BOARD OF TRUSTEES

JANUARY 14, 2016 UCAT BOARD OF TRUSTEES MEETING AGENDA

UTAH COLLEGE OF APPLIED TECHNOLOGY

BOARD OF TRUSTEES MEETING AGENDA

January 14, 2016 – 9:45 a.m. to 2:30 p.m.

SWATC Boardroom

757 West 800 South

Cedar City, Utah 84720

I. Introduction

A. Call To Order – Chair Bingham

B. Pledge of Allegiance – Chair Bingham

C. Approval of Agenda – Chair Bingham

D. Approval of Board Meeting Minutes – Chair Bingham

- 17 September 2015 (regular) (assets/docs/9.17.15-BOT-Meeting-Minutes.pdf)
- 05 November 2015 (special) (assets/docs/11.5.15-BOT-draft-Minutes.pdf)
- 09 November 2015 (special) (assets/docs/11.9.15-BOT-draft-Minutes.pdf)
- 12 November 2015 (special) (assets/docs/11.12.15-BOT-draft-Minutes.pdf)
- 02 December 2015 (special) (assets/docs/12.2.15-BOT-Meeting-Minutes.pdf)

- 18 December 2015 (special) (assets/docs/12.18.15-BOT-Meeting-Minutes.pdf)

II. Action Items

E. Legislative Audit 2015-11 & Gov. Herbert's FY 2017 Budget Recommendations – Pres. Brems **AGENDA ITEM E** (assets/docs/Agenda-Item-E-Legislative-Audit-2015-11-Completion-and-Job-Placement-Rates-and-Governor-Herbert's-FY-2017-Budget-Recommendations.pdf)

F. FY 2015 Student Data – VP Barrus **AGENDA ITEM F** (assets/docs/FINAL-ITEM-F.pdf)

G. Performance-Based Funding Goals & Funding Distribution – VP Brinkerhoff **AGENDA ITEM G** (assets/docs/Agenda-Item-II-xx-Performance-Based-Funding-Goals.pdf)

BATC (assets/docs/BATC-Performance-funding-goals.pdf) DATC (assets/docs/DATC-Performance-funding-goals.pdf) DXATC (assets/docs/DXATC-Performance-funding-goals.pdf) MATC (assets/docs/MATC-Performance-funding-goals.pdf) OWATC (assets/docs/OWATC-Performance-funding-goals.pdf) SWATC (assets/docs/SWATC-Performance-funding-goals.pdf) TATC (assets/docs/TATC-Performance-funding-goals.pdf) UBATC (assets/docs/UBATC-Performance-funding-goals.pdf)

H. Proposed UCAT Goal for Governor's developing Utah Education Plan – Pres. Brems **AGENDA ITEM H** (assets/docs/FINAL-ITEM-H.pdf)

I. UCAT 2015 Annual Report – VP Haines, Asst. Director Smith **AGENDA** (assets/docs/FINAL-AGENDA-ITEM-I.pdf)**ITEM I (assets/docs/FINAL-AGENDA-ITEM-I.pdf)**

J. UCAT Board 2016 Meeting Calendar – Chair Bingham **AGENDA ITEM J** (assets/docs/J.-BOT-Calendar-Update.pdf)

K. Contractual Agreement with President Brems – Chair Bingham **AGENDA ITEM K** (assets/docs/Agenda-Item-II.K-Contractual-Agreement-with-UCAT-President-1.pdf)

III. Information Items

L. Student of the Year Program & Marketing Update – Asst. Director Smith **AGENDA ITEM L** (assets/docs/FINAL-AGENDA-ITEM-L.pdf)

M. 2015 Campus COE Reports – VP Haines **AGENDA ITEM M** (assets/docs/FINAL-ITEM-M.pdf)

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

O. 2016 Legislative Planning Discussion – President Brems   **AGENDA ITEM O** (assets/docs/FIANL-ITEM-O.pdf)

P. Tour of SWATC New Facility – SWATC President Brennan Wood

   (depart SWATC for DXATC at 1:15pm)

Q. Groundbreaking for DXATC Building at 2:30pm – DXATC President Kelle Stephens

IV. 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.

V. 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 Southwest Applied Technology College shall be the anchor location for public attendance.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
14 January 2016

ITEM: II.K

TOPIC: Contractual Agreement with UCAT President

BACKGROUND

With Aaron Osmond's withdrawal from his appointment as UCAT president and action of the Board of Trustees to delay the search for a new UCAT president until after the 2016 General Session of the Utah State Legislature, the Board accepted and approved President Brems' offer to delay his planned December 31, 2015 retirement and continue to serve as UCAT President through the legislative session and as needed following the session until a new president is in place. Chair Bingham has requested a discussion be held regarding a potential compensation contract for President Brems' service during 2016.

