

BOARD OF TRUSTEES

JANUARY 15, 2015 BOARD OF TRUSTEES AGENDA

UTAH COLLEGE OF APPLIED TECHNOLOGY

BOARD OF TRUSTEES MEETING AGENDA

January 15, 2015 – 10:00 am to 2:00 pm

UCAT Administrative Office

2801 Ashton Blvd.

Lehi, UT 84043

I. Introduction

A. Call To Order – Chair Bingham

B. Pledge of Allegiance – Chair Bingham

C. Approval of Agenda – Chair Bingham

D. Approval of Meeting Minutes

- 18 September 2014 Board of Trustees Meeting **AGENDA ITEM D** ([assets/docs/9.18.14-BOT-Meeting-Minutes.pdf](#))

E. Executive Committee Report – Chair Bingham

F. Recognition of Departing Board Member Mark R. Dennis – President Brems

II. Action Items

H. FY14 Student Data & Adjustments to Previous Years – VP Haines **AGENDA ITEM H**
([assets/docs/Agenda-Item-H-FY14-Student-Data.pdf](#))

I. UCAT 2014 Annual Report – Director Rushton **AGENDA ITEM I** ([assets/docs/UCAT-2015-Ann-Rpt.pdf](#))

J. Revised FY 2016 UCAT Budget Request – Vice President Brinkerhoff **AGENDA ITEM J**
([assets/docs/agenda-item-FY16-budget-request-revised.pdf](#))

K. Executive Committee Appointment – Chair Bingham **AGENDA ITEM K** ([assets/docs/Executive-Committee-Appointment.pdf](#))

L. Evaluation of Campus President Michael J. Bouwhuis – President Brems **AGENDA ITEM L**
([assets/docs/Mike-Bouwhuis-Evaluation-Agenda-Item.pdf](#))

III. Information Items

M. Student of the Year Program and Marketing Update – Director Rushton **AGENDA ITEM M**
([assets/docs/Final-Agenda-Item-M-SOTY-and-Marketing-Update.pdf](#))

N. 2014 Campus COE Reports – Vice President Haines **AGENDA ITEM N** ([assets/docs/Agenda-Item-N-Campus-COE-Reports.pdf](#))

O. Program Approvals – Vice President Haines **AGENDA ITEM O** ([assets/docs/Agenda-Item-O-Program-Approvals.pdf](#))

P. FY 2014 Enrollment Audit – Vice President Brinkerhoff **AGENDA ITEM P** ([assets/docs/FY2014-Enrollment-Audit-Agenda-Item.pdf](#))

Q. Office of the UCAT President Budget Report – Vice President Brinkerhoff **AGENDA ITEM Q**
([assets/docs/Agenda-Item-Q-Office-of-the-UCAT-Pres-Budget.pdf](#))

R. 2015 Legislative Planning Discussion – President Brems **AGENDA ITEM R** ([assets/docs/Agenda-Item-2015-Legislature-Planning-Discussion-Rob.pdf](#))

V. 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.

VI. 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: 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
Jesselie 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.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

15 January 2015

ITEM: III. R

TOPIC: 2015 Legislature Planning Discussion

BACKGROUND

The General Session of the 2015 Utah Legislature convenes on Monday, January 26 and adjourns at midnight on Thursday, March 12th. All indications are that this could be a banner year for UCAT based on a positive revenue forecast, indications of support for achieving campus equity, positive public relations efforts promoting UCAT, high Building Board priority for the DXATC facility and high endorsements in Governor Herbert's budget for UCAT.

A short presentation and discussion will be held with focus on the following requests:

1. FY 2016 Budget Request - \$15,037,100 [*ongoing funds*]
 - a. Compensation, \$1,810,200 – 3% performance-based compensation increase + health insurance
 - b. Campus Equity Request - \$12,576,900
 - c. UCAT Marketing/Messaging Fund - \$400,000
 - i. \$200,000 UCAT Office of the President
 - ii. \$200,000 distributed to the eight campuses
 - d. UCAT Information System Maintenance and Expansion - \$250,000
2. FY 2016 Budget Request - \$3,181,000 [*one-time funds*]
 - a. OWATC Instruction/Student Services Bldg and BDO Bay 2 Infrastructure Improvement - \$2,150,000
 - b. SWATC Completion of Iron County School District Facility Purchase - \$281,000
 - c. TATC Land Purchase/Maintenance Facility - \$750,000

FISCAL IMPACT

Full funding by the Legislature could result in UCAT's system budget increasing by \$15M in ongoing funds, \$3.2M in one-time funds, \$31.9M in capital development funds and \$1.3M in ongoing O&M funds.

RECOMMENDATIONS

Information Only



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

15 January 2015

ITEM: II. J

TOPIC: Revised FY 2016 UCAT Budget Request

BACKGROUND

On September 18, 2014, The Board of Trustees approved the UCAT budget request for the fiscal year ending June 30, 2016. A major component of the budget request is for campus equity. The requested funding is allocated across campuses based on a number of metrics including service region population, membership hour production, student headcount, etc. The total amount of \$12,576,900 remains unchanged; however, recent data updates have necessitated a re-allocation of requested funds among campuses.

FISCAL IMPACT

N/A

RECOMMENDATIONS

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

Attachments:

Draft FY 2016 UCAT Updated Budget Request Summary





UTAH COLLEGE of APPLIED TECHNOLOGY

*Revised 1/9/2015
for BOT approval*

Legislative Budget Request Summary For the Fiscal Year Ending June 30, 2016

Anticipated FY 2016 Base Budget (State Tax Funds Only)		\$65,975,100
Ongoing Budget Increase Requested		\$ 15,037,100
1. Compensation		1,810,200
A. 3% Performance-Based Compensation Increase*	1,452,700	
B. Health Insurance Increase*	357,500	
2. Campus Equity Request		12,576,900
Bridgerland Applied Technology College	963,500	
Davis Applied Technology College	1,991,400	
Dixie Applied Technology College	1,896,400	
Mountainland Applied Technology College	5,984,700	
Southwest Applied Technology College	1,074,600	
Uintah Basin Applied Technology College	666,300	
3. System Requests		650,000
A. UCAT Marketing/Messaging Fund **	400,000	
C. UCAT Information System Maintenance and Expansion	250,000	
One-time Budget Increase Requested - Campus Special Needs		3,181,000
1. OWATC Instruction/Student Services Building and BDO Bay 2 Facility Infrastructure Improvement		2,150,000
2. SWATC Completion of Iron School District Facility Purchase		281,000
3. TATC Land Purchase/Maintenance Facility		750,000
FY 2015 Supplemental Budget Increase Requested		-
No Supplemental Request		
Request Summary		
<u>Ongoing Budget Priorities</u>		15,037,100
<u>One-time Increases</u>		3,181,000
<u>Supplemental Increases</u>		-

* This figure is approximate.

** It is the intent of the UCAT Board of Trustees that \$200,000 remain with the Office of the UCAT President with the remaining \$200,000 to be distributed to the campuses.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

15 January 2015

ITEM: II. H

TOPIC: Approval of Final FY 2014 Student Data and Adjustments to Previous Years

BACKGROUND

At its 18 September 2014 meeting, the Board of Trustees, approved FY 2014 year-end campus data submissions and certifications as summarized in the agenda at <http://www.ucat.edu/wp-content/uploads/2014/09/AGENDA-ITEM-J.pdf>.) The approval was in accordance with [UCAT Policy 205.11.2 \(Student Enrollment and Completion Reporting\)](#) and 2014 legislative intent language. The data was included in the [October 2014 UCAT Annual Report](#) that was submitted to the Governor's Office and to the Legislative Education Interim Committee.

As indicated in the September meeting and provided in the policy, campuses continued to track the outcomes of FY 2014 certificate-seeking students after the year ended, and provided a follow-up submission in December that reported additional non-graduate/early-hire completers and re-enrolled students for the final completion numbers. The certificate-seeking numbers approved previously in the year-end submission were reported and clearly identified as pre-final data pending the final placement/completion follow-up submission. Campus presidents have certified that the follow-up data submitted comply with all applicable statutes and policies.

The Office of the UCAT President has reviewed, accepted, and approved the follow-up data submissions and certifications of the eight campuses. Reports are attached detailing the calculation of final completion rates, certificates awarded, and cost rates reflecting the certified follow-up data for each campus and the UCAT system. Upon acceptance and approval of the campus data submissions and certifications by the Board of Trustees, the approved information reflecting the follow-up data will be designated the official data to be published in reports pertaining to FY 2014.

The FY 2014 data includes adjustments to enrollment totals in past reports that have been reclassified as non-budget-related per Policy 201.5, and a similar adjustment is shown for FY 2013 in "FY-2014 Year-End Data Summary (Adjusted)". Upon approval of the Board, the adjustment will be applied to all previous years for future historical comparisons.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees accept and approve the FY 2014 follow-up campus data submissions and certifications and the associated final data, as summarized in the attached reports, with noted adjustments to be applied to previous years.

Attachments: UCAT Enrollment, Completion, & Cost Reports – FY 2014 (Final)
UCAT FY-2014 Year-End Data Summary (Adjusted)

UCAT Enrollment, Completion, & Cost Report - FY2014 (Final)¹

(As specified in UCAT Policy 205)

Printed 1/12/2015.

Pending Board of Trustees approval

Printed 1/12/2015. Pending Board of Trustees approval					
	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Membership Hours	3,309,716	436,902	316,244	1,511,558	5,574,420
STUDENT HEADCOUNT/COMPLETION ²					
Headcount	10,984	11,637	4,031	7,900	34,552
Total Completers	5,427	11,011	3,076	6,433	25,947
Graduate Completers	4,657	11,011	3,076	6,433	25,177
Non-Grad/Early-Hire	770	(NA)	(NA)	(NA)	770
Non-Completers	2,091	301	452	829	3,673
Completion Rate	72.19%	97.34%	87.19%	88.58%	87.60%
(Still-Enrolled)	3,466	325	503	638	4,932
CERTIFICATES					
Prog Cert - #Students	4,494	236	54	1,285	6,069
Prog Cert - Tot Awards	5,263	252	89	1,367	6,971
Occ Upgrade 60-Hr	(NA)	933	(NA)	(NA)	933
Total Certificates	5,263	1,185	89	1,367	7,904
Weighted Avg Prog Cert Length					465
COST RATES					
Total State Appropriation ³					\$ 60,408,400
Direct Instructional Cost					\$ 31,926,158
Cost per Membership Hour					\$ 5.73
Cost per Certificate/Completion ⁴	\$ 3,068.19	211.28	559.54	1,276.29	

1- UCAT figures have been restated from the previous FY-2014 Pre-Final Year-End report to reflect DATC enrollments identified as Self-Support per Policy 201.5.

2- Distinct Post Secondary Headcounts: Occupational Upgrade excludes students who also were enrolled as Certificate-Seeking; Other Post-Secondary excludes students also in Certificate-Seeking or Occupational Upgrade.

3- Total State Appropriation: Includes tax funds and dedicated credits for the eight campuses; does not include funds appropriated to UCAT for UCAT Administration, Equipment, and Custom Fit.

4- Cost per Certificate/Completion: Cost per Certificate under "Certificate-Seeking" column reflects program certificates awarded to all students, regardless of enrollment category. Cost per Completion under other columns includes all other completers in the category.

BATC Enrollment, Completion, & Cost Report - FY2014 (Final)

(As specified in UCAT Policy 205)

Printed 1/12/2015.

Pending Board of Trustees approval

Printed 1/12/2015. Pending Board of Trustees approval	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Membership Hours	561,774	123,472	36,277	359,936	1,081,459
STUDENT HEADCOUNT/COMPLETION ¹					
Headcount	1,414	2,035	411	1,722	5,582
Total Completers	638	1,920	376	1,298	4,232
Graduate Completers	607	1,920	376	1,298	4,201
Non-Grad/Early-Hire	31	(NA)	(NA)	(NA)	31
Non-Completers	168	115	33	231	547
Completion Rate	79.16%	94.35%	91.93%	84.89%	88.55%
(Still-Enrolled)	608	-	2	193	803
CERTIFICATES					
Prog Cert - #Students	-	-	-	-	755
Prog Cert - Tot Awards	725	82	-	22	829
Occ Upgrade 60-Hr	(NA)	349	(NA)	(NA)	349
Total Certificates	725	431	-	22	1,178
Weighted Avg Prog Cert Length					513
COST RATES					
Total State Appropriation ²					\$ 11,539,700
Direct Instructional Cost					\$ 7,025,040
Cost per Membership Hour					\$ 6.50
Cost per Certificate/Completion ³	\$ 4,510.67	375.08	626.73	1,794.99	

1- Distinct Post Secondary Headcounts: Occupational Upgrade excludes students who also were enrolled as Certificate-Seeking; Other Post-Secondary excludes students also in Certificate-Seeking or Occupational Upgrade.

2- Total State Appropriation: Includes tax funds and dedicated credits for the eight campuses; does not include funds appropriated to UCAT for UCAT Administration, Equipment, and Custom Fit.

3- Cost per Certificate/Completion: Cost per Certificate under "Certificate-Seeking" column reflects program certificates awarded to all students, regardless of enrollment category. Cost per Completion under other columns includes all other completers in the category.

DATC Enrollment, Completion, & Cost Report - FY2014 (Final)¹

(As specified in UCAT Policy 205)

Printed 1/12/2015.

Pending Board of Trustees approval

Printed 1/12/2015. Pending Board of Trustees approval	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Membership Hours	866,024	36,712	130,339	229,301	1,262,376
STUDENT HEADCOUNT/COMPLETION ²					
Headcount	2,785	323	1,763	946	5,817
Total Completers	1,190	240	1,473	740	3,643
Graduate Completers	962	240	1,473	740	3,415
Non-Grad/Early-Hire	228	(NA)	(NA)	(NA)	228
Non-Completers	677	33	137	53	900
Completion Rate	63.74%	87.91%	91.49%	93.32%	80.19%
(Still-Enrolled)	918	50	153	153	1,274
CERTIFICATES					
Prog Cert - #Students	-	-	-	-	1,131
Prog Cert - Tot Awards	1,219	8	14	178	1,419
Occ Upgrade 60-Hr	(NA)	157	(NA)	(NA)	157
Total Certificates	1,219	165	14	178	1,576
Weighted Avg Prog Cert Length					570
COST RATES					
Total State Appropriation ³					\$ 13,228,000
Direct Instructional Cost					\$ 6,025,775
Cost per Membership Hour					\$ 4.77
Cost per Certificate/Completion ⁴	\$ 3,099.83	695.80	410.69	1,155.64	

1- DATC figures have been restated from the previous FY-2014 Pre-Final Year-End report to reflect enrollments identified as Self-Support per Policy 201.5.

2- Distinct Post Secondary Headcounts: Occupational Upgrade excludes students who also were enrolled as Certificate-Seeking; Other Post-Secondary excludes students also in Certificate-Seeking or Occupational Upgrade.

3- Total State Appropriation: Includes tax funds and dedicated credits for the eight campuses; does not include funds appropriated to UCAT for UCAT Administration, Equipment, and Custom Fit.

4- Cost per Certificate/Completion: Cost per Certificate under "Certificate-Seeking" column reflects program certificates awarded to all students, regardless of enrollment category. Cost per Completion under other columns includes all other completers in the category.

DXATC Enrollment, Completion, & Cost Report - FY2014 (Final)

(As specified in UCAT Policy 205)

Printed 1/12/2015.

Pending Board of Trustees approval

Printed 1/12/2015. Pending Board of Trustees approval	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Membership Hours	135,521	115,280	11,046	46,539	308,386
STUDENT HEADCOUNT/COMPLETION ¹					
Headcount	334	5,251	108	730	6,423
Total Completers	98	5,171	76	690	6,035
<i>Graduate Completers</i>	75	5,171	76	690	6,012
<i>Non-Grad/Early-Hire</i>	23	(NA)	(NA)	(NA)	23
Non-Completers	46	24	15	23	108
Completion Rate	68.06%	99.54%	83.52%	96.77%	98.24%
(Still-Enrolled)	190	56	17	17	280
CERTIFICATES					
Prog Cert - #Students	-	-	-	-	281
Prog Cert - Tot Awards	316	82	22	51	471
Occ Upgrade 60-Hr	(NA)	86	(NA)	(NA)	86
Total Certificates	316	168	22	51	557
Weighted Avg Prog Cert Length					385
COST RATES					
Total State Appropriation ²					\$ 2,889,700
Direct Instructional Cost					\$ 1,637,453
Cost per Membership Hour					\$ 5.31
Cost per Certificate/Completion ³	\$ 2,171.93	101.72	237.26	102.07	

1- Distinct Post Secondary Headcounts: Occupational Upgrade excludes students who also were enrolled as Certificate-Seeking; Other Post-Secondary excludes students also in Certificate-Seeking or Occupational Upgrade.

2- Total State Appropriation: Includes tax funds and dedicated credits for the eight campuses; does not include funds appropriated to UCAT for UCAT Administration, Equipment, and Custom Fit.

3- Cost per Certificate/Completion: Cost per Certificate under "Certificate-Seeking" column reflects program certificates awarded to all students, regardless of enrollment category. Cost per Completion under other columns includes all other completers in the category.

MATC Enrollment, Completion, & Cost Report - FY2014 (Final)

(As specified in UCAT Policy 205)

Printed 1/12/2015.

Pending Board of Trustees approval

Printed 1/12/2015. Pending Board of Trustees approval	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Membership Hours	483,997	33,854	6,293	392,877	917,021
STUDENT HEADCOUNT/COMPLETION ¹					
Headcount	1,816	222	418	1,284	3,740
Total Completers	1,065	135	376	1,037	2,613
Graduate Completers	1,063	135	376	1,037	2,611
Non-Grad/Early-Hire	2	(NA)	(NA)	(NA)	2
Non-Completers	247	22	27	143	439
Completion Rate	81.17%	85.99%	93.30%	87.88%	85.62%
(Still-Enrolled)	504	65	15	104	688
CERTIFICATES					
Prog Cert - #Students	-	-	-	-	1,581
Prog Cert - Tot Awards	988	-	-	788	1,776
Occ Upgrade 60-Hr	(NA)	139	(NA)	(NA)	139
Total Certificates	988	139	-	788	1,915
Weighted Avg Prog Cert Length					407
COST RATES					
Total State Appropriation ²					\$ 6,757,400
Direct Instructional Cost					\$ 3,295,110
Cost per Membership Hour					\$ 3.59
Cost per Certificate/Completion ³	\$ 1,385.93	901.09	60.14	664.84	

1- Distinct Post Secondary Headcounts: Occupational Upgrade excludes students who also were enrolled as Certificate-Seeking; Other Post-Secondary excludes students also in Certificate-Seeking or Occupational Upgrade.

