03/2013	10543	Mark Dennis	-174.00
Bill Pmt -Check	07/03/2013	10544	MATC	-118,050.00
Bill Pmt -Check	07/03/2013	10545	Michael Madsen	-154.00
Bill Pmt -Check	07/03/2013	10546	Mike McCandless	-170.00
Bill Pmt -Check	07/03/2013	10547	OWATC	-134,575.00
Bill Pmt -Check	07/03/2013	10548	SHI International Corp	-10,637.84
Bill Pmt -Check	07/03/2013	10549	Snow College	-58,900.00
Bill Pmt -Check	07/03/2013	10550	Stan Parrish	-33.80
Bill Pmt -Check	07/03/2013	10551	Stephanie Rikard	-30.78
Bill Pmt -Check	07/03/2013	10552	Steve Moore	-69.10
Bill Pmt -Check	07/03/2013	10553	SWATC	-71,100.00
Bill Pmt -Check	07/03/2013	10554	TATC	-40,950.00
Bill Pmt -Check	07/03/2013	10555	Tyler Brinkerhoff	-74.00
Bill Pmt -Check	07/03/2013	10556	UBATC	-98,525.00
Bill Pmt -Check	07/03/2013	10557	USU Eastern	-51,975.00
Bill Pmt -Check	07/03/2013	10558	Utah Department Of Technology	-543.90
Bill Pmt -Check	07/03/2013	10559	Utah Dept of Admin Services	-23,886.09
Bill Pmt -Check	08/07/2013	10560	1st Lehi Storage	-110.00
Bill Pmt -Check	08/07/2013	10561	Automated Business Products	-101.34
Bill Pmt -Check	08/07/2013	10562	BATC	-68,853.81
Bill Pmt -Check	08/07/2013	10563	Carr Printing	-205.00
Bill Pmt -Check	08/07/2013	10564	DATC	-4,273.00
Bill Pmt -Check	08/07/2013	10565	DXATC	-6,962.65
Bill Pmt -Check	08/07/2013	10566	Fuelman	-789.18
Bill Pmt -Check	08/07/2013	10567	Jared Haines	-54.50
Bill Pmt -Check	08/07/2013	10568	Justin Mayhew	-42.73
Bill Pmt -Check	08/07/2013	10569	MATC	-1,262.00
Bill Pmt -Check	08/07/2013	10570	OWATC	-5,690.31
Bill Pmt -Check	08/07/2013	10571	Salt Lake Chamber	-10,000.00

Utah College of Applied Technology
Check Register
 July through August 2013

Type	Date	Num	Name	Amount
Bill Pmt -Check	08/07/2013	10572	Stephanie Rikard	-15.60
Bill Pmt -Check	08/07/2013	10573	SWATC	-11,693.60
Bill Pmt -Check	08/07/2013	10574	TATC	-1,473.00
Bill Pmt -Check	08/07/2013	10575	UBATC	-13,557.90
Bill Pmt -Check	08/07/2013	10576	WCI	-2,323.00
Bill Pmt -Check	08/15/2013	10577	DATC	-14,116.90
Bill Pmt -Check	08/15/2013	10578	DXATC	-5,106.78
Bill Pmt -Check	08/15/2013	10579	MATC	-66,669.32
Bill Pmt -Check	08/15/2013	10580	OWATC	-601.25
Bill Pmt -Check	08/15/2013	10581	SWATC	-3,710.48
Bill Pmt -Check	08/15/2013	10582	TATC	-156.80
Bill Pmt -Check	08/15/2013	10583	UBATC	-910.00

Utah College of Applied Technology
Credit Card Transaction Report
 July through August 2013

