# EXECUTIVE COMMITTEE*

# JANUARY 28, 2015 EXECUTIVE COMMITTEE

The Utah College of Applied Technology

Board of Trustees Executive Committee Meeting

Conference Call

DATE:  28 January 2015

TIME:  7:30 AM – 8:00 AM

LOCATION:  Utah College of Applied Technology

2801 Ashton Boulevard

Lehi, UT 84043

**I. Action Items:**

I.A  Final Approval of FY 2014 UCAT Student Data          **AGENDA ITEM A** (assets/docs/Final-Agenda-Item-A1.pdf)

- FY 2014 Student Data as presented at Jan 15th Board of Trustees meeting
- FY 2014 Student Data with DATC-WSU RN Program hours restored
- Draft Agreement between UCAT-USHE-DATC-WSU

I.B  Final Approval of FY 2016 UCAT Budget Request          **AGENDA ITEM B** (assets/docs/Final-Agenda-Item-B1.pdf)

- FY 2016 UCAT Budget Request as presented at Jan 15<sup>th</sup> Board of Trustees meeting
- FY 2016 UCAT Budget Request with DATC-WSU RN membership hours restored
- Notification letter to DATC regarding future budget requests

I.C  Final Approval of Compensation Recommendation for DATC Campus President Michael Bouwhuis                                              **AGENDA ITEM C** (assets/docs/Final-Agenda-Item-C.pdf)

- Salary study

## II. Information Item:

II.D  Review of UCAT President Letter to Campuses Regarding Nursing Program Partnerships                                              **AGENDA ITEM D** (assets/docs/Final-Agenda-Item-D.pdf)

- Draft letter

## III. Closed Session:

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

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*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 Executive Committee members only by prior arrangement with the board secretary.  The Utah College of Applied Technology shall be the anchor location for public attendance.*

# UTAH COLLEGE OF APPLIED TECHNOLOGY
## BOARD OF TRUSTEES EXECUTIVE COMMITTEE
## AGENDA ITEM
### 28 January 2015

ITEM: I.A

TOPIC:  Final Approval of FY 2014 Student Data

BACKGROUND
At its January 15, 2015 meeting, the Board of Trustees considered "Approval of Final FY 2014 Student Data and Adjustments to Previous Years" (Agenda Item H). The provided information included a footnoted reduction of 60,165 membership hours, based on questions regarding Weber State University Registered Nursing enrollments at DATC that were subsequently reported in the overall UCAT 2014 Student Data, with corresponding adjustments to be applied to previous years. The Board approved the adjusted hours, with the contingency that UCAT Administration would ask legal counsel to review compliance with UCAT mission and with campus and system reporting responsibilities with respect to the hours in question.

On Thursday, 22 January 2015, President Brems, Weber State University President Chuck Wight, Assistant Attorney General Doug Richards, WSU Associate General Counsel Stephanie Hollist, DATC Campus President Michael Bouwhuis and DATC Vice President Russell Galt met to discuss the existing and future operation of the WSU Registered Nursing program on the DATC campus. In that meeting a transition plan was developed for UCAT Board of Trustees' consideration regarding how to move the WSU Registered Nursing program enrollments and funding of the program completely under the auspices of Weber State University by FY 2017. An agreement was developed for the signatures of President Brems, USHE Commissioner David Buhler, DATC Campus President Michael Bouwhuis, and WSU President Chuck Wight, which will be provided prior to the meeting.

RECOMMENDATIONS
UCAT Administration recommends that the Board of Trustees Executive Committee consider the proposed UCAT-USHE-DATC-WSU agreement for approval. If the agreement is approved, UCAT Administration recommends that the data that was reported by DATC for WSU Registered Nursing be restored to the FY 2014 UCAT Student Data and reflected on all associated membership hour, completion, and other reports.

