

The Utah College of Applied Technology (UCAT)  
Board of Trustees Meeting  
DATE: 26 March 2015  
TIME: 10:00 AM – 2:00 PM  
LOCATION: Utah College of Applied Technology  
2801 Ashton Boulevard  
Lehi, UT 84043

(Anchor location for electronic access)

## MINUTES

(DRAFT - Awaiting formal approval)

### Board of Trustees Present

Tom Bingham, Chair – TATC  
Michael Madsen, 1<sup>st</sup> Vice Chair – BATC  
Michael Jensen – DATC  
Stephen Wade – DXATC  
Steve Moore – OWATC  
Mike Angus – UBATC  
Brian Florang – Snow College  
Dale Cox – Union Apprenticeship  
Brad Tanner – Non-Union Apprenticeship  
Jim Olsen – Governor’s Appointee Business/Industry  
Jessie Anderson – State Board of Regents  
Barbara Corry – State Board of Education

### Board of Trustees Absent

Jim Evans, 2<sup>nd</sup> Vice Chair – MATC  
Don Roberts – SWATC  
Richard Tranter – Salt Lake Community College  
Val Hale – Governor’s Office of Economic Development

### UCAT Administration

Robert Brems – President  
Jared Haines – VP, Instruction and Student Services  
Tyler Brinkerhoff – VP, Administrative Services  
Jordan Rushton – Director of Public Relations  
Kristin Smith – Executive Assistant  
Doug Richards – Legal Counsel  
Zachary Barrus – Acting Director of Institutional Data

### Others Present

Richard Maughan – BATC, Campus President  
Mike Bouwhuis – DATC, Campus President  
Clay Christensen – MATC, Campus President  
Collette Mercier – OWATC, Campus President  
Brennan Wood – SWATC, Campus President  
Scott Snelson – TATC, Campus President  
Aaron Weight – UBATC, Campus President  
Tim Bereece – Legislative Auditor’s Office  
David Gibson – Legislative Auditor’s Office  
Spencer Pratt – Legislative Fiscal Analyst’s Office  
John Dougall – Utah State Auditor  
Hollie Andrus – Utah State Auditor’s Office  
Jacob Wright – Governor’s Office Management/Budget

## **MINUTES OF MEETING**

UTAH COLLEGE OF APPLIED TECHNOLOGY  
Board of Trustees  
26 March 2015

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

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

Meeting was called to order at 10:03 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: Mike Jensen, Second: Steve Moore

Voting: Unanimous

#### **I.D Approval of UCAT Board of Trustees Meeting Minutes**

The Board reviewed the Board of Trustees meeting minutes from 08 August 2014 and 15 January 2015.

Motion to approve the 08 August 2014 amended minutes to include the roll call vote for closed session, and to also approve the 15 January 2015 meeting minutes.

Motion: Mike Madsen, Second: Dale Cox

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 Dixie Allen for several years of dedicated service on the UCAT Board of Trustees.

He also noted that Mike McCandless had recently accepted a new position with Epic Engineering and will be leaving the board.

#### **I.G Oath of Office for UCAT Trustee Barbara Corry**

Kristin Smith administered the Oath of Office to Barbara Corry, who replaced Dixie Allen as the Utah State Board of Education Representative, with her term of office expiring June 30, 2017.

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

#### **II.H Proposed Tuition Adjustment for FY 2016**

Vice President Brinkerhoff presented the Board with the recommendation to leave the UCAT base tuition rate at \$1.75 an hour. UCAT has received above-average appropriation funds over the past few years, and

with no increase to the tuition rate it is hoped that this will facilitate growth in new and expanded instructional programs.

Motion to leave the UCAT base tuition rate at \$1.75 an hour.

Motion: Jim Olsen, Second: Michael Madsen

Voting: Unanimous

### **II.I Proposed Second-Tier Tuition Adjustments**

Vice President Brinkerhoff announced to the board that five campuses assess a second-tier of tuition in addition to the UCAT-wide first-tier rate. Four of the five campuses with second-tier tuition rates have the same total tuition rate of \$2.00 per hour, and those four (DATC, DXATC, MATC, and UBATC) have requested to keep their rates unchanged for FY 2016. OWATC requested to increase its second-tier rate from \$0.05 to \$0.10 per hour. OWATC's total tuition rate would then be \$1.85 per hour.

Motion to approve OWATC's second-tier tuition rate increase to \$0.10 per hour, and the other campuses to remain unchanged for FY 2016.