Date	Name	Memo	Amount
07/09/2013	WF Card - 0010	Office Depot	19.74
07/09/2013	WF Card - 0010	Wal-Mart	63.88
07/09/2013	WF Card - 0010	Stars & Stripes	718.50
07/09/2013	WF Card - 0010	Lehi Bakery	8.53
07/09/2013	WF Card - 0010	Mozy Pro	5.58
07/09/2013	WF Card - 0010	Liquid Web	14.95
07/09/2013	WF Card - 0010	Wal-Mart	35.90
07/09/2013	WF Card - 0010	Amazon Web Services	34.61
07/09/2013	WF Card - 9996	Chili's	36.40
07/09/2013	WF Card - 9996	Wash Barn	10.00
07/09/2013	WF Card - 9996	McDonald's	10.98
07/09/2013	WF Card - 9996	Wash Barn	10.00
07/09/2013	WF Card - 9996	Harvest - TGP	177.94
07/09/2013	WF Card - 9996	Wash Barn	10.00
07/09/2013	WF Card - 0028	Roosters	223.74
07/09/2013	WF Card - 0028	M6 Marketing	160.00
07/09/2013	WF Card - 0028	Kneaders	19.37
07/09/2013	WF Card - 5687	iTunes (Unauthorized - disputed, will be refunded on Sep stmt)	51.80
08/09/2013	WF Card - 0028	Crown Burger	18.12
08/09/2013	WF Card - 0028	Little America	200.73
08/09/2013	WF Card - 0028	Kneader's	106.33
08/09/2013	WF Card - 9996	Little America	39.40
08/09/2013	WF Card - 9996	Wash Barn	10.00
08/09/2013	WF Card - 0010	Wal-Mart	6.67
08/09/2013	WF Card - 0010	Mozy Pro	480.70
08/09/2013	WF Card - 0010	Plural Sight	299.00
08/09/2013	WF Card - 0010	Cafe Rio	60.61
08/09/2013	WF Card - 0010	Powell's Automotive	28.00
08/09/2013	WF Card - 0010	Powell's Automotive	170.75
08/09/2013	WF Card - 0010	Office Depot	205.67
08/09/2013	WF Card - 0010	Harvest at TGP	176.25
08/09/2013	WF Card - 0010	Priceline.com	1,181.39
08/09/2013	WF Card - 0010	Maverik	12.24
08/09/2013	WF Card - 0010	Kohler's	31.91
08/09/2013	WF Card - 0010	Amazon Web Services	35.70
08/09/2013	WF Card - 0010	Liquid Web	14.95
08/09/2013	WF Card - 0010	Sawadee Thai Restaurant	45.00
			4,735.34



Utah College of Applied Technology

Office of the President

YTD Budget July 1, 2013 - Aug 31, 2013

	<u>Budgeted</u>	<u>Year to Date</u>	<u>% to date</u>
Revenue			
UCAT Admin Appropriation	1,580,100	395,025	25.0%
Admin share of Equipment Appropriation	9,600	2,400	25.0%
Admin share of Custom Fit Appropriation	3,800	950	25.0%
Jobs Now to Campuses	<u>(400,000)</u>	<u>(100,000)</u>	<u>25.0%</u>
Total State Budget	<u>1,193,500</u>	<u>298,375</u>	<u>25.0%</u>

Expenditures

Salaries, Payroll Tax & Benefits	886,921	143,820	16.2%
Building Occupancy Costs	131,000	-	0.0%
Internal Audit	30,000	-	0.0%
Custom Fit Meetings	3,800	-	0.0%
Equipment Purchases	10,000	2,622	26.2%
Employee Travel	15,000	1,252	8.3%
Board Meetings	10,000	-	0.0%
UCAT System Meetings	12,000	1,306	10.9%
Marketing	20,000	-	0.0%
Automobile Expenses	11,500	1,028	8.9%
Annual Report	7,000	-	0.0%
Supplies & Misc. Expenses	42,000	1,945	4.6%
Memberships	10,000	10,000	100.0%
Unallocated	<u>2,100</u>	<u>-</u>	<u>0.0%</u>
Total Expenditures	<u>1,191,321</u>	<u>161,973</u>	<u>13.6%</u>

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

26 September 2013

ITEM: III.Q

TOPIC: Open Meetings Training

BACKGROUND

The Utah Open and Public Meetings Act (UCA 52-4) provides that "the presiding officer of the public body shall ensure that the members of the public body are provided with annual training on the requirements of this chapter." The Utah Attorney General's Office is charged with assisting public bodies with open meetings training. Accordingly, Doug Richards, Assistant Attorney General and legal counsel assigned to UCAT, will provide training to the board on the requirements of the Open and Public Meetings Act.