RECOMMENDATIONS

UCAT Board of Trustees leadership recommends the Board consider approval of a compensation contract for President Brems' service during 2016.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
14 January 2016

ITEM: II.G

TOPIC: Performance-Based Funding Goals and Funding Distribution

BACKGROUND
On June 11, 2015, the Board of Trustees conceptually approved a Performance-Based Funding Model for use in the development of the FY 2017 budget request. On September 17, 2015, the Board approved a $1,000,000 performance-based funding item as part of the official request to be considered during the 2016 Legislative Session. Each campus has set goals to improve and/or increase performance based on the approved metrics within the model and, if funded, will be eligible for a share of the funding based on the achievement of the individual campus goals.

UCAT administration and campus presidents have discussed a number of possible methods to determine how the requested $1,000,000 be distributed among campuses. Below are two possible scenarios for Board consideration:

50% Based on Model Attainment, 50% Equal		Split Equally Among all Campuses	
BATC:	136,300	BATC:	125,000
DATC:	170,400	DATC:	125,000
DXATC:	105,000	DXATC:	125,000
MATC:	162,400	MATC:	125,000
OWATC:	160,600	OWATC:	125,000
SWATC:	79,600	SWATC:	125,000
TATC:	73,700	TATC:	125,000
UBATC:	112,100	UBATC:	125,000

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve the campus goals for performance-based funding purposes and a funding distribution model.

UCAT

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
14 January 2016

ITEM: III.O

TOPIC: 2016 Legislative Planning Discussion

BACKGROUND

The 2016 General Session of the Utah State Legislature begins on Monday, January 25, 2016. We have received notification of the first four meetings of the Higher Education Appropriations Committee (HEAC) to be held:

> Wednesday, January 27th, 8:00 am
> Friday, January 29th, 8:00am
> Tuesday, February 2nd, 8:00am
> Thursday, February 4th, 8:00am

We expect additional HEAC meetings will be held during February and March. We do not know at this time when UCAT and the campuses will be making their presentations.

Included in this item are:

- UCAT's FY 2017 Budget Request (as approved by the Board of Trustees in September, 2015)

- A description of campus and system programs and other items being requested

- UCAT's proposal for addressing specific needs in the Manufacturing and Information Technology industries that was prepared in the event of a special legislative session being called to address employee backlog in those sectors.

Senator Stephen Urquhart has also filed a bill "Utah College of Applied Technology Governance Amendments." The bill is currently listed as "In Process".

RECOMMENDATIONS

Information Only

UTAH COLLEGE
— of —
APPLIED TECHNOLOGY

UCAT

Legislative Budget Request Summary
For the Fiscal Year Ending June 30, 2017

Anticipated FY 2017 Base Budget (State Tax Funds Only)		**$70,355,700**
Ongoing Budget Increase Requested	$	**17,348,100**
1. **Compensation**		**2,172,500**
Merit-Based Salary Increases	1,591,200	
Health Insurance Premium Increases	581,300	
2. **Campus Program Expansion**		**9,046,400**
BATC	1,046,400	
DATC	1,210,000	
DXATC	935,000	
DXATC (New building)	750,000	
MATC	1,320,000	
OWATC	1,170,000	
SWATC	865,000	
TATC	800,000	
UBATC	950,000	
3. **Performance-Based Funding**		**1,000,000**
4. **Ongoing Equipment Upgrade & Replacement**		**1,200,000**
5. **System Requests**		**3,929,200**
Custom Fit	3,159,200	
UCAT Information System Maintenance and Expansion	250,000	
UCAT Marketing and Messaging Fund	400,000	
In-house Legal Counsel	120,000	
One-time Budget Increase Requested - Campus Special Needs		**3,400,000**
1. **One-Time Equipment Fund**		**3,000,000**
2. **Financial Aid Package**		**400,000**
FY 2015 Supplemental Budget Increase Requested		**-**
No Supplemental Request		
Request Summary		
Ongoing Budget Priorities		**17,348,100**
One-time Increases		**3,400,000**
Supplemental Increases		**-**

Campus	Need	FTE	Salary & Benefits	Current Expense	Total
BATC	Mfg Initiative	4.00	419,200	40,000	459,200
BATC	Brigham Expansion	3.50	367,000	30,000	397,000
BATC	AM STEM	2.00	170,200	20,000	190,200
	BATC Totals:	9.50	956,400	90,000	1,046,400

