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

April 10, 2014 - (10:00 a.m. to 3:00 p.m.)
Utah College of Applied Technology
2801 Ashton Boulevard
Lehi, Utah 84043

I. Introduction

A. Call to Order, Welcome of New Members – Chair Bingham.....	(10:00-10:05)
B. Pledge of Allegiance - Chair Bingham.....	(10:05-10:10)
C. Approval of Agenda - Chair Bingham	(10:10-10:15)
D. Approval of 26 September 2013 Board of Trustee Minutes – Chair Bingham.....	Tab D (10:15-10:20)
E. Executive Committee Report – Chair Bingham	Tab E (10:20-10:25)
F. Departing Board Members, David Thomas, David Buhler, Kendall Willardsen – Pres. Brems.....	Tab F (10:25-10:30)
G. Oath of Office: Jesselie Anderson, Dixie Allen – Barbara Miner, Notary Public.....	Tab G (10:30-10:35)
H. Board Leadership – Pres. Brems.....	Tab H (10:35-10:40)
I. HB-95: UCAT and Campus Board Changes – Vice Pres. Haines.....	Tab I (10:40-10:45)

II. Action Items

J. Proposed Tuition Adjustment for FY 2015 – Vice Pres. Brinkerhoff	Tab J (10:45-11:00)
(11:00-11:30am: Skip to Item III.R – Time Certain)	
K. Proposed Second Tier Tuition Adjustments – Vice Pres. Brinkerhoff, Campus Presidents.....	Tab K (11:30-11:50)
L. Proposed Differential Tuition Approvals – Vice Pres. Brinkerhoff	Tab L (11:50-12:00 noon)

LUNCH (12:00-12:30)

M. UBATC Administrative Changes – Pres. Brems.....	Tab M (12:30-12:40)
N. President Christensen Evaluation and possible Salary Adjustment - Pres. Brems.....	Tab N (12:40-12:50)
O. SWATC Automotive Building Lease Renewal – Vice Pres. Brinkerhoff, Pres. Miller	Tab O (12:50-1:10)
P. UCAT Student of the Year Program – Pres. Brems/Director Rushton.....	Tab P (1:10-1:30)
Q. Enrollment/Completion Reporting Provisions: Policies 200, 205, 204 – Vice Pres. Haines	Tab Q (12:30-1:00)
R. Board of Trustees 2014-2015 Calendar Update	Tab R (12:30-1:00)

III. Information Items

S. UCAT Coordinated Audit Report - Pres. Brems, Utah State Auditor John Dougall	Tab S (11:00-11:30- Time Certain)
T. 2014 Legislative Session Review - Pres. Brems	Tab T (1:00-2:10)
U. Program Approvals: SWATC – Vice Pres. Haines.....	Tab U (2:10-2:20)
V. Marketing Messaging Campaign – Pres. Brems	Tab V (2:20-2:25)
W. Office of the UCAT President Budget Report – Vice Pres. Brinkerhoff	Tab W (2:25-2:30)

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.

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

DATE: 26 September 2013

TIME: 1:00 PM – 3:30 PM

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

(Anchor location for electronic access)

MINUTES (Pending Approval)

Board of Trustees Present

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
Mark Dennis – UBATC Board of Directors
Jim Olsen – Business-Industry Governor’s Appointee
Kendall Willardson – Snow College CTE
Dale Cox – Union Apprenticeship
Richard Tranter – Salt Lake Community College
David Thomas – State Board of Education
Mike McCandless – USU-Eastern CTE

Excused

Tom Bingham (Chair) – TATC Board of Directors
Don Roberts – SWATC Board of Directors
Brad Tanner – Non-Union Apprenticeship
Spencer Eccles – Governor’s Office of Economic Development
Dave Buhler – Commissioner of Higher Education
Jesselie Anderson – State Board of Regents

UCAT Administration

Robert Brems – President
Jared Haines – VP, Instruction and Student Services
Tyler Brinkerhoff – VP, Administrative Services
Jordan Rushton – Director of Public Relations & Executive
Assistant to the President

Others Present

John Dougall- State Auditor
Richard Maughan – BATC, Campus President
Mike Bouwhuis – DATC, Campus President
Vic Hockett – DXATC, Campus Vice President
Jim Taggart – OWATC, Campus Vice President
Clay Christensen – MATC, Campus President
Dana Miller – SWATC, Campus President
Scott Snelson – TATC, Campus President
Dave Woolstenhulme– UBATC, Campus President
Spencer Pratt- Legislative Fiscal Analyst
Blair Carruth – Commissioner of Higher Education's
Office

MINUTES OF MEETING (Pending Approval)

UTAH COLLEGE OF APPLIED TECHNOLOGY
Board of Trustees
26 September 2013

I. INTRODUCTION ITEMS

I.A Call to Order

Meeting was called to order at 1:00 p.m.

I.B Pledge of Allegiance

I.C Approval of Agenda

Motion to approve the agenda

Motion: Mark Dennis; Second: Dale Cox; Voting: Unanimous

I.D Approval of 5 June 2013 Minutes

Motion to approve the 5 June 2013 Minutes

Motion: Jim Evans; Second: Mike McCandless; Voting: Unanimous

I.E Executive Committee Report

Vice Chair Madsen gave a brief report on the Executive Committee meeting held 26 September 2013 from 8:00 a.m. to 11:15 a.m. The Committee heard presentations from the Campus Presidents and formed recommendations for the full board in regard to UCAT capital facility priorities.

I.F Recognition of Departing Board Members

President Brems thanked and recognized Stanley B. Parrish and Teresa Theurer for their dedicated service to the UCAT Board of Trustees. Trustee Parrish served from 2009-2013. Trustee Theurer served from 2012-2013.

I.G Oath of Office

New and reappointed trustees Richard Tranter, David Thomas, Steve Moore, Michael Madsen, Michael Jensen, & Dale Cox took the Oath of Office, administered by Barbara Miner, Notary Public.