FISCAL IMPACT

N/A

RECOMMENDATIONS

Information/discussion only.

Attachments:


Power Point






Training Outline

- ❖ Public Policy
- ❖ General Rule
- ❖ Definitions
- ❖ Notice Requirements
- ❖ Agenda Requirement
- ❖ Minutes/Recording of Open Meetings
- ❖ Closing a Meeting
- ❖ Record of Closed Meetings
- ❖ Electronic Communication Outside of Meeting
- ❖ Training and Enforcement



Public Policy - §52-4-102

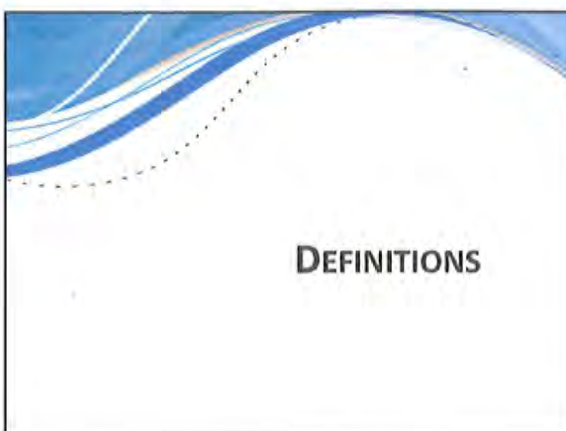
- ❖ Public bodies exist to aid in the conduct of the people's business.
- ❖ Their actions and deliberations should be taken and conducted openly.



BROAD INTERPRETATION

"The Open and Public Meeting Act should be interpreted broadly.....Therefore, it follows that the exceptions to open meetings be strictly construed."

Kearns-Tribune Corp. vs Salt Lake County Commission, 28 P.3d 686 (2001).



What is a "Public Body"?

The Board of Trustees is a public body.

"Public body" means any administrative, advisory, executive, or legislative body of the state or its subdivisions that:

1. is created by the Utah Constitution, a statute, rule, ordinance, or resolution;
2. consists of two or more persons;
3. expends, disburses or is supported in whole or part by tax revenue; and
4. is vested with the authority to make decisions regarding the public's business.

What is Considered a "Meeting"?

- ❖ "Meeting" means:
 - the convening of a **public body**, (including a workshop)
 - with a **quorum** present, whether in person or by means of electronic communications,
 - for the purpose of **discussing** or acting upon **a matter over which the public body has jurisdiction or advisory power**.
- ❖ This does NOT include:
 - a **chance** or **social** meeting.

Electronic Meetings

- An electronic meeting is a public meeting convened or conducted by means of a conference using electronic communication. – UCA 52-4-103(3)
- The Board may not hold an electronic meeting unless it first adopts a resolution governing the use of electronic meetings. – UCA 52-4-207(a)



What is a "Quorum"?

"Quorum" means a simple majority of membership of a public body, unless otherwise defined by applicable law.



NOTICE REQUIREMENTS

TIME DATE PLACE AGENDA



Public Notice is satisfied by

1. Specifying the date, time and place of the meeting,
2. Posting written notice at the principal office of the UVU Board, or if no principal office exists, at the building where the meeting is to be held, and on the Utah Public Notice Website, and
2. Providing notice to a local newspaper or local media correspondent.

Notice

- ❖ **24 Hour** notice is required.
- ❖ Notice must provide reasonable specificity to notify the public as to the topics to be considered at the meeting. **List each topic.**
- ❖ The 24 Hour notice requirement **may be disregarded** if:
 - due to unforeseen circumstances, it's necessary for the Board to hold an **emergency** meeting to consider matters of an emergency or urgent nature; and
 - the Board gives the **best notice practicable** of the time, place, and topics to be considered at the emergency meeting.

AGENDA

No final action can be taken on a topic unless it is on the Agenda.

