

The Utah College of Applied Technology (UCAT)
Board of Trustees Meeting
DATE: 18 September 2014
TIME: 10:00 AM – 2:00 PM
LOCATION: Utah College of Applied Technology
2801 Ashton Boulevard
Lehi, UT 84043

(Anchor location for electronic access)

MINUTES

(DRAFT - Awaiting formal approval)

Board of Trustees Present

Tom Bingham, Chair – TATC
Michael Madsen, 1st Vice Chair – BATC
Jim Evans, 2nd Vice Chair – MATC
Michael Jensen – DATC
Stephen Wade – DXATC
Steve Moore – OWATC
Mark Dennis – UBATC
Richard Tranter – Salt Lake Community College
Mike McCandless – USU Eastern CTE
Dale Cox – Union Apprenticeship
Brad Tanner – Non-Union Apprenticeship
Val Hale – Governor’s Office of Economic Development
Jessellie Anderson – State Board of Regents

Board of Trustees Absent

Don Roberts – SWATC
Jim Olsen – Business Industry Governor’s Appointee
Dixie Allen – State Board of Education

UCAT Administration

Robert Brems – President
Jared Haines – VP, Instruction and Student Services
Tyler Brinkerhoff – VP, Administrative Services
Jordan Rushton – Director of Public Relations
Stephanie Rikard – Director of Data & Information Systems
Zachary Barrus – Data Analyst & Database Report Writer
Doug Richards – Assistant Attorney General
Kristin Smith – Executive Assistant

Others Present

Richard Maughan – BATC, Campus President
Mike Bouwhuis – DATC, Campus President
Kelle Stephens – DXATC, Campus President
Clay Christensen – MATC, Campus President
Collette Mercier – OWATC, Campus President
Brennan Wood – SWATC, Campus President
Scott Snelson – TATC, Campus President
Aaron Weight – UBATC, Campus President
Angela Oh – Legislative Fiscal Analyst Office
Spencer Pratt – Legislative Fiscal Analyst Office
Trina Hansen – OWATC Apprenticeship Director
Lori Stewart – MATC Apprenticeship Director
Will Pierce – DATC Apprenticeship Director
Barbara Miner – Notary Public
John Dougall – Utah State Auditor
Van Christensen – Utah State Auditor
Robby Snow – MATC Apprenticeship Graduate

MINUTES OF MEETING

UTAH COLLEGE OF APPLIED TECHNOLOGY
Board of Trustees
18 September 2014

I. INTRODUCTION ITEMS

I. Call to Order

Meeting was called to order at 10:15 a.m.

I.B Pledge of Allegiance

I.C Approval of Agenda

Motion to approve the agenda.

Motion: Jim Evans, Second: Mark Dennis

Voting: Unanimous

I.D Approval of 12 June 2014 Minutes (regular) & 08 August 2014 (special) Minutes

Motion to approve the 12 June 2014 Minutes and the 08 August 2014 Minutes.

Motion: Richard Tranter, Second: Jim Evans

Voting: Unanimous

I.E Executive Committee Report

Chair Bingham informed the board that the Executive Committee had met this morning to approve minutes of previous Committee meetings and to make preparations for the full Board meeting.

I.F Recognition of Departing Board Members

President Brems thanked Spencer Eccles for the time he served on the board and wished him well in his future endeavors.

I.G Oath of Office for UCAT Trustee Val Hale

Barbara Miner administered the oath of office to Val Hale, who replaced Spencer Eccles as the Governor's Office of Economic Development Executive Director.

II. ACTION ITEMS

II.H UCAT Policy 101 Bylaw Revision – Executive Committee Membership

Vice President Haines summarized the proposed amendment to UCAT Policy 101 (Bylaws) regarding executive committee memberships that will allow a sixth trustee to be added to the Executive Committee in addition to the chair and vice chairs.

Motion to approve the amendment to UCAT Policy 101 (Bylaws).

Motion: Brad Tanner, Second: Mike Jensen

Voting: Unanimous

II.I Executive Committee Appointments

Chair Bingham appointed the following six members to the Executive Committee in addition to the chair (Thomas E. Bingham) and two vice-chairs (Michael J. Madsen and Jim T. Evans) in accordance with the bylaws: Michael E. Jensen, Stephen W. Wade, Steven R. Moore, Don G. Roberts, Mark R. Dennis, Jim Olsen.

Motion to approve the Executive Committee Appointments.

Motion: Jim Evans, Second: Michael Madsen

Voting: Unanimous

II.J FY 2014 Student Data

Vice President Haines and Director Rikard presented summaries of the student data submissions for each campus. Campus presidents have certified that their data is correct and the campus boards have also approved the campus president's certification of data.

Motion to accept and approve the FY 2014 year-end campus data submissions and certifications, as summarized in the reports attached to the agenda.