2- Total State Appropriation: Includes tax funds and dedicated credits for the eight campuses; does not include funds appropriated to UCAT for UCAT Administration, Equipment, and Custom Fit.

3- Cost per Certificate/Completion: Cost per Certificate under "Certificate-Seeking" column reflects program certificates awarded to all students, regardless of enrollment category. Cost per Completion under other columns includes all other completers in the category.

OWATC Enrollment, Completion, & Cost Report - FY2014 (Final)

(As specified in UCAT Policy 205)

Printed 1/12/2015.

Pending Board of Trustees approval

Printed 1/12/2015. Pending Board of Trustees approval	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Membership Hours	798,856	36,763	86,362	176,504	1,098,485
STUDENT HEADCOUNT/COMPLETION ¹					
Headcount	2,903	302	719	1,028	4,952
Total Completers	1,347	152	306	671	2,476
Graduate Completers	912	152	306	671	2,041
Non-Grad/Early-Hire	435	(NA)	(NA)	(NA)	435
Non-Completers	638	47	124	208	1,017
Completion Rate	67.86%	76.38%	71.16%	76.34%	70.88%
(Still-Enrolled)	918	103	289	149	1,459
CERTIFICATES					
Prog Cert - #Students	-	-	-	-	1,092
Prog Cert - Tot Awards	890	62	47	130	1,129
Occ Upgrade 60-Hr	(NA)	68	(NA)	(NA)	68
Total Certificates	890	130	47	130	1,197
Weighted Avg Prog Cert Length					644
COST RATES					
Total State Appropriation ²					\$ 13,409,600
Direct Instructional Cost					\$ 6,907,814
Cost per Membership Hour					\$ 6.29
Cost per Certificate/Completion ³	\$ 4,687.91	1,229.48	1,602.29	1,397.89	

1- Distinct Post Secondary Headcounts: Occupational Upgrade excludes students who also were enrolled as Certificate-Seeking; Other Post-Secondary excludes students also in Certificate-Seeking or Occupational Upgrade.

2- Total State Appropriation: Includes tax funds and dedicated credits for the eight campuses; does not include funds appropriated to UCAT for UCAT Administration, Equipment, and Custom Fit.

3- Cost per Certificate/Completion: Cost per Certificate under "Certificate-Seeking" column reflects program certificates awarded to all students, regardless of enrollment category. Cost per Completion under other columns includes all other completers in the category.

SWATC Enrollment, Completion, & Cost Report - FY2014 (Final)

(As specified in UCAT Policy 205)

Printed 1/12/2015.

Pending Board of Trustees approval

Printed 1/12/2015. Pending Board of Trustees approval	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Membership Hours	124,110	942	19,473	87,177	231,702
STUDENT HEADCOUNT/COMPLETION ¹					
Headcount	376	42	325	798	1,541
Total Completers	226	40	271	733	1,270
Graduate Completers	206	40	271	733	1,250
Non-Grad/Early-Hire	20	(NA)	(NA)	(NA)	20
Non-Completers	78	2	53	65	198
Completion Rate	74.34%	95.24%	83.64%	91.85%	86.51%
(Still-Enrolled)	72	-	1	-	73
CERTIFICATES					
Prog Cert - #Students	-	-	-	-	258
Prog Cert - Tot Awards	212	-	-	58	270
Occ Upgrade 60-Hr	(NA)	-	(NA)	(NA)	-
Total Certificates	212	-	-	58	270
Weighted Avg Prog Cert Length					348
COST RATES					
Total State Appropriation ²					\$ 3,370,000
Direct Instructional Cost					\$ 1,919,959
Cost per Membership Hour					\$ 8.29
Cost per Certificate/Completion ³	\$ 4,068.74	195.14	595.42	889.81	

1- Distinct Post Secondary Headcounts: Occupational Upgrade excludes students who also were enrolled as Certificate-Seeking; Other Post-Secondary excludes students also in Certificate-Seeking or Occupational Upgrade.

2- Total State Appropriation: Includes tax funds and dedicated credits for the eight campuses; does not include funds appropriated to UCAT for UCAT Administration, Equipment, and Custom Fit.

3- Cost per Certificate/Completion: Cost per Certificate under "Certificate-Seeking" column reflects program certificates awarded to all students, regardless of enrollment category. Cost per Completion under other columns includes all other completers in the category.

TATC Enrollment, Completion, & Cost Report - FY2014 (Final)

(As specified in UCAT Policy 205)

Printed 1/12/2015.

Pending Board of Trustees approval

Printed 1/12/2015. Pending Board of Trustees approval	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Membership Hours	104,803	4,123	9,810	7,941	126,677
STUDENT HEADCOUNT/COMPLETION ¹					
Headcount	399	46	118	44	607
Total Completers	126	26	65	24	241
Graduate Completers	121	26	65	24	236
Non-Grad/Early-Hire	5	(NA)	(NA)	(NA)	5
Non-Completers	130	8	38	11	187
Completion Rate	49.22%	76.47%	63.11%	68.57%	56.31%
(Still-Enrolled)	143	12	15	9	179
CERTIFICATES					
Prog Cert - #Students	-	-	-	-	147
Prog Cert - Tot Awards	175	13	5	7	200
Occ Upgrade 60-Hr	(NA)	5	(NA)	(NA)	5
Total Certificates	175	18	5	7	205
Weighted Avg Prog Cert Length					398
COST RATES					
Total State Appropriation ²					\$ 2,759,100
Direct Instructional Cost					\$ 1,219,451
Cost per Membership Hour					\$ 9.63
Cost per Certificate/Completion ³	\$ 5,275.97	855.27	1,285.21	2,436.70	

1- Distinct Post Secondary Headcounts: Occupational Upgrade excludes students who also were enrolled as Certificate-Seeking; Other Post-Secondary excludes students also in Certificate-Seeking or Occupational Upgrade.

2- Total State Appropriation: Includes tax funds and dedicated credits for the eight campuses; does not include funds appropriated to UCAT for UCAT Administration, Equipment, and Custom Fit.

3- Cost per Certificate/Completion: Cost per Certificate under "Certificate-Seeking" column reflects program certificates awarded to all students, regardless of enrollment category. Cost per Completion under other columns includes all other completers in the category.

UBATC Enrollment, Completion, & Cost Report - FY2014 (Final)

(As specified in UCAT Policy 205)

Printed 1/12/2015.
Pending Board of Trustees approval

Printed 1/12/2015. Pending Board of Trustees approval	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Membership Hours	234,631	85,756	16,644	211,283	548,314
STUDENT HEADCOUNT/COMPLETION ¹					
Headcount	957	3,416	169	1,348	5,890
Total Completers	737	3,327	133	1,240	5,437
Graduate Completers	711	3,327	133	1,240	5,411
Non-Grad/Early-Hire	26	(NA)	(NA)	(NA)	26
Non-Completers	107	50	25	95	277
Completion Rate	87.32%	98.52%	84.18%	92.88%	95.15%
(Still-Enrolled)	113	39	11	13	176
CERTIFICATES					
Prog Cert - #Students	-	-	-	-	824
Prog Cert - Tot Awards	741	-	1	135	877
Occ Upgrade 60-Hr	(NA)	129	(NA)	(NA)	129
Total Certificates	741	129	1	135	1,006
Weighted Avg Prog Cert Length					234
COST RATES					
Total State Appropriation ²					\$ 6,454,900
Direct Instructional Cost					\$ 3,895,556
Cost per Membership Hour					\$ 7.10
Cost per Certificate/Completion ³	\$ 2,234.56	183.13	877.23	975.74	

1- Distinct Post Secondary Headcounts: Occupational Upgrade excludes students who also were enrolled as Certificate-Seeking; Other Post-Secondary excludes students also in Certificate-Seeking or Occupational Upgrade.

2- Total State Appropriation: Includes tax funds and dedicated credits for the eight campuses; does not include funds appropriated to UCAT for UCAT Administration, Equipment, and Custom Fit.

3- Cost per Certificate/Completion: Cost per Certificate under "Certificate-Seeking" column reflects program certificates awarded to all students, regardless of enrollment category. Cost per Completion under other columns includes all other completers in the category.



Utah College of Applied Technology

FY 2014 Year-End Data Summary

1 July 2013 - 30 June 2014

**Adjustment pending UCAT Board of Trustees approval 1/15/2015 (original approved 9/18/2014)*

		MEMBERSHIP HOURS				STUDENT HEADCOUNT				PROGRAM CERTIFICATES				
		FY2013	FY2014	Growth		FY2013	FY2014	Growth			FY2013	FY2014	Growth	
BATC	Adult	772,078	721,523	-50,555	-6.55%	4,253	3,860	-393	-9.24%	Students	826	755	-71	-8.60%
	High School	275,885	359,936	84,051	30.47%	1,737	1,722	-15	-0.86%	Certificates	912	829	-83	-9.10%
	Campus Tot.	1,047,963	1,081,459	33,496	3.20%	5,990	5,582	-408	-6.81%					
DATC ¹	Adult	1,128,651	1,033,075	-95,576	-8.47%	5,155	4,871	-284	-5.51%	Students	1,339	1,131	-208	-15.53%
	High School	206,592	229,301	22,709	10.99%	1,095	946	-149	-13.61%	Certificates	1,371	1,419	48	3.50%
	Campus Tot.	1,335,243	1,262,376	-72,867	-5.46%	6,292	5,869	-423	-6.72%					
DXATC	Adult	219,188	261,847	42,659	19.46%	6,108	5,693	-415	-6.79%	Students	130	281	151	116.15%
	High School	34,638	46,539	11,901	34.36%	985	730	-255	-25.89%	Certificates	258	471	213	82.56%
	Campus Tot.	253,826	308,386	54,560	21.50%	7,093	6,423	-670	-9.45%					
MATC	Adult	512,400	524,144	11,744	2.29%	2,375	2,456	81	3.41%	Students	1,471	1,581	110	7.48%
	High School	409,941	392,877	-17,064	-4.16%	1,422	1,284	-138	-9.70%	Certificates	1,636	1,776	140	8.56%
	Campus Tot.	922,341	917,021	-5,320	-0.58%	3,797	3,740	-57	-1.50%					
OWATC	Adult	954,265	921,981	-32,284	-3.38%	4,008	3,924	-84	-2.10%	Students	994	1,092	98	9.86%
	High School	220,051	176,504	-43,547	-19.79%	1,219	1,028	-191	-15.67%	Certificates	1,029	1,129	100	9.72%
	Campus Tot.	1,174,316	1,098,485	-75,831	-6.46%	5,227	4,952	-275	-5.26%					
SWATC	Adult	168,280	144,525	-23,755	-14.12%	789	743	-46	-5.83%	Students	126	258	132	104.76%
	High School	74,595	87,177	12,582	16.87%	644	798	154	23.91%	Certificates	126	270	144	114.29%
	Campus Tot.	242,875	231,702	-11,173	-4.60%	1,433	1,541	108	7.54%					
TATC	Adult	84,715	118,736	34,021	40.16%	401	563	162	40.40%	Students	77	147	70	90.91%
	High School	3,824	7,941	4,117	107.66%	30	44	14	46.67%	Certificates	99	200	101	102.02%
	Campus Tot.	88,539	126,677	38,138	43.07%	431	607	176	40.84%					
UBATC	Adult	322,722	337,031	14,309	4.43%	4,440	4,542	102	2.30%	Students	464	824	360	77.59%
	High School	212,275	211,283	-992	-0.47%	1,269	1,348	79	6.23%	Certificates	487	877	390	80.08%
	Campus Tot.	534,997	548,314	13,317	2.49%	5,709	5,890	181	3.17%					

UCAT TOTALS ¹	Adult	4,162,299	4,062,862	-99,437	-2.39%	27,529	26,652	-877	-3.19%	Students	5,427	6,069	642	11.83%
	High School	1,437,801	1,511,558	73,757	5.13%	8,401	7,900	-501	-5.96%	Certificates	5,918	6,971	1,053	17.79%
	UCAT Total	5,600,100	5,574,420	-25,680	-0.46%	35,972	34,604	-1,368	-3.80%					

NOTES: 1. DATC and UCAT Total figures have been restated from previous reports to reflect enrollments identified as Self-Support per Policy 201.5

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES EXECUTIVE COMMITTEE

15 January 2015

ITEM: III. N

TOPIC: 2014 Campus COE Reports – Program Completion, Placement, Licensure

BACKGROUND

The Council on Occupational Education (COE), which provides institutional accreditation for the eight UCAT applied technology college campuses, requires each campus to provide an annual report in December of each year indicating compliance with accreditation guidelines and performance on certain indicators during the fiscal year.

COE requires each of its accredited institutions to maintain a minimum standard in each accredited program of 60% Completion, 70% Placement, and 70% Licensure. The campus must account for these program CPLs in its COE annual report. If any program has fallen below the standard during the reporting year, it is placed under review and the campus is required to file an improvement plan to COE to bring the program up to the minimum standard or discontinue the program within 18-24 months. The attached report lists the Completion, Placement, and Licensure (CPL) rates reported by each campus for its FY-2014 accredited programs.

RECOMMENDATIONS

Information/discussion only

Attachments:

2014 Campus COE Reports – Program Completion, Placement, Licensure



BRIDGERLAND APPLIED TECHNOLOGY COLLEGE

	Completion	Placement	Licensure
<u>BRIGHAM CAMPUS</u>			
Business	83%	80%	NA
Cosmetology	87%	81%	100%
Dental	89%	100%	NA
Drafting	100%	100%	NA
Health	95%	92%	88%
Media Design	75%	100%	NA
<u>LOGAN CAMPUS</u>			
Animal Science	71%	86%	NA
Apprenticeship	85%	NA	NA
Auto Collison	71%	100%	NA
Automated Man & Rob	93%	92%	NA
Auto Service	73%	88%	NA
Building Tech	100%	86%	NA
Building Tech Cab	60%	100%	NA
Business	80%	97%	100%
Culinary Arts	84%	87%	NA
Dental Assisting	69%	84%	NA
Diesel	86%	83%	NA
Drafting	67%	100%	NA
eCommerce	67%	100%	NA
Electronic Engin Tech	67%	88%	NA
EMT	94%	78%	100%
Fashion	83%	100%	NA
Fire	71%	100%	NA
Health	86%	79%	98%
Heavy Equip	86%	70%	100%
Info Tech	62%	85%	NA
Int Design	67%	100%	NA
Machine	74%	92%	NA
Meat	83%	100%	NA
Media Design	69%	88%	NA
Nursing	95%	97%	97%
Police	97%	88%	100%
Welding	70%	94%	NA

DAVIS APPLIED TECHNOLOGY COLLEGE

	Completion	Placement	Licensure
<u>MAIN CAMPUS</u>			
American Sign Language - Interpreting	33	100	n/a
Architectural and Engineering Design	71	87	n/a
Automation Technology	95	95	n/a
Automotive Technology	80	100	n/a
Business Technology	67	97	n/a
Composites Material Technology	96	91	n/a
Cosmetology	71	84	100
Culinary Arts	96	100	n/a
Dental Assisting	88	79	n/a
Diesel/Heavy Duty Technology	96	100	n/a
Digital Media Design	71	100	n/a
Electrician Apprentice	81	100	100
Electronic Health Information Technician	n/a	n/a	n/a
Esthetician	100	83	100
Heating and Air Conditioning	69	89	n/a
Information Technology	73	95	n/a
Machine Tool Technology	81	100	n/a
Master Esthetician	75	76	100
Medical Assistant	80	100	n/a
Motor Sports Technician	67	75	n/a
Nail Technician	68	88	100
Nurse Assistant	83	72	100
Pharmacy Technician	86	94	98
Plumbing Apprentice	90	100	n/a
Practical Nurse	100	89	100
Surgical Technology	100	94	n/a
Welding Technology	72	95	n/a
<u>FREEPORT CAMPUS</u>			
Emergency Medical Technician - Advanced	97	78	n/a
Emergency Medical Technician - Basic	85	87	n/a
Firefighter	76	77	n/a
<u>DRAPER CAMPUS</u>			
Automotive Technology	100	n/a	n/a
Business Technology	100	n/a	n/a
Culinary Arts	100	n/a	n/a
Machinist Technician	100	n/a	n/a
Maintenance Technician	100	n/a	n/a
Welding Technology	100	n/a	n/a
<u>FREEPORT WEST CAMPUS</u>			
Automation Technology	95	95	n/a

DIXIE APPLIED TECHNOLOGY COLLEGE

	Completion	Placement	Licensure
Information Tech	n/a	n/a	n/a
Quality Control	n/a	n/a	n/a
LSSGB	n/a	n/a	n/a
Manufacturing	85%	100%	n/a
Electrical App	100%	100%	n/a
Plumbing App	n/a	n/a	n/a
HVAC	100%	100%	n/a
Industrial Maintenance	100%	100%	n/a
Diesel	65%	93%	n/a
CNC Machining	100%	100%	n/a
Medical Assisting	95%	100%	n/a
Pharmacy	86%	100%	100%
EMT	n/a	n/a	n/a
C.N.A.	100%	100%	n/a
Office	81%	85%	n/a
DRAFTING	61%	95%	n/a
HCT	n/a	n/a	n/a
AEMT	79%	100%	n/a
Phlebotomy	100%	100%	n/a
LSSBB	n/a	n/a	n/a