Attachments:

Data as Presented at Jan. 15th Board of Trustees Meeting:
UCAT FY14 Data Summary – adjustment approved
UCAT FY14 Completion Report – approved
DATC FY14 Completion Report – approved

Data with DATC-WSU RN Program Hours Restored:
UCAT FY14 Data Summary – restored
UCAT FY14 Completion Report – adjusted
DATC FY14 Completion Report – adjusted

Draft Agreement between UCAT-USHE-DATC-WSU

UCAT

# Utah College of Applied Technology
# FY 2014 Year-End Data Summary
## 1 July 2013 - 30 June 2014

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

| Campus | Category | MEMBERSHIP HOURS FY2013 | FY2014 | Growth | | STUDENT HEADCOUNT FY2013 | FY2014 | Growth | | | PROGRAM CERTIFICATES 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

# UCAT Enrollment, Completion, & Cost Report - FY2014 (Final)[1]
## *(As specified in UCAT Policy 205)*

| *Approved by UCAT Board of Trustees 1/15/2015 (conditionally)* | 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 | 3,044 | 6,433 | 25,915 |
| *Graduate Completers* | *4,657* | *(NA)* | *(NA)* | *(NA)* | *4,657* |
| *Non-Grad/Early-Hire* | *770* | *11,011* | *1,603* | *6,433* | *19,817* |
| Non-Completers | 2,091 | 301 | 493 | 829 | 3,714 |
| **Completion Rate** | **72.19%** | **97.34%** | **86.06%** | **88.58%** | **87.46%** |
| (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 | 565.53 | 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.

# DATC Enrollment, Completion, & Cost Report - FY2014 (Final)[1]
## *(As specified in UCAT Policy 205)*

| *Approved by UCAT Board of Trustees 1/15/2015 (conditionally)* | 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* | *(NA)* | *1,473* | *(NA)* | *2,435* |
| *Non-Grad/Early-Hire* | *228* | *240* | *(NA)* | *740* | *1,208* |
| 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.

# Utah College of Applied Technology
## FY 2014 Year-End Data Summary
### 1 July 2013 - 30 June 2014

*Approved by UCAT Board of Trustees 9/18/2014; adjustment approved conditionally 1/15/2015; restoration to original pending Executive Committee approval 1/28/2015*

| | | 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** | Adult | 1,197,770 | 1,093,240 | -104,530 | -8.73% | 5,197 | 4,923 | -274 | -5.27% | 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. | 1,404,362 | 1,322,541 | -81,821 | -5.83% | 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** | Adult | 4,231,418 | 4,123,027 | -108,391 | -2.56% | 27,571 | 26,704 | -867 | -3.14% | 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 | 5,669,219 | 5,634,585 | -34,634 | -0.61% | 35,972 | 34,604 | -1,368 | -3.80% | | | | | |

# UCAT Enrollment, Completion, & Cost Report - FY2014 (Final)
## *(As specified in UCAT Policy 205)*

| *Printed 1/27/2015. Pending Board of Trustees Executive Committee approval* | Certificate-Seeking | Occupational Upgrade | Other Post-Secondary | Secondary | Total/ Composite |
|---|---|---|---|---|---|
| **MEMBERSHIP HOURS** | | | | | |
| **Membership Hours** | 3,369,881 | 436,902 | 316,244 | 1,511,558 | 5,634,585 |
| **STUDENT HEADCOUNT/COMPLETION**[1] | | | | | |
| **Headcount** | 11,026 | 11,637 | 4,041 | 7,900 | 34,604 |
| Total Completers | 5,467 | 11,011 | 3,074 | 6,433 | 25,985 |
| *Graduate Completers* | *4,697* | *11,011* | *3,074* | *6,433* | *25,215* |
| *Non-Grad/Early-Hire* | *770* | *(NA)* | *(NA)* | *(NA)* | *770* |
| Non-Completers | 2,093 | 301 | 465 | 829 | 3,688 |
| **Completion Rate** | 72.31% | 97.34% | 86.86% | 88.58% | 87.57% |
| (Still-Enrolled) | 3,466 | 325 | 502 | 638 | 4,931 |
| **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[2] | | | | | $ 60,408,400 |
| Direct Instructional Cost | | | | | $ 31,926,158 |
| **Cost per Membership Hour** | | | | | $ 5.67 |
| **Cost per Certificate/Completion**[3] | $ 3,084.33 | 209.02 | 559.49 | 1,262.66 | |