II. ACTION ITEMS

II.H Board of Trustees Calendar

UCAT Board of Trustees meeting dates for 2014 were proposed as follows:

Thursday, January 9, 2014

Thursday, April 10, 2014

Thursday, June 5, 2014

Thursday, September 18, 2014

Motion to approve: Michael Jensen, Second: Dale Cox
Voting: Unanimous.

II.I Certification of FY 2013 Student Data

Vice President Haines reported that 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. Each campus president certified that the data submitted complies with the provisions of UCAT Policies 200 (Program/Course Approval and Reporting) and 201 (Membership Hour Policy), and is consistent with UCAT's core mission and all applicable statutes and policies. Each campus board of directors has approved its campus president's certification and authorized the submission of its data as final.

The Office of the UCAT President has reviewed, accepted, and approved the data submissions and certifications of all eight campuses. Summaries of the data showing membership hours and student headcount by campus for secondary and post secondary enrollment in comparison with previous years were attached. Total certificate completions for FY 2013 were 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.

Mike Jensen asked if UCAT is staying on pace to reach the Governors goal by 2020. President Brems responded that the numbers are up and we are continuing to get closer to the goal; we are slightly behind where we want to be right now but the numbers are indeed up from last year.

Motion to approve the FY 2013 data: Ron Larsen, Second: Jim Evans
Voting: Unanimous

II.J FY 2015 Budget Requests

UCAT and campus administration have identified financial needs to accommodate the continued growth and long-term success of UCAT. President Brems and Vice President Brinkerhoff explained the elements of the proposed budget request to the Board of Trustees. UCAT administration recommended the Board of Trustees approve the budget request for presentation to the Governor's Office and the Legislature.

Motion to approve UCAT budget request: Dale Cox, Second: Kendall Willardson
Voting: Unanimous

II.K Prioritization of UCAT Capital Facilities

The Executive Committee heard presentations on 26 September 2013 in an effort to prioritize four more capital facilities projects and one new land banking project. The Executive Committee and UCAT administration recommended the board adopt the following priority list.

Capital Facilities Funding Priorities:

1. SWATC Allied Health and Technology Building
2. DXATC Main Campus
3. MATC Central Utah County Campus
4. BATC Health Science and Technology Building
5. DATC Allied Health Building
6. OWATC Business Depot Ogden Build-out
7. MATC Thanksgiving Point Technology Building
8. DATC Educational and Instructional Service Building
9. OWATC Instructional/Student Services Building

Land Banking Priorities:

1. BATC Health Science and Technology Building (54.73 acres)
2. DATC Morgan Education/Economic Development Center (9.88 acres)
3. MATC Spanish Fork (6.83 acres)

Motion to approve the capital facilities and land banking projects in the order listed above.
Motion: Ron Larsen, Second: Mike McCandless, Vote: Unanimous.

II.L Approval of UBATC Campus President Evaluation and Salary Adjustment

At the October 18, 2012 meeting, the UCAT Board of Trustees authorized the evaluation of the Uintah Basin Campus President David Woolstenhulme during the 2013-2013 school year. UCAT Administration recommended that the UCAT Board of Trustees approve the finalization of this evaluation. President Brems recommended the Board also consider a salary adjustment for President Woolstenhulme from \$112,000 to \$117,000. President Brems complimented President Woolstenhulme on the outstanding evaluation and expressed thanks for the expertise Woolstenhulme has brought to UBATC.

Motion to approve the finalization of the evaluation and authorize a salary adjustment for President Woolstenhulme from \$112,000 to \$117,000: Jim Evans, Second: Mark Dennis, vote: Unanimous.

II.M 2013 UCAT Annual Report

Vice President Haines and Marketing Director Rushton explained that the UCAT Annual Report highlights the success of UCAT each year and provides the governor, legislature, stakeholders, and the general public with ongoing information regarding UCAT activities. The UCAT Board of Trustees is required by law {53B-2a-104(2)(i)} to "prepare and submit an annual report detailing its progress and recommendations on career and technical education issues to the governor and to the Legislature's Education Interim Committee by October 31 of each year".

A draft of the 2013 Annual Report was provided to the Trustees for final review. After Board approval, the report will be completed, published and submitted to the governor and to the Legislature's Education Interim Committee. Director Rushton explained the annual report development process, the involvement from the campuses and the combined efforts required to make the report a success.

UCAT Administration recommended that the Board of Trustees authorize the UCAT President to proceed with the 2013 UCAT Annual Report as presented.

Motion: R. Tranter, Second: M. Dennis; Voting Unanimous

III.INFORMATION ITEMS

III.N Coordinated Audit

President Brems and Utah State Auditor John Dougall summarized processes, costs, and changes to the financial audits of the campuses since January 2013, and introduced a UCAT Coordinated Audit Plan, as detailed in the meeting agenda.

Trustee Olsen asked why the large campuses and small campuses cost the same. Mr. Dougall responded that the small campuses often don't have the staff and therefore the ability to do much of the preparation work

that the large campuses do. It often takes longer to audit a small campus than it does to audit a large campus. Trustee Moore asked why the prices have gone up so much. Mr. Dougall responded that in the past the state has subsidized the cost of the audit, but that is no longer the case. Trustee Olsen asked if it is allowed for the campuses to use outside private auditors for the campus audits. Mr. Dougall said they can, but they need to be approved by his office.

III.O Programs Approved:

Vice President Jared Haines reported that President Brems has approved the following programs in accordance with UCAT Policy 200.5.2.3:

<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

III.P 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." Vice President Brinkerhoff presented the attachments, including 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.

III.Q Open Meetings Training

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, provided training to the board on the requirements of the Open and Public Meetings Act.

Closed Session

Vice Chair Madsen asked that a motion be made to go into closed session as provided in Utah Code Section 52-4-204-206. Motion was made by Jim Olsen and seconded by Jim Evans.