Motion: Mike McCandless, Second: Brad Tanner

Voting: Unanimous

II.K UCAT FY2016 Budget Requests

Vice President Brinkerhoff presented recommendations for the UCAT FY2016 budget request and explained the priorities of the budget.

Trustee Tanner made the motion to amend the budget proposal. He recommended that the marketing budget be doubled to \$400,000 with \$200,000 being used by the Office of the UCAT President for statewide marketing efforts, and that \$200,000 be distributed to all campuses to help strengthen the campaign.

Motion: Brad Tanner, Second: Stephen Wade

Voting: Unanimous

Motion to approve the UCAT FY 2016 budget proposal as amended for presentation to the Governor's office and the Legislature.

Motion: Michael Jensen, Second: Dale Cox

Voting: Unanimous

II.L 2014 UCAT Annual Report

Director Rushton presented the October 2014 UCAT Annual Report. Upon board approval, it will be provided in electronic format to the Governor and the Legislation Education Interim Committee in accordance with Utah statute, with preliminary completion data. A final report will be presented for approval and printing in January after placement and completion have been reported.

Motion to approve the October 2014 UCAT Annual Report.

Motion: Jim Evans, Second: Val Hale

Voting: Unanimous

III. INFORMATION ITEMS

III.M UCAT Coordinated Audit

Utah State Auditor John Dougall and Van Christensen updated the board on the progress of the UCAT coordinated audit and the cost breakdown for the State Auditor's fees, as outlined in the agenda.

III.N Apprenticeship Presentation

Trustee Tanner and Trustee Cox discussed the current state of apprenticeships and the importance of these trades. MATC Apprenticeship Director Lori Stewart gave a short overview of apprenticeship programs in the UCAT system and ways we can expand these programs. She also introduced a student from MATC's Plumbing Apprenticeship Program, Rob Snow. Mr. Snow gave a short presentation about the importance and benefits of working in the trades and how it has benefited his life. OWATC Apprenticeship Director Trina Hansen also spoke to the board regarding UCAT apprenticeship programs and online training that programs are implementing to stay flexible with the workforce. She also emphasized the importance of changing the perception of technical education.

III.O UCAT Marketing Update

Director Rushton informed the board of the progress the UCAT Marketing Committee has had with the Rethink Education campaign. He presented the first Rethink Education commercial to the board, and stated that banner ads and Pandora music station spotlights will also be used to target the student population. The board also viewed the KSL interview with President Brems and JD Machine President Matt Wardle. The board asked the individual campuses what creative ideas they had done at their campuses to help put the campaign message out there, and each gave a short description.

III.P Office of the UCAT President Budget Report

Vice President Brinkerhoff reviewed the status of FY 2015 budget for the Office of the UCAT President including appropriated revenues and expenditures by category. He also presented a progress report of UCAT's expenses from July – August 2014 to the Board.

III.Q Open Meetings Training

Assistant Attorney General Doug Richards gave a brief summary on open meeting policies. He also reviewed when it is appropriate to go into a closed session, and issues that are recommended to be discussed in an open session to avoid controversy.

IV. ACTION ITEM

IV.R UCAT President Evaluation

Chair Bingham reported on the completion of an evaluation of UCAT President Robert Brems, and recommended that the Board review and discuss it in closed session.

Motion that the Utah College of Applied Technology Board of Trustees meet in closed session, as provided in Utah Statute 52-4-205, to discuss the character, professional competence, or physical or mental health of individuals.

Motion: Richard Tranter, Second: Steven Moore

Voting: Unanimous

A roll call vote was conducted:

Tom Bingham – yes

Michael Madsen – yes

Jim Evans – yes

Michael Jensen – absent for vote

Stephen Wade – yes

Steven Moore – yes

Don Roberts – absent for vote

Mark Dennis – yes

Richard Tranter – yes

Mike McCandless – yes

Jim Olsen – absent for vote

Dale Cox – yes

Brad Tanner – yes

Val Hale – absent for vote

It was confirmed that two-thirds of the voting members are present and have voted in favor of the motion.

Closed Session entered: 1:25pm

Open Session re-entered: 1:37pm

Board members discussed President Brems' evaluation with him with several citing his long-term dedication to career and technical education and particularly to UCAT and the campuses. President Brems expressed his gratitude to the Board for their support and dedication to UCAT and for their support and confidence in his work.

Motion to approve the finalization of President Brems' evaluation and to increase his annual salary to \$190,000 effective July 1, 2014.

Motion: Mike Madsen, Second: Jim Evans

Voting: Unanimous

V. ADJOURN

Motion to Adjourn: Richard Tranter, Second: Tom Bingham

Voting: Unanimous

Meeting adjourned at 1:42pm.