BOARD OF TRUSTEES

MARCH 26, 2015 BOARD OF TRUSTEES AGENDA

UTAH COLLEGE OF APPLIED TECHNOLOGY

BOARD OF TRUSTEES MEETING AGENDA

March 26, 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 Board of Trustees Meeting Minutes

- 08 August 2014 Board of Trustees (amended) Minutes   **AGENDA ITEM D.1** (assets/docs/Corrected-BOT-Special-Meeting-8.8.14-Minutes1.pdf)
- 15 January 2015 Board of Trustees (regular) Minutes   **AGENDA ITEM D.2** (assets/docs/1.15.15-BOT-Meeting-Minutes.pdf)

E. Executive Committee Report – Chair Bingham

/

F. Recognition of Departing Board Members Dixie Allen and Mike McCandless – President Brems

G. Oath of Office for new UCAT Trustee Barbara W. Corry – Board Secretary Kristin Smith

II. Action Items

H. Proposed Tuition Adjustment for FY 2016 – VP Brinkerhoff   **AGENDA ITEM H**
(assets/docs/Agenda-Item-II-Proposed-FY-2016-UCAT-Tuition-Rate.pdf)

I. Proposed Second Tier Tuition Adjustments – VP Brinkerhoff   **AGENDA ITEM I**
(assets/docs/Final-Item-I.pdf)

J. Proposed Differential Tuition Approvals – VP Brinkerhoff   **AGENDA ITEM J**
(assets/docs/Final-Item-J.pdf)

K. Board of Trustees Calendar Update – President Brems   **AGENDA ITEM K**
(assets/docs/Board-of-Trustees-Calendar-Update.pdf)

L. UCAT Office Rental Policy – VP Brinkerhoff   **AGENDA ITEM L**
(assets/docs/Final-Item-L.pdf)

M. Evaluation of Presidents: Maughan, Wood, Weight – President Brems   **AGENDA ITEM M**
(assets/docs/Campus-President-Evaluations1.pdf)

N. UBATC Property Exchange with Duchesne County SD – VP Brinkerhoff   **AGENDA ITEM N**
(assets/docs/Final-Item-N.pdf)

O. MATC & Yesco Lease – VP Brinkerhoff   **AGENDA ITEM O**
(assets/docs/Final-Item-O.pdf)

P. MATC & Da Vinci Management Lease – VP Brinkerhoff   **AGENDA ITEM P**
(assets/docs/Final-Item-P.pdf)

III. Information Items

Q. UCAT Coordinated Audit – Utah State Auditor John Dougall   **AGENDA ITEM Q**
(assets/docs/Final-Item-Q.pdf)

R. Rebecca D. Lockhart Scholarship Donation – Pres. Brems, Chair Bingham   **AGENDA ITEM R**
(assets/docs/Final-Item-R.pdf)

S. Expiring Terms for UCAT Board Members – VP Haines **AGENDA ITEM S**
(assets/docs/Agenda-Item-Expiring-BOT-Terms.pdf)

T. 2015 Legislative Session Review – President Brems **AGENDA ITEM T**
(assets/docs/Final-Item-T.pdf)

U. UCAT Performance-Based Funding – VP Brinkerhoff **AGENDA ITEM U**
(assets/docs/Final-Item-U.pdf)

V. Legislative Audits – President Brems, LFA Staff **AGENDA ITEM V**
(assets/docs/Agenda-Item-Legislative-Audit.pdf)

W. Program Approvals – Vice President Haines **AGENDA ITEM W**
(assets/docs/Final-Agenda-Item-W.pdf)

X. Office of the UCAT President Budget Report – VP Brinkerhoff **AGENDA ITEM X**
(assets/docs/Final-Item-X.pdf)

Y. BATC Campus President Search – President Brems **AGENDA ITEM Y**
(assets/docs/Final-Item-Y.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: 15 January 2015
TIME: 10:00 AM – 2:00 PM
LOCATION: Utah College of Applied Technology
2801 Ashton Boulevard
Lehi, UT 84043
(Anchor location for electronic access)

MINUTES
(DRAFT - Awaiting formal approval)

<u>Board of Trustees Present</u>
Tom Bingham, Chair – TATC
Jim Evans, 2nd Vice Chair – MATC
Michael Jensen – DATC
Steve Moore – OWATC
Don Roberts – SWATC
Mike Angus – UBATC
Richard Tranter – Salt Lake Community College
Mike McCandless – USU Eastern CTE
Brian Florang – Snow College
Dale Cox – Union Apprenticeship
Jim Olsen – Governor's Appointee Business/Industry
Jesselie Anderson – State Board of Regents

<u>Board of Trustees Absent</u>
Michael Madsen, 1st Vice Chair – BATC
Stephen Wade – DXATC
Brad Tanner – Non-Union Apprenticeship
Val Hale – Governor's Office of Economic Development
Dixie Allen – State Board of Education

<u>UCAT Administration</u>
Robert Brems – President
Jared Haines – VP, Instruction and Student Services
Tyler Brinkerhoff – VP, Administrative Services
Jordan Rushton – Director of Public Relations
Kristin Smith – Executive Assistant

<u>Others Present</u>
Richard Maughan – BATC, Campus President
Mike Bouwhuis – DATC, Campus President
Clay Christensen – MATC, Campus President
Collette Mercier – OWATC, Campus President
Brennan Wood – SWATC, Campus President
Scott Snelson – TATC, Campus President
Aaron Weight – UBATC, Campus President
Mark Dennis – Retiring Board Member

MINUTES OF MEETING

UTAH COLLEGE OF APPLIED TECHNOLOGY
Board of Trustees
15 January 2015

I.INTRODUCTION ITEMS

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

I.B Pledge of Allegiance

I.C Approval of Agenda
The Board was presented with the agenda for the meeting.

Motion to approve the agenda.
Motion: Don Roberts, Second: Steve Moore
Voting: Unanimous

I.D Approval of 18 September 2014 Board of Trustees Meeting Minutes
The Board reviewed the meeting minutes from 18 September 2014.

Motion to approve the 18 September 2014 Board of Trustees Meeting Minutes.
Motion: Jim Evans, Second: Mike McCandless
Voting: Unanimous

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

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

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

ll. ACTION ITEMS

II.H FY14 Student Data and Adjustments to Previous Years

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

Motion to approve the final data as represented in the report, after legal counsel has reviewed it to ensure footnoted adjustments are in compliance with UCAT policy.
Motion: Mike Jensen, Second: Jim Evans
Voting: Unanimous

II.I UCAT 2014 Annual Report

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

Motion to approve the December edition of the UCAT 2014 Annual Report.
Motion: Steve Moore, Second: Don Roberts
Voting: Unanimous

II.J Revised FY 2016 UCAT Budget Request

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

Motion to approve the revised FY16 UCAT Budget Request once legal counsel has reviewed it to determine if the footnoted adjustments are in compliance with UCAT policy.
Motion: Jim Evans, Second: Mike Jensen
Voting: Unanimous

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

Motion to confirm this appointment.
Motion: Jim Olsen, Second: Don Roberts
Voting: Unanimous

II.L Evaluation of Campus President Michael J. Bouwhuis

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

Motion to approve the evaluation of Campus President Michael J. Bouwhuis, and to request a review of campus president salaries by UCAT Administration with a recommendation for a potential salary adjustment for Campus President Bouwhuis.
Motion: Jim Evans, Second: Don Roberts
Voting: Unanimous

III.INFORMATION ITEMS

III.M Student of the Year Program and Marketing Update

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

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

III.N 2014 Campus COE Reports

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

III.O Program Approvals

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

III.P Enrollment Audit

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

III.Q Office of the UCAT President Budget Report

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

III.R 2015 Legislative Planning Discussion

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

V. ADJOURN

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

Meeting adjourned at 12:42pm.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
26 March 2015

ITEM: III.S

TOPIC: Expiring Terms of Office for Board Members

BACKGROUND

In accordance with <u>Utah Code 53B-2a-103(3) and (4)</u>, members of the Utah College of Applied Technology Board of Trustees are "appointed commencing on July 1 of each odd-numbered year to a four-year term… so that approximately one-half of the members' terms will expire in any odd-numbered year… When a vacancy occurs in the membership for any reason, the replacement shall be appointed for the unexpired term."

The following board member terms expire on June 30, 2015:
  DXATC Campus Board of Directors: Stephen W. Wade
  MATC Campus Board of Directors: Jim T. Evans
  SWATC Campus Board of Directors: Don G. Roberts
  UBATC Campus Board of Directors: Mike L. Angus
  Snow College Economic Development and Workforce Preparation Advisory Committee: Brian C. Florang
  Utah State University – Eastern CTE Advisory Committee: Mike McCandless
  Governor Appointee – Union Apprenticeships: Dale M. Cox
  State Board of Regents: Jesselie Anderson

Official notification will be made by the Office of the UCAT President within the next 30 days to the appointing authority for each expiring position, with a request to respond in writing by May 29, 2015, indicating that their appointee is to be reappointed or replaced by a new appointee. Representatives for UCAT campuses and USHE institutions are "appointed by a majority vote of the business and industry employer members" of their board or committee (UCA 53B-2a-103(1)). In the event a member is not re-appointed or replaced by June 30th, they will continue to "hold office until a successor is appointed and qualified" (UCA 53B-2a-103(3c)).

RECOMMENDATIONS

Information only.

Attachments: None

UCAT

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
26 March 2015

ITEM: II.H

TOPIC: Proposed FY 2016 UCAT Tuition Rate

BACKGROUND

UCAT and its campuses have implemented significant changes in tuition structure in the previous two years. Several campuses have piloted the concept of a second-tier tuition. The changes have resulted in relatively aggressive tuition increases in some service regions. Over the course of the same time period, UCAT campuses have received above average appropriations increases to stimulate program growth and increase campus capacity. UCAT administration, in consultation with campus presidents, believes keeping the UCAT first-tier tuition constant will facilitate growth in new and expanded instructional programs.

FISCAL IMPACT

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

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees hold UCAT First-Tier tuition constant at $1.75 per hour.

UCAT

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
26 March 2015

ITEM: III.V

TOPIC: Legislative Audits

BACKGROUND

The Office of the Legislative Auditor General (LAG) is in the process of conducting two legislative audits of career and technical education in Utah. The audits are under the direction of Auditor General John Schaff and Audit Manager Rick Coleman.

1. Completion and Placement Rate Audit (Tim Bereece, Audit Supervisor): This audit was the result of discussion during the Legislature's Education Task Force meeting on July 22. During the meeting an audit or external evaluator was requested to look at some issues regarding career and technical education. This audit is addressing the completion and placement issues that were raised in the task force's request letter.

2. Program Coordination Audit (David Gibson, Audit Supervisor): This audit was requested to determine and evaluate key components of the coordination between public education and UCAT. Specifically: (1) Is there adequate coordination of courses between UCAT and public education? (2) Reasons why high schools send their students to UCAT campuses to take courses. (3) Do public education and UCAT courses have overlap or duplication, and if so, why?

Representatives of the LAG will be in attendance at the meeting to provide an update to the Board on the progress of the audits.

RECOMMENDATIONS

Information only.

Attachments: None

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
26 March 2015

ITEM: II.K

TOPIC: UCAT Board of Trustees 2015-2016 Calendar

BACKGROUND

Proposed UCAT Board of Trustees meeting dates for 2015-2016 are as follows:

Thursday, June 11, 2015

Thursday, September 17, 2015

Thursday, January 14, 2016

Thursday, April 14, 2016

FISCAL IMPACT

None

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees review and approve the meeting calendar for 2015-2016.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
26 March 2015

ITEM: II.M

TOPIC: Campus President Evaluations

BACKGROUND

The UCAT Board of Trustees authorized an evaluation of BATC Campus President Richard Maughan during the 2014-15 school year. That evaluation has been conducted by President Brems in consultation with the Bridgerland Applied Technology College Board of Directors.