Roll Call Vote:

Mike Madsen - yes
Ron Larsen - yes
Jim Evans - yes
Mark Dennis - yes
Kendall Willardson - yes
Jim Olsen - yes
Richard Tranter - yes
Dale Cox - yes
Mike McCandless - yes

Others invited to remain in the room:

Richard Maughan

Clay Christensen
Dave Woolstenhulme
Jared Haines
Tyler Brinkerhoff
Jordan Rushton
Doug Richards
Vic Hockett

The meeting went into closed session at 2:51 p.m. At 3:14 Vice Chair Madsen ended the closed session.

Adjourn

Motion to Adjourn: Jim Evans, Second: Mike McCandless
Meeting adjourned at 3:14 p.m.

DRAFT

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES EXECUTIVE COMMITTEE

10 April 2014

ITEM: I.I

TOPIC: HB95: UCAT and Campus Board Changes

BACKGROUND

The Utah Legislature, in its 2014 session, passed House Bill 95 (Ipson – Applied Technology College Governance Amendments), which modifies the membership of the UCAT Board of Trustees and four campus boards of directors. The legislation and the board changes will be effective under Utah law on May 13, 2014 (60 days after the adjournment of the legislative session).

UCAT Board of Trustees: The bill will eliminate the position specified for the commissioner of higher education (currently occupied by David L. Buhler), changing the board from 18 board positions to 17.

Campus Boards of Directors: The bill will affect the Davis, Dixie, Ogden-Weber, and Tooele campus boards, which currently have school districts with more than one campus board member. The bill will reduce the number of campus board positions appointed by the local school boards to one from each school district. The other positions currently occupied by school board appointees will be changed to business/industry appointments, leaving the total number of board positions unchanged. The bill also will change the appointment of one TATC position from Salt Lake Community College to business/industry.

In implementing the legislation, a school board with more than one campus board member will need to act to determine which of the positions they will continue before the campus board can replace the remaining positions from business/industry. Chair Bingham and President Brems have sent letters to the affected school board chairs informing them of the statutory change and of the need for school board action where applicable, and expressing appreciation for the service of the currently-serving board members.

All boards will continue to function as presently constituted until midnight on May 12, 2014. For purposes of conducting board business beginning on May 13, 2014, any of the affected positions which are not officially identified as continuing or appointed with replacements will legally be considered vacant until appointments are in place, in terms of meetings, quorum, voting, etc.

FISCAL IMPACT

None.

RECOMMENDATIONS

Information only.

Attachment: House Bill 95 – Applied Technology College Governance Amendments



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

10 April 2014

ITEM: II. J

TOPIC: Proposed Tuition Adjustment for FY 2015

BACKGROUND

Utah Code Annotated §53B-7-101.5 requires state institutions of higher education to conduct public hearings regarding possible tuition increases. The hearings have been conducted based on modest possible increases. With the recent establishment of Tier 2 tuition, campuses are given a greater degree of flexibility to set a tuition rate to fit each region.

Tuition rates have been discussed at length with the President's Cabinet and the feeling of the group is to let Tier 1 tuition remain at \$1.75 per hour for the system.

FISCAL IMPACT

No rate increase will yield equal revenue if membership hour production is constant.

RECOMMENDATIONS

UCAT administration recommends the Board of Trustees approve no increase in Tier 1 tuition for FY 2015.

Attachments:

None



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

10 April 2014

ITEM: II. K

TOPIC: Proposed Second Tier Tuition Adjustments

BACKGROUND

A year ago, The UCAT Board of Trustees approved a second tier tuition rate at four campuses: DATC, DXATC, MATC and UBATC. The reports from the campuses regarding Tier 2 tuition has been positive, and the pilot campuses wish to continue. Additionally, OWATC is requesting a second tier tuition rate for FY 2015. The total tuition figures by campus assume no increase to the Tier 1 rate of \$1.75 per membership hour. The requested tuition rates at the five campuses are as follows:

DATC: Tier 2 increase from \$0.15 per hour to \$0.25 per hour. Total tuition: \$2.00 per hour

DXATC: Tier 2 tuition to remain at \$0.25 per hour. Total tuition: \$2.00 per hour

MATC: Tier 2 tuition to remain at \$0.25 per hour. Total tuition: \$2.00 per hour

UBATC: Tier 2 tuition to remain at \$0.25 per hour. Total tuition: \$2.00 per hour

OWATC: Implement new Tier 2 tuition rate of \$0.05 per hour. Total tuition: \$1.80 per hour

FISCAL IMPACT

DATC: The tuition increase replaces a campus fee, so the increase will have no net effect on revenues. The change will result in an approximately \$120,000 increase in tuition revenue and a decrease of the same amount in campus fees based on FY 13 enrollment.

OWATC: Based on FY 2013 enrollment, tuition revenue will increase approximately \$48,000 (\$50,000 estimated by the campus).

DXATC, MATC and UBATC: No anticipated fiscal impact, as tuition remains unchanged for these campuses.

RECOMMENDATIONS

UCAT administration recommends the Board of Trustees approve the second tier tuition rates as requested by the five campuses.

Attachments:

Campus Tier 2 tuition requests



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

10 April 2014

ITEM: II. L

TOPIC: Proposed Differential Tuition Approvals

BACKGROUND

The following courses were identified by their respective campuses to be considered for differential tuition rates. The courses at BATC, OWATC and UBATC have previously been approved for differential rates and are presented to the Board of Trustees annually, as approved differential tuition rates expire each year on June 30 per UCAT policy 204.6.4. The DATC request is a new one for consideration this year.

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

DATC:

Academic Learning Center - \$1.00 per hour

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, DATC, OWATC and UBATC requesting approval for differential tuition rates.



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

10 April 2014

ITEM: II. M

TOPIC: Uintah Basin Applied Technology College Administrative Changes

BACKGROUND

UBATC Campus President David Woolstenhulme has announced his resignation to accept a new position with Utah State University in Logan. President Woolstenhulme has served UBATC and UCAT well and will be missed. His last day as UBATC President will be Wednesday, April 30th. An acting UBATC campus president will need to be appointed to serve until a new campus president is selected.