Campus	Need	FTE	Salary & Benefits	Current Expense	Total
DATC	Unmanned Aerial Vehicle Technician	1.00	100,000	10,000	110,000
DATC	Aerospace Technician/Composites	2.00	200,000	20,000	220,000
DATC	Welding Program Expansion	1.00	100,000	10,000	110,000
DATC	Additive Manufacturing	1.00	100,000	10,000	110,000
DATC	IT/Coding Initiative Program Expansion	2.00	200,000	20,000	220,000
DATC	Allied Health Expansion	2.00	200,000	20,000	220,000
DATC	Recreational Vehicle Repair	1.00	100,000	10,000	110,000
DATC	Campus Support	1.00	100,000	10,000	110,000
	DATC Totals:	11.00	1,100,000	110,000	1,210,000

Campus	Need	FTE	Salary & Benefits	Current Expense	Total
DXATC	IT/Programming	1.60	160,000	10,000	170,000
DXATC	Paramedic	1.25	125,000	10,000	135,000
DXATC	Fire Academy	1.25	125,000	10,000	135,000
DXATC	Auto Tech	1.25	125,000	10,000	135,000
DXATC	Endo Neurodiagnostics Tech	1.25	125,000	10,000	135,000
DXATC	Occupational Therapist Asst	1.25	125,000	10,000	135,000
DXATC	Culinary	0.80	80,000	10,000	90,000
	DXATC Totals:	8.65	865,000	70,000	935,000

Campus	Need	FTE	Salary & Benefits	Current Expense	Total
DXATC	Campus Support (funding for new bldg)	7.50	750,000	-	750,000

Campus	Need	FTE	Salary & Benefits	Current Expense	Total
MATC	IT Expansion	8.50	850,000	85,000	935,000
MATC	Advanced Mfg	3.50	350,000	35,000	385,000
	MATC Totals:	12.00	1,200,000	120,000	1,320,000

Campus	Need	FTE	Salary &	Current Expense	Total
OWATC	Composites	1.70	170,000	12,000	182,000
OWATC	Practical Nursing	2.00	200,000	6,000	206,000
OWATC	Outcome Reporting	1.25	125,000	20,000	145,000
OWATC	Pharmacy Tech Expansion	1.25	125,000	5,000	130,000
OWATC	Coding Camps	0.50	50,000	10,000	60,000
OWATC	Industrial Automation/Robotics	1.70	170,000	12,000	182,000
OWATC	Instructional designer Online	1.00	100,000	-	100,000
OWATC	Emergency Medical Services	1.50	150,000	15,000	165,000
	OWATC Totals:	10.90	1,090,000	80,000	1,170,000

Campus	Need	FTE	Salary & Benefits	Current Expense	Total
SWATC	Practical Nursing	3.50	400,000	-	400,000
SWATC	Campus Support	3.00	300,000	-	300,000
SWATC	Distance Ed/Curriculum Dev	1.00	100,000	10,000	110,000
SWATC	Computer Science Expansion	0.50	50,000	5,000	55,000
	SWATC Totals:	**8.00**	**850,000**	**15,000**	**865,000**

Campus	Need	FTE	Salary & Benefits	Current Expense	Total
TATC	Practical Nursing	3.50	400,000	-	400,000
TATC	Construction Tech	2.00	200,000	-	200,000
TATC	Motorsports Academy	2.00	200,000	-	200,000
	TATC Totals:	**7.50**	**800,000**	**-**	**800,000**

Campus	Need	FTE	Salary & Benefits	Current Expense	Total
UBATC	Automation & IT	3.00	300,000	80,000	380,000
UBATC	Civil Tech	2.00	200,000	40,000	240,000
UBATC	Auto & Diesel Tech	1.00	100,000	40,000	140,000
UBATC	Building Trades	1.00	100,000	20,000	120,000
UBATC	Welding Expansion	0.50	50,000	20,000	70,000
	UBATC Totals:	**7.50**	**750,000**	**200,000**	**950,000**

System Requests	Need	FTE	Salary & Benefits	Current Expense	Total
UCAT	Custom Fit	-	-	3,159,200	3,159,200
UCAT	Northstar	-	-	250,000	250,000
UCAT	Marketing - System	-	-	400,000	400,000
UCAT	In-House Legal Counsel	1.00	120,000	-	120,000
	System Request Totals:	**1.00**	**120,000**	**3,809,200**	**3,929,200**