Because they were hired within the past year, President Brems has also conducted a six-month evaluation of UBATC Campus President Aaron Weight in conjunction with the Uintah Basin Applied Technology College Board of Directors and SWATC Campus President Brennan Wood in conjunction with the Southwest Applied Technology College Board of Directors.

RECOMMENDATIONS

UCAT Administration recommends that the UCAT Board of Trustees approve the finalization of President Maughan's comprehensive evaluation and President Weight's and President Wood's six-month evaluations. The Board may wish to take action on any compensation adjustments as they relate to these evaluations.

Attachments:

The Utah College of Applied Technology (UCAT)
Board of Trustees Meeting
Special Meeting Via Conference Call
DATE: 08 August 2014
TIME: 7:30 AM – 8:00 AM
LOCATION: Southwest Applied Technology College
510 West 800 South
Cedar City, UT 84720

(Anchor location for electronic access)

MINUTES

MINUTES OF MEETING

UTAH COLLEGE OF APPLIED TECHNOLOGY
Board of Trustees
08 August 2014

I.INTRODUCTION ITEMS

Call to Order
Meeting was called to order at 7:36 a.m.

I.A Approval of Agenda
Motion to approve the agenda.

Motion: Michael Madsen; Second: Mark Dennis

Voting: Unanimous

I.B Update on Selection Process for Southwest Applied Technology College Campus President
President Brems gave a short overview of the process that UCAT administration/UCAT Board of Trustees/SWATC Board of Directors went through to select a new president.

Motion to go into Closed Session
Motion: Don Roberts; Second: Jim Evans

A roll call vote was conducted:

Tom Bingham – yes
Michael Madsen – yes
Jim Evans – yes
Michael Jensen – absent for vote
Stephen Wade – absent for vote
Steven Moore – yes
Don Roberts – yes
Mark Dennis – yes
Richard Tranter – absent for vote
Mike McCandless – absent for vote
Jim Olsen – yes
Dale Cox – yes
Brad Tanner – yes
Val Hale – yes

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

II. Closed Session

The Board went into closed session at 7:41 a.m.

III. Open Session

The Board re-entered open session at 7:52 a.m.

President Brems recommended that Brennan Wood be appointed as the new Campus President of the Southwest Applied Technology College with a starting salary of $105,000.

Motion: Don Roberts; Second: Mark Dennis

Voting; Unanimous

Adjourn

Motion: Jim Olsen, Second: Steve Moore

Vote: Unanimous

Meeting adjourned at 7:56 a.m.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
17 Sep 2015

ITEM: III. W

TOPIC: Office of the UCAT President Budget Report

BACKGROUND

Per UCAT policy 555.3.6, *"A report, detailing revenue and expenditures for all budget categories, shall be presented to the Board of Trustees in all regular meetings of the Board."* The attachments include a report detailing appropriated revenues and expenditures by category for the Office of the President for the current fiscal year through Aug 31, 2015 as well as the check register for July - Aug 2015.

RECOMMENDATIONS

Information/discussion only

Attachments:
Check/Disbursement register
Budget progress report

UCAT

Utah College of Applied Technology
Check Register
July 2015 through June 2016

Type	Date	Num	Name	Amount
Bill Pmt -Check	07/10/2015	10915	Automated Business Products	-79.25
Bill Pmt -Check	07/10/2015	10916	BATC	-108.36
Bill Pmt -Check	07/10/2015	10917	Brian Florang	-210.00
Bill Pmt -Check	07/10/2015	10918	Dixie State University	-3,495.00
Bill Pmt -Check	07/10/2015	10919	Don Roberts	-175.00
Bill Pmt -Check	07/10/2015	10920	DXATC	-1,262.50
Bill Pmt -Check	07/10/2015	10921	Fuelman	-467.83
Bill Pmt -Check	07/10/2015	10922	IC Group	-180.00
Bill Pmt -Check	07/10/2015	10923	James Olsen	-7.00
Bill Pmt -Check	07/10/2015	10924	Jordan Rushton	-273.00
Bill Pmt -Check	07/10/2015	10925	Le Bus	-270.00
Bill Pmt -Check	07/10/2015	10926	MATC	-233,057.59
Bill Pmt -Check	07/10/2015	10927	Michael Madsen	-147.00
Bill Pmt -Check	07/10/2015	10928	Sean Farris	-500.00
Bill Pmt -Check	07/10/2015	10929	Signature Images	-324.01
Bill Pmt -Check	07/10/2015	10930	TATC	-1,262.50
Bill Pmt -Check	07/10/2015	10931	Tom Bingham	-19.20
Bill Pmt -Check	07/10/2015	10932	UBATC	-1,262.50
Bill Pmt -Check	07/10/2015	10933	Utah Dept of Admin Services	-23,886.09
Bill Pmt -Check	07/10/2015	10934	Utah Transit Authority	-382.50
Bill Pmt -Check	07/30/2015	10935	BATC	-201,699.00
Bill Pmt -Check	07/30/2015	10936	BH Development, LC	-75.00
Bill Pmt -Check	07/30/2015	10937	DATC	-143,025.00
Bill Pmt -Check	07/30/2015	10938	DXATC	-84,875.00
Bill Pmt -Check	07/30/2015	10939	Fuelman	-436.24
Bill Pmt -Check	07/30/2015	10940	GBS Compliance Services	-1,553.99
Bill Pmt -Check	07/30/2015	10941	MATC	-127,375.00
Bill Pmt -Check	07/30/2015	10942	Navex Global	-1,225.00
Bill Pmt -Check	07/30/2015	10943	OWATC	-147,327.00
Bill Pmt -Check	07/30/2015	10944	Snow College	-62,500.00
Bill Pmt -Check	07/30/2015	10945	SWATC	-84,875.00
Bill Pmt -Check	07/30/2015	10946	TATC	-69,075.00
Bill Pmt -Check	07/30/2015	10947	UBATC	-111,575.00
Bill Pmt -Check	07/30/2015	10948	USU Eastern	-56,250.00
Bill Pmt -Check	08/27/2015	10949	Doug Richards	-914.12
Bill Pmt -Check	08/27/2015	10950	DXATC	-2,500.00
Bill Pmt -Check	08/27/2015	10951	Fuelman	-538.40
Bill Pmt -Check	08/27/2015	10952	Kristin Smith	-379.16
Bill Pmt -Check	08/27/2015	10953	Salt Lake Chamber	-10,000.00
Bill Pmt -Check	08/27/2015	10954	Signature Images	-545.38
Bill Pmt -Check	08/27/2015	10955	Utah Division Of Risk Management	-250.00
Bill Pmt -Check	08/27/2015	10956	Wanda Held	-812.50

Utah College of Applied Technology
Office of the President
Fiscal Year 2016 DRAFT Office Budget

Revenue	Budgeted	Year to Date	%
UCAT Administration Ongoing Appropriation	1,868,900	467,225	25.0%
Equipment Appropriation	561,100	140,275	25.0%
Custom Fit Appropriation	3,159,200	789,800	25.0%
Perkins Leadership Fund for Professional Development	30,000	-	0.0%
Campus Support for Northstar	170,000	42,500	25.0%
Equipment Flow Through to Campuses	(551,500)	(137,875)	25.0%
Custom Fit Flow Through to Campuses	(3,150,000)	(787,500)	25.0%
Admin Line Item to Campuses	(400,000)	(100,000)	25.0%
Total State Budget for President's Office	1,687,700	414,425	24.6%

Expenditures	Budgeted	Year to Date	%
Salaries, Payroll Tax & Benefits	1,251,035	203,506	16.3%
Building Occupancy Costs	135,000	23,886	17.7%
Internal Auditing	30,000	-	0.0%
Professional Development Conference	50,000	-	0.0%
Equipment Purchases	10,000	3,735	37.4%
Employee Travel	15,000	979	6.5%
Board Meetings	9,000	-	0.0%
UCAT System Meetings	12,500	1,555	12.4%
Marketing	84,000	-	0.0%
Automobile Expenses	13,000	1,263	9.7%
Annual Report	7,500	-	0.0%
Supplies & Misc. Expenses	50,740	4,218	8.3%
Memberships	13,000	10,000	76.9%
Unallocated/(Covered by Reserves)	6,925	-	0.0%
Total Expenditures	1,687,700	249,142	14.8%

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
12 January 2017

ITEM: II.I

TOPIC: Revision of UCAT Certificate Attainment Goal

BACKGROUND

In its 14 January 2016 meeting, the UCAT Board of Trustees approved the goal that by 2020, UCAT colleges would be awarding at least 9,500 total certificates annually. The goal is part of the Governor's Education Excellence Commission's Utah Education Plan, which is an update to the Governor's 66% by 2020 initiative. This certificate attainment goal included accredited program certificates and Occupational Skills Certificates lasting at least 60 hours in duration.

In summer 2016, under the direction of the Board and in response to legislative audit recommendations, UCAT administration conducted a review of all educational programs offered by the colleges, examining the significance of student achievements upon completion of those programs. The conclusions and recommendations of that review were presented to the Board in its 14 September 2016 meeting. One recommendation adopted in that meeting was the removal of Occupational Skills Certificates from all college offerings, policies, and reports. The discontinuation of Occupational Skills Certificates necessitates a revision of UCAT's certificate attainment goal set in January 2016.
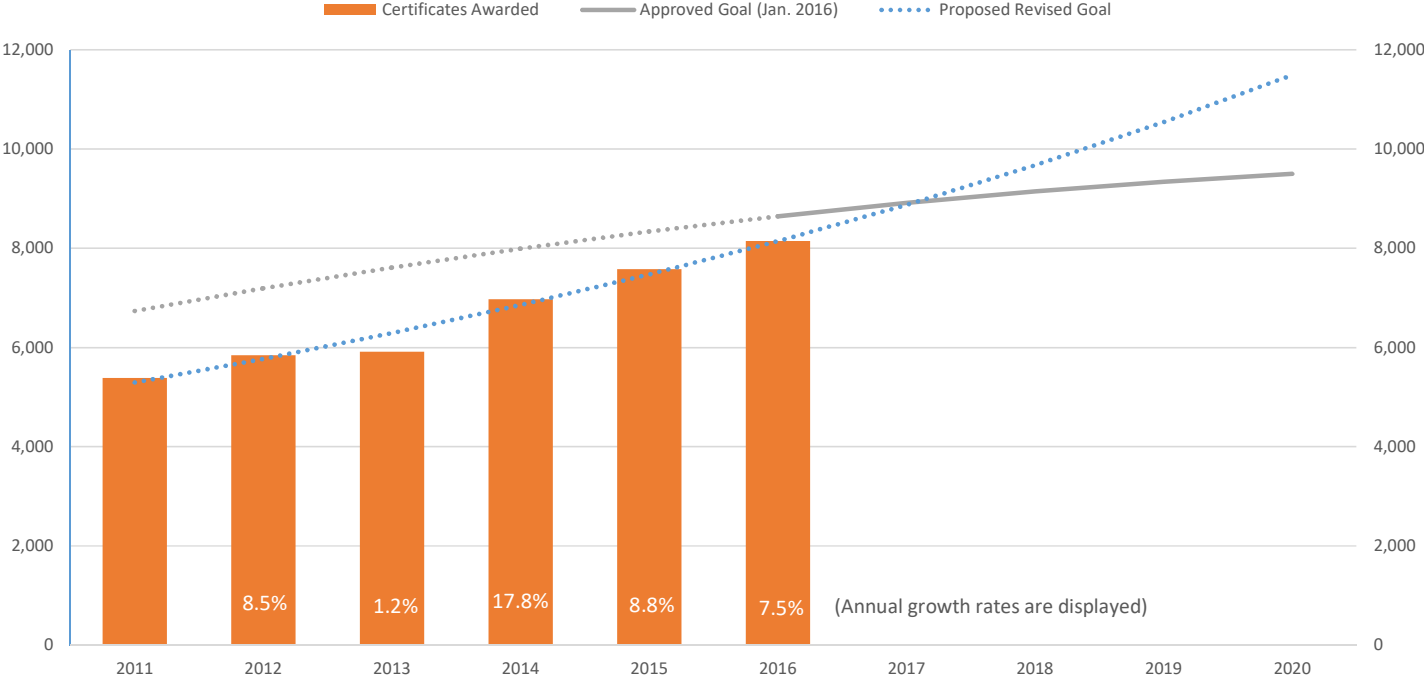
Upon examination of UCAT performance trends, UCAT administration and the college presidents feel that the goal to award 9,500 certificates annually by 2020 is not sufficiently aggressive, even after the removal of Occupational Skills Certificates from previous years' totals. Current trends suggest that the colleges will easily achieve and exceed this mark. The goal was set under the assumption that absent new appropriations, marginal growth rates will decline, and any growth in certificate attainment will result from increased efficiencies rather than program expansion. However, growth in certificate attainment has remained relatively steady for the past five years, averaging 8.76% annually. Year-to-date FY 2017 certificate attainment suggests this growth will continue through the current fiscal year. Modeling past performance and assuming a stretch-goal growth of 9% annually, UCAT may reach 11,492 annual awards by 2020 (see attached). This target has been vetted by and is supported by the college presidents.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve a revised goal of increasing annual certificate attainment to at least 11,492 awards by 2020 for inclusion in Governor Herbert's Utah Education Plan.