President Brems is working with UBATC Board of Directors Chair Bill Ryan and UCAT Trustee Mark Dennis on the process to identify a new campus president. The schedule at this time is as follows:

Friday, April 4, Position Announcement Posted on UCAT and UBATC websites

Friday, April 18, Applications accepted until 5:00pm

Week of April 21 - 25, Application Screening Process at UBATC with Board of Directors

Week of April 28 - May 2, Interviews with UBATC Board of Directors

Week of May 5 - 9, Final Interviews with UCAT President

Week of May 12 - 16, Conference call meeting of UCAT Board of Trustees

Week of May 12 - 16, Announcement of new campus president

Period of June 1 - July 1, New UBATC campus president begins service

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees review the timeline for selecting a new UBATC campus president. The Board may also be requested to approve a recommendation from President Brems for an acting campus president beginning May 1 until a new campus president begins service.



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

10 April 2014

ITEM: II.N

TOPIC: Approval of MATC Campus President Evaluation

BACKGROUND

At the October 18, 2012 meeting, the UCAT Board of Trustees authorized the evaluation of MATC Campus President Clay Christensen during the 2014-2015 school year. This evaluation has been conducted by President Brems in consultation with the MATC Board of Directors.

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 these evaluations.



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

10 April 2013

ITEM: II. O

TOPIC: SWATC Automotive Technology Center Lease Renewal

BACKGROUND

Southwest Applied Technology College's Automotive Technician, Professional Truck Driving and Emergency Medical Technician training programs are housed in a purpose-built leased facility at the north end of Cedar City. The leased space includes approximately 20,680 square feet on the ground floor and 1,100 square feet on the mezzanine level. The current full-service lease expires May 31, 2014.

The Automotive Technician and Professional Truck Driving programs will not move to the new Allied Health and Technology building when it is completed in Fall 2015. The Emergency Medical Technician program, currently being taught in the evenings when the classrooms are available, will move to the new building.

The proposed renewal provides for a 5-year extension of the current agreement. The renewal agreement maintains the current rate for the first year of the extension, then allows for 1% annual escalation in the second, third, fourth and fifth year (see fiscal impact below). The additional expense will be paid from appropriated institutional funds.

The proposed lease renewal (Amendment No. 2 to the original agreement) was developed by DFCM staff and has been reviewed by Doug Richards, Assistant Attorney General. The lease renewal was approved and signed by the Southwest Applied Technology College Board of Directors on March 18, 2014; and has been signed by Canyon Crossing, LLC, the landlord.

FISCAL IMPACT

Period Begins	Period Ends	Monthly Rent	Annual Rent
1-Jun-2014	31-May-2015	\$25,000.00	\$300,000.00
1-Jun-2015	31-May-2016	\$25,250.00	\$303,000.00
1-Jun-2016	31-May-2017	\$25,502.50	\$306,030.00
1-Jun-2017	31-May-2018	\$25,757.50	\$309,090.00
1-Jun-2018	31-May-2019	\$26,015.08	\$312,181.00

RECOMMENDATIONS

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

Attachments: SWATC Automotive Technology Center Lease Amendment



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

10 April 2014

ITEM: II.P

TOPIC: UCAT Student of the Year Program

BACKGROUND

A current marketing and messaging focus of the Utah College of Applied Technology is to assist more Utahns to understand the value of a technical education and increase enrollments across UCAT's nine campuses. Another focus is to increase the linkages between employers seeking technically-trained employees and qualified UCAT graduates.

The UCAT Student of the Year Program has been developed as a system-wide public relations tool and an annual system-wide effort to involve and recognize outstanding students at both the campus and UCAT system levels. From a pool of eight campus students of the year, a UCAT Student of the Year will be selected each January to become an ambassador for technical education in Utah for the period of one year.

The proposed UCAT Student of the Year program is modeled after a similar successful program in the State of Tennessee where the Tennessee College of Applied Technology (TCAT) has been competitively and successfully selecting a Student of the Year from its 27 campuses for several years. Following the successful TCAT model, UCAT's Student of the Year will have the opportunity to tell their story of how a technical education changed their life and opened new doors for them and their careers. As a role model and spokesperson of technical education success, the UCAT Student of the Year will travel throughout the state, under UCAT direction, sharing their successes wherever possible, including civic clubs, state conferences, board meetings, economic summits, schools and legislative meetings. Where possible, the UCAT Student of the Year will team with the campus student of the year to share the important merits of completing a technical education program at a UCAT campus.

The first phase of the UCAT Student of the Year program takes place at the campus level. Each UCAT campus, in conjunction with their board of directors, will select a campus Student of the Year prior to December 1st of each year. A campus selection committee will be determined by each board of directors and may include campus board members, local employers, local community leaders, local legislators and campus staff.

In the second phase of the program, the eight campus students of the year will compete at the state (system) level where a committee determined by the UCAT Board of Trustees will identify the UCAT Student of the Year. Among other honors, the UCAT Student of the Year will win a new car, provided through UCAT, the campuses and private donations.

RECOMMENDATIONS

It is recommended that the Board of Trustees approve the UCAT Student of the Year program to begin July 1, 2014.



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES EXECUTIVE COMMITTEE

10 April 2014

ITEM: II.Q

TOPIC: Enrollment/Completion Reporting Policy Provisions:
(1) Policy 200 (Program/Course Approval and Reporting – revision)
(2) Policy 205 (Student Enrollment and Completion Reporting – new)
(3) Policy 204 (Tuition and Fees – revision)

BACKGROUND

The Utah Legislature, in its 2014 session, included intent language in House Bill 2 (New Fiscal Year Supplemental Appropriations Act – excerpts attached) calling for UCAT and its eight campuses to report certain year-end performance data. New and adjusted policies are needed to provide consistent definition, direction, application, and reporting for the campuses not only for reporting to the legislature, but for reporting to other stake-holders and interested parties.

The attached “Enrollment/Completion” and “Cost per Certificate/Student” charts were presented to the Legislative Higher Education Appropriations Committee during the session in response to requests by the committee during the session using available UCAT data for FY2013. The charts are illustrative of what is outlined in the intent language.