MOUNTAINLAND APPLIED TECHNOLOGY COLLEGE

	Completion	Placement	Licensure
<u>AMERICAN FORK CAMPUS</u>			
Composite Technology	93%	33%	n/a
Dental Assistant	100%	90%	n/a
<u>LEHI CAMPUS</u>			
Automotive Technology Engines	60%	100%	n/a
Automotive Technology Vehicle Performance	50%	100%	n/a
Vehicle Emissions	80%	n/a	n/a
Vehicle Safety Inspection	85%	n/a	n/a
Commercial Truck Driving	95%	84%	100%
Culinary Arts	93%	92%	n/a
Cosmetology	91%	96%	100%
Dental Assistant	93%	79%	n/a
Cosmetology: Eyelash Extensions	100%	n/a	n/a
Emergency Medical Technician	85%	84%	100%
Information Technology	72%	79%	n/a
Medical Assistant	85%	81%	n/a
Medical Billing and Coding	80%	88%	n/a
Accelerated Medical Billing and Coding	n/a	n/a	n/a
Medical Office Administration	100%	80%	n/a
Nail Technician	100%	100%	100%
Nurse Assistant	92%	85%	98%
Pharmacy Technician	95%	84%	91%
Phlebotomy	96%	0%	n/a
Practical Nursing	100%	98%	95%
<u>OREM CAMPUS</u>			
Electrical Apprenticeship	100%	n/a	n/a
Emergency Medical Technician	100%	71%	100%
HVAC Apprenticeship	89%	n/a	n/a
Machine Tool Technology	100%	100%	n/a
Medical Assistant	88%	93%	n/a
Nurse Assistant	84%	86%	100%
Plumbing Apprenticeship	100%	n/a	n/a
Pipe Welding	100%	94%	n/a
Welding	91%	85%	n/a
Business Technology: Accounting	50%	0%	n/a
Welding Skills Upgrade	100%	n/a	n/a
<u>SPANISH FORK CAMPUS</u>			
Automotive Technology Engines	88%	86%	n/a
Automotive Technology Vehicle Performance	83%	80%	n/a

Cosmetology	89%	100%	100%
Dental Assistant	95%	90%	n/a
Diesel Mechanics	79%	82%	n/a
Emergency Medical Technician	100%	100%	100%
Medical Assistant	69%	90%	n/a
Medical Billing and Coding	100%	80%	n/a
Medical Office Administration	71%	80%	n/a
Nail Technician	93%	85%	100%
Nurse Assistant	97%	90%	90%
Pharmacy Technician	87%	82%	91%

OGDEN-WEBER APPLIED TECHNOLOGY COLLEGE

	Completion	Placement	Licensure
<u>OGDEN CAMPUS</u>			
Barbering	67	100	75
Business Technology	88	93	n/a
Composites	89	81	n/a
Computer Aided Design Technology	64	100	n/a
Computer Graphic Designer	67	88	n/a
Construction Basics	100	80	n/a
Culinary Arts	63	100	n/a
Dental Assisting	75	100	n/a
Dental Office Administration Combined w/ Dental Assisting	n/a	n/a	n/a
Electrical Trades Continuing Education	100	100	n/a
Electrical Trades Preparation	88	100	n/a
Electrician Apprentice Related Instruction	100	100	n/a
Heavy Equipment Operator Apprentice Related	100	100	n/a
HVAC/R Service Technician Commercial	100	100	n/a
HVAC/R Service Technician Residential	100	100	n/a
Industrial Automation Maintenance	91	97	n/a
Information Technology Networking	63	89	n/a
Machinist I	70	100	n/a
Machinist II	88	93	n/a
Machinist III	100	92	n/a
Machinist Apprentice Related Instruction	100	100	n/a
Machinist Skills Upgrade	100	100	n/a
Masonry Apprentice Related Instruction	100	100	n/a
Medical Assistant	92	100	n/a
Medical Coder	94	87	n/a
Medical Laboratory Assistant	100	100	n/a
Medical Office Administration	83	83	n/a
Metal Fabricator	83	80	n/a
Nail Technician	83	100	100
Non-Destructive Inspection Testing Skills Upgrade	n/a	n/a	n/a
Nursing Assistant	99	82	n/a
Pharmacy Technician	91	79	100
Plumber Apprentice Related Instruction	100	100	n/a
Practical Nurse	97	100	100
Radiology Practical Technician	100	100	n/a
Sheet Metal Worker Apprentice Related Instruction	100	100	n/a
Software Development Skills Upgrade	100	100	n/a
Soldering Technician	100	90	n/a
Web Development	79	91	n/a
Welder Advanced	76	100	n/a
Welder Production	71	90	n/a
Welder Skills Upgrade	100	100	n/a
<u>ROY CAMPUS</u>			
Real Estate Agent Pre-Licensure	100	86	100
Cosmetology	62	100	100
<u>JATC CAMPUS 3400 W 2100 S SLC UT</u>			
Communication Technician Apprentice Related Instruction	100	100	n/a
Electrician Apprentice Related Instruction	100	100	n/a
<u>JATC CAMPUS - 2480 S 3400 W SLC UT</u>			
Sheet Metal Worker Apprentice Related Instruction	100	100	n/a
Sheet Metal Skills Upgrade	100	100	n/a

SOUTHWEST APPLIED TECHNOLOGY COLLEGE

	Completion	Placement	Licensure
<u>MAIN CAMPUS</u>			
Accounting Clerk	100%	100%	n/a
Business Administrative Support II	100%	100%	n/a
Information Technology	60%	100%	n/a
Computer Applications	100%	100%	n/a
Medical Assistant (Teach Out)	n/a	n/a	n/a
Medical Clinical Assistant	75%	100%	n/a
Welding-Advanced	80%	100%	n/a
Phlebotomy	88%	50%	n/a
Nursing Assistant	97%	82%	100%
<u>KANE CAMPUS</u>			
Accounting Clerk	n/a	n/a	n/a
Business Administrative Support II	n/a	n/a	n/a
Business Administrative Support I	n/a	n/a	n/a
Computer Applications	n/a	n/a	n/a
Medical Office Assistant	n/a	n/a	n/a
Nursing Assistant	100%	100%	100%
<u>CIRCLE FARMS</u>			
Herd Technician (Job Upgrade)	83%	n/a	n/a
Pork Production (Job Upgrade)	75%	n/a	n/a
<u>AUTOMOTIVE EXTENSION CAMPUS</u>			
Automotive Technician	64%	100%	n/a
EMT - Basic	85%	100%	100%
Professional Truck Driving	94%	72%	100%
Advanced EMT	81%	82%	100%

TOOELE APPLIED TECHNOLOGY COLLEGE

	Completion	Placement	Licensure
Accounting Clerk	100%	100%	n/a
Barbering (NO NEW GRADS)	n/a	n/a	n/a
Certified Nursing Assistant	100%	100%	100%
Clinical Medical Assistant	78%	91%	n/a
Commercial Drivers License (CDL) (NO NEW GRADS)	n/a	n/a	n/a
Computer Upgrade and Repair Technician (A+)	n/a	n/a	n/a
Cosmetology/Barbering	69%	73%	100%
Customer Service	n/a	n/a	n/a
Executive Assistant	n/a	n/a	n/a
Heavy Duty Diesel Technician (NO NEW GRADS)	n/a	n/a	n/a
Industrial Maintenance Professional (NO NEW GRADS)	n/a	n/a	n/a
Medical Billing and Coding (NO NEW GRADS)	n/a	n/a	n/a
Medical Office Laboratory Technician	n/a	n/a	n/a
Nail Technician	75%	100%	100%
Network Administrator (MCSA)	60%	80%	n/a
Networking Engineer (CCNA)	73%	100%	n/a
Networking Technician (Net+)	n/a	n/a	n/a
Office Clerk	n/a	n/a	n/a
Office Manager	60%	100%	n/a
Phlebotomy Technician	n/a	n/a	n/a
Receptionist	n/a	n/a	n/a
Welding Technician	76%	82%	n/a

UINTAH BASIN APPLIED TECHNOLOGY COLLEGE

	Completion	Placement	Licensure
<u>ROOSEVELT CAMPUS</u>			
Practical Nursing	96	96	96
CDL	97	100	100
Welding	67	100	n/a
Carpentry	100	100	n/a
Medical Assistant	86	100	n/a
Nurse Assistant	86	92	100
Pharmacy Technician	73	82	100
Accounting	80	75	n/a
Business Admin Support	79	100	n/a
<u>VERNAL CAMPUS</u>			
Accounting	87	80	n/a
Nurse Assistant	81	75	100
Business Admin Support	89	92	n/a
Welding	75	100	n/a
Automotive	100	100	n/a
CAD/CAM	60	100	n/a
Diesel	100	83	n/a
CDL	93	93	100
Well Control	100	100	n/a
Safety School	100	100	n/a
Oil and Gas	100	100	n/a
Petroleum Program	83	88	n/a
<u>BUCKSKIN HILLS</u>			
Heavy Equipment	100	85	n/a

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

15 January 2015

ITEM: III.O

TOPIC: Programs Approved: OWATC, SWATC, DATC, TATC, MATC

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>
OWATC	Automotive Technician	1,530	7/8/2014
<i>Including Program Certificates: Auto. Tech.-High School Exploration (405 hrs.), Auto. Tech. (1,020), Auto. Tech.-Master (1,530)</i>			
SWATC	Medical Office Administration	910	9/23/2014
OWATC	Non-Destructive Inspection	810	10/9/2014
DATC	Emergency Services	665	11/13/2014
<i>Including Program Certificates: EMT-Basic (144 hrs.), EMT-Advanced (142), Hazardous Matl (76), Firefighter (303), Emergency Svc (665)</i>			
DATC	Plastic Injection Molding	930	11/13/2014
TATC	Welding Technician (Substantive Change – certificate exit points)	1225 (previously 1220)	11/13/2014
<i>Including Program Certificates: Welding Tech I (265 hrs.), Welding Tech II (970), Welding Tech III (1225)</i>			
MATC	Automotive Maintenance and Light Repair	600	12/19/2014
MATC	Pharmacy Technician (Substantive Change)	600 (previously 450)	12/19/2014

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





MEMORANDUM

TO: MEMBERS OF THE BOARD

FROM: Collette Mercier
President

DATE: June 23, 2014

RE: Automotive Technician Program

Background

For the past several years, automotive service training has received the largest amount of interest for programs not currently offered at the Ogden-Weber Applied Technology College. To determine employer demand and support, the college partnered with Weber State University in the development of an employer survey. The survey was sent out to 250 automotive service employers in the area. The survey results showed a training gap in the area of “maintenance and light repair.” Staff from the college made visits to automotive service programs at Clearfield Job Corps, Ogden High School, Freemont High School, Bridgerland ATC, Weber State University, and Salt Lake Community College. In addition to program visits, staff also visited Cutrbus and Ken Garff dealerships, and several after-market automotive repair shops and industry supply providers in the local area.

The Ogden-Weber Tech College received funding from the legislature to establish an Automotive Technician program in FY15. The college’s Program Development Manager, Cory Olson, developed a plan to establish the program and begin offering training on September 2, 2014 at the Business Depot Ogden (BDO) Campus, Building 10-A.

Space is being made available for the program by relocating Plumbing and HVAC Apprenticeship programs and remodeling the labs as well as areas previously occupied by the Manufacturing Innovation Center. Total space available for the program is 19,460 sq. feet. This includes three instructor offices, one component lab, two classrooms, one “high dollar” tool room, one large working shop area, and one tool/parts room to include a service center. Another 2,350 sq. feet is available for future expansion.

Program Description

The program is based on National Automotive Technician's Education Foundation (NATEF) standards leading to an Automotive Service Excellence (ASE) Certification in Maintenance and Light Repair. The college will seek articulation agreements with Weber State University and Salt Lake Community College to provide pathways for additional automotive training and/or degree completion. The program will provide critical access to employer supported training, leading to a nationally-recognized industry certification.

The Automotive Technician program will offer three certificates—one for secondary students only and two for adults and secondary students pursuing certifications which will make them more employable in the automotive industry. The 405-hour secondary-only certificate, Automotive Technician – High School, contains coursework in basic automotive skills, tools and equipment, and a subset of service and repair topics taken from ASE certification requirements. The 1020-hour Automotive Technician certificate contains coursework leading to ASE certifications in engine repair, suspension and steering, brakes, and electrical/electronics systems. The 1530-hour Automotive Technician - Master certificate contains the Automotive Technician coursework and additional courses in transmissions and axles, heating and air conditioning, and engine performance which leads to ASE certifications required for Master Automobile Technician certification.

Role and Mission Fit

The Utah College of Applied Technology's mission "is to provide...market-driven career and technical education...which meets the demand by Utah employers for technically skilled workers...through competency-based education and training programs." The development of the OWATC Automotive Technician certificate falls squarely within this mission. A need for this training has been identified and supported by area employers.

Faculty

Instructors are required to have a minimum of six years of a combination of education and industry experience in a related field. We have hired two instructors to date to establish the Automotive Technician program who exceed the minimum requirements.

Skyler Liston, full-time instructor, has over 13 years of experience in the automotive industry. He has worked as an Assistant Fleet Manager, owned his own automotive repair business, and worked as an Automotive Technician at Big O Tires and Ken Garff General Motors and Larry H. Miller Chrysler dealerships. He also has teaching experience at Davis Applied Technology College. Skyler is passionate about teaching and sharing his knowledge of the automotive industry.

Arne Erisoty, part-time instructor, also has extensive knowledge of the automotive industry. He operated his own automotive repair business for five years and has taught automotive classes for 20 years at Fremont High School. Arne holds an ASE Master

Technician Certificate in addition to an Associate of Applied Science in Automotive Technology, a Bachelor of Science in Physical Education, and a Master of Education in Curriculum Design & Instruction. Arne brings passion to the classroom with hands-on experience, technical training, and a love for teaching and the automotive industry.

Program Need/Market Demand

The demand for this program comes from the growing the need for local employers to fill positions which require technical skills to service and repair increasingly sophisticated systems in today's automobiles. The program goals are to develop solid workplace skills that will prepare students for employment. Potential employment sites for graduates include all the dealerships with service departments and all the businesses that specialize in various areas of automotive services such as Big O Tires, Les Schwab, Meineke, and Midas.

According to O*NET OnLine, an occupational data and career exploration website, the projected growth in employment for automotive technicians in Utah is 22 percent by 2020, with an estimated 270 annual job openings.

Student Demand

As stated earlier, automotive service training has been the number one requested program at Ogden-Weber Tech College for the past few years. We expect strong student demand due to the industry needs and competitive salaries. The median salary for entry-level automotive service technicians in Ogden is \$33,000 with the potential to move up to the mid \$50,000 - \$60,000 range with experience (source: salaries.com). We also expect strong student demand from our area high schools. Ben Lomond High School does not offer automotive courses on its campus, and although the other high schools in our area do, they will also benefit from a program to send students for advanced training. Students in the high school programs have the opportunity to take high school-level ASE exams which count towards experience requirements for NATEF certification. This creates a natural pathway to our program for high school students.

Budget Requirements

OWATC received \$328,400 from the legislature to establish an automotive program in FY15.

The FY15 Automotive Technician program budget is:

Salaries	\$179,500
Benefits	\$ 68,424
General Expenses	\$ 77,000
Travel	<u>\$ 3,476</u>
Total	\$328,400

In addition, \$400,000 from fund balance has been earmarked for purchase of initial equipment and capital items.

Resource Availability

All necessary resources are available to offer this certificate.

Similar Programs Already Offered in the USHE

Other UCAT campuses offer similar programs to serve the needs of residents in their areas. Weber State University, Utah Valley University, and Salt Lake Community College offer degrees and certificates in Automotive Technology.

The certificate outlines are attached. Board approval of these certificates is requested.

/jrt

Ogden-Weber Applied Technology College
A UCAT Campus
Automotive Technician - High School Exploration
09/02/2014 to 06/30/2015
Total Certificate Hours 405

Advisor: Skyler Liston

Program Manager: Cory Olson

Course No.	Course Title	Hours	Prerequisites
Automotive Technology			
Core Courses (405 Hours)			
MATH1000	Math I	60	None
WWSK1107	Introduction to Computers	30	None
AUTO1100	Automotive Basic Skills	30	
AUTO1200	Tools and Equipment	30	
BTEC1450	Critical Workplace Skills	60	
AUTO1320	G1 - General Technician	150	
AUTO1340	Utah Vehicle Safety Inspection	15	
AUTO1360	Weber/Morgan County Vehicle Emissions	10	
AUTO1380	Section 609 - Clean Air Act Requirements	5	
AUTO1400	Automotive Technician Externship/Internship	15	

CIP CODE: 47.0604

Ogden-Weber Applied Technology College

A UCAT Campus

Automotive Technician

09/02/2014 to 06/30/2015

Total Certificate Hours

1020

Advisor: Skylar Liston

Program Manager: Cory Olson

Course No.	Course Title	Hours	Prerequisites
Automotive Technology			
Core Courses 1020 Hours)			
MATH1000	Math I	60	None
WWSK1107	Introduction to Computers	30	None
AUTO1100	Automotive Basic Skills	30	
AUTO1200	Tools and Equipment	30	
BTEC1450	Critical Workplace Skills	60	
AUTO1320	G1 - General Technician	150	
AUTO1340	Utah Vehicle Safety Inspection	15	
AUTO1360	Weber/Morgan County Vehicle Emissions	10	
AUTO1380	Section 609 - Clean Air Act Requirements	5	
AUTO1410	Automotive Technician Externship	30	
AUTO1500	A4 - Suspension and Steering	150	
AUTO1520	A5 - Brakes	120	
AUTO1540	A1 - Engine Repair	150	
AUTO1560	A6 - Electrical/Electronics Systems	180	

CIP CODE: 47.0604

Ogden-Weber Applied Technology College

A UCAT Campus

Automotive Technician - Master

09/02/14 to 06/30/2015

Total Certificate Hours

1530

Advisor: Skyler Liston

Program Manager: Cory Olson

Course No.	Course Title	Hours	Prerequisites
Automotive Technology			
Core Courses (1530 Hours)			
MATH1000	Math I	60	None
WWSK1107	Introduction to Computers	30	None
AUTO1100	Automotive Basic Skills	30	
AUTO1200	Tools and Equipment	30	
BTEC1450	Critical Workplace Skills	60	
AUTO1320	G1 - General Technician	150	
AUTO1340	Utah Vehicle Safety Inspection	15	
AUTO1360	Weber/Morgan County Vehicle Emissions	10	
AUTO1380	Section 609 - Clean Air Act Requirements	5	
AUTO1410	Automotive Technician Externship	30	
AUTO1500	A4 - Suspension and Steering	150	
AUTO1520	A5 - Brakes	120	
AUTO1540	A1 - Engine Repair	150	
AUTO1560	A6 - Electrical/Electronics Systems	180	
AUTO2000	A7 - Heating and Air Conditioning	120	
AUTO2100	A2 - Automatic Transmission/Transaxle	150	
AUTO2200	A8 - Engine Performance	150	
AUTO2300	A3 - Manual Drive Train and Axles	90	

CIP CODE: 47.0604

Southwest Applied Technology
Medical Office Administration
Program Approval Request
September 5, 2014

Program Information

Medical Office Administration—910 hours
CIP—51.0716

Approvals

Attached are documents demonstrating the review and approval of the Medical Office Administration Program—Campus Academic Officer, Health Science OAC, and SWATC Board of Directors.