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)
## (As specified in UCAT Policy 205)

| *Printed 1/27/2015. Pending Board of Trustees Executive Committee approval* | Certificate-Seeking | Occupational Upgrade | Other Post-Secondary | Secondary | Total/ Composite |
|---|---|---|---|---|---|
| **MEMBERSHIP HOURS** | | | | | |
| **Membership Hours** | 926,189 | 36,712 | 130,339 | 229,301 | 1,322,541 |
| **STUDENT HEADCOUNT/COMPLETION**[1] | | | | | |
| **Headcount** | 2,827 | 323 | 1,773 | 946 | 5,869 |
| Total Completers | 1,230 | 240 | 1,471 | 740 | 3,681 |
| *Graduate Completers* | *1,002* | *240* | *1,471* | *740* | *3,453* |
| *Non-Grad/Early-Hire* | *228* | *(NA)* | *(NA)* | *(NA)* | *228* |
| Non-Completers | 679 | 33 | 150 | 53 | 915 |
| **Completion Rate** | **64.43%** | **87.91%** | **90.75%** | **93.32%** | **80.09%** |
| (Still-Enrolled) | 918 | 50 | 152 | 153 | 1,273 |
| **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[2] | | | | | $ 13,228,000 |
| Direct Instructional Cost | | | | | $ 6,025,775 |
| **Cost per Membership Hour** | | | | | **$ 4.56** |
| **Cost per Certificate/Completion**[3] | $ 3,152.00 | 664.14 | 392.54 | 1,103.06 | |

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.

# MEMORANDUM OF UNDERSTANDING

between

## The Utah College of Applied Technology (UCAT), Davis Applied Technology College (DATC), Weber State University (WSU) and the Commissioner of Higher Education (USHE),

This memorandum of understanding is to address issues and a path forward by mutual agreement with respect to the Registered Nursing program administered by Weber State University and housed at Davis Applied Technology College.

## ISSUE:

- Registered nursing requires a minimum of an associate degree.

- Utah Statute prohibits UCAT campuses from offering credit or associate degrees UCA 53B-2a-106(3) and (4); UCA 53B-2a-104(3).

- Weber State University provides associate, baccalaureate and master degree programs.

- Historically, and including Fiscal Year 2014, DATC has provided instruction and resources valued at approximately $300,000 for Fiscal Year 2014 to fund personnel and other costs within the WSU Registered Nursing program.

- During the years DATC has provided instruction and resources to the WSU Registered Nursing program, DATC has submitted 100% of the budget-related membership hours to UCAT, WSU has also submitted 100% of the budget-related FTE to USHE, and students have paid 100% of their tuition to WSU.

## THE PARTIES NAMED ABOVE AGREE AS FOLLOWS:

- During FY 2015 (July 1, 2014 to June 30, 2015), DATC will provide up to $300,000 to fund personnel and other costs witbn the WSU Registered Nursing program.  WSU will fund any balance exceeding $300,000 of the full cost of the program's operation.

- For FY 2015, DATC will report 50% of the budget-related membership hours to UCAT, and WSU will report 50% of the budget-related FTE to USHE.

- During FY 2016 (July 1, 2015 to June 30, 2016) DATC will provide $150,000 to fund personnel and other costs within the WSU Registered Nursing program. WSU will fund the balance of the full cost of the program's operation.

- For FY 2016 and beyond, DATC will not report any membership hours related to WSU's Registered Nursing program to UCAT, and WSU will report 100% of the budget-related FTE to USHE.