The following policy provisions are recommended:

Revisions to Policy 200 (Program/Course Approval and Reporting), as shown in the attached. The revisions would clarify the relationship between a “program” and a “program certificate”.

New Policy 205 (Student Enrollment and Completion Reporting), as attached. The new policy would clarify definitions and elements that will be used in the identification, calculation, and reporting of the performance data. The data elements have generally been in use by UCAT and the campuses for several years, but are clarified in the proposed policy to provide more consistent application by the campuses. The new provisions for calculating and reporting will establish consistent methodology and language.

Revisions to Policy 204 (Tuition and Fees), as shown in the attached. The definition of a Secondary Student has heretofore been provided in Policy 204. With the adoption of the new Policy 205 defining enrollment categories and fully incorporating the Secondary Student definition that has been in Policy 204, it will be more appropriate and clear to delete the definition from Policy 204 and simply refer to the definition in Policy 205.

FISCAL IMPACT

None.



RECOMMENDATIONS

UCAT Administration recommends that the Board of Trustees approve, as shown in the attachments: (1) the proposed revisions to Policy 200 (Program/Course Approval and Reporting); (2) the proposed new Policy 205 (Student Enrollment and Completion Reporting); and (3) the proposed revisions to Policy 204(Tuition and Fees).

Attachments:

House Bill 2 Excerpts; Enrollment/Completion Charts; Cost per Certificate/Student Charts; Policy 200 revisions (Program/Course Approval and Reporting); Policy 205 proposal (Student Enrollment and Completion Reporting); Policy 204 revisions (Tuition and Fees)

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES 10 April 2014

ITEM: II.R

TOPIC: UCAT Board of Trustees 2014 - 2015 Calendar Update

BACKGROUND

Proposed UCAT Board of Trustees meeting dates for 2014 - 2015 are as follows:

Thursday, June 12, 2014
Thursday, Sept 18, 2014
Thursday, Jan 15, 2015
Thursday, Mar 26, 2015
Thursday, Sept 17, 2015

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees review and approve a meeting calendar for 2014- 2015.



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM UCAT BOARD OF TRUSTEES 10 April 2014

ITEM: III.S

TOPIC: UCAT Coordinated Audit

BACKGROUND

As discussed in the September 26, 2013 Board of Trustees meeting, UCAT Administration has engaged in a Coordinated Audit process with the Office of the Utah State Auditor to perform the regular annual audits of the eight campuses. That process has now occurred as indicated in the September meeting. Reports have been made to all eight campus boards of directors and it is now time to report the Coordinated Audit process to the Board of Trustees.

Of interest with the new Coordinated Audit process is the new billing process being used by the Office of the State Auditor. The following (fully-burdened) hourly billing rates were provided before the audit cycle began and are the basis of the audit charges to the campuses:

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

The aggregate audit cost to campuses during this audit cycle was \$152,789. Last September the projected costs were indicated at \$160,000. A detail of the costs to individual campuses is provided by the Office of the State Auditor and included as an attachment.

During the September Board of Trustees meeting the concept of outsourcing and other cost-savings methods to taxpayers were discussed. It was indicated that such outsourcing or cost-savings methods would be considered following a successful coordinated audit cycle. The Board may wish to continue that discussion with the Office of the State Auditor.

RECOMMENDATIONS

Information only

Attachments:

FY 2013 UCAT Campus Audit Incurred Costs - Final



ATC Costs - Final

<u>Campus</u>	<u>Level</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
BATC	Director	23.00	\$ 121.00	\$ 2,783.00
	Intern	107.00	\$ 29.00	\$ 3,103.00
	Senior	88.75	\$ 76.00	\$ 6,745.00
	Staff	81.50	\$ 60.00	\$ 4,890.00
	Supervisor	3.00	\$ 92.00	\$ 276.00
	Technical Writer	8.00	\$ 50.00	\$ 400.00
	Total	311.25		\$ 18,197.00
DATC	Director	18.75	\$ 121.00	\$ 2,268.75
	Intern	63.50	\$ 29.00	\$ 1,841.50
	Senior	-	\$ 76.00	-
	Staff	78.00	\$ 60.00	\$ 4,680.00
	Supervisor	128.00	\$ 92.00	\$ 11,776.00
	Technical Writer	1.00	\$ 50.00	\$ 50.00
	Total	289.25		\$ 20,616.25
DXATC	Director	20.50	\$ 121.00	\$ 2,480.50
	Intern	37.00	\$ 29.00	\$ 1,073.00
	Senior	77.50	\$ 76.00	\$ 5,890.00
	Staff	115.75	\$ 60.00	\$ 6,945.00
	Supervisor	9.50	\$ 92.00	\$ 874.00
	Technical Writer	4.50	\$ 50.00	\$ 225.00
	Total	264.75		\$ 17,487.50
MATC	Director	22.50	\$ 121.00	\$ 2,722.50
	Intern	80.25	\$ 29.00	\$ 2,327.25
	Senior	109.25	\$ 76.00	\$ 8,303.00
	Staff	65.25	\$ 60.00	\$ 3,915.00
	Supervisor	2.00	\$ 92.00	\$ 184.00
	Technical Writer	10.00	\$ 50.00	\$ 500.00
	Total	289.25		\$ 17,951.75
OWATC	Director	22.00	\$ 121.00	\$ 2,662.00
	Intern	41.50	\$ 29.00	\$ 1,203.50
	Senior	-	\$ 76.00	-
	Staff	29.00	\$ 60.00	\$ 1,740.00
	Supervisor	147.00	\$ 92.00	\$ 13,524.00
	Technical Writer	7.50	\$ 50.00	\$ 375.00
	Total	247.00		\$ 19,504.50
SWATC	Director	30.75	\$ 121.00	\$ 3,720.75
	Intern	84.50	\$ 29.00	\$ 2,450.50

Senior	94.00	\$ 76.00	\$ 7,144.00
Staff	52.25	\$ 60.00	\$ 3,135.00
Supervisor	2.00	\$ 92.00	\$ 184.00
Technical Writer	4.00	\$ 50.00	\$ 200.00
Total	267.50		\$ 16,834.25