Program Description

The Medical Office Administration program offers each student the opportunity to receive well rounded training in all current software programs applicable to any business environment that focuses on the medical office functions. In addition, job seeking skills, and workplace topics are covered to offer each student insight to successful workplace relations. Courses are offered covering the use of student specific electronic health record (EHR) software and other office skills. A dynamic mix of individual projects, team activities, real-world office assignments, and presentations are blended together to provide the student with a well-rounded and enjoyable learning experience. Upon successful completion of the program, students will be eligible to acquire national certifications to further their employment goals.

Program Outline

Attached is a complete program outline with course names, course numbers, and course lengths.

Employer Support

Both the SWATC Health Science OAC and the local business community have stated the need for trained medical assistants in the SWATC region. The length of the current Medical Assistant Program (more than 1400 hours) has been found to be somewhat prohibitive and to negatively impact completion rates. However, these stakeholders do want comprehensive training in this area. To address this need SWATC will discontinue the Medical Assistant Program and maintain the desired scope of training through the current Medical Clinical Assistant Program and the proposed new Medical Office Administration Program. The Health Science OAC has reviewed the MOA program and approved this approach. Representative of several local employers including Color County Pediatrics, Cedar Dermatology, and Cedar Ridge Family Medicine have expressed support for the program and have signed the attached Employers' Verification Statement.

The minutes from the Health Science OAC document its review and approval of the Medical Office Administration Program.



 **UCAT** A UCAT Campus
Serving Beaver, Garfield, Iron and Kane Counties

September 2, 2014

Approval of New Financial Aid Eligible Programs at SWATC

As directed in UCAT Policy 200 the following new, financial aid eligible program was approved by the SWATC Board of Directors on June 10, 2014. This approval and supporting documentation will be forwarded to the Utah College of Applied Technology Administration and the Council on Occupational Education for additional approvals.

<u>Program</u>	<u>Length</u>
Medical Office Administration	910

A handwritten signature in black ink, appearing to read "Dennis Heaton", is written over a horizontal line.

Dennis Heaton

SWATC VP—Instruction and Operations



Southwest Applied Technology College
510 W. 800 South
Cedar City, UT 84720

Health Services & Technology
Employer Occupational Advisory Committee
Special Called Meeting

September 10, 2014

7:30 a.m.

MINUTES

Members Present

Bob Tingey, Maree Prince, Lisa Carroll

SWATC Representatives Present

Lindsey Finch, Debbie Drake, Denny Heaton, Lori Nickerson, Anne Curtis, Carol Carroll

Welcome & Introductions

Lindsey Finch welcomed the committee members and called the meeting to order at 7:30 a.m.

New Business

Lindsey explained the plan for the SWATC to offer the Medical Office Administration certificate by November or December once approved. She stated that the Medical Assistant program has been split into two certificates, Medical Office Administration and Medical Clinical Assistant. This decision has been made according to student feedback and placement.

Lindsey distributed the Curriculum Evaluation to the committee members. The committee members reviewed the document and asked questions.

Vote, Dismissal

Maree Prince made a motion to approve the Medical Office Administration certificate. Bob Tingey seconded the motion. All were in favor.

Denny Heaton thanked the committee for attending and for approving the MOA certificate. He explained that this certificate will be financial aid eligible.

Meeting adjourned at 7:38 a.m.

Agenda
Southwest Applied Technology College
Board of Directors' Meeting
Tuesday, June 10, 2014; 1:00 - 3:00 p.m.
SWATC Board Room

Board of Directors

Chairperson: Dennis Moser, **Vice Chairperson and UCAT Representative:** Don Roberts (Beaver County Business Representative); Brennan Wood (Iron County Business Representative); VACANT (Iron County Business Representative); Ann Marie Allen (SUU Trustee); Joe Houston (Kane School District); David Tebbs (Garfield County Business Representative); Michelle Jorgenson (Iron School District); Cheryl Cox (Garfield School District); Nick Dotson (Beaver School District); Joshua Adams (Kane County Business Representative); Harry Brown (Iron County Business Representative)

I. Agenda Items:

- A. Call to order
- B. Pledge of Allegiance
- C. Approval of the Agenda
- D. Approval of the May 13, 2014 minutes Tab A

II. Action Items:

- A. FY 2015 Employer Services Budget Approval Tab B
- B. FY 2015 Long Range Facilities Plan Approval Tab C
- C. Circle Four Farms FY 2015 Lease Renewal Tab D
- D. Program and Certificate Approvals Tab E
- E. FY 2015 Online Electrical Apprenticeship Course Fee Revision Tab F
- F. Obsolete Policy Deletion Tab G
- G. FY 2015 Board of Directors Meeting Schedule Tab H
- H. Out of State Travel Request Approval Tab I

III. Information Items:

Tab J (Report Summary)

- A. Student Achievement Recognition
- B. Audit Committee Report - Nick Dotson, David Tebbs
- C. UCAT Trustees Report - Don Roberts
- D. SWATC Partners Report - Harry Brown
- E. UCAT Student of the Year Program - President Rob Brems
- F. Student Success Program Report - James Mullenau
- G. Allied Health & Technology Building Bid Timeline - Dana Miller

IV. Closed Session (if required, in compliance with Utah Code)

V. Adjourn

Next Board Meeting:

Next Board meeting, September 9, 2014; at 1:00 p.m., in the Southwest Applied Technology College Board Room.

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS

In compliance with the American's with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Dana Miller at (435) 586-2899 three days prior to the meeting.

Directors may participate in a Board of Directors meeting by means of electronic media.

James Mullenau distributed a draft program for Wednesday night's (June 11th) Student Recognition Ceremony.

II. Action Items:

B. FY 2015 Long Range Facilities Plan Approval

President Miller reviewed the Long Range Facilities and Campus Improvement Plan that includes priorities for the next five years.

Nick Dotson moved to approve the FY 2015 Long Range Facilities and Campus Improvement Plan. Brennan Wood seconded the motion. All were in favor. The motion carried.

C. Circle Four Farms FY 2015 Lease Renewal

Denny Heaton explained that the Circle Four Farms lease is for classroom and instructor office space at the On Board Training Farm for Pork Production and Herd Technician certificate program instructional use. The cost is \$3,175 annually for the full service lease, with payments made on a quarterly basis.

Harry Brown moved to approve the one-year Circle Four Farms full-service lease agreement for use of classroom and office space for the Pork Production and Herd Technician certificate programs. Michelle Jorgenson seconded the motion. All were in favor. The motion carried.

D. Program and Certificate Approvals

Debbie Drake explained that the Medical Office Assistant Certificate was not offered last year due to low program completion and placement rates. In order for the students to gain the skills required for employment in doctor offices, a new 910-hour Medical Office Administration Certificate of Completion was developed. Debbie explained that the Medical Office Administration and Medical Clinical Assistant certificates will cover the essential topics in two shorter programs.

Denny Heaton introduced the 160-hour Structural Assembler Certificate of Proficiency designed with significant input from MSC Aerospace. Forty-five technicians will be hired at MSC Aerospace by the end of the year and up to 200 more during the next two years. Students will attend the program 40 hours per week for four consecutive weeks.

Harry Brown moved to approve the Medical Office Assistant program and Certificate of Completion and the Structural Assembler Certificate of Proficiency. Brennan Wood seconded the motion. All were in favor. The motion carried.

E. FY 2015 Online Electrical Apprenticeship Course Fee Revision

Denny Heaton explained the online option (through IEC of Utah) for students who cannot attend the physical classroom or who begin the Electrical Apprenticeship courses and must travel out of the area due to their employment. For FY 2015, IEC has increased their cost to the SWATC by \$25 per course. It is proposed to increase the student cost for the online courses by the same amount. Each online course would cost \$425 (tuition \$141.75, fees \$283.25). The Board asked questions and discussed the online training.



Southwest Applied Technology College

A UCAT Campus
510 W 800 S, Cedar City, Utah 84720
586-2899



Curriculum Evaluation		Medical Office Administration		
Certificate - CER (Catalog Year: 2015, Required Hours: 910)				
Core (910 hours required)				
Medical Office Administration (910 hours required)		Hours	Modules	Prerequisite Course Number(s)
BTEC 1112	Computer Literacy	60.00	4	
BTEC 2000	Keyboarding/Calculator	30.00	2	
BTEC 2200	Office Fundamentals I	30.00	2	
BTEC 2210	Office Fundamentals II	60.00	4	
BTEC 3100	Professionalism (Softskills)	30.00	2	
HCIT 1010	Medical Business Operations I	30.00	4	
MEDA 1101	Foundations for Medical Assistant I	1.00	1	
MEDA 1102	Foundations for Medical Assistant II	1.00	1	MEDA 1101, SWFA 0002, SWHP 1005
MEDA 1105	Medical Terminology	60.00	14	
MEDA 1200	Medical Law and Ethics	30.00	5	
MEDA 1305	Psychology & Workplace Relations	60.00	4	
MEDA 2221	Medical Math I	30.00	4	
MEDA 2250	Electronic Health Records	30.00	10	MEDO 1400
MEDA 4015	EDC MA I	30.00	10	MEDA 2250, MEDO 1535
MEDC 1500	Medical Billing	60.00	8	MEDO 1510, MEDC 1505
MEDC 1505	Medical Coding	90.00	13	MEDA 1105, BTEC 1112
MEDO 1400	Medical Office Adminstration	60.00	8	BTEC 1112
MEDO 1405	Introduction to Medical Office Administration	30.00	5	
MEDO 1510	Medical Office Administrative Procedures II	60.00	4	MEDA 2221
MEDO 1535	Health Information Management	30.00	5	MEDO 1400
SWAP 2001	Anatomy/Physiology & Lab Procedures	60.00	20	
SWATC 1000A	Student Success	30.00	6	
SWATC 1000P	Student Success	30.00	6	
SWFA 0002	Community First Aid	3.00	1	
SWHP 1005	Health Care Provider - CPR (5)	5.00	1	

EMPLOYERS' VERIFICATION STATEMENTDate 6.25.14

We have evaluated the objectives for the Medical Office Administration program and recommended requirements for: admissions, program content, program length, program objectives, competency tests, instructional materials, equipment, method of evaluation, and the skill level and/or proficiency required for completion and appropriateness of the delivery mode.

The verifiable range of remuneration that can reasonably be expected by completers who enter this field upon completion of the program is:

From \$ 27,000 annually to \$ 34,000 annually
(Based on year-round, full-time employment)

EMPLOYER #1

Name Leslie Winn Title Office Manager
Company Name Color Country Pediatrics
Address 55 E. Canyon Commercial Ave.
Signature Leslie Winn Date 6.25.14

EMPLOYER #2

Name Suzanne Stewart Title Office Mgr / Admin Assist.
Company Name Cedar Dermatology
Address 166 W 1325 N #250 CC 84721
Signature Suzanne Stewart Date 7/20/14

EMPLOYER #3

Name Bob Tingey Title Administrator
Company Name Cedar Ridge Family Medicine
Address 110 W. 1325 N., #200, Cedar City, UT 84721
Signature Bob Tingey Date 7/28/14

(April 2014)

MEMORANDUM

TO: MEMBERS OF THE BOARD

FROM: Collette R. Mercier
President

DATE: September 10, 2014

RE: Non-Destructive Inspection Certificate of Completion

Background

At the February 27, 2014 Board of Directors meeting, the Board approved a 40-hour Non-Destructive Inspection Skills Upgrade certificate. This enabled us to begin offering some individual courses to workers currently employed in the NDI field.

The college remodeled available lab space, purchased equipment, and began training incumbent workers in April. The plan was to provide upgrade training part-time while developing courses needed for an entry-level certificate. All the required course have been developed and the college is now ready to offer a NDI certificate of completion.

Program Description

This 810-hour Non-Destructive Inspection certificate includes courses on non-destructive inspection to provide students the opportunity to gain knowledge of inspection and testing methods for a variety of materials and products. Students will learn theory and application as it pertains to detecting flaws, contamination or defects without causing damage to products and parts being tested. Coursework on NDI methods include ultrasound, magnetic-particle, penetrant testing, radiography, and electromagnetic testing, which were the training areas identified as most needed by local employers during a June 27, 2014 meeting at the college.

Role and Mission Fit

The Utah College of Applied Technology's mission "is to provide...market-driven career and technical education...which meets the demand by Utah employers for technically skilled workers...through competency-based education and training programs." The development of the OWATC Non-Destructive Inspection certificate falls squarely within this mission. A need for this training has been identified and supported by area employers.

Faculty

Instructors are required to have a minimum of six years of a combination of education and industry experience in a related field. The instructors in the Non-Destructive Inspection

program greatly exceed the minimum requirements with each having over 30 years of experience in the field.

Program Need/Market Demand

NDI technicians are in high demand in industries such as aerospace, composites and manufacturing. There is currently a projected growth of 30 percent by 2022 for NDI jobs (source: monster.com). O*NET OnLine, an occupational data and career exploration website, lists non-destructive inspection technicians as a “bright outlook occupation” due to its emergence in a high growth industry.

The demand for this program comes from local industry’s need for cost effective testing of increasingly high tech materials for flaws, contamination or defects which may cause product failures. The program goals are to develop solid workplace skills that will prepare students for employment. Potential employment sites for graduates include Barnes Aerospace, Boeing, ATK, Williams International and Hill AFB.

Student Demand

We expect strong student demand due to the industry needs and competitive salaries. The median salary for non-destructive inspection technicians in the Ogden-Clearfield area is \$21/hour (source: salary.com). Fifteen students have enrolled in the NDI courses offered on the skills upgrade certificate, and more have expressed interest in enrolling in the entry-level certificate when it becomes available. The college will seek federal financial aid eligibility for the program which will provide more students the opportunity to enroll.

Budget Requirements

The program will be funded from existing program budgets.

Resource Availability

All necessary resources are available to offer this certificate.

Similar Programs Already Offered in the USHE

Salt Lake Community College offers degrees and certificates in Non-Destructive Inspection.

The certificate outline is attached. Board approval of this certificate is requested.

/jrt

Ogden-Weber Applied Technology College

A UCAT Campus

Non-Destructive Inspection

09/02/2014 to 06/30/2015

Advisor: John Cope

Program Director: Curtis Nielsen

Total Hours for Certificate:

810

Course No.	Course Title	Hours	Prerequisites
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Required Courses 810 hours

MATH1000	Math I	60	None
BTEC1107	Introduction to Computers	30	None
WKSK1500	Job Seeking Skills	30	None
NDIT1000	Intro to Nondestructive Testing	40	None
NDIT1100	Blue Print Reading	30	None
NDIT1150	Industrial Safety and Health	30	None
MATH1400	NDI Math	90	Math I
NDIT1175	Intro to Material Properties	40	None
COMP1006	Fundamentals of Composites	60	None
NDIT1200	Radiation Safety	40	Instructor Approval
NDIT1300	Ultrasound I	90	Instructor Approval
NDIT1400	Radiography I	90	Instructor Approval
NDIT1700	Electromagnetic Testing I	90	Instructor Approval
NDIT1800	Magnetic Particle Testing I	45	Instructor Approval
NDIT1900	Penetrant Testing I	45	Instructor Approval

CIP: 15.0702

UTAH COLLEGE OF APPLIED TECHNOLOGY

PROGRAM AND PROGRAM CHANGE APPROVAL TEMPLATE

PROGRAM INFORMATION

Campus: Davis Applied Technology College

Program Title

Emergency Services

Program Length

665 Hours

Program CIP Code

42.0203 Fire Science/Firefighting

Approvals

- **Campus Instructional Officer:** June 19, 2014
- **Campus Board of Directors:** June 19, 2014
- **UCAT President:** Pending

Program Description

The Emergency Services program provides students with an opportunity to earn the following certifications through the Bureau of Emergency Medical Services of Utah: Emergency Medical Technician and Advanced Emergency Medical Technician. DATC is accredited by the Utah Fire and Rescue Academy to teach the following certifications: Hazardous Materials Awareness, Hazardous Materials Operations, Firefighter I, and Firefighter II. Through partnerships with Layton City Fire Department, Davis Hospital, Lakeview Hospital, North Davis Fire District, and South Davis Community Hospital, the DATC is able to provide the highest level of training and clinical experience to our students.

Certificate Titles and Lengths

Certificate of Program Completion

Emergency Services (665 hours)

Program Certificates

Emergency Medical Technician-Basic (144 hours)

Emergency Medical Technician-Advanced (142 hours)

Hazardous Materials (76 hours)

Firefighter (303 hours)

Emergency Services Program Requirements

Course Number	Course Title	Hours
Emergency Medical Technician-Basic (144 hours required)		
EMST 0002	Emergency Services Orientation	0
EMST 1001	Emergency Medical Technician-Basic	136
EMST 1005	Hazardous Materials First Responder	8
Emergency Medical Technician-Advanced (142 hours)		
EMST 1016	Emergency Medical Technician-Advanced	142
Hazardous Materials (76 hours)		
FIRE 1023	Hazardous Materials Awareness	24
FIRE 1024	Hazardous Materials Operations	52
Firefighter (303 hours)		
FIRE 1011	Introduction to Fire Science	45
FIRE 1010	Firefighter I	462
FIRE 1015	Firefighter II	66
WKSJ 1500	Job Seeking Skills	30
TOTAL		665

PROGRAM JUSTIFICATION & EMPLOYER SUPPORT

Emergency Services

Market Demand/Need

The proposed program does not represent a new offering but the consolidation of the existing Emergency Medical Technician-Basic, Emergency Medical Technician-Advanced and Firefighter programs currently approved by UCAT and the Council on Occupational Education (COE). All three programs exceed completion and placement benchmarks required by the COE.