- During FY 2017 (July 1, 2016 to June 30, 2017) and beyond, WSU will fund 100% of the personnel and other costs of the WSU Registered Nursing program. Any amount paid by DATC will be a contractual amount for non-personnel costs, based on student enrollment and consistent with similar contracts between WSU and other UCAT campuses where a WSU Registered Nursing program is located.

The above-named parties hereby execute this memorandum of understanding by their duly authorized representatives, as of February 1, 2015.


_____    _____
Michael J. Bouwhuis, Campus President, date    Charles A. Wight, President, date
Davis Applied Technology College    Weber State University


_____    _____
Robert O. Brems, President, date    David L. Buhler, Commissioner, date
Utah College of Applied Technology    Utah System of Higher Education

UTAH COLLEGE OF APPLIED TECHNOLOGY

BOARD OF TRUSTEES EXECUTIVE COMMITTEE

AGENDA ITEM

28 January 2015

ITEM: I.B

TOPIC: Final Approval of FY 2016 UCAT Budget Request

BACKGROUND
At its January 15, 2015 meeting, the Board of Trustees considered a modification to the FY 2016 UCAT Budget Request based on questions regarding the reduction of membership hours reported by DATC for the WSU Registered Nursing Program. If approval of Item I.A occurs, it becomes necessary to fall back to the original FY 2016 UCAT Budget Request calculations, which include FY 2014 membership hours being counted for the WSU Registered Nursing program at DATC.

RECOMMENDATIONS
If approval is provided for Item I.A, UCAT Administration recommends that the Board of Trustees Executive Committee approve the retention of the original FY 2016 UCAT Budget Request which was approved in the 18 September 2014 Board meeting, to include the FY 2014 membership hours for the WSU Registered Nursing program at DATC. In addition, UCAT Administration recommends approval of the attached notification letter to DATC documenting financial figures for possible use in future budget discussions.

Attachments:

FY16 Original UCAT Budget Request
FY16 Modified UCAT Budget Request
Notification Letter to DATC Regarding Future Budget Requests

UCAT

# UTAH COLLEGE
## — of —
# APPLIED TECHNOLOGY

**UCAT**

## 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 | 745,500 | |
| | Davis Applied Technology College | 2,487,000 | |
| | Dixie Applied Technology College | 1,892,100 | |
| | Mountainland Applied Technology College | 5,707,100 | |
| | Southwest Applied Technology College | 1,074,600 | |
| | Uintah Basin Applied Technology College | 670,600 | |
| | | | |
| 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* | | | |
| | | | |
| **Ongoing Budget Priorities** | | | **15,037,100** |
| | | | |
| **One-time Increases** | | | **3,181,000** |
| | | | |
| **Supplemental Increases** | | | **-** |

**\* 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 distibuted to the campuses.**

# UTAH COLLEGE
## — of —
# APPLIED TECHNOLOGY

## 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* | | | |
| **Ongoing Budget Priorities** | | | **15,037,100** |
| **One-time Increases** | | | **3,181,000** |
| **Supplemental Increases** | | | **-** |

**\* 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 distibuted to the campuses.**

**Utah College of
Applied Technology**

2801 Ashton Boulevard
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**Office of the President**
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www.ucat.edu

UCAT

January 28, 2015

Campus President Michael Bouwhuis
Davis Applied Technology College
550 East 300 South
Kaysville, UT  84037

Dear President Bouwhuis,

Today, the Utah College of Applied Technology (UCAT) Board of Trustees Executive Committee took action to approve an agreement (attached) between UCAT, the Utah System of Higher Education (USHE), Davis Applied Technology College (DATC) and Weber State University (WSU).  The agreement details the procedure for transitioning the current structure of the DATC-WSU Registered Nursing (RN) program to a WSU-funded and controlled RN program, reported to annually to USHE by WSU as budget-related full-time equivalent enrollments by Fiscal Year 2017.