Attachments: UCAT Certificate Attainment, 2011-2020 (Projected)

UCAT Certificate Attainment, 2011 - 2020 (Projected)

Certificates Awarded ──── Approved Goal (Jan. 2016) ······ Proposed Revised Goal

(Annual growth rates are displayed)

Growth rates on bars: 8.5% (2012), 1.2% (2013), 17.8% (2014), 8.8% (2015), 7.5% (2016)

Year	Awards
2011	5,386
2012	5,846
2013	5,918
2014	6,971
2015	7,582
2016	8,150
2017	8,876
2018	9,674
2019	10,544
2020	11,492

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
12 January 2017

ITEM: II.J

TOPIC: Strategic Workforce Initiative Proposals

BACKGROUND

During the 2016 legislative session, the Utah State Legislature created the Strategic Workforce Investment (SWI) and appropriated $1,500,000 in ongoing funds. The purpose of this fund is to provide resources to establish educational pathway partnerships that serve regional industry workforce needs. These pathway programs are meant to provide workforce for high growth and high wage occupations.

SWI proposals must reflect a program of study that is responsive to the workforce needs of the CTE region in a high demand strategic industry cluster as identified by the Governor's Office of Economic Development (GOED). The programs must lead to the attainment of a stackable sequence of credentials; include a non-duplicative progression of courses that include both academic and CTE content; provide for expected student enrollment, attainment rates, and job placement rates; and show evidence of input and support from an industry advisory group.

Eligible proposals must demonstrate a partnership between at least two of the following: a college of applied technology, a school district or charter school, and a degree-granting institution of the Utah System of Higher Education. Proposals involving applied technology colleges require evidence of support from the UCAT Board of Trustees.

The Board of Trustees in its 8 June 2016 meeting considered and indicated support for six FY-2017 SWI proposals involving applied technology colleges. Seven colleges have indicated they will be involved with proposals that will be submitted for a second round of FY-2017 SWI applications that was opened with a 6 January 2017 submission deadline. Information that was available at agenda publication time summarizing the proposals that will be submitted is attached, and any updated information will be provided during the meeting. Evidence of Board support will be required for consideration of the proposals.

RECOMMENDATIONS

UCAT Administration recommends that the Board of Trustees support the Strategic Workforce Initiative proposals on the attached summary or as updated in the meeting.

UCAT

FY-2017 STRATEGIC WORKFORCE INITIATIVE PROPOSALS
(January 2017 Submissions)
FOR UTAH COLLEGE OF APPLIED TECHNOLOGY BOARD OF TRUSTEES SUPPORT

BATC, Box Elder/Cache/Logan City School Districts, USU: Outdoor Products
Aligning with the strategic industry clusters identified by GOED, Bridgerland Applied Technology College is collaborating with Utah State University, Box Elder School District, Cache School District and Logan City School District to develop an Outdoor Products Pathway. This training will develop a pipeline of trained professionals for the workforce demands in Northern Utah. Students going through Marketing and Fashion Merchandising from BATC will be able to go on to the AAS in General Technology and then the Technology Systems BS degree at USU with a Product Development emphasis.

      USU-BATC Faculty and Equipment Funding $250,000

DXATC, Washington County School District, DSU: Automotive Technician
DXATC is actively engaged in planning for a new Automotive Technology Program. DXATC will work in partnership with Washington County School District to create a pathway for secondary students. Upon completion of introductory automotive classes secondary students can continue their training at DXATC where they will earn a Capstone Certificate and ASE Certifications. DXATC graduates will then be able to articulate to Dixie State University where they can earn an Associate of Applied Science in Automotive Technology. The SWI grant would allow DXATC to hire two highly qualified instructors.

      DXATC – two full-time faculty positions: $220,000

MATC, UVU, Mountainland Region CTEC (7 school districts): Mobile Development
Mountainland Applied Technology College is collaborating with the Mountainland Region Career and Technical Education Committee (CTEC) and Utah Valley University (UVU) to develop a Mobile Development stackable credential program. The program begins with secondary students and instructors, developing and offering a Mobile Development Fundamentals course through each district in the Mountainland Region. The next step will be to move to an advanced MATC industry-developed course that would enable students to be skilled and trained to work in entry-level mobile development. At that time, students will be able to obtain employment and transfer to a related degree at UVU.

CTEC School Districts – Faculty Training, Curriculum:	$ 83,000 one-time
Post Secondary – Curriculum Dev., Training:	$ 67,000 one-time
MATC – Faculty, Coordination, Curriculum Updates:	$150,000 on-going
Total Request	$300,000 on-going

OWATC, Ogden School District: Northern Utah Aerospace Pathways
Northern Utah Aerospace Pathways is an enhanced duplication in Weber County of the Utah Aerospace Pathways projects previously launched in Salt Lake and Davis Counties. Ogden-Weber Applied Technology College created a preliminary OWATC composites certificate for Ogden School District and opened a composites lab at Ben Lomond High School. Students will participate in an internship, then continue to the full composites certificate at the applied technology college. SWI funding will expand the capacity and support instructor wages, recruiter wages, and equipment.

Ogden School District – Student Transport, Instructor Training:	$ 61,800
OWATC – Faculty, Eqpt., Coordinator, Supplies:	$316,183
Total Request (first year)	$377,983

TATC, USU, Tooele County School District: Information Technology Programming/Coding
Tooele Applied Technology College is collaborating with Utah State University and Tooele County School District to create an Information Technology Programming/Coding career pathway at the urging of the College's Employer Advisory Committee.   This training will increase the current pipeline of IT programmers for the workforce demands along the Wasatch Front and in Tooele County.   The training is available to high school students and adults and will lead to a TATC IT Programming Certificate and will continue through to an Associate of Applied Science General Technology Degree with an emphasis in Technology Systems and on to a Bachelor of Science Degree at USU.

TCSD – Faculty Retainment	$ 20,000
TATC – Faculty, Equipment/Software	$230,000
Total Request	$250,000

SWATC, SUU: STEM Pathways
Southern Utah University and Southwest Applied Technology College are collaborating to create and expand STEM pathways in robotics, pre-engineering, electronics, engineering and technology, and computer science. The concept is to create access to stackable credentials that begin in high school and progress through certificate programs and/or associate and bachelor degrees. Each credential will be aligned with industry demand though collaboration with industry partners throughout the service region. It will include multiple entry and exit points for high school, traditional post-secondary and non-traditional students and provide a next step for students from educational institutions across Southern Utah. The effort will include initial outreach and annual training for high school instructors, principals, counselors, and other critical representatives for each pathway taught by content experts and/or industry representatives. For SWATC, the proposal will include a faculty position in computer science.

SWATC Instruction	$ 83,000
SUU Instruction/Coordination	$198,200
Project Outreach/Training	$ 35,800
Total Request	$317,000

UBATC, USU-UB, Duchesne County School District, Uintah School District: Industrial Automation
Uintah Basin Applied Technology College is collaborating with Utah State University-Uintah Basin, Duchesne County School District, and Uintah School District to meet the needs of employers in the occupational field of Industrial Automation. The proposal requests funding for two faculty positions in the field of industrial automation to teach at UBATC and at USU-Uintah Basin. This is a collaborative effort with two school districts to coordinate coursework through an articulation agreement to create a seamless path for secondary students to attend the applied technology college and on to the university.

USU-Uintah Basin Faculty Funding	$ 87,000
UBATC Faculty Funding	$ 88,200
Total Request	$175,200

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
12 January 2017

ITEM: II.L

TOPIC: Executive Committee Revisions (UCAT Policy 101.10.1) and Appointment of Members

BACKGROUND

The Board of Trustees in its September 2016 meeting considered potential revisions to the structure of the Executive Committee. After brief discussion, the item was tabled due to lack of time for further consideration.

Prior to 6 April 2016, UCAT Policy 101.10.1 (Bylaws) provided for the Executive Committee of the Board of Trustees to consist of eight or nine members, including the Chair, two Vice-Chairs, and five or six additional members appointed by the Chair and confirmed by the Board. A revision of the policy approved on 6 April 2016 eliminated the Board's Second Vice-Chair position in conjunction with implementation of Senate Bill 131, which left the provision for Executive Committee members at seven or eight. With the departure in May 2016 of two Trustees who were members of the Executive Committee, the Committee now has seven members appointed.

In consideration of whether to leave the Executive Committee as constituted with seven members or to appoint an eighth member, Chair Evans and Vice Chair Moore have recommended that the Board consider reducing the size of the Executive Committee to five members, to include the Chair, Vice Chair, Audit Committee Chair, one additional member representing an Applied Technology College, and one at-large member. The current 7-8 member Committee approaches a majority of the Board, and a smaller Committee may facilitate efficiencies in Board members' time and in convening the Committee when necessary. Proposed revisions to UCAT Policy 101 (Bylaws) include this recommendation and also specify terms of offices for members of committees.

If the Board approves the recommended revisions to Policy 101, the change will have the effect of dissolving and reconstituting the current Executive Committee, and Chair Evans will announce the appointment of the two additional members for Board confirmation.

RECOMMENDATIONS

Board leadership recommends the Board of Trustees (1) approve the revisions to UCAT Policy 101 (Bylaws) shown in the attached draft; and (2) confirm the appointment by Chair Evans of two members to the Executive Committee, as provided in the revised Bylaws.

Attachment: Revisions to UCAT Policy 101 (Bylaws)

Subject:	Bylaws

101.1 Purpose

To provide bylaws for the governance of the Utah College of Applied Technology.

101.2 Approval

UCAT Board of Trustees: November 7, 2007. Revised: June 18, 2009; September 22, 2011; June 12, 2014; September 18, 2014; April 6, 2016; January 12, 2017 (pending).

101.3 References

UCA 53B-2a-103. Utah College of Applied Technology Board of Trustees – Membership – Terms – Vacancies – Oath – Officers – Quorum – Committees – Compensation.

101.10 ARTICLE VII: Committees

10.1 Executive Committee: The Executive ~~c~~Committee shall consist of the following five members, who shall serve concurrent terms of office with the Board officers specified in 101.9.2.8:

10.1.1 The chair of the Board of Trustees;

10.1.2 The vice-chair of the Board of Trustees;

10.1.3 ~~Five or six additional members of the Board of Trustees appointed by the chair and confirmed by majority vote of the voting members of the Board of Trustees present in the meeting.~~ The chair of the Audit Committee (101.10.3).

