

The Utah College of Applied Technology (UCAT)  
Board of Trustees Meeting  
DATE: 15 January 2015  
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  
Jim Evans, 2<sup>nd</sup> Vice Chair – MATC  
Michael Jensen – DATC  
Steve Moore – OWATC  
Don Roberts – SWATC  
Mike Angus – UBATC  
Richard Tranter – Salt Lake Community College  
Mike McCandless – USU Eastern CTE  
Brian Florang – Snow College  
Dale Cox – Union Apprenticeship  
Jim Olsen – Governor’s Appointee Business/Industry  
Jessielie Anderson – State Board of Regents

### Board of Trustees Absent

Michael Madsen, 1<sup>st</sup> Vice Chair – BATC  
Stephen Wade – DXATC  
Brad Tanner – Non-Union Apprenticeship  
Val Hale – Governor’s Office of Economic Development  
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  
Kristin Smith – Executive Assistant

### Others Present

Richard Maughan – BATC, Campus President  
Mike Bouwhuis – DATC, 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  
Mark Dennis – Retiring Board Member

## **MINUTES OF MEETING**

UTAH COLLEGE OF APPLIED TECHNOLOGY  
Board of Trustees  
15 January 2015

### ***I. INTRODUCTION ITEMS***

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

Meeting was called to order at 10:34 a.m.

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

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

The Board was presented with the agenda for the meeting.

Motion to approve the agenda.

Motion: Don Roberts, Second: Steve Moore

Voting: Unanimous

#### **I.D Approval of 18 September 2014 Board of Trustees Meeting Minutes**

The Board reviewed the meeting minutes from 18 September 2014.

Motion to approve the 18 September 2014 Board of Trustees Meeting Minutes.

Motion: Jim Evans, Second: Mike McCandless

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 Mark R. Dennis for several years of dedicated service to UBATC and the UCAT Board of Trustees. He also thanked his wife for the support she has given to her husband as he has served in these roles. President Brems presented him with an award and thanked him for all he has done, and wished him well in his future endeavors with the Boy Scouts of America.

#### **I.G Oath of Office for UCAT Trustees Brian C. Florang and Mike Angus**

Kristin Smith administered the Oath of Office to Mike Angus, who replaced Mark Dennis as the UBATC Representative, and to Brian C. Florang as the new Snow College Representative.

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

### **II.H FY14 Student Data and Adjustments to Previous Years**

Vice President Haines presented the Board with the FY14 Final Enrollment, Completion, and Cost Report for approval. The Board had approved "Pre-Final" Year-end data in its September meeting, which was included in the statutory year-end report to the Governor and the Legislature. The follow-up data accounts for certificate-seeking students who were found to have qualified as Early-Hire Completers by virtue of being placed in related employment in the months after the fiscal year ended.

Motion to approve the final data as represented in the report, after legal counsel has reviewed it to ensure footnoted adjustments are in compliance with UCAT policy.

Motion: Mike Jensen, Second: Jim Evans

Voting: Unanimous

### **II.I UCAT 2014 Annual Report**

Director Rushton introduced the December edition of the 2014 UCAT Annual Report to be reviewed by the Board. Director Rushton pointed out the information that was updated since the October 2014 edition, which was submitted to the Governor and Legislature in accordance with statutory deadlines. The December edition will be printed for general distribution.

Motion to approve the December edition of the UCAT 2014 Annual Report.

Motion: Steve Moore, Second: Don Roberts

Voting: Unanimous

### **II.J Revised FY 2016 UCAT Budget Request**

Vice President Brinkerhoff reviewed a revised FY16 UCAT budget request with the Board. In the September 2014 meeting, the Board approved the original budget request. However, data adjustments noted in Agenda Item II.H necessitated a re-allocation of requested funds among the campuses.

Motion to approve the revised FY16 UCAT Budget Request once legal counsel has reviewed it to determine if the footnoted adjustments are in compliance with UCAT policy.

Motion: Jim Evans, Second: Mike Jensen

Voting: Unanimous

### **II.K Executive Committee Appointment**

Chair Bingham announced that he has appointed Mike Angus to the Executive Committee, pending confirmation by the Board in accordance with the bylaws.

Motion to confirm this appointment.

Motion: Jim Olsen, Second: Don Roberts

Voting: Unanimous

### **II.L Evaluation of Campus President Michael J. Bouwhuis**

President Brems reported to the Board regarding the completion of his evaluation of DATC Campus President Bouwhuis. He complimented President Bouwhuis on the feedback from his Board of Directors and area employers that had high regard for him. Other input came from other campus presidents and area education leaders. President Brems indicated that he and President Bouwhuis had discussed a few areas where relationships need to be improved.

Motion to approve the evaluation of Campus President Michael J. Bouwhuis, and to request a review of campus president salaries by UCAT Administration with a recommendation for a potential salary adjustment for Campus President Bouwhuis.

Motion: Jim Evans, Second: Don Roberts

Voting: Unanimous

### **III.INFORMATION ITEMS**

#### **III.M Student of the Year Program and Marketing Update**

Director Rushton gave an update regarding marketing. The Rethink Education campaign released a new commercial and Director Rushton played it for the Board to see. He also explained how the banner ads that have been running online have directed people to the UCAT landing page. Since October 2014, over 6,000 people have visited the site.

Director Rushton gave the board an update regarding the Student of the Year program. All eight campuses have selected their winners. Director Rushton gave an overview of the activities on January 28<sup>th</sup> and 29<sup>th</sup> where the students will compete for the title of UCAT Student of the Year and serve as UCAT's ambassador of technical education.

#### **III.N 2014 Campus COE Reports**

Vice President Haines explained to the board that COE requires each of its accredited institutions to maintain a minimum standard in each accredited program of 60% completion, 70% Placement, and 70% Licensure. Campuses must account for these program CPLs in their COE annual reports. A report was provided showing the rates for each of the eight campuses.

#### **III.O Program Approvals**

Vice President Haines presented a list programs that have been recently approved by President Brems to the Board.

#### **III.P Enrollment Audit**

Vice President Brinkerhoff explained that Eide Bailly CPAs & Business Advisors has been selected to conduct an internal audit of FY 2014 membership hours at each campus. VP Brinkerhoff discussed the areas of concentration that the audit will focus on with regard to these membership hours.

### **III.Q Office of the UCAT President Budget Report**

Vice President Brinkerhoff reviewed the appropriated revenues and expenditures of the Office of the UCAT President with the Board. He stated that we are at about 50% of our budget, which is where he projected us to be at this point in the fiscal year.

### **III.R 2015 Legislative Planning Discussion**

President Brems gave a Powerpoint presentation to the Board regarding planning for this legislative session.

### **V. ADJOURN**

Motion to Adjourn: Jim Olsen, Second: Tom Bingham  
Voting: Unanimous

Meeting adjourned at 12:42pm.