The Bureau of Labor Statistics Occupational Outlook Handbook for Emergency Medical Technicians¹ shows a 23% increase in employment for these jobs between 2012 and 2022, a shift from 239,100 employees nationally to 294,000. This is consistent with state and regional data provided by the Utah Department of Workforce Services, which shows statewide growth of 150 positions per year for Emergency Medical Technicians with ten of those in Davis and Morgan Counties. The DWS report notes, "This occupation is expected to experience faster than average employment growth with a high volume of annual job openings. Business expansion, as opposed to the need for replacements, will provide the majority of job openings in the coming decade."²

While the figures for Firefighters aren't as dramatic, they show a healthy job market with continued growth. The Bureau of Labor Statistics report for Firefighters³ anticipates 7% growth between 2012 and 2022. This represents an increase of 20,300 jobs nationwide. This projection represents 30 annual openings in Davis and Morgan Counties out of 140 openings across the state.⁴

The National Highway Traffic Safety Administration report Emergency Medical Services Workforce for the 21st Century: A National Assessment⁵, indicates the percentage of Americans over 65 will increase from 12.5% to 21% by 2050. The report indicates this "...population level shift is likely a fundamental indicator of increased demand for Emergency Medical Services." The report also indicates a general increase in population will require an increased number of Emergency Medical Services personnel to maintain an appropriate ratio of service providers-to-population. Both factors are significant in Davis and Morgan Counties. Davis County has shown sustained population growth of 28.24% since 2006. Starting with a current population of 306,479, the projections suggest population of nearly 350,000 by

¹ Bureau of Labor Statistics, U.S. Department of Labor. (2012) *Occupational Outlook Handbook: EMTs and Paramedics*.

² Utah Department of Workforce Services, (2014) *Occupational Information Data Viewer (Emergency Medical Technicians and Paramedics)*. Retrieved from <http://jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do>

³ Bureau of Labor Statistics, U.S. Department of Labor. (2012) *Occupational Outlook Handbook: Firefighters*.

⁴ Utah Department of Workforce Services, (2014) *Occupational Information Data Viewer (Firefighters)*. Retrieved from <http://jobs.utah.gov/jsp/wi/utalmis/gotoOccinfo.do>

⁵ United States of America. Department of Transportation. National Highway Traffic Safety Administration. *EMS Workforce for the 21st Century: A National Assessment*. By Susan A. Chapman, Vanessa Lindler, Jennifer A. Kaiser, Christine S. Nielson, Timothy Bates, and Laurie Hailer-O'Keefe. Department of Transportation, June 2008.

⁶ USA.com. (20142) *Davis County Population and Races*. Retrieved from <http://www.usa.com/davis-county-ut-population-and-races.htm>

UTAH COLLEGE OF APPLIED TECHNOLOGY

PROGRAM AND PROGRAM CHANGE APPROVAL TEMPLATE

PROGRAM INFORMATION

Campus: Davis Applied Technology College

Program Title

Plastic Injection Molding

Program Length

900 Hours

Program CIP Code

14.1801 Material Engineering

Approvals

- **Campus Instructional Officer:** April 17, 2014
- **Campus Board of Directors:** April 17, 2014
- **UCAT President:** Pending

Program Description

The Plastic Injection Molding Program will prepare students for entry-level employment in the injection molding industry. Students in this program will learn setup, basic function and operation of injection molding machines. Students will also demonstrate best practices using, maintaining, and troubleshooting injection molding machines. Advanced courses prepare students to optimize cycle times, recognize part defects and solve part problems on machines and ancillary equipment. Other topics covered include decoupled molding and injection molding. Students will learn equipment and personal safety on the production floor.

Certificate Titles and Lengths

Plastic Injection Molding (900 hours)

Certificate of Program Completion

Plastic Injection Molding Program Requirements

Course Number	Course Title	Hours
INJM 0000	Plastic Injection Molding Orientation	0
IAMT 1100	Industrial Safety	30
BTEC 1110	Computer Literacy	90
INJM XXXX	Math for Injection Mold Technicians	60
INJM XXXX	Basic Injection Molding Machine Operations	90
INJM XXXX	Practical Injection Molding	90
INJM XXXX	Injection Molding Operating Methods	60
INJM XXXX	Injected Molded Part Problems and Solutions	60
INJM XXXX	Electric Injection Molding Machine	30
INJM XXXX	Efficient Mold Setting	60
INJM XXXX	Understanding Materials for Profitable Molding	30
INJM XXXX	Hot Runner Molding Solutions	60
INJM XXXX	Plastic Drying Technology	30
INJM XXXX	Implementing Decoupled Molding	30
INJM XXXX	Injection Mold Machine Maintenance	30
INJM XXXX	Statistical Process Control for Plastic Processors	30
WKSJ 1400	Workplace Relations	60
INJM XXXX	Externship	60
TOTAL		900

PROGRAM JUSTIFICATION & EMPLOYER SUPPORT

Plastic Injection Molding

Market Demand/Need

The creation of the new plastic injection molding certificate is strategically aligned to meet the needs of two industries identified as targeted economic clusters by the Utah Governor's Office of Economic Development (GOED): Life Sciences and Advanced Manufacturing. The need for injection molding operators and maintenance technicians, both in medical device and industrial manufacturing, has been identified by GOED as a critical need for economic growth in these industries. Moreover, the existing shortage of qualified employees is compounded by several factors, including re-shoring. All indications are that the need will continue to grow.

The Utah medical device sector is dominated by manufacturing companies, comprising half of the Life Science cluster in Utah. A recent study conducted by Battelle for the state indicates an approximate 6% annual growth rate in medical devices manufactured in Utah since 2007.¹ This industry-driven study indicates the most significant need for talent in medical devices is in the manufacturing and regulatory industries. Battelle conducted nearly 100 interviews with industry partners and concluded injection molding represents one of the largest gaps in medical device manufacturing workforce needs. The Battelle report data indicated major medical device manufacturers in Utah hired 195 new employees for injection molding-based manufacturing from August 2010 to August 2012. They projected hiring 414 new employees for this type of work in Utah from August 2012 to August 2014. In fact, one of Utah's largest medical device manufacturer's has developed an "in house" training program to address the critical need for qualified molding employees. Another large Utah medical device company indicated the lack of manufacturing, specifically molding, talent has prohibited them from building a manufacturing facility in Utah.

Labor Market Information gathered from the DWS for occupations that align with molding, molding-related occupations, and business and managerial skills sought by industry, supports the demand identified in the both the Life Sciences and Advanced Manufacturing cluster reports resulting from the UCAP process. The current Utah Labor Market Information data demonstrates there are 365 annual job openings for molding technicians and related jobs with an average annual growth of 1.8%.

¹ Battelle. (2012). Accelerating Utah's Life Sciences Industry. Columbus, OH: Retrieved from <https://secure.utah.gov/ustar-admin/documents/213.pdf>

Certificate Name: Welding Technician I

Certificate Type: Certificate of Proficiency

Program Length: 265 Hours

Program Objective:

The program provides high school and adult students with a quality program that engages them in learning basics of welding with emphasis on safety, oxyacetylene cutting and MIG welding so that the student can repair farm implements, or set up a home hobby shop and have enough experience to perform basic repairs and do the projects safely.

The program provides a seamless transition for students who want to learn the basic program and then transition into the advanced welding programs offered by TATC.



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 435-248-1800



Certificate Syllabus

Welding Technician I

Certificate (Catalog Year: 2015)

TATC Core (265 hours required)	Hours	Modules
<i>Welding Technician I (265 hours required)</i>	Hours	
Introduction and Safety (WELD1501)	15.00	
Introduction to Welding Part 1 (1)	5.00	
Introduction to Welding Part II (2)	5.00	
Welding Safety (3)	5.00	
Welding, Oxyfuel and Plasma Cutting (WELD1502)	45.00	
Oxyfuel Safety, Setup, and Operation (1)	10.00	
Flame Cutting (2)	7.00	
Plasma Arc Cutting (3)	5.00	
Carbon Arc Cutting (4)	5.00	
Oxyfuel Gases and Filler Metals (5)	5.00	
Oxyfuel Welding (6)	10.00	
Soldering, Brazing and Braze Welding (7)	3.00	
Shielded Metal Arc Welding I (Stick Welding) (WELD1503)	45.00	
SMAW Equipment (1)	5.00	
SMAW Welding of Plate in Flat Position, Stringer Beads and Pad (2)	40.00	
Gas Metal Arc Welding (Mig Welding) (WELD1504)	160.00	
GMAW Equipment (1)	5.00	
GMAW Part 1, 3 Pass T-Fillets (2 F) (2)	15.00	
GMAW 3 Pass T-Fillets (3 F) (3)	20.00	
GMAW 3 Pass T-Fillets (4 F) (4)	15.00	
GMAW Groove Weld with Backing (1 G) (5)	20.00	
GMAW Groove Weld with Backing (2 G) (6)	20.00	
GMAW Groove Weld with Backing (3 G) (7)	20.00	
GMAW Open Groove Weld (1 G) (8)	15.00	
GMAW Open Groove Weld (2 G) (9)	15.00	
GMAW Open Groove Weld (3 G) (10)	15.00	

Certificate Name: Welding Technician II

Certificate Type: Certificate of Proficiency

Program Length: 970 Hours

Program Objective:

The Welding Technician II program focusses on broadening the student's technical skills and professional communication. Students will learn more advanced welding techniques and master stick welding, dual shield welding and TIG welding. In addition, shop math and blueprint interpretation will be introduced and perfected throughout the program. Students will also demonstrate effective communication skills, learning how to interact with supervisors, co-workers and customers.



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Certificate Syllabus

Welding Technician II

Certificate 1 Year (Catalog Year: 2015)

TATC Core (970 hours required)	Hours	Modules
Welding Technician II (970 hours required)	Hours	
Introduction and Safety (WELD1501)	15.00	
Introduction to Welding Part I (1)	5.00	
Introduction to Welding Part II (2)	5.00	
Welding Safety (3)	5.00	
Welding, Oxyfuel and Plasma Cutting (WELD1502)	45.00	
Oxyfuel Safety, Setup, and Operation (1)	10.00	
Flame Cutting (2)	7.00	
Plasma Arc Cutting (3)	5.00	
Carbon Arc Cutting (4)	5.00	
Oxyfuel Gases and Filler Metals (5)	5.00	
Oxyfuel Welding (6)	10.00	
Soldering, Brazing and Braze Welding (7)	3.00	
Shielded Metal Arc Welding I (Stick Welding) (WELD1503)	45.00	
SMAW Equipment (1)	5.00	
SMAW Welding of Plate in Flat Position, Stringer Beads and Pad (2)	40.00	
Gas Metal Arc Welding (Mig Welding) (WELD1504)	160.00	
GMAW Equipment (1)	5.00	
GMAW Part 1, 3 Pass T-Fillets (2 F) (2)	15.00	
GMAW 3 Pass T-Fillets (3 F) (3)	20.00	
GMAW 3 Pass T-Fillets (4 F) (4)	15.00	
GMAW Groove Weld with Backing (1 G) (5)	20.00	
GMAW Groove Weld with Backing (2 G) (6)	20.00	
GMAW Groove Weld with Backing (3 G) (7)	20.00	
GMAW Open Groove Weld (1 G) (8)	15.00	
GMAW Open Groove Weld (2 G) (9)	15.00	
GMAW Open Groove Weld (3 G) (10)	15.00	
Blueprint Reading (WELD1505)	60.00	
Blueprint Lines, Views, & Dimensions (1)	15.00	
Materials, Shapes, & Views (2)	33.00	
Weldments (3)	12.00	
Shop Math (WELD1506)	90.00	
Fractions & Decimals (1)	10.00	
Linear Measurement (2)	10.00	
Averages, Percentages, Costs & Wages (3)	10.00	
Geometry (4)	10.00	
Equations (5)	10.00	
Ratio and Proportion (6)	10.00	
Perimeter (7)	10.00	
Area Measurement (8)	10.00	

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Volume Measure (9)	10.00	
Shielded Metal Arc Welding II (WELD1507)	280.00	
E7018 3 Pass T-Fillets (2F) (1)	20.00	
E7018 3 Pass T-Fillets (3F) (2)	20.00	
E7018 3 Pass T-Fillets (4F) (3)	20.00	
E6010 3 Pass T-Fillets (2F) (4)	20.00	
E6010 3 Pass T-Fillets (3F) (5)	20.00	
E6010 3 Pass T-Fillets (4F) (6)	20.00	
E7018 Groove Welding w/Backing (1G) (7)	20.00	
E7018 Groove Welding w/Backing (2G) (8)	20.00	
E7018 Groove Welding w/Backing (3G) (9)	20.00	
E7018 Groove Welding w/Backing (4G) (10)	20.00	
E6010 Groove Welding w/o Backing (1G) (11)	20.00	
E6010 Groove Welding w/o Backing (2G) (12)	20.00	
E6010 Groove Welding w/o Backing (3G) (13)	20.00	
E6010 Groove Welding w/o Backing (4G) (14)	20.00	
Flux-cored Arc Welding (Dual Shield Welding) (WELD1508)	80.00	
Flux Cored Arc Welding Equipment (1)	2.00	
Flux Cored Arc Welding (2)	3.00	
Flux Cored Arc Welding 3 Pass T-Fillet (2 F) (3)	10.00	
Flux Cored Arc Welding 3 Pass T-Fillet (3 F) (4)	10.00	
Flux Cored Arc Welding 3 Pass T-Fillet (4 F) (5)	10.00	
Flux Cored Arc Groove Welding w/Backing (1 G) (6)	15.00	
Flux Cored Arc Groove Welding w/Backing (2 G) (7)	15.00	
Flux Cored Arc Groove Welding w/Backing (3 G) (8)	15.00	
Gas Tungsten Arc Welding (Tig Welding) (WELD1509)	175.00	
Gas Tungsten Arc Welding Equipment (1)	5.00	
Gas Tungsten Arc Welding Stringers on Flat Plate (2)	10.00	
Gas Tungsten Arc Welding 3 Pass T-Fillets (2 F) (3)	20.00	
Gas Tungsten Arc Welding 3 Pass T-Fillets (3 F) (4)	20.00	
Gas Tungsten Arc Welding 3 Pass T-Fillets (4 F) (5)	20.00	
Gas Tungsten Arc Groove Weld w/Backing (1 G) (6)	10.00	
Gas Tungsten Arc Groove Weld w/Backing (2 G) (7)	15.00	
Gas Tungsten Arc Groove Weld w/Backing (3 G) (8)	15.00	
Gas Tungsten Arc Open Groove Weld (1 G) (9)	20.00	
Gas Tungsten Arc Open Groove Weld (2 G) (10)	20.00	
Gas Tungsten Arc Open Groove Weld (3 G) (11)	20.00	



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Certificate Syllabus

Welding Technician III

Certificate 1 Year (Catalog Year: 2015)

TATC Core (1225 hours required)	Hours	Modules
Welding Technician III (1225 hours required)	Hours	
Introduction and Safety (WELD1501)	15.00	
Introduction to Welding Part I (1)	5.00	
Introduction to Welding Part II (2)	5.00	
Welding Safety (3)	5.00	
Welding, Oxyfuel and Plasma Cutting (WELD1502)	45.00	
Oxyfuel Safety, Setup, and Operation (1)	10.00	
Flame Cutting (2)	7.00	
Plasma Arc Cutting (3)	5.00	
Carbon Arc Cutting (4)	5.00	
Oxyfuel Gases and Filler Metals (5)	5.00	
Oxyfuel Welding (6)	10.00	
Soldering, Brazing and Braze Welding (7)	3.00	
Shielded Metal Arc Welding I (Stick Welding) (WELD1503)	45.00	
SMAW Equipment (1)	5.00	
SMAW Welding of Plate in Flat Position, Stringer Beads and Pad (2)	40.00	
Gas Metal Arc Welding (Mig Welding) (WELD1504)	160.00	
GMAW Equipment (1)	5.00	
GMAW Part 1, 3 Pass T-Fillets (2 F) (2)	15.00	
GMAW 3 Pass T-Fillets (3 F) (3)	20.00	
GMAW 3 Pass T-Fillets (4 F) (4)	15.00	
GMAW Groove Weld with Backing (1 G) (5)	20.00	
GMAW Groove Weld with Backing (2 G) (6)	20.00	
GMAW Groove Weld with Backing (3 G) (7)	20.00	
GMAW Open Groove Weld (1 G) (8)	15.00	
GMAW Open Groove Weld (2 G) (9)	15.00	
GMAW Open Groove Weld (3 G) (10)	15.00	
Blueprint Reading (WELD1505)	60.00	
Blueprint Lines, Views, & Dimensions (1)	15.00	
Materials, Shapes, & Views (2)	33.00	
Weldments (3)	12.00	
Shop Math (WELD1506)	90.00	
Fractions & Decimals (1)	10.00	
Linear Measurement (2)	10.00	
Averages, Percentages, Costs & Wages (3)	10.00	
Geometry (4)	10.00	
Equations (5)	10.00	
Ratio and Proportion (6)	10.00	
Perimeter (7)	10.00	
Area Measurement (8)	10.00	