10.1.4 One additional member of the Board of Trustees representing an applied technology college (101.8.1.3 or 101.8.2.1), appointed by the chair and confirmed by majority vote of the seated, voting members of the Board of Trustees present in the meeting.

10.1.5 One additional at-large member of the Board of Trustees (101.8.1.4 thru 101.8.1.10, or 101.8.2.2), appointed by the chair and confirmed by majority vote of the seated, voting members of the Board of Trustees present in the meeting.

10.2 Duties and Powers of the Executive Committee

10.2.1 The Executive Committee shall have full authority of the Board of Trustees to act upon routine matters during the interim between Board of Trustees meetings.

10.2.2 The Executive Committee may act on non-routine matters only under extraordinary and emergency circumstances.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
12 January 2017

ITEM: II.N

TOPIC: Policy 111 (Applied Technology College Presidents – Selection)

BACKGROUND

Policy 111, "Applied Technology College Presidents – Selection", provides for the search for and selection of applied technology college presidents by the UCAT Board of Trustees, as required by UCA 53B-2a-107(1).

The policy sets forth provisions for planned and unplanned vacancies in a college president position, and for leadership continuity during vacancies or incapacitation. It specifies the appointment of a search committee consisting of UCAT trustees, local college board members, the Commissioner, and others, and defines the committee's duties and process for recruiting, screening, interviewing, and recommending finalists for the Board of Trustees to consider.

It then outlines the process for the Board of Trustees to consider and interview finalists in cooperation with the local college board of directors, and then to select the president.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees consider Policy 111, "Applied Technology College Presidents – Selection", for approval.

Attachment:
Draft Policy 111 – Applied Technology College Presidents – Selection

Subject:	Applied Technology College Presidents – Selection

111.1   Purpose

To provide for the search for and selection of applied technology college presidents by the Utah College of Applied Technology Board of Trustees (UCA 53B-2a-107(1)).

111.2   Approval

UCAT Board of Trustees approval: January 12, 2017 (pending).

111.3   References

UCA 53B-2a-107, Applied Technology College Presidents – Appointments – Duties
UCA 53B-4, Open and Public Meetings Act
UCAT Policy 110 – Applied Technology College President Functions
UCAT Policy 113 – Applied Technology College President Compensation

111.4   Presidential Vacancy

4.1   President Notification of Planned Vacancy: It is the preference of the Board of Trustees that a college president inform the Commissioner via written communication of his or her intention to vacate the president's position as early as possible, preferably at least six months before the effective date.

4.2   Notification to Boards of Presidential Vacancy: Within 24 hours of notification of a planned or unplanned presidential vacancy, the Commissioner shall inform all members of the UCAT Board of Trustees and the president's applied technology college Board of Directors via email of the vacancy and of provisions for leadership continuity and selection of a replacement as set forth in this policy.

4.3   Leadership Continuity

4.3.1   Unplanned Vacancy or Incapacitation: In the event of a president's unplanned vacancy or short-term unavailability to serve, the Commissioner shall within 48 hours, after consultation with the Chair of the applied technology college Board of Directors and with the approval of the Chair of the Board of Trustees, designate a vice president or other senior executive of the college to function in the capacity of the president until a new president or acting president is appointed.

4.3.2   Acting President: For a vacancy that is expected to exceed four weeks, the college Board of Directors shall, within two weeks of notification (111.4.2), nominate an acting president, to be approved by the Board of Trustees within one week after the nomination. The acting president shall commence service immediately upon approval until a new president is appointed as provided in this policy and begins service. The acting president's compensation shall be set during the term of service at the minimum salary in the range established for that

UTAH COLLEGE OF APPLIED TECHNOLOGY

POLICIES

Number: 111

Date: January 5, 2017
DRAFT

Page: 2 of 7

Subject:	Applied Technology College Presidents – Selection

college's president position (as provided in Policy 113), or ten percent above the acting president's salary prior to assuming the position, whichever is greater.

111.5   Presidential Search and Recommendation of Finalists

5.1   Search Committee

5.1.1   Committee Appointment: The Chair of the Board of Trustees, after consultation with the Commissioner and the Chair of the applied technology college Board of Directors, and with the approval of the Board of Trustees, shall within two weeks of a presidential vacancy notification (111.4.2) appoint a presidential search committee and leadership.

5.1.2   Committee Composition: The search committee shall, in accordance with UCA 53B-2a-107(1)(b)(i), consist of three members of the UCAT Board of Trustees, three members of the college Board of Directors (to include the Chair and Vice-Chair), the Commissioner, and up to five additional members representing college stakeholders such as applied technology college faculty, staff, students, community leaders, education partners, advisory boards, etc.

5.1.3   Committee Leadership and Staffing: The leadership of the committee shall be appointed by the Board of Trustees Chair from among the members of the committee, with one of the Trustees serving as the chair, and the Chair of the college Board of Directors as the vice chair. The Commissioner shall appoint one or more members of the Commissioner's staff to serve as staff support to the committee.

5.1.4   Committee Duties: The responsibility of the presidential search committee shall be, as detailed in this policy, to search for qualified candidates for the college president position, and to recommend up to four finalists for consideration by the Board of Trustees. The Committee shall meet within two weeks of its appointment to: (1) finalize the position posting and application requirements using a template similar to 111.7; (2) develop the schedule for the search and selection process set forth in this policy, to be completed in three to four months (or as determined by the search committee) at a regular or special meeting of the Board of Trustees scheduled with the Chair of the Board of Trustees; and (3) determine the criteria for which applications and interviews will be scored by the search committee in 111.5.3 and 111.5.4.

5.1.5   Confidentiality: The search committee shall keep all information about applicants and nominees strictly confidential during and after the search process.

5.2   Recruitment of Candidates: The Commissioner's Office shall advertise the position as directed by the search committee, with consideration to nationwide, regional, and statewide education, professional, and industry channels. Postings shall announce the availability of the position and an invitation to all interested persons to apply for the position or to nominate others. Applications or nominations shall be made to the

Subject:	Applied Technology College Presidents – Selection

Commissioner's Office and will be accepted until the deadline established by the committee. Acceptance of applications for the position shall close after 30 days unless it is determined by the search committee that qualified applicants have not been received, upon which the application process may be extended.

5.3   Screening of Applications

5.3.1   Review of Applications: The Commissioner's Office shall, within one week of the application deadline, provide the search committee members electronically with (1) confidential files containing each application received that met the basic requirements of the process, as determined by the Commissioner and staff; (2) a list of those that did not meet the basic requirements; and (3) the criteria for scoring the applications, as determined in 111.5.1.4(3).

5.3.2   Scoring of Applications: Each search committee member shall, within one week of receiving the files, confidentially submit scores to the Commissioner's Office.

5.3.3   Selection for Search Committee Interviews: The search committee shall meet electronically or in-person to review the cumulative scores (111.5.3.2) and, after discussion, identify a group of up to eight candidates to be interviewed by the committee.

5.4   Search Committee Interviews and Recommendation: The Commissioner shall notify all applicants whether or not they were selected for interviews in 111.5.3.3, and will schedule the interviews with the committee within one to two weeks following the screening. The search committee shall confidentially interview the candidates utilizing a standardized question and answer form designated in 111.5.1.4(3) with metrics for scoring the candidates. After concluding the interviews, the committee shall review the scores, discuss the candidates, and identify up to four finalists, which the committee chair shall recommend to the Chair of the Board of Trustees for consideration by the Board.

111.6   Consideration of Finalists and President Appointment

6.1   Finalist Notification and Interview Scheduling: After the search committee identifies finalists (111.5.4), the Commissioner shall notify all candidates whether or not they were recommended as finalists. For each finalist, the Commissioner shall: (a) inform the finalist of the salary range currently specified for the college's president in UCAT Policy 113; (b) verbally confirm with the finalist his or her willingness to be considered for compensation in the starting salary range prescribed in 113, or the finalist's rationale for consideration of another starting salary; and (c) schedule interviews of the finalists with the Board (111.6.4).

6.2   Notification and Transmittal to Boards: The Commissioner shall confidentially notify the members of the Board of Trustees and the college Board of Directors of the finalist selection and interview schedule, shall transmit to them the confidential application materials for each finalist, and shall with the Chairs of the Board of Trustees and college

Subject:	**Applied Technology College Presidents – Selection**

Board of Directors in consultation with each Board develop standardized questions and metrics for each Board to utilize in the finalist interviews specified in 111.6.4.

6.3 **Reference/Background Checks:** Utilizing the Commissioner's Office staff and/or a professional provider, the Commissioner within one week of finalist selection shall confidentially, for each finalist: (a) conduct a criminal background check in accordance with statutory and college requirements; (b) contact the finalist's previous employers and references; and (c) conduct a review of internet and social media. The three checks may be done simultaneously.

6.4 **Finalist Interviews**

6.4.1 **Confidentiality:** The search committee, college Board of Directors, Board of Trustees, and all others participating in the interview and selection process shall keep all information about applicants and nominees strictly confidential during and after the search process.

6.4.2 **Scheduling and Notice of Board Meetings:** The Chair of the Board of Trustees shall, after consultation with the chair of the college Board of Directors and the Commissioner, schedule the interviewing of the finalists and potential selection of a president at a regular or special meeting jointly of the Board of Trustees and the college Board of Directors on location at the applied technology college's main campus one to four weeks after the search committee's recommendation of finalists (111.5.4). Each Board shall convene and provide public notice of the meeting in accordance with the Utah Open and Public Meetings Act (UCA 52-4-202) and its own policies and bylaws.

6.4.3 **Joint Meeting of Boards:** The Board of Trustees shall convene in open session jointly with the college Board of Directors. Each Board shall then vote to move to closed session for discussion of the finalists' character and professional competence, as provided in UCA 52-4-205(1)(a).

(a) Commissioner Briefing: The Commissioner shall, while both Boards are combined in closed session, report to both Boards on the salary expectations (111.6.1b), the reference and background checks (111.6.2), and any other input received regarding the character and professional competence of each finalist.

(b) Board of Trustees Interviews: The Board of Trustees shall, after the Commissioner briefing, dismiss the college Board of Directors and others present to another room, and shall interview each finalist in closed session, utilizing a standardized question and answer form with metrics developed for the Board in 111.6.2 In accordance with the Utah Open and Public Meetings Act (UCA 52-4-202), the Board shall not take any action during the closed session to vote on finalists, but shall limit discussion to individual board members' observations and assessments of the finalists' character and professional competence.

UTAH COLLEGE OF APPLIED TECHNOLOGY

POLICIES

Number: 111

Date: January 5, 2017
DRAFT

Page: 5 of 7

Subject:	Applied Technology College Presidents – Selection

(c) College Board of Directors and Other Stakeholder Interviews: In accordance with the statutory provision for at least two members of the applied technology college Board of Directors to participate in Board of Trustees' interviews of finalists (UCA 53B-2a-107(1)(b)(iii), the college Board shall, after the Commissioner briefing, move to a separate room to interview each finalist in closed session, utilizing a standardized question and answer form with metrics developed for the Board in 111.6.2. Other stakeholder representatives (111.5.1.2) may, at the discretion of the college Board Chair, be designated to participate in the college Board interviews. In accordance with the Utah Open and Public Meetings Act (UCA 52-4-202), the Board shall not take any action during the closed session to vote on finalists, but shall limit discussion to individual board members' observations and assessments of the finalists' character and professional competence.

    6.4.4   College Board Consultation: After the college Board has completed its interviews and discussion, the college Board Chair or designee shall consult with the Board of Trustees in closed session on behalf of the college Board regarding the character and professional competence of each of the finalists.