The Executive Committee also approved a necessary readmission of FY 2014 DATC-WSU RN Program enrollments as membership hours in the UCAT system, with an additional allowance for DATC to report 50% of FY 2015 WSU RN Program as membership hours in the UCAT system during that fiscal year.  The agreement provides for DATC to provide $300,000 of funds to support WSU RN Program personnel in FY 2015, $150,000 to support WSU RN Program personnel in FY 2016 with full costs of the program to be provided by WSU beginning with FY 2017.

Because of the extreme difficulty of calculating (at this time) the dollar amounts that are part of the DATC annual budget as a result of reporting WSU RN membership hours over the past 10-18 years, Board of Trustees leadership have instructed me to develop the following notifications to you regarding how some future budget requests may be formulated, beginning with the FY 2017 budget request:

1- Based on the approximate $495,000 that will be reinstated for DATC in the FY 2016 UCAT budget request, it is understood that future DATC budget requests (FY 2017 and beyond) may be adjusted downward by up to a total of $495,000 based on the use of DATC-WSU RN Program enrollment data being contained in the UCAT budget development process up through FY 2016.

2- Based on a windfall of $150,000 to DATC in FY 2016 that will be funded by WSU in that fiscal year, it is understood that the DATC portion of the FY 2017 UCAT budget request may be adjusted downward by up to $150,000.

3- Based on an additional windfall of $150,000 to DATC in FY 2017 that will be funded by WSU in that fiscal year, it is understood that the DATC portion of the FY 2018 UCAT budget request may be adjusted downward by up to $150,000.

Robert O. Brems
President

**UTAH COLLEGE OF APPLIED TECHNOLOGY**

**AGENDA ITEM**

**UCAT BOARD OF TRUSTEES**
**23 March 2016**

ITEM:        II.C

TOPIC:      Continuation of Search Process and/or Appointment of New UCAT President/Commissioner

BACKGROUND

The Board voted in its December 18, 2016, meeting to delay any further action in the selection of a UCAT president until after the 2016 General Legislative Session, which ended on March 10, 2016. Senate Bill 131 calls for the UCAT president position to be renamed "commissioner of technical education" on May 10, 2016.

A discussion will be held prior to the Board taking action to either:

(a) determine a process to initiate a new search for a UCAT President (if selected prior to May 10, 2016), and/or a UCAT Commissioner of Technical Education (selected or continuing on or after May 10, 2016); or,

(b) determine a process to consider finalists from the previous UCAT president search for the appointment of a UCAT President (if selected prior to May 10, 2016), and/or a UCAT Commissioner of Technical Education (selected or continuing on or after May 10, 2016).

A proposed "UCAT Commissioner Selection Process" is attached for the Board's consideration if it is determined to initiate a new search. A proposed "UCAT Commissioner Search" announcement is also attached for consideration.

RECOMMENDATIONS

It is recommended that the Board determine and approve a process either to initiate a new UCAT President/Commissioner search or to consider finalists from the previous search, including approval of a commissioner search announcement.

Attachments:

Proposed UCAT Commissioner Selection Process
Proposed UCAT Commissioner Search Announcement

**UTAH COLLEGE OF APPLIED TECHNOLOGY**
**UCAT BOARD OF TRUSTEES**

# UCAT COMMISSIONER SELECTION PROCESS
*Draft 17 March 2016*

**Step One: Formal Board Approval of Process**
3/10/2016(Th):  Last day of Legislative Session: adjust previous UCAT President position description and selection process for provisions stipulated by SB-131.
3/11/2016(F):  President Brems' last day.
3/16/2016(W):  Email 3/23/2016 agenda & proposed process to Board of Trustees.
3/23/2016(W):  Board of Trustees special meeting to review/approve process for UCAT Commissioner selection.

**Step Two: Recruitment of Candidates (if the Board elects to start a new process)**
3/28/2016(M):  Post UCAT Commissioner position announcement:
    (1)  UCAT website and campus websites.
    (2)  Statewide, nationwide and limited international sites: KSL.com, higheredjobs.com, other channels reaching CTE executives.
4/6/2016(W):  (following Board meeting) Commissioner Search Committee convenes to develop and commence an active recruitment process. Committee will seek nominations from identified stakeholders and networks. Nominees will be contacted by the committee by 4/22/2016 and invited to apply via the regular application process which follows. Applications will not be limited to those nominated to the committee, but will be open to all applicants.
5/6/2016(F):  Position closes for applications at 5:00 p.m. MDT.