TATC

Director	7.25	\$ 121.00	\$ 877.25
Intern	47.75	\$ 29.00	\$ 1,384.75
Senior	98.25	\$ 76.00	\$ 7,467.00
Staff	131.50	\$ 60.00	\$ 7,890.00
Supervisor	21.00	\$ 92.00	\$ 1,932.00
Technical Writer	13.00	\$ 50.00	\$ 650.00
Total	318.75		\$ 20,201.00

UBATC

Director	13.75	\$ 121.00	\$ 1,663.75
Intern	55.75	\$ 29.00	\$ 1,616.75
Senior	135.25	\$ 76.00	\$ 10,279.00
Staff	133.25	\$ 60.00	\$ 7,995.00
Supervisor	1.00	\$ 92.00	\$ 92.00
Technical Writer	7.00	\$ 50.00	\$ 350.00
Total	346.00		\$ 21,996.50

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

25 April 2013

ITEM: III. T

TOPIC: 2014 Legislative Session Review

BACKGROUND

The 2014 General Session of the Utah State Legislature concluded on March 13th. 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.

- 1.25% compensation increase plus additional funds for insurance and retirement totaling \$1,037,500
- An enhancement of program capacity at all eight UCAT campuses through \$3,000,000 in ongoing funds
- Equity funding for all eight UCAT campuses totaling \$3,000,000 in ongoing funds
- An increase in Custom Fit funding of \$500,000 in ongoing funds targeting manufacturing
- Ongoing funding of \$245,000 (to replace federal funding) for the Utah Data Alliance effort
- One time funding for UCAT Marketing/Messaging Campaign totaling \$200,000
- One time funding to assist UCAT campuses with serving special needs students totaling \$100,000
- The request to fund a new SWATC facility was successful with \$19,300,000 appropriated for the new building and \$587,500 ongoing appropriated for operations and maintenance when the building is complete
- Intent language focusing on costs and completions was made part of the appropriations bill for UCAT and each campus

FISCAL IMPACT: UCAT ongoing funds increased by \$8,432,000 (14.0%) and one-time funds increased by \$300,000

RECOMMENDATIONS: Information Only

Attachments: FY 2015 Appropriated Budgets spreadsheet





FY 2015 Appropriated Budgets

	Total FY 2015 Base Budget (Tax Appropriations only)	HB 2		HB 3 & SB 34		HB 7 & 8		Total Expected FY 2015 Tax Appropriations
		One-time	Ongoing (Capacity & Equity)	One-time (HB 3-Marketing)	Ongoing (SB 34-UDA)	Ongoing (HB 7-Comp)	Ongoing (HB 8-ISF rate changes)	
UCAT Admin	1,578,000	100,000	-	200,000	245,000	18,500	-	2,141,500
Equipment	561,100	-	-	-	-	-	-	561,100
Custom Fit	2,659,200	-	500,000	-	-	-	-	3,159,200
BATC	10,099,700	-	592,900	-	-	215,900	17,100	10,925,600
DATC	10,963,000	-	991,000	-	-	217,000	12,800	12,183,800
DXATC	2,774,700	-	605,700	-	-	42,300	5,000	3,427,700
MATC	6,087,400	-	2,040,400	-	-	97,700	6,700	8,232,200
OWATC	11,690,100	-	671,500	-	-	203,800	9,500	12,574,900
SWATC	2,975,400	(587,500)	946,500	-	-	52,200	2,900	3,389,500
TATC	2,602,100	-	358,600	-	-	41,900	(100)	3,002,500
UBATC	5,839,900	-	380,900	-	-	148,200	8,100	6,377,100
Total	57,830,600	(487,500)	7,087,500	200,000	245,000	1,037,500	62,000	65,975,100

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

10 April 2014

ITEM: III.U

TOPIC: Programs Approved: SWATC

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>
SWATC	Basic Business Administrative Support	630	2/11/2014
SWATC	Basic Welding	930	2/11/2014
SWATC	Certified Coding Associate	630	2/11/2014
SWATC	Digital Media Comprehensive	1,350	2/11/2014
SWATC	Digital Media Graphic Design	930	2/11/2014
SWATC	Digital Media Web Design	930	2/11/2014
SWATC	Healthcare IT Technician	600	2/11/2014
SWATC	Industrial Maintenance and Automation	630	2/11/2014
SWATC	Solar Voltaic Specialist	923	2/11/2014

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 programs approved



January 7, 2014

To: President Rob Brems and Vice-President Jared Haines

From: Denny Heaton, SWATC

RE: New Program Approval, Upgrade Training Plans, and Information Regarding Non-substantive Program Changes.

Proposed New Programs

Southwest Applied Technology College intends to seek COE accreditation for the occupational training programs listed below. These programs will be eligible for federal financial aid. SWATC will need a letter of approval from President Brems regarding these programs to submit with the approval request to COE. Course syllabi are included for each proposed program.

Basic Business Administrative Support—630 hours. CIP 520401

The Basic Business Administrative Support program offers each student the opportunity to receive well-rounded training in all current software programs applicable to any business environment. In addition, job seeking skills and workplace topics are covered to offer each student insight to successful workplace relations. This program covers basic accounting principles, business English, and math. It brings each student to a minimum of 40 wpm in alpha keyboarding and 120 spm in numeric keyboarding.

Basic Welding—930 hours. CIP 480508

The Basic Welding program is designed to prepare an individual for entry-level employment in various industries utilizing a variety of welding processes. These welding processes may include shielded metal arc welding, gas metal arc welding, gas tungsten arc welding, oxygen-fuel welding, cutting & brazing and plasma & carbon air arc cutting. Welding can be a physically demanding profession which may require working in arduous conditions. It offers a wide range of opportunities for those who like to work with their hands. Opportunities exist in manufacturing, structural steel, ornamental & architectural metals, art and many allied trades. Welding is used in almost every industry in the US and around the world.