Motion: Steve Moore, Second: Mike Angus

Voting: Unanimous

### **II.J Proposed Differential Tuition Approvals**

Vice President Brinkerhoff announced that courses with differential tuition rates at BATC, DATC, OWATC, and UBATC were approved the previous year. Differential tuition rates expire annually, and the campuses have requested that they be approved again for FY 2016. TATC also requested approval for their new Academic Learning Center at \$20.00 a month.

Motion to approve the differential tuition rates for BATC, DATC, OWATC, UBATC, and TATC as listed in the agenda.

Motion: Michael Madsen, Second: Brad Tanner

Voting: Unanimous

### **II.K Board of Trustees Calendar Update**

President Brems reviewed the Board of Trustees meeting calendar for 2015-2016 with the board. He recommended that they add an additional date for May 26, 2015 to consider appointment of a new BATC campus president.

Motion to approve the Board of Trustees Meeting Calendar.

Motion: Steve Moore, Second: Jim Olsen

Voting: Unanimous

### **II.L UCAT Office Rental Policy**

Vice President Brinkerhoff explained that UCAT Administration is occasionally approached by outside entities wishing to use the Administration and Training Building, particularly the Boardroom, for various meetings, trainings, etc. Permission has generally been granted for such uses when the space is available. UCAT Administration believes it is appropriate to implement official policy governing outside use of the building. Vice President Brinkerhoff reviewed the draft policy with the board.

Motion to approve Policy 580 – UCAT Administration Building Acceptable Use and Rental.

Motion: Mike Angus, Second: Dale Cox

Voting: Unanimous

### **II.M Evaluations of Presidents: Maughan (BATC), Wood (SWATC), Weight (UBATC)**

President Brems explained that the UCAT Board of Trustees authorized an evaluation of BATC Campus President Richard Maughan during the 2014-15 school year. That evaluation was conducted by President Brems in consultation with the BATC Board of Directors. Overall, President Maughan's evaluation was extremely positive. President Brems also stated that five years ago when the system had substantial budget cuts, President Maughan had taken a decrease in salary. Once the economy improved, he would not take a raise until all employees had their pay restored to what it was before the budget cuts. That goal has now been accomplished. It is recommended that President Maughan have his salary increased and capped at \$181,120.00, and that it be retroactive to July 1, 2014.

Motion to approve the evaluation of President Maughan and to increase and cap his salary at \$181,120.00 retroactive back to July 1, 2014 – June 30, 2015.

Motion: Michael Madsen, Second: Dale Cox

Voting: Unanimous

President Brems met with the UBATC Board of Directors for an evaluation of Campus President Aaron Weight's first six months in office. The outcome of the evaluation was very positive, and President Brems recommends that his salary increase by 4% to \$112,500.00.

Motion to approve the evaluation of President Weight and have his salary increased by 4% to \$112,500.00 annualized for the period of January 1, 2015 to June 30, 2015.

Motion: Mike Angus, Second: Steve Moore

Voting: Unanimous

President Brems met with the SWATC Board of Directors for an evaluation of Campus President Brennan Wood's first six months in office. Overall, the evaluation was positive with a few items to address. President Brems recommends that his salary increase by 4% to \$109,200.00.

Motion to approve the evaluation of President Wood and have his salary increased by 4% to \$109,200.00 annualized for the period of April 1, 2015 to June 30, 2015.

Motion: Michael Madsen, Second: Mike Angus

Voting: Unanimous

### **II.N UBATC Property Exchange with Duchesne County School District**

UBATC Campus President Weight explained that Duchesne School District is developing plans for a new Union High School. Given the relationship between UBATC and the school districts in its service region, the UBATC Board of Directors and administration are interested in the new school's proximity to the UBATC campus. The school district has proposed acquiring the property currently used as a CDL driving range from UBATC.

Placing the high school in the proposed location will allow its students to walk to UBATC and eliminate the need to walk across the driving range. The driving range will be relocated to the other side of UBATC's

building directing truck traffic away from the high school. The proposed transaction was approved by the UBATC Board of Directors on March 18, 2015.

Motion to approve the property exchange with Duchesne County School District.

Motion: Mike Angus, Second: Stephen W. Wade

Voting: Unanimous

### **II.O MATC & Yesco Profit Sharing 401k Retirement Plan & Trust Lease**

MATC Campus President Clay Christensen explained that a one-year lease between MATC and Yesco Profit Sharing 401k Retirement Plan and Trust ends on May 31, 2015 relative to property located at 1260 S. 3600 W. Salt Lake City, UT which houses the Associated General Contractors apprenticeship programs. The proposed addendum to extend the term of the lease through July 31, 2018 was attached for review by the board. The MATC Board of Directors has approved the lease amendment, and it has been reviewed by UCAT legal counsel.