6.5   Appointment of President: In accordance with UCA 53B-2a-107(1)(b)(iv), the Board of Trustees shall, after the consultation with the Chair of the applied technology college Board of Directors (111.6.4.4), and after Board of Trustees' discussion of the finalists' character and professional competence, return from closed session into open meeting in compliance with UCA 52-4. The Board shall then vote: (1) to appoint an applied technology college president; and (2) to authorize the Chair and Vice Chair of the Board of Trustees, in cooperation with the Chair of the college Board of Directors and in consultation with the Commissioner, to negotiate and finalize the president's compensation within the range and parameters provided in UCAT Policy 113, with consideration to the college's budget. In accordance with the statute, only voting members of the Board of Trustees may vote in the selection of the president, after having considered input provided. In the event the Board of Trustees does not appoint a president, it shall specify additional action to be taken to identify and appoint a president.

111.7   Position Posting and Application Template: As provided in 111.5.1.4(1), the search committee shall establish position posting and application requirements using a template similar to the following:

Subject:	Applied Technology College Presidents – Selection

College Logo Here

UCAT

(College Name)
PRESIDENT SEARCH

The Utah College of Applied Technology (UCAT) Board of Trustees and the _____ Applied Technology College (?ATC) Board of Directors, in consultation with the UCAT Commissioner of Technical Education, are accepting applications for the position of _____ Applied Technology College President.

In support of the _____ Applied Technology College's mission, "_____," the institution serves _____, _____, and _____ Counties from a main campus in _____ and branch campuses in _____ and _____. The campus provides upwards of _____ hours of instruction each year to more than _____ part--time, full-time, adult, and secondary students. _____ Applied Technology College offers _____ accredited occupational certificate programs and many other skills training courses.

PRESIDENT PROFILE

The _____ Applied Technology College President is the executive officer of the ?ATC Board of Directors and the chief administrative officer of the college. The President is appointed by the UCAT Board of Trustees, after consultation with the local Board of Directors. The president serves at the discretion of the UCAT Board of Trustees, in cooperation with the college Board of Directors and administers the day-to-day operations of the college. In consultation with the local Board of Directors, the president administers the human resource policies and employee compensation plans in accordance with the requirements of the Board of Trustees. In addition, the president needs to be an innovative leader committed to meeting the technical education needs of regional employers and be involved in strengthening business and industry competitiveness.

Required Qualifications:

- Extensive experience in career and technical education.

- A _____ degree is _____[preferred or required, as determined by local Board – or consideration of related experience].

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

Subject:	Applied Technology College Presidents – Selection

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

- An understanding and commitment to the mission of an established, multi-campus applied technology college.

- Strong communication and interpersonal skills, and a demonstrated ability to interact effectively with faculty, students, staff, Board of Directors, the UCAT Commissioner, and the UCAT Board of Trustees, government and education officials, employers, and the community at large.

Primary Responsibilities:

- [Bulleted list to include each of the functions specified in UCAT Policy 110 – Applied Technology College President Functions, adapted to the specific college, and including any other priority responsibilities identified by the college Board and Board of Trustees]

For a complete list of college president functions, go to _____.

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.

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

To ensure full consideration, application materials should be submitted by **5:00 p.m. (MDT) _____ (date).**

For further information visit: www.ucat.edu

Please submit completed applications by e-mail to:
_____ [Name] , Executive Assistant to the UCAT Commissioner of Technical Education
Utah College of Applied Technology
Email: _____ | Phone: (801) 341-6012

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
08 June 2016

ITEM: II.O

TOPIC: Commissioner's Office FY 2017 Budget

BACKGROUND

The Office of the UCAT President is primarily funded by funded by tax dollars appropriated by the State Legislature. Per UCAT Policy 555.3.3, *"After review and approval by the UCAT Commissioner, the proposed budget shall be submitted to the UCAT Board of Trustees for final approval in the regular Board Meeting in June of each year."* The attached spreadsheet is administration's plan for the disposition of funds appropriated to The Office of the UCAT Commissioner for the fiscal year ending June 30, 2017.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve the budget as attached.

Attachments:

FY 2017 Budget – Commissioner's Office

Utah College of Applied Technology
Office of the Commissioner
DRAFT Office Budget FY 2017

Revenue

UCAT Administration Ongoing Appropriation	1,868,900
Equipment Appropriation	1,161,100
Custom Fit Appropriation	3,959,200
Perkins Leadership Fund for Professional Development	40,000
Campus Support for Northstar	170,000
SLDS Grant	135,000
Equipment Flow Through to Campuses	(1,143,400)
Custom Fit Flow Through to Campuses	(3,950,000)
Admin Line Item to Campuses	(400,000)
Total State Budget for President's Office	1,840,800

Expenditures

Salaries, Payroll Tax & Benefits	1,410,011
Building Occupancy Costs	131,000
Professional Development Conference	50,000
Equipment Purchases	17,700
Employee Travel	15,000
Board Meetings	9,000
UCAT System Meetings	11,000
Marketing	84,000
Automobile Expenses	12,000
Annual Report	7,500
Supplies & Misc. Expenses	65,240
Memberships	22,200
Unallocated/(Covered by Reserves)	6,149
Total Expenditures	1,840,800

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
08 June 2016

ITEM: II.P

TOPIC: UCAT Commissioner Search

BACKGROUND

The Board appointed a committee in its 6 April 2016 meeting to develop a draft position description and process for selecting a permanent Commissioner of Technical Education. The committee consisted of Chair Jim Evans, Vice Chair Steve Moore, Trustees Jim Olsen and Mike Jensen; Presidents Mike Bouwhuis, Clay Christiansen, Collette Mercier, and Scott Snelson; and Jared Haines and Tyler Brinkerhoff from the UCAT Commissioner's Office.

The committee considered approaches to positions and processes for previous UCAT President searches, the USHE Commissioner of Higher Education, Senate Bill 131, input from the ATC presidents, and other sources in developing its recommendations. The position description is provided in the form of proposed Policy 105, "Commissioner of Technical Education – Functions". A process for selecting the Commissioner is outlined in "UCAT Commissioner Selection Process".

Upon approval by the Board, the position will be posted as outlined for candidates to apply by 29 July 2016, with interviews of approximately eight candidates by a search committee on 23 August 2016, and interviews of 3-4 finalists by the full Board of Trustees for final selection and appointment on 14 September 2016. The Board's appointment will then be subject to approval by the Governor with the consent of the Senate.

RECOMMENDATIONS

It is recommended that the Board consider the committee's recommendations and then approve: (1) Policy 105, "Commissioner of Technical Education – Functions"; (2) the "UCAT Commissioner Selection Process"; (3) the naming of a search committee as outlined in the "Selection Process"; and (4) the rescheduling of the September Board Meeting to 14 September 2016 (full day, 8:00 a.m. to 5:00 p.m.) instead of 21 September 2016.

Attachment:

Policy 105, "Commissioner of Technical Education – Functions"
UCAT Commissioner Selection Process

UCAT

| **Subject:** | **Commissioner of Technical Education – Functions** |

105.1   Purpose

To prescribe the duties and functions of the Commissioner of Technical Education (UCA 53B-2a-102(2)(b)).

105.2   Approval

UCAT Board of Trustees approval: June 8, 2016 (pending).

105.3   References

UCA 53B-2a-102, Commissioner of Technical Education – Appointment – Duties
UCA 53B-2a-104, Utah College of Applied Technology Board of Trustees – Powers and Duties
UCA 53B-2a-106, Applied Technology Colleges – Duties
UCA 53B-2a-107, Applied Technology College Presidents – Appointments – Duties
UCA 53B-2a-112, Applied Technology Colleges – Relationships with other Public and Higher Education
    Institutions – Agreements – Priorities – New Capital Facilities

105.4   Functions

The Utah College of Applied Technology (UCAT) Commissioner of Technical Education is the chief executive officer of the UCAT Board of Trustees (the Board), and the chief administrative officer of the Utah College of Applied Technology. He/she is appointed by the Board, upon approval by the Utah State Governor and with consent of the Senate. The UCAT Commissioner serves at the discretion of the Board and performs the following functions:

4.1   **Policy/Program Execution:** Facilitates, coordinates, and ensures that all Board policies, programs, and procedures are properly executed. Provides information and recommendations to the Board.

4.2   **Leadership:** Provides state level leadership in activities affecting the Utah College of Applied Technology and its member colleges, taking a collaborative approach that enhances the ability of colleges to contribute to State and Board goals.

4.3   **Strategic Planning:** Develops and implements statewide strategic planning efforts for the Utah College of Applied Technology which support the strategic plans of the colleges, under the direction of the Board of Trustees. Ensures that UCAT maintains a vision and further elevates its position as the statewide leader in career and technical education.

4.4   **Career and Technical Education Program Oversight:** Under the direction of the Board, establishes benchmarks, provides oversight, evaluates program performance, and obtains independent audits to ensure that the colleges follow their non-credit career and technical education mission. Collaborates with college presidents to establish benchmarks for evaluating career and technical education provided by the colleges, including a system of common definitions, standards and criteria for tracking and measuring program

Subject:	Commissioner of Technical Education – Functions

effectiveness. Creates/promotes CTE pathways by coordinating and correlating CTE with public education and higher education.

4.5 **Accreditation:** Provides system-wide support of accreditation efforts by the colleges. Maintains positive, productive relationships with accrediting agencies.

4.6 **Relationships and Accountability:** Establishes and maintains positive, productive relationships and accountability with the Utah State Legislature, Governor, UCAT Board of Trustees, government and education boards and officials, state economic development leaders, business/industry and community leaders, and citizens. Carries ultimate responsibility for the outcomes of the UCAT System.

4.7 **Budget Development and Fiscal Oversight:** Coordinates development of system budget requests for consideration by the Board of Trustees. Promotes additional funding for the colleges and the UCAT system through the legislature and other revenue sources. 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 State Legislature, and auditors.

4.8 **Public Information/Spokesperson:** Serves as the spokesperson for the Utah College of Applied Technology system and Board of Trustees, consistent with direction established by the Board. In collaboration with the colleges, develops and implements statewide plans and supports college plans to inform citizens about the availability, cost, and advantages of career and technical education.

4.9 **Presidents' Cabinet:** Serves as Chair of the Presidents' Cabinet. Leads the Cabinet in a collegial and collaborative manner, including coordination of meeting agendas/minutes and Cabinet recommendations to the Board; and facilitating communication among the presidents.

4.10 **Presidential Hiring/Review:** Assists as directed by the Board in its statutory responsibility to appoint, oversee, and evaluate each college president in accordance with UCA 53B-2a-107. Supports the work of individual presidents and serves as a liaison between presidents and the UCAT Board.

4.11 **Consultation:** Provides leadership, advice, and consultation as may be sought by college presidents or directed by the Board.

4.12 **Policy Considerations:** Provides sound professional advice and recommendations independent of any one group's or interest's perspective to the Board on all Board agenda items and all matters that do or should come to the attention of the UCAT Board, including advice on institutional and system budget requests, new programs, policy proposals, and an overall legislative agenda.

Subject:	Commissioner of Technical Education – Functions

4.13 **System Communication:** Facilitates continuous communication among the colleges, the Board, and the Office of the Commissioner related to problems and issues of common interest to the UCAT System. Establishes and maintains positive, productive relationships with the UCAT Board of Trustees, the college presidents, and the Boards of Directors.

4.14 **Secondary Student Access:** Provides coordination and encouragement to the colleges to ensure that secondary students in the public education system have access to career and technical education through the applied technology colleges, and that college curricula meet the needs of school districts and charter schools. Works closely with the State Superintendent of Public Instruction and CTE Director to promote secondary participation.

4.15 **Rural Access:** Develops strategies for providing career and technical education in rural areas of the state.

4.16 **Committee Service:** Serves on various boards, councils, committees, and commissions as required by Utah statute or as otherwise necessary to promote and advance the mission of UCAT.

4.17 **Other Duties:** Provides leadership and carries out other tasks and assignments as requested by the Board of Trustees, Governor's Office, or Legislature.