**Step Three: Pre-Screening of Applications**
5/6/2016(F):  The UCAT Commissioner Search Committee will receive confidential PDF files containing each application received from nominees and from independent applicants that met the basic requirements of the process.  They will be provided criteria for scoring the applications.
5/11/2016(W):  Commissioner Search Committee members confidentially submit scores to the UCAT office.
5/12/2016(Th):  The UCAT Commissioner Search Committee will meet to review cumulative scores and identify a group of approximately ten candidates to be interviewed.

**Step Four: Selection of Finalists**
5/13/2016(F):  The UCAT Board of Trustees, the UCAT President's Cabinet, and the UCAT staff will receive confidential PDF files containing the applications of the approximate ten candidates to be interviewed.
5/19/2016(Th):  The Board of Trustees will meet in closed session to confidentially interview the candidates, and the UCAT President's Cabinet and UCAT staff will meet to also confidentially interview the candidates. The Board and the President's Cabinet/Staff will each utilize a standardized question and answer form with metrics developed for each group.  After receiving input from the President's Cabinet/Staff, and after discussion of the candidates' character and professional competence, the Board will move to open session to select approximately three finalists to move forward in the process.  Within a short period of time, Governor Herbert will be consulted and the names of the finalists will be made public, according to state law.  In the public announcement, members of the public will be invited to provide input on the three finalists via a specified email address. The public comments will be compiled for Board review.

UCAT

**Step Five: Board of Trustees Appointment of Commissioner**

5/26/2016(Th): The UCAT Board of Trustees will review public input and will re-interview finalists in closed session. After discussion of the finalists' character and professional competence, the Board will move to open session to identify a new, potential UCAT commissioner. The potential selection will be communicated to Governor Herbert seeking his approval. Communication will also be made with Senate President Niederhauser for his input.

**Step Six: Announcement of Appointment**

5/26/2016(Th): A public announcement of the new UCAT commissioner will be made by the UCAT Board of Trustees in an official meeting of the Trustees and in conjunction with Governor Herbert. Announcement would indicate the appointment is pending consent of the Utah State Senate.

**Step Seven: Senate Consent**

5/31/2016(T): Governor Herbert documents formal approval of the appointment and files for Senate consent.

6/15/2016(W): (date to be confirmed) Senate considers consent for the new UCAT commissioner appointment at June interim meeting.

**Step Eight: New UCAT Commissioner Begins Service**

7/1/2016(F): New UCAT Commissioner begins service.


**UCAT Commissioner Search Committee (possible members to consider):**

New UCAT Board Chair

At least one vice chair

At least one other trustee (not more than four from executive committee, not more than seven total to avoid quorum issues)

An ATC president

A UCAT VP

An ATC board member

Others?

**Utah College of Applied Technology**

**COMMISSIONER SEARCH**

The Utah College of Applied Technology (UCAT) Board of Trustees is seeking applications for the position of Commissioner of Technical Education.

The Utah College of Applied Technology is the parent organization for Utah's eight regional applied technology colleges (ATCs.)  The UCAT system currently has an annual appropriated budget of $70,000,000 and was established by the State of Utah in 2001 to provide industry-driven training and technical education with a primary mission of serving Utah's employers.

The UCAT Commissioner of Technical Education serves as the chief executive officer to the UCAT Board of Trustees in carrying out its statutory assignment for the control, management, and supervision of the applied technology colleges. Under the direction of the Board of Trustees, the Commissioner oversees the general operation of the ATCs with the assistance of three associate commissioners, three directors, a software engineering department and an executive assistant, working with the college president of each of the eight ATCs and their staff in consultation with a local college board of directors.