Certified Coding Associate—630 hours. CIP 510713

This program will prepare students to take the Certified Coding Associate exam through the American Health Information Management Association. Student will learn medical terminology, anatomy and physiology, basic accounting, medical billing and medical coding. These entry level skills will allow students to be a valued member of a medical office team who understands how the coding and billing process works.

Digital Media Comprehensive—1350 hours. CIP 110801

The Digital Media Comprehensive program provides a strong foundation in the diverse and complex fields of graphic design, digital video, multimedia design and development. Digital Media is considered to be the communication language of the computer world. Digital Media Specialists develop the visuals needed for communication. The internet and print materials would be very plain without the creative abilities of Digital Media Specialists. Students will also receive basic instruction in setting up and running an online business.

Digital Media Graphic Design—930 hours. CIP 110801

The Graphic Design program allows the student a more in-depth instruction for creating print media. Experience with both drawing by hand and computer illustration will give students the ability to produce quality materials using multiple avenues.

Digital Media Web Design—930. CIP 110801

The Web Design program allows the student a more in-depth instruction in creating web sites. It will prepare students to build attractive and user-friendly web sites to communicate business, personal, or educational information on the internet. This certificate will cover how to determine necessary elements for a web site to function well while maintaining its aesthetic quality. The student will learn how to use computer programs to create, edit, or revise graphics and animations for use in web sites.

Healthcare IT Technician—600 hours. CIP 510707

The Healthcare IT Technician program prepares students to take the CompTIA exam for Healthcare IT Technicians. It provides instruction in medical terminology, medical business operations and information technology. Students will be prepared to provide IT support in the medical office environment as electronic records and computer networks become increasingly important in healthcare records, accounting and information security.

Industrial Maintenance and Automation—630 hours. CIP 470303

The Industrial Maintenance and Automation program is a one year training program designed to supply highly qualified, entry-level Maintenance and Manufacturing Technicians to fill open positions with southern Utah manufacturers. The program will provide students with basic knowledge and hands-on experience in the areas of industrial safety, precision mechanics, welding, electronics, PLCs, process instrumentation, hydraulics, pneumatics, and HVAC.

Solar Photovoltaic Specialist—923 hours. CIP 150505

The Solar Photovoltaic Specialist program provides instruction in electricity, photovoltaic systems, safety and CPR. After completing the core, the students will specialize in photovoltaic sales and design, or photovoltaic installation and maintenance. The students will be prepared to take the NABCEP entry level exam, and either the NABCEP photovoltaic technical sales exam, or the NABCEP photovoltaic installation professional exam.

Upgrade Training Plans

Southwest Applied Technology College does not intend to seek COE accreditation for the occupational training plans described below, which will not be eligible for federal financial aid. These training plans will allow incumbent workers to upgrade their skills or prepare for new responsibilities in their workplace. Course syllabi are included for each proposed program.

Certified Billing and Coding Specialist—450 hours. CIP 510713

The Certified Billing and Coding Specialist training plan will prepare students to take the industry exam of the same name through the National Healthcare Association. It is intended to help working students gain the coding and billing skills they will need to perform these critical functions in their workplace. This training plan comprises a portion of the proposed Certified Coding Associate program.

Essential Office Skills—330 hours. CIP 520401

The Essential Office Skills training plan offers the core courses from the Basic Business Administrative Support Program. It is designed for working students and those with serious time constraints. Students will gain core office skills that will allow them to improve their employment situation.

Non-Substantive Changes to Existing Programs

<u>Program</u>	<u>Type of change</u>
Information Technology Network Administrator	Minor Content Changes, Hours Reduction from 930 to 900
Medical Assistant	Minor Content Changes, Hours Reduction from 1460 to 1410
Medical Clinical Assistant	Minor Content Changes, Hours Increase from 930 to 960
Welding Advanced	Minor Content Changes

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES EXECUTIVE COMMITTEE

10 April 2014

ITEM: III.V

TOPIC: Marketing/Messaging Campaign

BACKGROUND

The legislative appropriation to UCAT in this year's House Bill 3 (the "Bill of Bills") includes \$200,000 in one-time funds during FY-2015 for UCAT to carry out its requested UCAT Marketing/Messaging Campaign. It is clear that the intent is to advertise who UCAT is, what UCAT does, increase enrollment and provide motivation to students to utilize UCAT's facilities and services across the state.

To provide direction in the most effective use of the funds and the implementation of UCAT's marketing/messaging campaign, Chair Bingham and President Brems have appointed a steering committee representing UCAT trustees, the UCAT President's Office, campus presidents, and campus staff members experienced in marketing and messaging:

Rob Brems, UCAT President
Jordan Rushton, UCAT Director of Public Relations
Jim Olsen, UCAT Board of Trustees
Mike Jensen, UCAT Board of Trustees
Scott Snelson, TATC Campus President

Mark Middlebrook, MATC Director for Marketing/Dev.
Jennifer Forbes, DXATC Director of Marketing
Elsa Zweifel, OWATC Director of Marketing/PR
Troy Christensen, BATC VP Brigham City Campus

FISCAL IMPACT

\$200,000 one-time FY-2015 appropriation.

RECOMMENDATIONS

Information only.

Attachments: None



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

10 April 2014

ITEM: III. W

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 Mar 31, 2014 as well as a check register for Jan – Mar 2014.