Motion to approve the lease addendum between MATC and Yesco Profit Sharing 401k Retirement Plan and Trust Lease.

Motion: Stephen W. Wade, Second: Michael Madsen

Voting: Unanimous

### **III.P MATC & Da Vinci Management Lease**

MATC Campus President Clay Christensen presented to the board a lease for approval between MATC and Da Vinci Management, LLC. The lease is for a 13,300 square foot facility located at 1276 S. 1380 W., Orem, UT across the street from the current MATC Orem Campus. This facility will house the composites program and an expansion of the machining program. The lease term is 48 months beginning April 1, 2015. The landlord is not charging rent for the first three months and the last month of the lease term. MATC will be responsible for any applicable taxes, assessments, utilities, etc. The lease has been approved by the MATC Board of Directors and reviewed by UCAT legal counsel.

Motion to approve the lease agreement between MATC and Da Vinci Management, LLC.

Motion: Michael Madsen, Second: Brad Tanner

Voting: Unanimous

### ***III.INFORMATION ITEMS***

#### **III.Q UCAT Coordinated Audit**

Vice President Brinkerhoff welcomed State Auditor John Dougall and his team and invited them to make a short presentation on the FY 2014 Coordinated Audit of UCAT campuses.

#### **III.R Rebecca D. Lockhart Scholarship Donation**

Chair Bingham explained to the Board that 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.

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.

### **III.S Expiring Terms for UCAT Board Members**

Vice President Haines reviewed the list attached to the agenda of eight board member terms of office which will expire on June 30, 2015. Official notification will be made by the Office of the UCAT President to the appointing authority for each expiring position.

### **III.T 2015 Legislative Session Review**

President Brems reported on the 2015 General Session of the Utah State Legislature. The Legislature took action on several issues that affect the Utah College of Applied Technology. The following items are among the most important: Summaries were presented in the agenda of legislative action pertaining to funding, capital facilities, intent language for enrollment/completion reporting and funding of facilities, and bills relevant to UCAT.

### **III.U UCAT Performance-Based Funding**

Vice President Brinkerhoff reported on progress toward development of a performance-based funding model in response to the Legislative Higher Education Appropriations Subcommittee for UCAT's FY 2017 budget request.

The model is still in its early stages of development but will likely include certificate production weighted by certificate length and relative cost, other adult and secondary completions, membership hours, headcount, completion rates, placements, etc. A completed model will be presented to the Board at the June 11, 2015 meeting for approval.

### **III.V Legislative Audits**

Vice President Brinkerhoff explained that the Office of the Legislative Auditor General (LAG) is in the process of conducting two legislative audits of career and technical education in Utah. Audit Supervisor Tim Bereece, who is overseeing the Completion and Placement Rate Audit, gave a progress update on the audit, which is addressing the completion and placement issues that were raised in the Legislature's Education Task Force's request letter. Audit Supervisor David Gibson, who is overseeing the Program Coordination Audit, gave a progress update on the audit, which was requested to determine and evaluate key components of the coordination between public education and UCAT.

### **III.W Program Approvals**

Vice President Haines reported to the Board that President Brems had approved eleven programs listed in the agenda since the last time the board had met.

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

Vice President Brinkerhoff presented the board with a report detailing appropriated revenues and expenditures by category for the Office of the UCAT President for the current fiscal year through February 28, 2015, as well as check and credit card registers for Jan-Feb 2015.

### **III.Y BATC Campus President Search**

BATC Campus President Richard Maughan has announced his retirement, effective June 30, 2015. It is anticipated that the Board of Trustees will meet in an official meeting on May 26, 2015 to consider approval of a new BATC campus president who will begin service on July 1, 2015.

### **IV. CLOSED SESSION**

The Board elected to go into closed session pursuant to Utah Code Section 52-4-205 (1)(c).

Motion to go into Closed Session

Motion: Jim Olsen, Second: Mike Jensen

A roll call vote was conducted:

Tom Bingham – yes

Michael Madsen – yes

Jim Evans – absent for vote

Michael Jensen – yes

Stephen Wade – yes

Steven Moore – yes

Mike Angus – yes

Brian Florang – yes

Jim Olsen – yes

Dale Cox – yes

Brad Tanner – yes

It was confirmed that two-thirds of the voting members present voted in favor of the motion. The Board entered closed session at 1:10 p.m.

### **V. OPEN SESSION**

The Board re-entered open session at 1:26 p.m.

### **VI. ADJOURN**

Motion to Adjourn: Jim Olsen, Second: Tom Bingham

Voting: Unanimous

Meeting adjourned at 1:27pm.