4.18 **Commissioner's Office Management:** Appoints, hires, and leads a staff of professional and administrative personnel to provide coordination, prioritization, support, and reporting as needed to fulfill the duties and responsibilities of the UCAT Board, Commissioner, and system, such as:

   4.18.1 Budgets and audits;

   4.18.2 Development of policies;

   4.18.3 Facilities, including capital development and facility/property leases;

   4.18.4 Management information systems, general data collection and security;

   4.18.5 Master planning efforts of the UCAT system and strategic planning;

   4.18.6 Instructional programs, certificates, and curriculum, including articulation with institutions of higher education and public education;

   4.18.7 Contact and relationships with Legislature, Governor, Utah State Office of Education/Board of Education, Utah System of Higher Education/Board of Regents, and other state agencies and constituencies; and

   4.18.8 Public relations.

UTAH COLLEGE OF APPLIED TECHNOLOGY
UCAT BOARD OF TRUSTEES

UCAT COMMISSIONER SELECTION PROCESS
Draft 31 May 2016

Step One: Formal Board Approval of Process

6/8/2016(W):   Board of Trustees meeting: consider and approve process recommended by committee. Appoint Commissioner Search Committee (see below). Reschedule September Board Meeting to September 14th full day (instead of September 21st) to accommodate Governor appointment and Senate consent schedule.

Step Two: Recruitment of Candidates

6/13/2016(M):   Post UCAT Commissioner position announcement:
   (1)   UCAT website and campus websites.
   (2)   Consider statewide, nationwide and limited international sites: KSL.com, higheredjobs.com, CUPA, LinkedIn, professional associations, legislators, COE, other channels reaching CTE executives.
   (3)   Include candidate release signature for reference checks.
*7/29/2016(F): Position closes for applications at 5:00 p.m. MDT (7 weeks).

Step Three: Pre-Screening of Applications (Selection Committee – approx. 8 candidates)

8/3/2016(W):   The UCAT Commissioner Search Committee will receive confidential PDF files containing each application received that met the basic requirements of the process, and a list of those that did not meet the basic requirements. They will be provided criteria for scoring the applications.
8/10/2016(W):   (Deadline) Commissioner Search Committee members confidentially submit scores to the UCAT office.
By 8/15/2016(M): The UCAT Commissioner Search Committee will review cumulative scores and identify a group of approximately eight candidates to be interviewed.

Step Four: Selection of Finalists (Selection Committee – approx. 3-4 finalists)

*8/23/2016(T):   (Full day) The UCAT Commissioner Search Committee will confidentially interview the candidates, utilizing a standardized question and answer form with metrics for scoring the candidates. After concluding the interviews, the Committee will review the scores, discuss the candidates, and identify 3-4 potential finalists.
By 8/31/2016(W): Confidential reference checks on the potential finalists will be completed, possibly by a professional company. UCAT staff will conduct a review of internet and social media references. Results of the reference checks and internet review will be reported to and considered by the Committee Chair. The Committee Chair will then consult with the potential finalists to confirm their determination to proceed with public consideration of their candidacy.
By 9/2/2016(F): Committee Chair will consult confidentially with the Governor and with Senate leaders to assess the viability of each potential finalist for gubernatorial approval and senate consent. The names of the finalists will then be made public, according to state law. In the public announcement, members of the public will be invited to provide input on the finalists via a specified email address. The public comments will be compiled for Board review.

UCAT

Step Five: Board of Trustees Appointment of Commissioner

*9/14/2016(W): As part of its regular September meeting, expanded to a full-day, the UCAT Board of Trustees will meet in closed session (to include other Search Committee members) to interview the finalists, and the UCAT Presidents' Cabinet and UCAT Commissioner's staff will also separately interview the finalists. The Board and the Presidents' Cabinet/Commissioner's Staff will each utilize a standardized question and answer form with metrics developed for each group. After review of public input, review of Presidents' Cabinet/Commissioner's Staff input, and discussion of the finalists' character and professional competence, the Board will move to open session to identify a new, potential Commissioner of Technical Education.

    The potential selection will be communicated to Governor Herbert seeking his approval. Communication will also be made with Senate President Niederhauser for his input. A public announcement of the new UCAT commissioner will be made by the UCAT Board of Trustees at the conclusion of the meeting and in conjunction with Governor Herbert. Announcement would indicate the appointment is pending consent of the Utah State Senate.

Step Six: Governor Approval and Senate Consent

9/19/2016(M): Governor Herbert documents formal approval of the appointment and files for Senate consent.
10/10/2016(M)*:* (date and committee to be confirmed) Senate Education Confirmation Committee conducts hearing to consider recommendation of Senate consent for appointment of Commissioner.
*10/19/2016(W): (date to be confirmed) Senate considers consent for appointment of the new Commissioner of Technical Education at October interim meeting.

Step Seven: New Commissioner of Technical Education Begins Service

By 11/1/2016(F): New Commissioner of Technical Education begins service.

UCAT Commissioner Search Committee (10-13 members):
(To be recommended by UCAT Board Chair and approved by the Board of Trustees)

Eight members affiliated with all ATCs, to include:
    4 Trustees (UCAT Board Chair, Vice Chair, two others representing ATCs)
    3 ATC Presidents
    1 ATC Board member
One additional Trustee (not affiliated with an ATC, not on the Executive Committee)
One UCAT Associate Commissioner
Up to three government representatives, if designated by Governor, Senate President, or House Speaker

UCAT

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
12 January 2017

ITEM: III.Q

TOPIC: Expiring Terms of Office for Board Members

BACKGROUND

In accordance with Utah Code 53B-2a-103(5), members of the UCAT Board of Trustees are "appointed commencing on July 1 of each odd-numbered year to a four-year term… so that approximately one-half of the members' terms will expire in any odd-numbered year." The attached table details the terms of office for all Board positions as provided in the statute, and illustrates the transitions required under Senate Bill 131 (2016).

The terms of office for four of the positions representing applied technology colleges (BATC, DATC, OWATC, and TATC – see UCA 53B-2a-103(3)(a)(i)) expire on June 30, 2017. The statute requires the governor to select members to fill these terms "from at least two nominees presented to the governor by the board of directors of each applied technology college". The chairs of the four affected boards of directors have been notified of the term expirations and the process for providing nominations to the governor by March 1, 2017.

The terms shown for four other voting positions will also expire on June 30, 2017. A fifth position which expired in 2015 has also been unfilled. The statute requires that when these positions expire or are vacated, the governor is to appoint replacements to represent each of seven industry sectors, with consideration to geographic distribution: information technology, manufacturing, life sciences, health care, transportation, union craft/trade/apprenticeship, and non-union craft/trade/apprenticeship. Since the current union apprenticeship position will not expire until 2019, it is considered filled. For the expiring positions, while all of the incumbent members will have filled less than the allowable two consecutive full terms, the Governor will have discretion to reappoint the member or to appoint a replacement, and they must qualify to represent one of the six remaining industry sectors.

While the Governor is not required to consider nominations for the non-ATC positions, the Governor's Office has indicated that recommendations may be helpful. Board members are invited to submit recommendations for individuals representing any of the "Industry Representatives" positions on the chart whose terms of office begin in 2017. Recommendations that are submitted to Commissioner Woolstenhulme by March 1, 2017, will be compiled and forwarded to the Governor's Office. Recommendations should include the name, position, industry sector, contact information, brief biographical background information, and rationale for the recommendation.

The Utah State Board of Education position, which expires on June 30, 2017, is appointed by the Chair of the State Board of Education, who will be contacted by March 1. The statute expires this position on June 30, 2019.

RECOMMENDATIONS
Information only. Board members are invited to submit recommendations to Commissioner Woolstenhulme by March 1, 2017, for the industry sector positions.

Attachments: Board of Trustees Appointments and Terms

Board of Trustees Appointments & Terms

Constituency	Name	Appointment	Term Expiration	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
College Representatives																	
Bridgerland Applied Technology College	Scott Theurer	June 8, 2016	June 30, 2017									█	█				
Davis Applied Technology College	Mike Jensen	April 18, 2012	June 30, 2017					█	█	█	█	█	█				
Dixie Applied Technology College	Stephen Wade	June 12, 2014	June 30, 2019			█	█	█	█	█	█	█	█	█	█		
Mountainland Applied Technology College	Jim Evans [1,3]	April 3, 2008	June 30, 2019	█	█	█	█	█	█	█	█	█	█	█	█		
Ogden-Weber Applied Technology College	Steve Moore [2]	September 22, 2011	June 30, 2017				█	█	█	█	█	█	█				
Southwest Applied Technology College	Jerry Taylor	September 17, 2015	June 30, 2019								█	█	█	█	█		
Tooele Applied Technology College	Dave Ulery	June 8, 2016	June 30, 2017									█	█				
Uintah Basin Applied Technology College	Mike Angus	January 15, 2015	June 30, 2019							█	█	█	█	█	█		
External Partner Representatives																	
Salt Lake Community College	Tim Miller	April 4, 2016	June 30, 2017									█	█				
Snow College	Brian Florang	January 15, 2015	June 30, 2019							█	█	█	█	█	█		
Utah State University - Eastern			June 30, 2019														
Governor's Office of Economic Development	Val Hale	September 18, 2014	June 30, 2017							█	█	█	█				
Business or Industry Employer Representative	Jim Olsen	November 30, 2009	June 30, 2017		█	█	█	█	█	█	█	█	█				
Industry Representatives Region [4]																	
Information Technology																	
Manufacturing																	
Life Sciences																	
Health Care																	
Transportation																	
Union Craft, Trade, or Apprenticeship --	Dale Cox [3]	June 15, 2010	June 30, 2019			█	█	█	█	█	█	█	█	█	█		
Non-union Craft, Trade, or Apprenticeship MATC	Brad Tanner	June 15, 2010	June 30, 2017			█	█	█	█	█	█	█	█				
Non-voting Members																	
Utah State Board of Regents [5]	Jesselie Anderson	April 10, 2014	June 30, 2019							█	█	█	█	█	█		
Utah State Board of Education [6]	Barbara Corry	March 26, 2015	June 30, 2017								█	█	█				

[1] Elected Board of Trustees Chair on April 6, 2016. Term expires on June 30, 2017. Is eligible for reelection through June 30, 2019.

[2] Elected Board of Trustees Vice Chair on April 6, 2016. Term expires on June 30, 2017. Is eligible for reelection through June 30, 2019, pending reappointment by the Governor.

[3] Not eligible for reappointment to the Board due to term limits.

[4] At least 4 industry representatives must reside in a geographic region served by an applied technology college. No more than 2 industry representatives may reside in a single geographic region served by an applied technology college.

[5] Not subject to term limits.

[6] Position shall be discontinued June 30, 2019.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
26 March 2015

ITEM: III. R

TOPIC: Rebecca D. Lockhart Scholarship Donation

<u>BACKGROUND</u>

Former Speaker of the Utah House of Representatives, Rebecca D. "Becky" Lockhart passed away shortly after being diagnosed with an unrecoverable and extremely rare neurodegenerative brain disease. Lockhart was the first female Speaker of the House in Utah and represented House District 64 in Provo for 16 years. She left behind a husband and their three children.

Speaker Lockhart's family requested that in lieu of flowers, donations be directed to the Rebecca D. Lockhart Endowed Scholarship for students at the Center for Constitutional Studies at Utah Valley University. UCAT administration, on behalf of the campuses, administration and Board of Trustees, made a $250 donation to the scholarship fund.

Attachments:

Letter from UVU Foundation
Gift Receipt from UVU Foundation

UCAT

January 20, 2015

Utah College of Applied Technology
2801 N Ashton Blvd
Lehi, UT 84043-4961

Dear Donor,

I am profoundly grateful for your generous gift to help establish the Rebecca D. Lockhart Scholarship for Students at the Center for Constitutional Studies. It is indeed a privilege for Utah Valley University to honor former House Speaker Becky Lockhart by naming an endowed scholarship in her honor.