FISCAL IMPACT

N/A

RECOMMENDATIONS

Information/discussion only

Attachments:

Check register

Credit Card Transaction Report

Budget progress report





Utah College of Applied Technology

Office of the President

YTD Budget July 1, 2013 - Mar 31, 2014

	<u>Budgeted</u>	<u>Year to Date</u>	<u>% to date</u>
Revenue			
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	886,921	656,328	74.0%
Building Occupancy Costs	131,000	96,615	73.8%
Internal Audit	30,000	-	0.0%
Custom Fit Meetings	3,800	-	0.0%
Equipment Purchases	10,000	4,381	43.8%
Employee Travel	15,000	4,452	29.7%
Board Meetings	10,000	3,571	35.7%
UCAT System Meetings	12,000	5,616	46.8%
Marketing	20,000	6,450	32.3%
Automobile Expenses	11,500	4,860	42.3%
Annual Report	7,000	6,330	90.4%
Supplies & Misc. Expenses	42,000	28,600	68.1%
Memberships	10,000	10,000	100.0%
Unallocated	<u>2,100</u>	<u>-</u>	<u>0.0%</u>
Total Expenditures	<u><u>1,191,321</u></u>	<u><u>827,203</u></u>	<u><u>69.4%</u></u>

Utah College of Applied Technology
Check Register
January through March 2014

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Bill Pmt -Check	01/13/2014	10633	Automated Business Products	-155.94
Bill Pmt -Check	01/13/2014	10634	Fuelman	-494.97
Bill Pmt -Check	01/13/2014	10635	MATC	-62,666.28
Bill Pmt -Check	01/13/2014	10636	Signature Images	-1,597.20
Bill Pmt -Check	01/24/2014	10637	Apple Spice Junction	-436.18
Bill Pmt -Check	01/24/2014	10638	Aubrey Schrag	-40.50
Bill Pmt -Check	01/24/2014	10639	Fluid Studio	-1,000.00
Bill Pmt -Check	01/24/2014	10640	MATC	-58,573.16
Bill Pmt -Check	01/24/2014	10641	Stephanie Rikard	-134.46
Bill Pmt -Check	02/05/2014	10642	BATC	-190,994.02
Bill Pmt -Check	02/05/2014	10643	DATC	-122,075.00
Bill Pmt -Check	02/05/2014	10644	DXATC	-73,225.00
Bill Pmt -Check	02/05/2014	10645	HA YES! Graphic Design	-105.00
Bill Pmt -Check	02/05/2014	10646	MATC	-118,050.00
Bill Pmt -Check	02/05/2014	10647	OWATC	-134,575.00
Bill Pmt -Check	02/05/2014	10648	Snow College	-58,900.00
Bill Pmt -Check	02/05/2014	10649	Stephanie Rikard	-145.09
Bill Pmt -Check	02/05/2014	10650	SWATC	-71,100.00
Bill Pmt -Check	02/05/2014	10651	TATC	-40,950.00
Bill Pmt -Check	02/05/2014	10652	UBATC	-98,525.00
Bill Pmt -Check	02/05/2014	10653	UEN	-1,152.30
Bill Pmt -Check	02/05/2014	10654	USU Eastern	-51,975.00
Bill Pmt -Check	02/05/2014	10655	Utah Dept of Admin Services	-47,772.18
Bill Pmt -Check	03/05/2014	10656	Automated Business Products	-163.58
Bill Pmt -Check	03/05/2014	10657	DATC	-4,800.00
Bill Pmt -Check	03/05/2014	10658	DXATC	-8,548.00
Bill Pmt -Check	03/05/2014	10659	Fluid Studio	-12,650.00
Bill Pmt -Check	03/05/2014	10660	Fuelman	-361.82
Bill Pmt -Check	03/05/2014	10661	Justin Mayhew	-92.73
Bill Pmt -Check	03/05/2014	10662	MATC	-139,185.01
Bill Pmt -Check	03/05/2014	10663	OWATC	-18,400.00
Bill Pmt -Check	03/05/2014	10664	Utah Dept of Admin Services	-32,106.34

**Utah College of Applied Technology
Credit Card Transaction Report
January through March 2014**

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
01/09/2014	WF Card - 9996	R&R Frontier	46.65
01/09/2014	WF Card - 9996	Wash Barn	10.00
01/09/2014	WF Card - 9996	Wash Barn	10.00
01/09/2014	WF Card - 9996	Black Bear	29.96
01/09/2014	WF Card - 9996	Brick Oven	41.69
01/09/2014	WF Card - 0010	Liquid Web	14.95
01/09/2014	WF Card - 0010	Amazon Web Services	36.74
01/09/2014	WF Card - 0028	UACTE	30.00
02/11/2014	WF Card - 0010	Bluestar Chevron	4.56
02/11/2014	WF Card - 0010	Exoro Group	120.00
02/11/2014	WF Card - 0010	Amazon.com	749.90
02/11/2014	WF Card - 0010	Exoro Group	200.00
02/11/2014	WF Card - 0010	Amazon.com	660.54
02/11/2014	WF Card - 0010	Harvest at TGP	57.03
02/11/2014	WF Card - 0010	Jimmy John's	87.25
02/11/2014	WF Card - 0010	Maverik	12.24
02/11/2014	WF Card - 0010	Wal-Mart	165.71
02/11/2014	WF Card - 0010	Lenovo	1,199.00
02/11/2014	WF Card - 0010	Telerik	1,299.00
02/11/2014	WF Card - 0010	Log Me In	52.31
02/11/2014	WF Card - 0010	Jimmy John's	56.08
02/11/2014	WF Card - 0010	Liquid Web	14.95
02/11/2014	WF Card - 0010	Amazon Web Services	38.07
02/11/2014	WF Card - 0010	AED Superstore	1,384.00
02/11/2014	WF Card - 0010	Utah Valley University	35.00
02/11/2014	WF Card - 9996	Wash Barn	10.00
02/11/2014	WF Card - 9996	JCW's	25.27
02/11/2014	WF Card - 9996	Crown Burger	18.98
03/11/2014	WF Card - 9996	Fabulous Freddies	10.61
03/11/2014	WF Card - 9996	Market Street Grill	117.99
03/11/2014	WF Card - 9996	Harmon's	11.74
03/11/2014	WF Card - 9996	Little America	45.31
03/11/2014	WF Card - 9996	City Center Parking	5.00
03/11/2014	WF Card - 9996	SLC Parking Stations	2.00
03/11/2014	WF Card - 0010	Lehi Bakery	18.50
03/11/2014	WF Card - 0010	Amazon.com	996.00
03/11/2014	WF Card - 0010	Liquid Web	14.95
03/11/2014	WF Card - 0010	Amazon Web Services	33.79
			7,665.77