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Volume Measure (9)	10.00	
Shielded Metal Arc Welding II (WELD1507)	280.00	
E7018 3 Pass T-Fillets (2F) (1)	20.00	
E7018 3 Pass T-Fillets (3F) (2)	20.00	
E7018 3 Pass T-Fillets (4F) (3)	20.00	
E6010 3 Pass T-Fillets (2F) (4)	20.00	
E6010 3 Pass T-Fillets (3F) (5)	20.00	
E6010 3 Pass T-Fillets (4F) (6)	20.00	
E7018 Groove Welding w/Backing (1G) (7)	20.00	
E7018 Groove Welding w/Backing (2G) (8)	20.00	
E7018 Groove Welding w/Backing (3G) (9)	20.00	
E7018 Groove Welding w/Backing (4G) (10)	20.00	
E6010 Groove Welding w/o Backing (1G) (11)	20.00	
E6010 Groove Welding w/o Backing (2G) (12)	20.00	
E6010 Groove Welding w/o Backing (3G) (13)	20.00	
E6010 Groove Welding w/o Backing (4G) (14)	20.00	
Flux-cored Arc Welding (Dual Shield Welding) (WELD1508)	80.00	
Flux Cored Arc Welding Equipment (1)	2.00	
Flux Cored Arc Welding (2)	3.00	
Flux Cored Arc Welding 3 Pass T-Fillet (2 F) (3)	10.00	
Flux Cored Arc Welding 3 Pass T-Fillet (3 F) (4)	10.00	
Flux Cored Arc Welding 3 Pass T-Fillet (4 F) (5)	10.00	
Flux Cored Arc Groove Welding w/Backing (1 G) (6)	15.00	
Flux Cored Arc Groove Welding w/Backing (2 G) (7)	15.00	
Flux Cored Arc Groove Welding w/Backing (3 G) (8)	15.00	
Gas Tungsten Arc Welding (Tig Welding) (WELD1509)	175.00	
Gas Tungsten Arc Welding Equipment (1)	5.00	
Gas Tungsten Arc Welding Stringers on Flat Plate (2)	10.00	
Gas Tungsten Arc Welding 3 Pass T-Fillets (2 F) (3)	20.00	
Gas Tungsten Arc Welding 3 Pass T-Fillets (3 F) (4)	20.00	
Gas Tungsten Arc Welding 3 Pass T-Fillets (4 F) (5)	20.00	
Gas Tungsten Arc Groove Weld w/Backing (1 G) (6)	10.00	
Gas Tungsten Arc Groove Weld w/Backing (2 G) (7)	15.00	
Gas Tungsten Arc Groove Weld w/Backing (3 G) (8)	15.00	
Gas Tungsten Arc Open Groove Weld (1 G) (9)	20.00	
Gas Tungsten Arc Open Groove Weld (2 G) (10)	20.00	
Gas Tungsten Arc Open Groove Weld (3 G) (11)	20.00	
Shielded Metal Arc Welding Pipe (WELD1510)	160.00	
SMAW of Pipe (1)	5.00	
SMAW Single V-Groove w/o Backing (1G) (2)	10.00	
SMAW Single V-Groove w/o Backing (2G) (3)	10.00	
SMAW Single V-Groove w/o Backing (3G) (4)	10.00	
SMAW Single V-Groove w/o Backing (4G) (5)	10.00	
SMAW 3 Pass Fillet, 2 F (6)	10.00	
SMAW Open Groove Pipe 2 G (7)	35.00	
SMAW Open Groove Pipe 5 G (8)	35.00	
SMAW Open Groove Pipe 6 G (9)	35.00	
Gas Tungsten Arc Welding Pipe (WELD1511)	95.00	
GTAW of Pipe (1)	5.00	
GTAW of Pipe Fillet Weld 2F (2)	6.00	
GTAW of Pipe Open Groove 2 G (3)	28.00	
GTAW of Pipe Open Groove 5 G (4)	28.00	

Mountainland Applied Technology College

UCAT Program Approval Application

Program Title: Automotive: Maintenance & Light Repair

Program Length: 600 Hours (Financial Aid Eligible)

Approvals:

- **Campus Instructional Officer:** 3/21/2014 Holly Peterson, VP Instruction
- **Board Approved:** October 15, 2014
- **UCAT President:** Pending

Program CIP Code: 47.0604

Program Description:

Automotive service technicians and mechanics, often called service technicians or service techs, inspect, maintain, and repair cars and light trucks. Service technicians work on traditional mechanical components, such as engines, transmissions, belts, and hoses. However, they must also be familiar with a growing number of electronic systems. Braking, transmission, and steering systems, for example, are controlled primarily by computers and electronic components.

Maintenance and Light Repair gives students a solid foundation in a variety of areas within the automotive industry including: Shop and Personal Safety, Engine Repair, Automatic Transmission and Transaxle, Manual Drive Train and Axles, Suspension and Steering Systems, Brakes, Electrical Systems, Heating and Air conditioning, Engine Performance, and Customer Service and Professionalism.

MATC is adding this program to better line up with the new ASE student certifications. The jobs it prepares students for are the most common entry level service technician positions. Employer Advisory Members have advocated for the addition of this program because it better prepares students to do a broad range of the basic mechanic duties most needed for entry into local jobs.

Certificate Titles & Lengths:

- Program Certificate: *Automotive: Maintenance & Light Repair*
- There are no exit points below the program certificate for this program.

Course Descriptions: See Attached Program Sheet

Program Outline: See Attached Program Sheet

Market Demand/Need:

- Employer Advisory Minutes Attached
- The Department of Workforce Services (DWS) gives a four star rating for Automotive Service Technicians and Mechanics, with a good employment outlook and relatively high wages. Occupational Wages for Utah are \$12.39 for Inexperienced Hourly Employees. The Utah Median wage is \$16.38.
- 2013 Completion and Placement for Related MATC Automotive Programs:

	<u>American Fork</u>	<u>Spanish Fork</u>
<u>Completion:</u>		
Automotive Vehicle Performance	100%	80%
Automotive Engines	90%	100%
<u>Placement:</u>		
Automotive Vehicle Performance	75%	100%
Automotive Engines	78%	100%

Program Duplication:

Utah Valley University offers a similar Certificate of Completion in Automotive Technology, but it has met with limited success, only completing 6 students last year. MATC and UVU have always offered similar Automotive programs, with UVU working students toward degrees, and MATC towards certificates. High school students are in the majority in the MATC Automotive Program. There appears to be enough demand in the local economy to fill programs at both entities.

Employer Advisory Committee:

The Automotive program has an active employer advisory committee, comprised of local shop owners and service managers. The committee roster is attached, as well as minutes where the program was reviewed and approved.

Program Title:	Automotive: Maintenance and Light Repair
Program Location:	
American Fork	
Orem	
Spanish Fork	X
Thanksgiving Point	X
Wasatch - Heber City	
Program Times:	
American Fork	
Orem	
Spanish Fork	7:30 am - 10:30 am; 11:45 am - 2:45 pm
Thanksgiving Point	7:30 am - 10:00 am
Wasatch - Heber City	
Class Start/End Dates:	
American Fork	
Orem	
Spanish Fork	Aug. 19, 2015 - May 26, 2016
Thanksgiving Point	Aug. 19, 2015 - May 26, 2016
Wasatch - Heber City	
Instructors:	Spanish Fork: Glenn Cloward and Randy Carter; Thanksgiving Point: Scott Burton
Completion Time:	9 Months
Lecture Hours	160
Lab Hours	440
Externship Training	0
Pre-paid Leave Time	0
Total Hours:	600
Class Load Minimum:	10
Class Load Maximum:	20
Format:	Defined Entry/Defined Exit
Enrollment Available to:	High School Juniors, Seniors, and Adults
Categories for Northstar:	In Approval Process
Certification Outcomes:	MATC Program Certificate in Maintenance and Light Repair
	ASE Student Certification
Utah Median Wage:	Average Starting Wage \$25,770 Yearly (\$12.39 /hr.) = Entry Level Mechanic Wage
Federal Aid Available:	pending
VA Qualified:	pending
Current Tuition Rate Per Hour:	\$2.00
Application Fee:	\$40.00
Tuition:	\$1,200.00
Program fee:	\$360.00

Training Materials & Textbooks:	\$160.00		
Total Cost:	\$1,760.00		
Professional Overview:			
What Do People In This Field Do?			
Automotive service technicians and mechanics, often called service technicians or service techs, inspect, maintain, and repair cars and light trucks. Service technicians work on traditional mechanical components, such as engines, transmissions, belts, and hoses. However, they must also be familiar with a growing number of electronic systems. Braking, transmission, and steering systems, for example, are controlled primarily by computers and electronic components.			
Training Plan:			
What Will I Be Learning?			
Maintenance and Light Repair gives students a solid foundation in a variety of areas within the automotive industry including: Shp and Personal Safety, Engine Repair, Automatic Transmission and Transaxle, Manual Drive Train and Axles, Suspension and Steering Systems, Brakes, Electrical systems, Heating and Air conditioning, Engine Performance, and Customer Service and Professionalism.			
This program is 540 hours and will take approximately 9 months to complete.			
Courses :	Hours:		
	Lab	Lecture	Total
Engine Repair (ER) - General			
ER-Cylinder Head and Valve Train	15	4	19
ER-Lubrication and Cooling Systems	15	4	19
Sub-Total			38
Automatic Transmission and Transaxle (AT) - General			
AT - In-Vehicle Transmission/Transaxle	10	4	14
AT - Off-Vehicle Transmission/Transaxle	10	4	14
Sub-Total			28
Manual Drive Train and Axles (MD) - General			
MD - Clutch	4	2	6
MD - Transmission/Transaxle	6	2	8
MD - Drive Shaft, Half Shafts, Universal and CV Joints	4	2	6
MD - Differential Case Assembly	4	2	6
MD - Drive Axles	4	2	6
MD - Four Wheel Drive/All Wheel Drive	4	2	6
Sub-Total			38
Suspension and Steering Systems (SS) - General			
SS - Related Suspension and Steering Service	60	15	75
SS - Wheel Alignment	18	6	24
SS - Wheels and Tires	30	9	39
Sub-Total			138

Brakes (BR) - General			
BR - Hydraulic System	9	3	12
BR - Drum Brakes	10	3	13
BR - Disc Brakes	10	4	14
BR - Power-Assist Units	10	3	13
BR - Miscellaneous (Wheel Bearings, Parking Brakes, Electrical, Etc)	10	3	13
BR - Electronic Brakes and Traction and Stability Control Systems	10	3	13
Sub-Total			78
Electrical/Electronic Systems (EE) - General			
EE - Battery Services	6	2	8
EE - Starting System	2	8	10
EE - Charging System	2	8	10
EE - Lighting Systems	2	8	10
EE - Accessories	2	8	10
Sub-Total			48
Heating and Air Conditioning (AC) - General			
AC - Refrigeration System Components	2	8	10
AC - Heating, Ventilation, and Engine Cooling Systems	15	5	20
AC - Operating Systems and Related Controls	14	4	18
Sub-Total			48
Engine Performance (EP) - General			
EP - Computerized Engine Controls	10	5	15
EP - Fuel, Air Induction, and Exhaust Systems	20	8	28
EP - Emissions Control Systems	12	3	15
Sub-Total			58
Required Supplement Tasks (GT) - Shop and Personal Safety			
GT - Tools and Equipment	18	6	24
GT - Preparing Vehicle for Services	16	5	21
GT-Preparing Vehicle for Customer	16	5	21
Sub-Total			66
Open Lab Projects	60		60
Total			600
Textbooks & Resources:			
Supplies:	Item	Cost:	
Textbooks & Resources:	Text/Workbooks and Shop Workshirt	included in fees	
Safety Glasses		\$10.00	
Tool Kit	Detailed List Distributed on first day	\$150.00	

	Prices may vary depending upon tool	
ASE Student Certification Exams	Optional: this fee covers one year	\$30.00
Total		\$190.00
Pre-Requisites:		
As part of the admission process students are required to complete an Entrance Assessment. The assessment is free and takes approximately 1 hour to complete. You can take this assessment at anytime prior to registration. You only need to take this assessment once upon first registering at MATC. You do not need to retake it for each program. For additional information or to schedule, call the Testing Center at (801) 753-4110 or visit the MATC Testing Center page. (Career Ready 101)		
Student must have a valid driver's license.		
Students who begin the program in January will be required to take a two week Shop Safety course concurrently. This course will be held in the evenings beginning on the first day of the January start date. It will be offered two hours each night for 8 nights Monday-Thursday. More details will be available through the Student Services office.		
This program is available to high school juniors, seniors, and adults.		

Program Title:	Pharmacy Technician
Program Location:	
American Fork	
Orem	
Spanish Fork	X
Thanksgiving Point	X
Wasatch - Heber City	X
Program Times:	
American Fork	
Orem	
Spanish Fork	Fall: M - F 7:30 - 10:30 am
Thanksgiving Point	Fall: M -F, 7:30 - 10:30 am and 11:30-2:30 pm.
Wasatch - Heber City	TBD
Class Start/End Dates:	
American Fork	
Orem	
Spanish Fork	Fall: Aug. 25, 2015 - March 21, 2016; Externship March 21, 2016 - Varies
Thanksgiving Point	Fall: Aug. 25, 2015 - March 21, 2016; Externship March 21, 2016 - Varies
Wasatch - Heber City	TBD
Instructors:	Sandi Boren TGP, Sadie Torgersen SF, TBD Heber
Completion Time:	10-15 Months
Lecture Hours	
Lab Hours	400
Externship Training	200
Pre-paid Leave Time	0
Total Hours:	600
Class Load Minimum:	12
Class Load Maximum:	25
Format:	Defined Entry/Open Exit
Enrollment Available to:	Adults and High School Seniors
Categories for Northstar:	Pending COE Approval
Certification Outcomes:	MATC Program Certificate in Pharmacy Technician
Potential Industry Certifications:	Utah State Pharmacy Technician Licensure; PTCB or ExCPT National Certification.
Utah Median Wage:	\$32,567
Federal Aid Available:	Pending
VA Qualified:	Pending
Current Tuition Rate Per Hour:	\$2.00
Application Fee:	\$40.00
Tuition:	\$1,200.00
Program fee:	\$275.00
Training Materials & Textbooks:	\$556.65

Total Cost:		\$2,071.65		
Professional Overview:				
<p>What Do People In This Career Do?</p> <p>Pharmacy technicians help licensed pharmacists dispense prescription medication. They work under the supervision of pharmacists, who must review all prescriptions before they are given to patients. If a customer’s question is about the medication or health matters, the pharmacy technician arranges for the customer to speak with the pharmacist.</p> <p>Pharmacy technicians working in hospitals and other medical facilities prepare a greater variety of medications, such as intravenous medications. They may make rounds in the hospital, giving medications to patients.</p> <p>Pharmacy technicians typically do the following:</p> <ul style="list-style-type: none">• Count and measure amounts of medication for prescriptions• Compound or mix medications, such as preparing ointments• Package and label prescriptions• Accept payment for prescriptions and process insurance claims• Help with office work, such as answering phone calls from customers				
Training Plan:				
<p>The Pharmacy Technician Program consists of two parts:</p> <p>Students will learn how to assist the pharmacist in a simulated retail or hospital setting. Training will include:</p> <ul style="list-style-type: none">inventory, ordering, labeling, storing, distributing medicinesworking with the patient recordsbilling informationgathering information for the pharmacistdistribution of printed information to the patient <p>Part 1, Class and Lab Training (400 hours)</p> <p>Students who successfully complete this training must have a high school diploma or GED to qualify to take the national exam. After passing the national exam, students may apply to become a licensed Pharmacy Technician in the State of Utah. Students must complete the license application process with the State of Utah within two years (24 months) of the program start date.</p> <p>Part 2, Pharmacy Technician Externship Training (200 hours)</p> <p>The state of Utah requires a 200 hour externship to earn a Pharmacy Technician Licensure. This part of the program allows the student to go to an on-site pharmacy setting, where they observe and assist in the daily tasks with the pharmacist in a retail or hospital pharmacy. Students will be responsible to arrange their own externship site in coordination with the program instructor. Adult students must complete and pass a background check and drug screen before beginning the externship.</p>				
Courses :		Hours:		
		Lab	Lecture	Total
Pharmacology				0
Pharmacy Practice				0
Pharmacy Calculations				0
Pharmaceutical Terminology				0
Pharmacy Computers				0

Drug names and Classifications			0
Over The Counter Medications			0
Pharmacy Laws and Regulations			0
			0
			0
Externship Training	200		200
	400		400
			0
			0
Total			600

Textbooks & Resources:

Supplies:	Item	Cost:
Text/Workbooks		
The Pharmacy Practice (5th Edition)		\$81.95
Pharmacy Calculations (5th Edition)		\$67.15
Pharmacology for Technicians (5th Ed.)		\$87.55
Background Sheck & Drug Screen		\$41.00
Additional License & Testing Fees:		
Pharmacy Technician Trainee License Fee	Paid to DOPL	\$50.00
Utah State License Application Fee		\$100.00
National Exam		\$129.00
Total		\$556.65

Pre-Requisites:

As part of the admission process students are required to complete an Entrance Assessment. The assessment is Effective July 1, 2014, Utah law requires that a student working in a pharmacy as part of a pharmacy technician Students must complete and pass a drug screen and background check. Students having any drug related

Students must be graduated from high school or have a GED to take the national exam. Students must pass the

This is on the rest of what is on the Potential Outcomes Tab:

Note: MATC certification is not granted upon class time completion only. Students must also complete all externship training to receive MATC Certification of Proficiency. If a high school student does not finish externship hours prior to graduation, tuition will be charged for the remaining hours. Students will have **24** months, from the first day that the program starts, to finish all program and externship hours in order to take the National Exam. (PTCB or ExCPT) Students will have six months upon completion of their externship to get their license.

National exams are not held by or at the MATC, and fees/cost are separate from MATC tuition and fees.

Utah State requires students to have a high school diploma or GED in order to take the National exam. Classroom instruction for the class will take one semester. (Externship time is the equivalent of one quarter's work, but can be scheduled outside of the regular school day hours.) Externship hours must be completed in full, to receive high school credit.

It is very important that high school students discuss and clear the credit hours with their counselor, so that it does not have a negative affect on credits for high school graduation.

*Completing a program does not guarantee the student will receive an MATC Certificate, a state/national licensure, an industry certification, or employment. In order to receive an MATC certificate students must demonstrate all competencies. State/national licensure or industry certifications are required for employment in some occupations and it is the responsibility of the student to obtain them.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

15 January 2015

ITEM: III. Q

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 Dec 31, 2014 as well as check and credit card registers for Sep - Dec 2014.