Becky will be missed by the UVU community, for whom she worked so tirelessly. President Matthew S. Holland recently stated "The state of Utah has lost one of its great leaders and public servants in the prime of her life. We, as a university, have lost one of our staunchest champions." This scholarship will bring prestige to the Center of Constitutional Studies, a discipline well-matched with Becky's contributions in the public sector.

Endowed scholarships are the backbone of the private scholarship program and also add credence to our mission of being a serious, engaged and inclusive university. We could not fully achieve this mission without the philanthropic investment of our community.

On behalf of UVU's Center of Constitutional Studies faculty and students who will benefit from the Rebecca D. Lockhart Endowed Scholarship, thank you for your generosity and support.

Sincerely,

Marc Archambault
Vice President, Development and Alumni

UTAH VALLEY UNIVERSITY
FOUNDATION
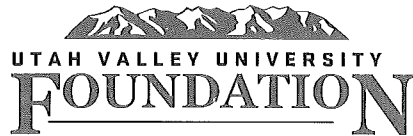
GIFT RECEIPT

Processing Date: 1/27/2015
Receipt Number: 1210152

Utah College of Applied Technology
2801 N Ashton Blvd
Lehi, UT 84043-4961

On behalf of the UVU Foundation, we sincerely thank you for your generosity. Your support advances Utah Valley University in its quest for excellence in education.

With appreciation,

Joel B Kincart
Chief Operating Officer, UVU Foundation

Gift Type: Cash
Gift Fund: Rebecca D Lockhart Endowed Scholarship for students at the Center for Constitutional Studies
Received Amount: $250.00

Benefits received by donor are:

Please save this receipt for your records.

This is a reminder that the date above reflects when we processed your gift and does not imply the date your gift was made. Please consult with your CPA or tax preparer to determine the tax consequences of your donation. Should you have any questions concerning this matter please contact me at 801-863-8205.

Unless itemized above on this receipt, no goods or services were provided in consideration, in whole or in part, for the contributions detailed above. Please be advised you may be required by law to reduce the amount of your tax deduction by the value of the benefits listed above. As you prepare your tax return, consider the following IRS guidelines: "If you receive a benefit as a result of making a contribution to a qualified organization, you can deduct only the amount of your contribution that is more than the value of the benefits you receive" (see IRS Publication 526, Charitable Contributions). For this and all other tax issues, please consult with your tax advisor.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
12 January 2017

ITEM: III.T

TOPIC: Office of the UCAT Commissioner 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 Commissioner for the current fiscal year through Dec 31, 2016 as well as the check register for Sep - Dec 2016.

The Office of the Commissioner owns a 2006 GMC Envoy used for business errands and staff travel. In addition to being over 11 years old, the Envoy has well over 200,000 miles on it. The Office has realized some budget savings due mostly to vacant positions. Barring any objection from the Board, administration would like to replace the Envoy with a new vehicle better suited for staff travel.

RECOMMENDATIONS

Information/discussion only

Attachments:
Check/Disbursement register
Budget progress report

Utah College of Applied Technology
Check Listing
September through December 2016

Type	Date	Num	Name	Amount
Bill Pmt -Check	09/30/2016	EFT	WF Card - 0010	-1,799.50
Bill Pmt -Check	09/30/2016	EFT	WF Card - 0028	-7.00
Bill Pmt -Check	09/30/2016	EFT	WF Card - 4403	-6,436.89
Bill Pmt -Check	10/07/2016	11161	Aubrey Schrag	-11.94
Bill Pmt -Check	10/07/2016	11162	Barbara Corry	-228.00
Bill Pmt -Check	10/07/2016	11163	BATC	-186,275.00
Bill Pmt -Check	10/07/2016	11164	DATC	-199,400.00
Bill Pmt -Check	10/07/2016	11165	DXATC	-118,175.00
Bill Pmt -Check	10/07/2016	11166	Fuelman	-42.14
Bill Pmt -Check	10/07/2016	11167	James King	-154.19
Bill Pmt -Check	10/07/2016	11168	Joseph Demma	-169.50
Bill Pmt -Check	10/07/2016	11169	MATC	-176,575.00
Bill Pmt -Check	10/07/2016	11170	Micheal Housley	-62.79
Bill Pmt -Check	10/07/2016	11171	NEXEO	-400.00
Bill Pmt -Check	10/07/2016	11172	OWATC	-190,675.00
Bill Pmt -Check	10/07/2016	11173	Shawn Owens	-812.50
Bill Pmt -Check	10/07/2016	11174	Signature Images	-155.28
Bill Pmt -Check	10/07/2016	11175	Snow College	-68,750.00
Bill Pmt -Check	10/07/2016	11176	SWATC	-118,387.00
Bill Pmt -Check	10/07/2016	11177	TATC	-111,550.00
Bill Pmt -Check	10/07/2016	11178	UBATC	-153,500.00
Bill Pmt -Check	10/07/2016	11179	USU Eastern	-62,500.00
Bill Pmt -Check	10/07/2016	11180	Utah Dept of Admin Services	-32,880.00
Bill Pmt -Check	10/07/2016	11181	Utah Division Of Risk Management	-1,302.00
Bill Pmt -Check	10/27/2016	11182	OWATC	-1,500.00
Bill Pmt -Check	10/27/2016	11183	Salt Lake Chamber	-10,000.00
Bill Pmt -Check	10/27/2016	11184	Utah Correctional Industries	-7,180.00
Bill Pmt -Check	10/27/2016	11185	Utah Division Of Risk Management	-1,584.91
Bill Pmt -Check	10/27/2016	11186	UWHEN	-1,000.00
Bill Pmt -Check	10/28/2016	11187	Dallan Clawson	-575.00
Bill Pmt -Check	11/01/2016	EFT	WF Card - 0010	-1,010.00
Bill Pmt -Check	11/01/2016	EFT	WF Card - 0028	-46.12
Bill Pmt -Check	11/01/2016	EFT	WF Card - 4403	-2,972.37
Bill Pmt -Check	11/09/2016	11188	BH Development, LC	-240.00
Bill Pmt -Check	11/09/2016	11189	Cache Valley Publishing	-550.00
Bill Pmt -Check	11/09/2016	11190	Dave Woolstenhulme	-1,070.84
Bill Pmt -Check	11/09/2016	11191	IC Group	-741.80
Bill Pmt -Check	11/09/2016	11192	Michael Jensen	-89.60
Bill Pmt -Check	11/09/2016	11193	Scott Theurer	-216.00
Bill Pmt -Check	11/09/2016	11194	Steve Moore	-160.00
Bill Pmt -Check	11/09/2016	11195	Tyler Brinkerhoff	-99.00
Bill Pmt -Check	11/09/2016	11196	Utah Dept of Admin Services	-47,772.18
Bill Pmt -Check	11/09/2016	11197	Utah Manufacturers Association	-1,000.00
Bill Pmt -Check	11/14/2016	11198	Steve Moore	-80.00

Utah College of Applied Technology
Check Listing
September through December 2016

Type	Date	Num	Name	Amount
Bill Pmt -Check	11/22/2016	11199	Ken Garff West Valley Chrysler	-37,844.00
Bill Pmt -Check	11/22/2016	11200	Alicia McIntire	-2,340.84
Bill Pmt -Check	11/22/2016	11201	Aubrey Schrag	-8.95
Bill Pmt -Check	11/22/2016	11202	Dave Woolstenhulme	-321.42
Bill Pmt -Check	11/22/2016	11203	Glen Ricks Photography Inc	-60.00
Bill Pmt -Check	11/22/2016	11204	IC Group	-60.61
Bill Pmt -Check	11/22/2016	11205	Joseph Demma	-117.92
Bill Pmt -Check	11/22/2016	11206	Kristin Smith	-78.00
Bill Pmt -Check	11/22/2016	11207	UETN	-8,118.20
Bill Pmt -Check	11/22/2016	11208	Wallwork Media & Design	-2,850.00
Bill Pmt -Check	11/23/2016	11209	Aubrey Schrag	-29.17
Bill Pmt -Check	11/30/2016	EFT	WF Card - 0010	-1,947.62
Bill Pmt -Check	11/30/2016	EFT	WF Card - 0028	-99.77
Bill Pmt -Check	11/30/2016	EFT	WF Card - 4403	-6,884.38
Bill Pmt -Check	12/19/2016	11210	BATC	-1,662.50
Bill Pmt -Check	12/19/2016	11211	DATC	-3,500.00
Bill Pmt -Check	12/19/2016	11212	Fuelman	-688.52
Bill Pmt -Check	12/19/2016	11213	MATC	-278,298.42
Bill Pmt -Check	12/19/2016	11214	Signature Images	-983.00
Bill Pmt -Check	12/19/2016	11215	Symbol Arts	-850.00
Bill Pmt -Check	12/19/2016	11216	Utah Technology Council	-12,000.00
Bill Pmt -Check	12/30/2016	EFT	WF Card - 0010	-1,001.13
Bill Pmt -Check	12/30/2016	EFT	WF Card - 0028	-328.00
Bill Pmt -Check	12/30/2016	EFT	WF Card - 4403	-6,179.81
Bill Pmt -Check	12/30/2016	EFT	WF Card - 4617	-317.10

Utah College of Applied Technology
Office of the Commissioner
Fiscal Year 2017 Office Budget
as of December 31, 2016

Revenue

	Budgeted	Year to Date	%
UCAT Administration Ongoing Appropriation	1,868,900	934,450	50.0%
Equipment Appropriation	1,161,100	580,550	50.0%
Custom Fit Appropriation	3,959,200	1,979,600	50.0%
Perkins Leadership Fund for Professional Development	40,000	-	0.0%
Campus Support for Northstar	170,000	85,000	50.0%
SLDS Grant	135,000	-	0.0%
Equipment Flow Through to Campuses	(1,143,400)	(571,700)	50.0%
Custom Fit Flow Through to Campuses	(3,950,000)	(1,975,000)	50.0%
Admin Line Item to Campuses	(400,000)	(200,000)	50.0%
Total State Budget for President's Office	1,840,800	832,900	45.2%

Expenditures

	Budgeted	Year to Date	%
Salaries, Payroll Tax & Benefits	1,410,011	604,521	42.9%
Building Occupancy Costs	131,000	80,652	61.6%
Professional Development Conference	50,000	-	0.0%
Equipment Purchases	17,700	13,798	78.0%
Employee Travel	15,000	9,180	61.2%
Board Expenses	9,000	2,066	23.0%
UCAT System Meetings	11,000	5,723	52.0%
Marketing	84,000	5,036	6.0%
Automobile Expenses	12,000	2,200	18.3%
Annual Report	7,500	-	0.0%
Supplies & Misc. Expenses	65,240	32,592	50.0%
Memberships	22,200	17,200	77.5%
Unallocated/(Covered by Reserves)	6,149	-	0.0%
Total Expenditures	1,840,800	772,968	42.0%

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
12 January 2017

ITEM: III.U

TOPIC: 2017 Legislative Planning Discussion

BACKGROUND

The General Session of the 2017 Utah Legislature convenes on Monday, January 23rd, and adjourns at midnight on Thursday, March 9th.

Commissioner Woolstenhulme will brief the Board on issues and expectations for UCAT during the legislative session, based on preliminary discussions with leadership of the Higher Education Appropriations Subcommittee and other legislators in preparation for the session. Discussion will include the modified UCAT budget request, which was approved by the Board in a special meeting in December, as well as potential approaches to UCAT and CTE funding, initiatives, and legislation.

RECOMMENDATIONS

Information/discussion only.

UCAT

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
26 March 2015

ITEM: III.X

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 Feb 28, 2014 as well as check and credit card registers for Jan - Feb 2015.