Exceptions:

- Emergency Meeting
- Topic raised by the public (at the discretion of the Board Chair), but then the topic can only be discussed, not acted upon. UCA 52-4-202(6)

MINUTES

Written Minutes and a recording shall be kept of all open meetings.



Contents of Written Minutes

Written minutes and recordings must include:

- Date, Time and Place of the Open Meeting
- Name of members present and absent
- The substance of all matters proposed, discussed, and decided
- A record of votes taken, by individual member
- Name of every non-Board member who provided testimony or comments to the Board of Trustees and the substance of the testimony
- Any other information that is a record of the proceedings of the meeting that any member requests be entered in the minutes.

Content of Recording of an Open Meeting

- Complete unedited record of all open portions of the meeting from commencement through adjournment.
- Properly labeled with date, time, and place.

Note: Independent, third party recording is allowed so long as it doesn't interfere with the conduct of the meeting.

Public Record

- Pending minutes of an open meeting are public and must be available within 30 days after holding a public meeting.
- Approved minutes of an open meeting are public and must be available within 3 days after approving the written minutes
- A recording of an open meeting shall be available to the public for listening on the Utah Public Notice Website (or as a link to the recording) within 3 business days after the meeting. UCA 52-4-203(4)(d)

Official Record

Approved minutes (but not the recording) are the official record of action taken at the open meeting.



General Rule

Every meeting is open. . . Except when closed.

- ❖ Every meeting is open to the public unless closed pursuant to Sections 52-4-204, 52-4-205, and 52-4-206 of the Open and Public Meeting Act.



CLOSING A MEETING



NO ADMITTANCE

A Closed Meeting may be held if:

- (1) A **quorum** is present, and (2) **2/3** of the Board Members, present at the Open Meeting, vote to approve closing the meeting.

The reasons for holding the closed meeting, the location of the Closed Meeting, and the vote by name of each member of the Board, either for or against the motion to hold the closed meeting, must be publicly announced and entered on the minutes of the open meeting at which the closed meeting was approved.

An ordinance, rule, regulation, contract or appointment may not be approved at a closed meeting.

Purposes of a Closed Meeting

A Closed Meeting may **only** be held for:

- Discussion of the character, professional competence, or physical or mental health of an individual.
- Strategy sessions to discuss collective bargaining.
- Strategy sessions to discuss pending or reasonably imminent litigation.
- Strategy sessions to discuss the purchase, exchange, or lease of real property if disclosure of the transaction would disclose the appraisal or value of property, or prevent completion on best possible terms.
- Strategy sessions to discuss the sale of real property.
- Discussion regarding the deployment of security personnel, devices, or systems.
- Investigative proceedings regarding allegations of criminal misconduct.

RECORD OF CLOSED MEETINGS

- A closed meeting shall be recorded and may have detailed written minutes.*
 - *Exceptions: discussion of character, professional competence or physical or mental health of an individual or the discussion regarding the deployment of security personnel, devices, or systems need not be recorded. However, in such cases, a sworn affidavit needs to be signed regarding the purpose of the closed meeting.
- Closed Meeting Minutes or the Recording are protected records under GRAMA, subject to disclosure by court order.

TEXTS AND EMAILS

Nothing in the Open and Public Meeting Act shall be construed to restrict a Board member from transmitting electronic messages to other Board members at a time when the Board is not convened in an open meeting



TRAINING

- The Chair of the Board of Trustees shall ensure that all Board members are provided with **annual training** on the requirements of Utah's Open and Public Meeting Act



ENFORCEMENT

The Attorney General enforces the Act and shall, annually, provide notice to the Board of any material changes to the requirements for the conduct of Board meetings.

Enforcement of Open Meeting Act

- If a person **disrupts** a public meeting to the extent that orderly conduct is seriously compromised, the person can be **removed**.
- Any **final action** taken in **violation** of certain sections of the Open Meeting Act is **voidable** by a court.



Criminal Penalty

"... a member of a public body who knowingly or intentionally violates or who knowingly or intentionally abets or advises a violation of ANY of the closed meeting provisions of [the Open and Public Meeting Act] is guilty of a **class B misdemeanor**."



QUESTIONS?