In fiscal year 2015, the UCAT system logged 5.8 million instructional membership hours to 35,756 part-time, full-time, adult and secondary students. UCAT campuses offer nearly 400 accredited occupational certificate programs and many other skills training courses. In addition, UCAT provides customized training through the Custom Fit program to over 1,300 Utah companies and 14,000 trainees per year.

**UCAT COMMISSIONER PROFILE**

The UCAT Commissioner of Technical Education is the executive officer to the UCAT Board of Trustees, and the chief administrative officer to the Utah College of Applied Technology. He/she is appointed by the UCAT Board of Trustees, upon approval from the Utah State Governor and with consent of the Senate. The UCAT commissioner serves at the discretion of the Utah College of Applied Technology Board of Trustees and the Governor. The commissioner is responsible to the Board of Trustees to ensure that the policies and programs of the Board of Trustees are properly executed, furnish information and recommendations to the Board, provide state-level leadership in activities affecting applied technology colleges, and perform other duties as assigned by the Board in carrying out the Board's duties and responsibilities. The UCAT commissioner administers the day-to-day operations of the UCAT system and is an innovative leader committed to meeting the technical education needs of employers and school districts throughout the state, strengthening business and industry competitiveness, and supporting economic development.

**Required Qualifications:**

• Extensive experience in career and technical education.

• Proven record of administrative and executive leadership experience at a senior management level.

• Demonstrated ability to build relationships with, be accountable to, and collaborate with the Legislature, Governor, UCAT Board of Trustees, government and education boards and officials, and business/industry and community leaders. Ability to lead, oversee, direct, build collaboration and consensus, and inspire ATC presidents, ATC faculty and staff, and ATC boards of directors.

- Successful experience in budgeting, long-range planning, and managing fiscal resources.

- An understanding and commitment to the mission of an established system of applied technology colleges.

- Strong communication, interpersonal and negotiation skills.

- Appropriate and relevant educational background

**Primary Responsibilities:**

- Directs the Utah College of Applied Technology under the direction of the Board of Trustees and coordinates the activities of each of its colleges.

- In consultation with the board of trustees, ATC presidents, and ATC boards of directors, prepares a comprehensive strategic plan for delivering career and technical education through the applied technology colleges. Ensures that UCAT maintains and further elevates its position as the leader in career and technical education. Oversees the planning efforts of the ATCs to respond to employer needs with state-of-the-art instruction that will allow businesses and industries to remain competitive leaders in their fields.

- Establishes and maintains positive relationships and accountability with the Legislature, Governor, the UCAT Board of Trustees, government and education boards and officials, and business/industry and community leaders.

- Oversees development of system budgets and legislative budget requests. Is accountable for budgets, operations, capital facilities, and other fiscal responsibilities through reports and requests for approval to the UCAT Board of Trustees, the Governor's Office, the Utah Legislature, and auditors.

- Fosters close relationships with state economic development leaders, business/industry organizations and employers, ensuring that campuses are meeting needs for cutting-edge training for current and future employees.

- Establishes benchmarks, provides oversight, evaluates program performance, and obtains independent audits to ensure that the ATCs follow their non-credit career and technical education mission. Establishes minimum standards for career and technical education programs of the ATCs. Develops and implements a system of common definitions, standards, and criteria for tracking and measuring the effectiveness of career and technical education.

- Maintains a central administration office for coordination, prioritization, support, and reporting of college functions dealing with budgets and audits; facilities, including capital, capital development, and leases; management information systems; master planning efforts of the ATCs and the UCAT system; strategic planning; articulation with institutions of higher education and public education; legislative, State System of Public Education, State System of Higher Education, and Board of Regents contact; general data collection; and programs, certificates, and curriculum.

- Develops and implements a plan to inform citizens about the availability, cost, and advantages of career and technical education.

- Ensures that secondary students in the public education system have access to career and technical education through the UCAT campuses, and that UCAT curricula meet the needs of school districts and charter schools.