FISCAL IMPACT

N/A

RECOMMENDATIONS

Information/discussion only

Attachments:
Check/Disbursement register
Budget progress report

Utah College of Applied Technology
Check Register
January 1 through March 5, 2015

Type	Date	Num	Name	Amount
Bill Pmt -Check	01/09/2015	10808	Automated Business Products	-74.29
Bill Pmt -Check	01/09/2015	10809	BATC	-141,000.00
Bill Pmt -Check	01/09/2015	10810	DATC	-143,025.00
Bill Pmt -Check	01/09/2015	10811	DXATC	-84,875.00
Bill Pmt -Check	01/09/2015	10812	Fuelman	-891.78
Bill Pmt -Check	01/09/2015	10813	IC Group	-180.00
Bill Pmt -Check	01/09/2015	10814	Kristin Smith	-59.45
Bill Pmt -Check	01/09/2015	10815	MATC	-285,774.97
Bill Pmt -Check	01/09/2015	10816	OWATC	-144,825.00
Bill Pmt -Check	01/09/2015	10817	Signature Images	-1,711.25
Bill Pmt -Check	01/09/2015	10818	Snow College	-62,500.00
Bill Pmt -Check	01/09/2015	10819	Success in Education Foundation	-36.67
Bill Pmt -Check	01/09/2015	10820	SWATC	-184,875.00
Bill Pmt -Check	01/09/2015	10821	TATC	-69,075.00
Bill Pmt -Check	01/09/2015	10822	UBATC	-112,837.50
Bill Pmt -Check	01/09/2015	10823	USU Eastern	-56,250.00
Bill Pmt -Check	01/08/2015	10824	MATC	-167,236.25
Bill Pmt -Check	01/28/2015	10825	Automated Business Products	-93.60
Bill Pmt -Check	01/28/2015	10826	BATC	-61,241.30
Bill Pmt -Check	01/28/2015	10827	BH Development, LC	-130.00
Bill Pmt -Check	01/28/2015	10828	Brian Florang	-115.00
Bill Pmt -Check	01/28/2015	10829	Don Roberts	-175.84
Bill Pmt -Check	01/28/2015	10830	Fluid Studio	-50,000.00
Bill Pmt -Check	01/28/2015	10831	John Sargeant	-200.00
Bill Pmt -Check	01/28/2015	10832	Mark Dennis	-135.58
Bill Pmt -Check	01/28/2015	10833	Mindi Ward	-66.50
Bill Pmt -Check	01/28/2015	10834	Richard Tranter	-13.02
Bill Pmt -Check	01/28/2015	10835	Steve Moore	-81.99
Bill Pmt -Check	01/28/2015	10836	Tom Bingham	-19.95
Bill Pmt -Check	01/28/2015	10837	UEPC	-10,000.00
Bill Pmt -Check	01/30/2015	10838	Wanda Held	-812.50
Bill Pmt -Check	01/30/2015	EFT	Wells Fargo Card - Tyler	-318.84
Bill Pmt -Check	01/30/2015	EFT	Wells Fargo Card - Kristin	-1,959.90
Bill Pmt -Check	03/05/2015	10839	AMPCO System Parking	-4.00
Bill Pmt -Check	03/05/2015	10840	Apple Spice Junction	-565.34
Bill Pmt -Check	03/05/2015	10841	Automated Business Products	-251.84
Bill Pmt -Check	03/05/2015	10842	Brian Florang	-139.00
Bill Pmt -Check	03/05/2015	10843	Fuelman	-391.79
Bill Pmt -Check	03/05/2015	10844	IC Group	-5,037.00
Bill Pmt -Check	03/05/2015	10845	Jordan Rushton	-192.15
Bill Pmt -Check	03/05/2015	10846	Kristin Smith	-43.05
Bill Pmt -Check	03/05/2015	10847	Law Office of Susan Gao	-1,500.00
Bill Pmt -Check	03/05/2015	10848	Michael Madsen	-125.00
Bill Pmt -Check	03/05/2015	10849	Mike Angus	-251.60
Bill Pmt -Check	03/05/2015	10850	Mindi Ward	-157.20
Bill Pmt -Check	03/05/2015	10851	Rory Wallwork	-3,104.50
Bill Pmt -Check	03/05/2015	10852	Steve Moore	-57.00
Bill Pmt -Check	03/05/2015	10853	Tyler Brinkerhoff	-148.00
Bill Pmt -Check	03/05/2015	10854	Utah Dept of Admin Services	-227.88
Bill Pmt -Check	03/05/2015	10855	Woodever-U-Want	-3,656.00
Bill Pmt -Check	03/05/2015	10856	Zachary Barrus	-39.00

Utah College of Applied Technology
Office of the President
Fiscal Year 2015 Office Budget as of 2/28/15

Revenue

	Budgeted	Year to Date	%
UCAT Administration Ongoing Appropriation	1,841,500	1,381,125	75.0%
Equipment Appropriation	561,100	420,825	75.0%
Custom Fit Appropriation	3,159,200	2,369,400	75.0%
One-time Marketing/Messaging Fund	200,000	150,000	75.0%
One-time Disabled Scholarship Fund	100,000	75,000	75.0%
Perkins Leadership Fund for Professional Development	25,000	-	0.0%
Campus Support for Northstar	170,000	127,500	75.0%
Equipment Flow Through to Campuses	(551,500)	(413,625)	75.0%
Custom Fit Flow Through to Campuses	(3,150,000)	(2,362,500)	75.0%
Admin Line Item to Campuses	(400,000)	(300,000)	75.0%
Total State Budget for President's Office	1,955,300	1,447,725	74.0%

Expenditures

	Budgeted	Year to Date	%
Salaries, Payroll Tax & Benefits	1,259,790	725,280	57.6%
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	5,212	26.1%
Employee Travel	15,000	5,641	37.6%
Board Meetings	11,500	2,850	24.8%
UCAT System Meetings	12,500	6,081	48.6%
Marketing	220,000	122,440	55.7%
Automobile Expenses	13,000	6,457	49.7%
Annual Report	7,500	6,400	85.3%
Supplies & Misc. Expenses	48,200	29,715	61.6%
Memberships	13,000	12,200	93.8%
Scholarships for Disabled (one-time)	100,000	100,000	100.0%
Unallocated	29,810	-	0.0%
Total Expenditures	1,955,300	1,102,929	56.4%

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
26 March 2015

ITEM: III.Y

TOPIC: BATC Campus President Search

BACKGROUND

BATC Campus President Richard Maughan has announced his retirement, effective June 30, 2015. A copy of the position announcement is attached for review. It is anticipated that the Board of Trustees will meet in an official conference call at 7:30am on May 21, 2015 to consider approval of a new BATC campus president that will begin service on July 1, 2015.

RECOMMENDATIONS

None

Attachments:

BATC Campus President Search Information
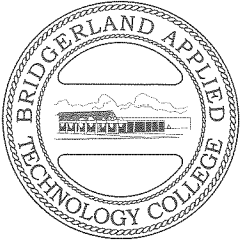
BRIDGERLAND APPLIED TECHNOLOGY COLLEGE

DR. RICHARD L. MAUGHAN, CAMPUS PRESIDENT

March 13, 2015

President Robert O. Brems
Utah College of Applied Technology
2801 Ashton Boulevard
Lehi, UT 84043

Dear President Brems:

This letter will serve as official notice to you of my retirement as president of Bridgerland Applied Technology College (BATC) effective June 30, 2015. May I also add that it has been a profound pleasure to work both with you and for you. I have watched with great pride and appreciation the truly fine manner in which you assumed the mantle of leadership as our President and the unparalleled capabilities that you defined and demonstrated as you lead the Utah College of Applied Technology (UCAT) to become the highly respected and successful college that we are now privileged to be a part of.

You will always hold a special place with me as my colleague, President, and most importantly my good and close friend. Best wishes as you continue to propel UCAT to greater heights.

Sincerely,

Dr. Richard L. Maughan
Campus President

BRIDGERLAND APPLIED TECHNOLOGY COLLEGE
CAMPUS PRESIDENT SEARCH

The President of the Utah College of Applied Technology (UCAT), the UCAT Board of Trustees, and the Campus Board of Directors of the Bridgerland Applied Technology College (BATC) are seeking applications for the position of BATC Campus President.

Dr. Richard L. Maughan, the current Campus President of the Bridgerland Applied Technology College, has announced his retirement effective June 30, 2015. President Maughan has led the campus for 40 years since becoming the Director of the Bridgerland Area Vocational Center. His efforts and leadership have built a successful and innovative institution that is highly regarded in the region and throughout the state as a model for preparing a skilled and well-qualified workforce.

Bridgerland Applied Technology College serves Box Elder, Cache and Rich Counties from a main campus in Logan and branch campuses in Brigham City and Rich County. The campus provides upwards of one million hours of instruction each year to more than 5,500 part-time, full-time, adult, and secondary students. BATC offers 75 accredited occupational certificate programs and many other skills training courses.

CAMPUS PRESIDENT PROFILE

The BATC campus president is the executive officer of the BATC Campus Board of Directors and the chief administrative officer of the college campus. He/she is appointed by the President of the Utah College of Applied Technology after consultation with the BATC Campus Board of Directors and with the approval of the UCAT Board of Trustees. The campus president serves at the discretion of the Utah College of Applied Technology President, in cooperation with the campus Board of Directors and the Utah College of Applied Technology Board of Trustees. The campus president administers the day-to-day operations of the college and is an innovative leader committed to meeting the technical education needs of regional employers and school districts, strengthening business and industry competitiveness, and supporting economic development.

Required Qualifications:

☐ Extensive experience in career and technical education. A masters degree is preferred.

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

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

☐ An understanding and commitment to the mission of an established, multi- campus applied technology college.

☐ Strong communication and interpersonal skills, and a demonstrated ability to interact effectively   with faculty, students, staff, board of directors, the UCAT President and the UCAT Board of Trustees, government and education officials, employers, and the community at large.

Primary Responsibilities:

☐Represents, and is the spokesperson for the BATC to the BATC Board of Directors, business community, the educational community, the community at large, and to the UCAT president, UCAT Board of Trustees, and the Utah State Legislature. He/she must articulate to these groups the importance of the BATC mission, its impact upon the students and area employers, and its impact on the economic development of the region through the provision of a technically-trained workforce.

☐ Oversees and accounts for campus budget, including all operational and instructional expenditures and revenue. Oversees development of all budgets and legislative budget requests. Is accountable for budgets, operations, capital facilities, and other fiscal responsibilities through reports and requests for approval to the BATC board, the UCAT President and the UCAT Board of Trustees, the Governor's Office of Planning and Budget, the Utah Legislature, and auditors.

☐ Maintains responsibility for supplementing funding provided by the legislature and student tuition by engaging in appropriate fund-raising activities and solicitations for donated equipment.

☐ Establishes and maintains positive relationships with BATC faculty and staff, students, the BATC Board of Directors, the President of Utah State University, the superintendents of the local School Districts, the UCAT President and UCAT Board of Trustees, the community, and legislators in the region.

☐ Fosters close relationships with area employers and business/industry organizations, ensuring that the cutting-edge training their current and future employees need is provided by the BATC.

☐ Ensures that BATC maintains and further elevates its position as the leader in career and technical education. He/she must perform long-range planning by forecasting trends in area employer needs and responding with state-of-the-art instruction that will allow businesses and industries to remain competitive leaders in their fields.

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 profile items listed above, using specific examples.
- List the names and phone numbers of six references who can be contacted.

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

To ensure full consideration, application materials should be submitted by **5:00 p.m. (MDT) May 1, 2015.**

For further information visit: www.ucat.edu

Please submit completed applications by e-mail to:

Kristin Smith, Executive Assistant to the UCAT President.

Utah College of Applied Technology

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

The Utah College of Applied Technology College and the Bridgerland Applied Technology College are Equal Opportunity Employers