FISCAL IMPACT

N/A

RECOMMENDATIONS

Information/discussion only

Attachments:

Check register

Credit Card Transaction Report

Budget progress report



Utah College of Applied Technology
Check Register
September through December 2014

Type	Date	Num	Name	Amount
Bill Pmt -Check	09/18/2014	10757	Automated Business Products	-25.43
Bill Pmt -Check	09/18/2014	10758	BH Development, LC	-1,515.00
Bill Pmt -Check	09/18/2014	10759	DATC	-500.00
Bill Pmt -Check	09/18/2014	10760	Fluid Studio	-25,000.00
Bill Pmt -Check	09/18/2014	10761	Fuelman	-1,298.29
Bill Pmt -Check	09/18/2014	10762	Jared Haines	-57.00
Bill Pmt -Check	09/18/2014	10763	MATC	-172,140.47
Bill Pmt -Check	09/18/2014	10764	Salt Lake Chamber	-10,000.00
Bill Pmt -Check	09/18/2014	10765	Stephanie Rikard	-112.00
Bill Pmt -Check	09/18/2014	10766	Zachary Barrus	-42.00
Bill Pmt -Check	09/19/2014	10767	Kristin Smith	-19.33
Bill Pmt -Check	09/19/2014	10768	Michael Madsen	-293.72
Bill Pmt -Check	09/19/2014	10769	Richard Tranter	-13.02
Bill Pmt -Check	09/19/2014	10770	Steve Moore	-163.98
Bill Pmt -Check	09/19/2014	10771	Tom Bingham	-19.95
Bill Pmt -Check	09/19/2014	10772	Mark Dennis	-135.58
Bill Pmt -Check	10/08/2014	10773	Lehi Police Department	-750.00
Bill Pmt -Check	10/17/2014	10774	Automated Business Products	-98.15
Bill Pmt -Check	10/17/2014	10775	BATC	-205,097.83
Bill Pmt -Check	10/17/2014	10776	BH Development, LC	-1,040.00
Bill Pmt -Check	10/17/2014	10777	Carr Printing	-805.00
Bill Pmt -Check	10/17/2014	10778	Dana Miller	-436.42
Bill Pmt -Check	10/17/2014	10779	DATC	-143,025.00
Bill Pmt -Check	10/17/2014	10780	DXATC	-84,875.00
Bill Pmt -Check	10/17/2014	10781	Fluid Studio	-50,000.00
Bill Pmt -Check	10/17/2014	10782	Fuelman	-816.98
Bill Pmt -Check	10/17/2014	10783	HA YES! Graphic Design	-2,700.00
Bill Pmt -Check	10/17/2014	10784	MATC	-127,434.25
Bill Pmt -Check	10/17/2014	10785	OWATC	-144,825.00
Bill Pmt -Check	10/17/2014	10786	Snow College	-66,100.00
Bill Pmt -Check	10/17/2014	10787	SWATC	-84,875.00
Bill Pmt -Check	10/17/2014	10788	TATC	-69,075.00
Bill Pmt -Check	10/17/2014	10789	UBATC	-111,575.00
Bill Pmt -Check	10/17/2014	10790	USU Eastern	-56,250.00
Bill Pmt -Check	10/17/2014	10791	Veterans Support Center	-500.00
Bill Pmt -Check	11/04/2014	10792	Council on Occupational Education	-600.00
Bill Pmt -Check	11/04/2014	10793	IC Group	-264.00
Bill Pmt -Check	11/04/2014	10794	Jordan Rushton	-180.14
Bill Pmt -Check	11/04/2014	10795	Stephanie Rikard	-63.60
Bill Pmt -Check	11/04/2014	10796	Utah Division Of Risk Management	-1,526.43
Bill Pmt -Check	11/04/2014	10797	UWHEN	-1,000.00
Bill Pmt -Check	11/26/2014	10798	Automated Business Products	-170.59
Bill Pmt -Check	11/26/2014	10799	Fuelman	-831.55
Bill Pmt -Check	11/26/2014	10800	IC Group	-1,094.17
Bill Pmt -Check	11/26/2014	10801	Jared Haines	-178.00
Bill Pmt -Check	11/26/2014	10802	Lorenzo Day	-325.00
Bill Pmt -Check	11/26/2014	10803	UEN	-1,403.22
Bill Pmt -Check	11/26/2014	10804	Utah Business Magazine	-2,500.00
Bill Pmt -Check	11/26/2014	10805	Utah Dept of Admin Services	-80,653.18
Bill Pmt -Check	11/26/2014	10806	Zachary Barrus	-67.00
Bill Pmt -Check	12/23/2014	10807	USPS	-166.00

Utah College of Applied Technology
Credit Card Detail Report
September through December 2014

Sep - Dec 14

Date	Name	Memo	Amount
09/09/2014	WF Card - 9996	Ivory Ridge Sinclair	7.40
09/09/2014	WF Card - 9996	McDonald's	10.30
09/09/2014	WF Card - 9996	Wash Barn	10.00
09/09/2014	WF Card - 9996	Lin's	21.08
09/09/2014	WF Card - 9996	Crown Burger	37.64
09/09/2014	WF Card - 9996	Dairy Queen	37.84
09/09/2014	WF Card - 9996	Carl's Jr.	4.50
09/09/2014	WF Card - 9996	Maddox	57.71
09/09/2014	WF Card - 0010	Thanksgiving Point	43.52
09/09/2014	WF Card - 0010	Mozy Pro	440.10
09/09/2014	WF Card - 0010	McDonald's	13.98
09/09/2014	WF Card - 0010	Liquid Web	14.95
09/09/2014	WF Card - 0010	Amazon Web Services	35.47
09/09/2014	WF Card - 0010	Amazon	195.89
09/09/2014	WF Card - 4403	Cubby's	91.57
09/09/2014	WF Card - 4403	Harmon's	16.45
09/09/2014	WF Card - 4403	USPS	2.03
09/09/2014	WF Card - 4403	Courtyard	89.20
09/09/2014	WF Card - 4403	Courtyard	89.20
09/09/2014	WF Card - 4403	Amazon	199.12
09/09/2014	WF Card - 4403	Allen's Camera	483.34
09/09/2014	WF Card - 4403	My Tire Guys	55.46
09/09/2014	WF Card - 4403	Maverik	12.22
09/09/2014	WF Card - 4403	McGee's Stamp & Trophy	31.00
09/09/2014	WF Card - 4403	Jimmy John's	45.74
09/09/2014	WF Card - 4403	Wal-Mart	6.87
09/09/2014	WF Card - 4403	Utah DMV	5.00
09/09/2014	WF Card - 4403	Newegg	8.99
10/09/2014	WF Card - 4403	Macey's	19.30
10/09/2014	WF Card - 4403	Kneader's	146.37
10/09/2014	WF Card - 4403	USPS	4.28
10/09/2014	WF Card - 4403	Walmart	50.09
10/09/2014	WF Card - 4403	Macey's	8.20
10/09/2014	WF Card - 4403	UT Notary	75.00
10/09/2014	WF Card - 4403	Christopherson Travel	340.20
10/09/2014	WF Card - 4403	Lehi Bakery	13.35
10/09/2014	WF Card - 4403	Macey's	7.20
10/09/2014	WF Card - 4403	Wild Mustang Grill	73.34
10/09/2014	WF Card - 4403	Christopherson Travel	161.10
10/09/2014	WF Card - 4403	Wal-Mart	21.31
10/09/2014	WF Card - 4403	McGee's Stamp and Trophy	11.00
10/09/2014	WF Card - 4403	USPS	1.82
10/09/2014	WF Card - 4403	Kohl's	47.16
10/09/2014	WF Card - 4403	Apple Spice Junction	471.53
10/09/2014	WF Card - 4403	Lehi Bakery	17.58
10/09/2014	WF Card - 4403	Harmon's	8.22
10/09/2014	WF Card - 4403	Jimmy John's	57.00

Utah College of Applied Technology
Credit Card Detail Report
September through December 2014

Date	Name	Memo	Amount
10/09/2014	WF Card - 4403	Wal-MARt	48.84
10/09/2014	WF Card - 4403	McGee's Stamp and Trophy	11.00
10/09/2014	WF Card - 4403	Zurcher's	22.28
10/09/2014	WF Card - 4403	Alaska Air	256.20
10/09/2014	WF Card - 4403	Wal-Mart	101.49
10/09/2014	WF Card - 4403	Eventbrite	50.00
10/09/2014	WF Card - 4403	Maddox	50.00
10/09/2014	WF Card - 4403	Cubby's	66.74
10/09/2014	WF Card - 4403	Wal-Mart	21.31
10/09/2014	WF Card - 4403	UEA Conference	450.00
10/09/2014	WF Card - 9996	Wash Barn	10.00
10/09/2014	WF Card - 9996	Crown Burger	17.47
10/09/2014	WF Card - 9996	Granny Annie's	18.23
10/09/2014	WF Card - 9996	7-11	10.44
10/09/2014	WF Card - 9996	Cappeletti's	28.59
10/09/2014	WF Card - 9996	Texaco	20.00
10/09/2014	WF Card - 9996	Brasa'a	20.15
10/09/2014	WF Card - 9996	Smith's	21.56
10/09/2014	WF Card - 0010	UMA	375.00
10/09/2014	WF Card - 0010	Costco	225.00
10/09/2014	WF Card - 0010	Kohler's	2.11
10/09/2014	WF Card - 0010	Liquid Web	14.95
10/09/2014	WF Card - 0010	CVS Flags	387.45
10/09/2014	WF Card - 0010	Amazon Web Services	35.81
10/09/2014	WF Card - 0010	UMA	850.00
10/09/2014	WF Card - 0010	Capitol Dining	87.97
11/11/2014	WF Card - 0010	Anazon	226.46
11/11/2014	WF Card - 0010	Amazon	39.99
11/11/2014	WF Card - 0010	Lehi Bakery	26.05
11/11/2014	WF Card - 0010	Carl's Jr.	6.13
11/11/2014	WF Card - 0010	Amazon	434.24
11/11/2014	WF Card - 0010	Amazon	76.99
11/11/2014	WF Card - 0010	Liquid Web	14.95
11/11/2014	WF Card - 0010	Amazon Web Services	36.96
11/11/2014	WF Card - 0010	Amazon	24.62
11/11/2014	WF Card - 0010	Wal-Mart	19.75
11/11/2014	WF Card - 9996	Guadalahonkey's	22.93
11/11/2014	WF Card - 9996	McDonald's	15.47
11/11/2014	WF Card - 9996	My Tire Guys	71.95
11/11/2014	WF Card - 9996	Wash Barn	10.00
11/11/2014	WF Card - 9996	McDonald's	40.51
11/11/2014	WF Card - 9996	Guadalahonkey's	36.78
11/11/2014	WF Card - 9996	O'Reilly Auto Parts	35.37
11/11/2014	WF Card - 9996	Prarie Schooner	32.46
11/11/2014	WF Card - 4403	McGee's	26.00
11/11/2014	WF Card - 4403	USPS	68.00
11/11/2014	WF Card - 4403	Alphagraphics	153.34

Utah College of Applied Technology
Credit Card Detail Report
September through December 2014

Date	Name	Memo	Amount
11/11/2014	WF Card - 4403	Wal-Mart	139.13
11/11/2014	WF Card - 4403	USPS	16.70
11/11/2014	WF Card - 4403	Macy's	52.36
11/11/2014	WF Card - 4403	Pizza Hut	159.23
11/11/2014	WF Card - 4403	Wal-Mart	38.92
11/11/2014	WF Card - 4403	Avenue Bakery	17.68
11/11/2014	WF Card - 4403	McGee's Stamp and Trophy	16.00
11/11/2014	WF Card - 4403	Wal-Mart	10.63
11/11/2014	WF Card - 4403	USPS	13.09
11/11/2014	WF Card - 4403	Kneader's	167.94
11/11/2014	WF Card - 4403	Lehi Bakery	16.15
11/11/2014	WF Card - 4403	Hyatt Hotel	637.48
11/11/2014	WF Card - 4403	Wal-Mart	33.36
11/11/2014	WF Card - 4403	Zupa's	56.83
11/11/2014	WF Card - 4403	Best Buy	40.54
11/11/2014	WF Card - 4403	Delta	653.70
11/11/2014	WF Card - 4403	Delta	59.00
11/11/2014	WF Card - 4403	Amazon	74.97
11/11/2014	WF Card - 4403	Tai Pan Trading	170.86
11/11/2014	WF Card - 4403	USPS	49.00
12/09/2014	WF Card - 9996	McDonald's	12.34
12/09/2014	WF Card - 9996	Egg & I	27.33
12/09/2014	WF Card - 9996	Little America	41.56
12/09/2014	WF Card - 9996	ZAGG	246.19
12/09/2014	WF Card - 9996	O'Reilly Auto Parts	15.02
12/09/2014	WF Card - 0010	Liquid Web	14.95
12/09/2014	WF Card - 0010	Amazon Web Services	35.15
12/09/2014	WF Card - 0010	Costa Vida	15.38
12/09/2014	WF Card - 0028	Delta	25.00
12/09/2014	WF Card - 0028	Crowne Plaza	378.01
12/09/2014	WF Card - 0028	SLC Airport Parking	36.00
12/09/2014	WF Card - 0028	Yellow Cab	33.00
12/09/2014	WF Card - 4403	McGee's Stamp and Trophy	69.95
12/09/2014	WF Card - 4403	Cubby's	38.59
12/09/2014	WF Card - 4403	Office Depot	43.82
12/09/2014	WF Card - 4403	My Tire Guys	44.78
12/09/2014	WF Card - 4403	Wal-Mart	234.62
12/09/2014	WF Card - 4403	Lowe's	771.66
12/09/2014	WF Card - 4403	Wal-Mart	113.33
12/09/2014	WF Card - 4403	Wal-Mart	30.72
12/09/2014	WF Card - 4403	Utah DMV	6.00
12/09/2014	WF Card - 4403	My Tire Guys	45.00
12/09/2014	WF Card - 4403	Apple Spice Junction	235.76
12/09/2014	WF Card - 4403	Harmon's	18.54
12/09/2014	WF Card - 4403	Macey's	36.87
			13,215.30

Sep - Dec 14



Utah College of Applied Technology
Office of the President

Fiscal Year 2015 Office Budget as of 12/31/2014

Revenue	<u>Budgeted</u>	<u>Year to Date</u>	<u>%</u>
UCAT Administration Ongoing Appropriation	1,841,500	920,750	50.0%
Equipment Appropriation	561,100	280,550	50.0%
Custom Fit Appropriation	3,159,200	1,579,600	50.0%
One-time Marketing/Messaging Fund	200,000	100,000	50.0%
One-time Disabled Scholarship Fund	100,000	50,000	50.0%
Perkins Leadership Fund for Professional Development	25,000	-	0.0%
Campus Support for Northstar	170,000	85,000	50.0%
Equipment Flow Through to Campuses	(551,500)	(275,750)	50.0%
Custom Fit Flow Through to Campuses	(3,150,000)	(1,575,000)	50.0%
Admin Line Item to Campuses	(400,000)	(200,000)	50.0%
Total State Budget for President's Office	<u>1,955,300</u>	<u>965,150</u>	<u>49.4%</u>

Expenditures			
Salaries, Payroll Tax & Benefits	1,259,790	619,039	49.1%
Building Occupancy Costs	135,000	80,653	59.7%
Internal Auditing	30,000	-	0.0%
Professional Development Conference	40,000	-	0.0%
Equipment Purchases	20,000	1,556	7.8%
Employee Travel	15,000	4,913	32.8%
Board Meetings	11,500	1,737	15.1%
UCAT System Meetings	12,500	3,305	26.4%
Marketing	220,000	69,875	31.8%
Automobile Expenses	13,000	5,928	45.6%
Annual Report	7,500	2,700	36.0%
Supplies & Misc. Expenses	48,200	27,080	56.2%
Memberships	13,000	12,200	93.8%
Scholarships for Disabled (one-time)	100,000	100,000	100.0%
Unallocated	<u>29,810</u>	<u>-</u>	<u>0.0%</u>
Total Expenditures	<u>1,955,300</u>	<u>928,986</u>	<u>47.5%</u>

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

17 September 2015

ITEM: II. G

TOPIC: Executive Committee Appointment

BACKGROUND

In accordance with the Bylaws (UCAT Policy 101.10.1.3), UCAT Board Chair Tom Bingham has appointed Trustee Jerry Taylor as a member of the Executive Committee to fill the vacancy created by the departure of Trustee Don Roberts. The Bylaws call for confirmation of the appointment by a majority vote of the voting members present.

RECOMMENDATIONS

UCAT Board of Trustees leadership recommends that the UCAT Board of Trustees confirm the chair's appointment of Trustee Jerry Taylor to the Executive Committee.

Attachments: None



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

15 January 2015

ITEM: III. M

TOPIC: Update on UCAT 2015 Marketing/Messaging Campaign & UCAT Student of the Year Program

BACKGROUND

The “**rethink Education**” campaign has now been underway for six months. Campus marketing efforts have helped propel the campaign statewide. Local media has run stories on the campaign and highlighted students at various UCAT campuses. In addition to news coverage the campaign has been running ads on KSL, KUTV, Pandora, and as of this month our ads are running locally during NFL playoff games. In addition to television and radio, UCAT banner ads have been running on high traffic websites with high click-through rates being reported. The campaign landing page has been previewed 5,586 times since the analytics were installed on October 28, 2014.

In addition to the traditional marketing efforts during FY 2015, the UCAT Student of the Year Program is at a very exciting stage and has already generated a great deal of positive publicity. Each ATC has named a campus Student of the Year and the final completion and Student of the Year Gala are days away. The eight campus winners will gather at the UCAT office on January 28th to meet the panel of judges and give their speech, interview, and submit an essay. Based upon the recommendation of the panel, four finalists will be announced the following night at the gala. The final four will speak to the audience and the panel will briefly gather to select the UCAT Student of the Year. You can read more about the eight campus winners in the bios attached.

RECOMMENDATIONS

Information/discussion only





Mindi Ward: BATC Student of the Year

Mindi Ward, Practical Nursing student, was named the Bridgerland Applied College Student of the Year for 2014 on December 4th. UCAT President Rob Brems and BATC Campus President Dr. Richard Maughan congratulated Mindi on a job well done and presented her with a \$1,000 check donated by Zions Bank.

Mindi had a life changing experience a few years ago that helped lead her to a career in healthcare. "I never could have imagined the journey I would take or what it would mean to me personally until March of 2013 when I delivered a stillborn baby diagnosed with Trisomy 13," she said.

"This heart-wrenching experience not only forever changed my perspective of life; it transformed my vision of what one incredibly compassionate nurse could accomplish," Mindi continued. "She taught me that being a nurse involved more than just starting IVs, giving medication, and performing numerous other tasks. I learned there is a special quality that nurses need to have to be great - that quality is compassion."

Mindi will graduate from BATC this month as a Practical Nurse and serve as the BATC Student of the Year for the next twelve months. Mindi will also compete for the title of UCAT Student of the Year in January 2015. Congratulations Mindi!



Ty Jarry: DATC Student of the Year

Davis Applied Technology College announced the selection of Ty Jarry as the 2014 DATC Student of the Year at a recognition luncheon just before the holidays. Ty, a resident of Layton, received a \$1,000 check from Zions Bank, and an opportunity to represent the DATC at the Utah College of Applied Technology's Student of the Year competition.