- Assists the UCAT Board of Trustees in its appointing and supervising of each ATC president in accordance with UCA 53B-2a-107.

**APPLICATION PROCESS:**

To be considered, each applicant must submit the following:

- Cover Letter

- Current Resume

- Written description of how the candidate meets each of the required qualifications and primary responsibilities listed above, using specific examples.

- List the names and phone numbers of six references who can be contacted.

- Limit total application material to 10 pages or fewer.

Salary and benefits will be competitive. All applications will be treated confidentially. A background check will be required for finalists. Names of finalists will be made public.

To ensure full consideration, application materials should be submitted by **Friday, May 6, 2016, 5:00 p.m. (MDT).**

For further information visit: www.ucat.edu

**Please submit completed applications by e-mail to:**

Kristin Smith, Executive Assistant to the UCAT Commissioner.

Utah College of Applied Technology

Email: ksmith@ucat.edu | Phone: (801) 341-6012 | Fax: (801) 341-6019

*The Utah College of Applied Technology College is an Equal Opportunity Employer*

UTAH COLLEGE OF APPLIED TECHNOLOGY

BOARD OF TRUSTEES EXECUTIVE COMMITTEE

AGENDA ITEM

28 January 2015


ITEM: I.D

TOPIC: Review of UCAT President Letter to Campuses Regarding Nursing Program Partnerships

BACKGROUND
Based on the review and discussions of budget-related enrollment reporting for nursing program partnerships outlined in the previous agenda items, President Brems has drafted a letter to all campus presidents outlining policy provisions and clarifying budgeting and reporting processes with respect to the partnerships. A copy of the letter will be provided prior to the meeting.

RECOMMENDATIONS
Information/discussion only.

Attachments:
Draft Letter to Campus Presidents Regarding Nursing Partnerships

**UCAT**

January 28, 2015

**Enrollment Reporting for Registered Nursing Program Partnerships**

UCAT Campus Presidents,

We are proud of the Practical Nursing certificate programs that are provided by several of our campuses. They fill an important need in their regions as they prepare students for critical and highly technical jobs in the healthcare industry, with high enrollment, completion, licensure, and placement rates. Many of the campuses have further enhanced the opportunities for their Practical Nursing students and employers by engaging other institutions in partnerships to provide Registered Nursing associate degree programs. These partnerships are excellent arrangements which should be continued and expanded as necessary.

In a recent review of DATC enrollment data, questions were raised regarding the reporting of Registered Nursing enrollments for budget-related membership hours if a campus has made a significant budget contribution to such a partnership. UCAT Policy 201.5.6 (Membership Hours Reporting/Budget-Related Membership Hours) stipulates that "the campus must make an appreciable resource contribution to the course/program" as one of the criteria for qualifying as budget-related. However, 201.5.2 restricts budget-related membership hours to programs approved in accordance with Policy 200, which provides that campus programs prepare for "occupations that generally do not require an associate or more advanced degree" (200.6.2).

Utah Statute prohibits UCAT campuses from offering credit or associate degrees (UCA 53B-2a-106(3) and (4); 53B-2a-104(3)). Since Registered Nursing enrollments are in credit-granting and associate degree programs provided by the partner institution, they do not qualify as programs for which the legislature appropriates state budget funds to UCAT campuses.

We have reviewed the enrollment question and the applicable policies and statutes with campus executives, campus board leadership, and UCAT Board of Trustees leadership. After careful consideration, we have concluded that with nursing program partnerships, all enrollment statistics for Practical Nursing programs should be reported by the participating campus as budget-related membership hours to UCAT only, consistent with UCAT policies. All enrollment statistics for Registered Nursing programs should be reported by the participating institution as budget-related FTEs to USHE only, consistent with USHE policies. Appropriated UCAT campus funds should not be used to fund the Registered Nursing portion of instruction. Any use of campus budget funds beyond those directly related to the provision of Practical Nursing instruction should be limited to related partnership costs after review by the UCAT President.

Robert O. Brems
President

**UCAT**