A veteran from the United States Air Force, Ty served in two war-zone deployments. Shortly after his retirement, a debilitating heart attack struck a close family member. Ty devoted six months of his life to nursing that family member back to health. Ty's wife, recognizing his "service before self" attitude, encouraged him to go back to school and become a healthcare professional.

Ty chose to enroll in the DATC Surgical Technology program because of the short program length, national accreditation, affordability, and an externship that provides hands-on experience, making him more employable. While enrolled in the program, Ty was diagnosed with stage III cancer.

Although Ty was determined to continue training despite the required procedures and treatment, his instructor insisted he could pick up where he left off when he was ready to return to school. Ty reluctantly took this advice and endured nine months of cancer treatment and a slow recovery. When the battle was won, Ty returned to school. He is now cancer free and continuing where he left off in the Surgical Technology Program. He is currently on track to start his externship in mid-January. Congratulations Ty!



Kasidi Havens: DXATC Student of the Year

Dixie Applied Technology College announced the selection of Kasidi Havens as its first-ever Student of the Year at a student appreciation day last Tuesday. Kasidi was awarded a \$1,000 check from Zions Bank during the event along with the title.

A Pharmacy Technician graduate, Havens spoke to the crowd about how blessed she feels to have learned about DXATC and the opportunities available to the people of Washington County. "I am able to only work thirty hours a week now because I am worth more than minimum wage," said Kasidi. "I can support my family and still spend time with my kids while they are kids."

Kasidi began working for Stapley Pharmacy in St. George upon completion of her Pharmacy Technician program in the summer.

A single mom with four children, Kasidi told the DXATC Board of Directors later that night that "DXATC changed five people's lives forever: mine and the lives of my four children." Congratulations Kasidi!

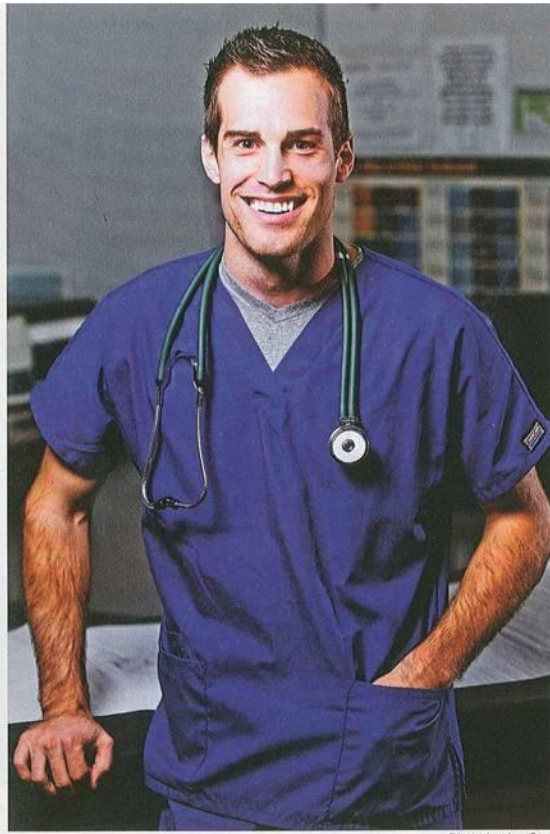


Photo by Jac Scott

Jordan Dahl: MATC Student of the Year

Mountainland Applied Technology College announced the selection of Jordan Dahl as its 2014 Student of the Year at a MATC Board of Directors Meeting on December 17. Jordan received a \$1,000 check courtesy of Zions Bank. He will represent MATC at the UCAT Student of the Year competition in late January.

Jordan began his higher education at a traditional four-year institution but was having a difficult time keeping up with schoolwork while working two and a half jobs to support his young family and keep up with high tuition.

After years of feeling like he was spinning his wheels Jordan decided to enroll at MATC and work toward becoming a Medical Assistant. Jordan was able to quickly complete his program at an affordable rate that did not put a strain on his family and finances. Jordan was immediately offered a job with a local pediatrician upon completion.

Jordan is now continuing his education in the healthcare field, and credits MATC for helping him receive affordable hands-on training that led to a good-paying job and will make his advanced educational and career goals possible. Congratulations Jordan!



Garrett Chatelain: OWATC Student of the Year

Garrett Chatelain was announced as Ogden-Weber Applied Technology College's Student of the Year at a November 19th reception honoring five finalists who competed in a rigorous series of interviews, essays, and presentations.

Garrett, a Practical Nursing student, knew when he was just ten years old that he wanted to be part of the health care profession. He spent many hours in the newborn intensive care unit after the birth of his triplet siblings, watching the monitors, looking at all the tubes and numbers, and becoming fascinated with their care.

Garrett began at OWATC in the Certified Nursing Assistant program while working on nursing prerequisites at Weber State University. He earned his associate degree in general studies from WSU and was accepted into the Practical Nursing program for the 2013-14 year. He received the OWATC Foundation Outstanding Student Award and is currently in the WSU Registered Nursing program on the OWATC campus. After completion of the RN program Garrett plans to complete a B.S. in nursing and further his education as a Nurse Practitioner.

Garrett received a \$1,000 cash award courtesy of Zions Bank, and will compete for UCAT Student of the Year in January. As a result of Garrett's achievement, OWATC presented their new "SOTY Cup" to the Practical Nursing Program. The SOTY Cup will be awarded to the winning Student of the Year's program annually. Congratulations Garrett!



Harsh Kansagra: SWATC Student of the Year

Southwest Applied Technology College named Harsh Kansagra the SWATC 2014 Student of the Year. Kansagra won a \$1,000 cash prize, donated by Zions Bank, and moves to the next step in pursuit of the UCAT Student of the Year title.

The Southwest ATC Student of the Year will serve as a local ambassador for technical education, the campus and its programs. James Mullenaux, Student Services Director said, "We can talk about our college all day long, but nothing means more than hearing praise from a student."

Kansagra has many good things to say about the campus and its instructors, dating back to his experience on the campus during his high school years. As a student at Cedar High School, Kansagra took a few courses and fondly remembers his courses in Health Science and Information Technology. "If memory serves right, it was Java Oracle by Isabella Borisova and another medical class. The impression that those two teachers left on me of the SWATC was incredible."

The incredible experience in high school prompted Kansagra to return, as a young adult, to the Emergency Medical Technician (EMT) program. "I am proud to be a SWATC student," Kansagra said, "and hope to use my EMT certification to help toward my advancement to medical college one day."

Kansagra already holds an undergraduate degree, with a double major in chemistry and biology and a minor in marketing. His plans after he completes the Basic EMT and Advanced EMT programs on the Southwest ATC campus include medical school, residency and a family. "My long-term goal is to become a doctor, specifically a pediatrician or an anesthesiologist."

In January, Kansagra will join the Student of the Year winners from the other seven UCAT campuses in the competition for UCAT Student of the Year. This distinction will hold additional duties as an ambassador for technical education, including visits to the legislature, and the sought after prize, a two-year lease on a Ford Focus. Congratulations Harsh!



Wanda Held: TATC Student of the Year

Tooele Applied Technology College featured Wanda Held, its newly-named Student of the Year, at its largest graduation ceremony in history Thursday night. Wanda was awarded the title and a \$1,000 check from Zions Bank in a TATC Campus Board of Directors meeting on November 5th.

Wanda Held, a Medical Assistant graduate and TATC's first Student of the Year, spoke about overcoming adversity and finding the paths that lead to success and triumph. Hers was one of 102 certificates awarded to TATC graduates at the ceremony.

A single mom with three children, Ms. Held has recently overcome tragedy and adversity and credits much of her success to her experience at TATC.

"True finishers have the capacity to visualize their objective," said Held. Wanda's objective was to obtain the skills needed to gain a meaningful career that would allow her to provide for her family. She has been offered three jobs as a medical assistant and is currently deciding which one will work best for her family.

Wanda will be among the eight campus Students of the Year who will be considered for UCAT Student of the Year in January. Congratulations Wanda!



June Corbett: UBATC Student of the Year

Uintah Basin Applied Technology College named June Corbett as the college's first-ever Student of the Year. June was awarded the title at a banquet on Monday evening at the UBATC Vernal campus. President Aaron Weight awarded her the title and a representative from Zions Bank awarded her a check for \$1000.00.

June told the crowd of fifty people about her past and the difficulties she has encountered in her life. June spoke of the fear and burnout she felt after the dozens of dead-end jobs she has held. "I was worried about going back to school, but fear did not win this time. Just one call to UBATC started the ball rolling," she said. "I could get the training in areas I would need to gain the job I wanted, without spending thousands of dollars. The flexible schedule is just one more asset that helped me succeed."

June went on to talk about the confidence and competencies she has developed while earning two certificates from UBATC. She will complete both the Accounting Technician and the Business Technology certificate programs in the coming weeks.

June will compete for the UCAT Student of the Year title in January along with the other seven campus Students of the Year. Congratulations June!

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

15 January 2015

ITEM: III. P

TOPIC: FY 2014 Enrollment Audit

BACKGROUND

UCAT Administration has engaged Eide Bailly, CPAs & Business Advisors (formerly Hansen, Barnett & Maxwell) to conduct an audit of FY2014 membership hours at each campus. Their audit will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will be underway immediately and be completed prior to the April Board of Trustees meeting at which time a report will be made to the Board.

The following procedures have been identified as areas of special focus. Eide Bailly will therefore:

1. Test campus practices and procedures to ensure membership hours attributed to students whose enrollment periods extend beyond the fiscal year of initial enrollment are not double-counted.
2. Policy 201.6.2 provides that membership hours be reported for a defined-length schedule on the date of enrollment. Test to determine whether students whose hours are "front-loaded" and who subsequently withdraw prior to completion are properly accounted for within the system. Campus practices should ensure exit codes are updated accordingly to maintain the integrity of the system and campus data.
3. Test student identifying data to determine whether sufficient evidence (i.e. name, social security number, birth date, etc.) exists to confirm student enrollment.
4. Test for sufficient evidence to document student placement data for COE and other reports.
5. Examine UCAT Policy 201.5 addressing Budget-Related Membership Hours and provide independent feedback relative to the adequacy of the policy (particularly paragraph 201.5.6, Provided by the Campus) for determining whether periods of scheduled instruction should be reported as budget-related membership.

FISCAL IMPACT

\$32,000 – 38,000 from the budget of the UCAT President's Office

Attachments:

Engagement letter from Eide Bailley





January 9, 2015

Audit Committee
c/o Robert O. Brems, President
Utah College of Applied Technology
2801 Ashton Boulevard
Lehi, Utah 84043

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for Utah College of Applied Technology (UCAT).

We will apply the agreed-upon procedures which UCAT has specified, listed in the attached schedule, to perform the procedures outlined in the attachment to this letter for each College as of and for the fiscal year ended June 30, 2014. This engagement is solely to assist UCAT in performing the procedures outlined in the attachment. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached schedule either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed in the attached schedule do not constitute an examination, we will not express an opinion on the procedures outlined in the attachment. In addition, we have no obligation to perform any procedures beyond those listed in the attached schedule.

We will submit a report listing the procedures performed and our findings. This report is intended solely for the use of UCAT's audit committee and management, and should not be used by anyone other than these specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

You are responsible for the presentation of the procedures outlined in the attachment in accordance with the policies and procedures outlined by UCAT; and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are responsible for making all management decisions and performing all management functions; for designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services.

Paul O. Skeen is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We plan to begin our procedures on approximately January 12, 2015 and, unless unforeseeable problems are encountered, the engagement should be completed by March 31, 2015. At the conclusion of our engagement, we will require a representation letter from management that, among other things, will confirm management's responsibility for the presentation of the procedures outlined in the attachment in accordance with the established criteria.

We estimate that our fees for these services will range from \$32,000 to \$38,000. You will also be billed for travel and other out-of-pocket costs such as report production, word processing, postage, etc. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes thirty or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

In addition, we will be compensated for any time and expenses, including time and expenses of legal counsel, we may incur in conducting or responding to discovery requests or participating as a witness or otherwise in any legal, regulatory, or other proceedings as a result of our Firm's performance of these services. You and your attorney will receive, if lawful, a copy of every subpoena we are asked to respond to on your behalf and will have the ability to control the extent of the discovery process to control the costs you may incur.

Should our relationship terminate before our procedures agreed-upon procedures are completed and a report issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

Eide Bailly LLP is a member of HLB International, a worldwide organization of accounting firms and business advisors, ("HLB"). Each member firm of HLB, including Eide Bailly LLP is a separate and independent legal entity and is not owned or controlled by any other member of HLB. Each member firm of HLB is solely responsible for its own acts and omissions and no other member assumes any liability for such acts or omissions. Neither Eide Bailly LLP, nor any of its affiliates, are responsible or liable for any acts or omission of HLB or any other member firm of HLB and hereby specifically disclaim any and all responsibility, even if Eide Bailly LLP, or any of its affiliates are aware of such acts or omissions of another member of HLB.

Eide Bailly LLP formed *Practicewise* Network, a network for small to mid-sized CPA firms across the nation. Each member firm of *Practicewise*, including Eide Bailly LLP, is a separate and independent legal entity and is not owned or controlled by any other member of *Practicewise*. Each member firm of *Practicewise* is solely responsible for its own acts and omissions and no other member assumes any liability for such acts or omissions. Neither Eide Bailly LLP, nor any of its affiliates, are responsible or liable for any acts or omission of *Practicewise* or any other member firm of *Practicewise* and hereby specifically disclaim any and all responsibility, even if Eide Bailly LLP, or any of its affiliates are aware of such acts or omissions of another member of *Practicewise*.

DISPUTE RESOLUTION

The following procedures shall be used to resolve any disagreement, controversy or claim that may arise out of any aspect of our services or relationship with you, including this engagement, for any reason ("Dispute"). Specifically, we agree to first mediate.

Mediation

All Disputes between us shall first be submitted to non-binding mediation by written notice ("Mediation Notice") to the other party. In mediation, we will work with you to resolve any differences voluntarily with the aid of an impartial mediator. The mediator will be selected by mutual agreement, but if we cannot agree on a mediator, one shall be designated by the American Arbitration Association ("AAA").

The mediation will be conducted as specified by the mediator and agreed upon by the parties. The parties agree to discuss their differences in good faith and to attempt, with the assistance of the mediator, to reach an amicable resolution of the Dispute. Mediation will be conducted with the parties in person in Salt Lake City, Utah.

Each party will bear its own costs in the mediation. The fees and expenses of the mediator will be shared equally by the parties.

Either party may commence suit on a Dispute after the mediator declares an impasse.

Governing Law and Venue

We both agree to submit any unresolved Dispute to trial by a federal or state court venued in Minneapolis, Minnesota. This agreement shall be governed by and construed in accordance with the laws of the State of Minnesota (regardless of the laws that might be applicable under the principles of conflict of law) as to all matters including without limitation, matters of validity, construction, effect, and performance.

LIMITATION OF DAMAGES AND NO PUNITIVE DAMAGES

The exclusive remedy available to you in any adjudication proceeding shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by us of our duties under this agreement and/or under applicable professional standards, such damages will be limited to no more than two times fees paid under this agreement. In no event shall we be liable to you for any punitive or exemplary damages, or for attorneys' fees.

TIME LIMITATION

The nature of our services makes it difficult, with the passage of time, to gather and present evidence that fully and fairly establishes the facts underlying any Dispute. We both agree that, notwithstanding any statute of limitations that might otherwise apply to a Dispute, it is reasonable that you may not bring any legal proceeding against us unless it is commenced within twenty-four (24) months ("Limitation Period") after the date when we deliver our report, return or other deliverable under this agreement to you, regardless of whether we do other services for you or that may relate to the agreed-upon procedure report.

The Limitations Period applies and begins to run even if you have not suffered any damage or loss, or have not become aware of the existence or possible existence of a Dispute.

INDEMNITY

You agree that none of Eide Bailly LLP, its partners, affiliates, officers or employees (collectively "Eide Bailly") shall be responsible for or liable to you for any misstatements in your financial statements and/or tax return that we may fail to detect as a result of knowing representations made to us, or the concealment or intentional withholding of information from us, by any of your owners, directors, officers or employees, whether or not they acted in doing so in your interests or for your benefit, and to hold Eide Bailly harmless from any claims, losses, settlements, judgments, awards, damages and attorneys' fees from any such misstatement, provided that the services performed hereunder were performed in accordance with professional standards, in all material respects.

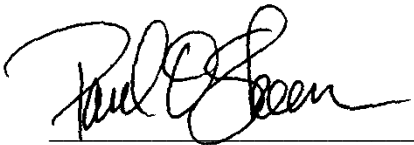
If a claim is brought against you by a third-party that arises out of or is in any way related to the services provided under this engagement, you agree to indemnify Eide Bailly LLP, its partners, affiliates, officers and employees (collectively "Eide Bailly"), against any losses, including settlement payments, judgments, damage awards, punitive or exemplary damages, and the costs of litigation (including attorneys' fees) associated with the services performed hereunder provided that the services were performed in accordance with professional standards, in all material respects.

ASSIGNMENTS PROHIBITED

You agree that you will not and may not assign, sell, barter or transfer any legal rights, causes of actions, claims or Disputes you may have against Eide Bailly, its partners, affiliates, officers and employees, to any other person or party, or to any trustee, receiver or other third party.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures.

EIDE BAILLY LLP



Paul O. Skeen, Partner

ACCEPTED BY Utah College of Applied Technology

Name and Title

Date

1. Test campus practices and procedures to ensure membership hours attributed to students whose enrollment periods extend beyond the fiscal year of initial enrollment are not double-counted.
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UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

15 January 2015

ITEM: II. L

TOPIC: Approval of DATC Campus President Evaluation

BACKGROUND

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

RECOMMENDATIONS

UCAT Administration recommends that the UCAT Board of Trustees approve the finalization of this evaluation.



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

15 January 2015

ITEM: II. I

TOPIC: FY 2014 UCAT Annual Report Draft

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 2014 October Edition of the Annual Report with pre-final completion data was reviewed and approved by the Board on September 18, 2014. The October edition of the report was submitted to the Governor and the Legislature’s Education Interim Committee in accordance with Utah statute. The 2014 Annual Report has now been updated with final completion data received in December per policy 205 and is ready to be printed and distributed with the approval of the Board.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve the 2014 UCAT Annual Report.

Attachments (web link): [UCAT Annual Report 2014 draft.](#)