Other	Need	FTE	Salary & Benefits	Current Expense	Total
All	Performance Based Funding	-	-	1,000,000	1,000,000
All	Ongoing Equip	-	-	1,200,000	1,200,000
	System Request Totals:	**-**	**-**	**2,200,000**	**2,200,000**

Ongoing Request Totals	FTE	Salary & Benefits	Current Expense	Total
UCAT Totals:	*83.55*	*8,481,400*	*6,694,200*	*15,175,600*

*2,172,500 compensation not included in above total

UTAH COLLEGE
of
APPLIED TECHNOLOGY

Legislative Budget Request
for the Year Ending June 30, 2017

The Board of Trustees of the Utah College of Applied Technology (UCAT) is directed by statute to compile and prioritize campus and system budget requests, and submit the request to the Legislature and the Governor's Office of Management and Budget. This budget request has been prioritized and approved by the Board to be included in presentations and other material to demonstrate funding needs in meeting UCAT's goals as identified in its strategic plan developed in accordance to State Statute and in conjunction with Governor Herbert's Statewide Education Plan.

UCAT respectfully requests an ongoing increase in tax appropriations of **$17,348,100**. Also requested is one-time funding of **$3,400,000**.

Ongoing Budget Request

The Utah College of Applied Technology budget request is listed in priority order.

1. Compensation - **$2,172,500**
   - UCAT requests funding for performance-based compensation increases equal to 3% of current salary and salary driven benefits amounts. UCAT requests flexibility in the disposition of these funds in order to retain high performing but often underpaid faculty and staff. A 3% compensation increase for UCAT is approximately $1,591,200
   - UCAT requests $581,300 for insurance increases anticipated by PEHP to be 7.6%

2. Campus Program Expansion - **$9,046,400**
   - Each campus has identified specific critical programmatic and support areas within its service region to meet unmet demand and improve student success and throughput. A more detailed breakout is included in a separate attachment to the budget request summary. The program expansion amounts requested for each campus are:

BATC	$1,046,400
DATC	$1,210,000
DXATC	$1,685,000
MATC	$1,320,000
OWATC	$1,170,000
SWATC	$865,000
TATC	$800,000
UBATC	$950,000

3. Performance-Based Funding - **$1,000,000**
    - At the direction of the Higher Education Appropriations Subcommittee, UCAT has developed a performance-based funding model that measures the following:
        - Program Certificates (divided by various lengths)
        - Occupational Skills Certificates
        - Occupational Upgrades
        - Other Post-Secondary Completions
        - Secondary Completions
        - Placements (Extra weighting for underserved segments & high-impact/high-cost programs)

      The model will award campuses based on the achievement of rigorous performance goals.

4. Ongoing Equipment Upgrade & Replacement - **$1,200,000**
    - An ongoing increase for upgrading and replacing equipment is critical to ensure state-of-the-art training opportunities continue at UCAT campuses. UCAT has an ongoing equipment line item that has been as much as $2,262,400. Over the recession, that fund fell to its current level of $561,100. Campuses receive considerable support from business and industry in the form of equipment donations, however, there is an acute need for a budget infusion to combat obsolescence in many training labs.

5. System Requests - **$3,929,200**
    - UCAT requests $3,159,200 to double its Custom Fit budget. Custom Fit training is in high demand, particularly in the IT and manufacturing industries. Often campus Custom Fit budgets are committed and depleted early in the year. This effort will provide great benefits to businesses and their employees as well as the economy as a whole.
    - UCAT also requests $250,000 to bolster its home-grown student management system, Northstar. This funding will relieve the campuses of $170,000 per year combined support to the project as well as help expand and improve the system.
    - $400,000 is requested to continue UCAT's marketing campaign and expand its efforts. In FY 2015, UCAT was appropriated one-time funds of $200,000 for marketing. UCAT requests this as ongoing funding plus an additional $200,000 to flow out to campuses for local marketing efforts.
    - Finally, UCAT requests $120,000 for in-house legal counsel to assist representatives from the Office of the Attorney General. As UCAT grows, the additional legal help has been recommended by the Assistant Attorney General assigned to UCAT.

One-time Budget Request

UCAT's one-time budget request is also in priority order.

1. One-Time Equipment Fund - **$3,000,000**
   - UCAT requests $3,000,000 to replace campus equipment that is currently obsolete. This funding is critical to ensure UCAT students are receiving the most up to date training available. The one-time funding will be used to address the most acute needs.

2. Financial Aid Package - **$400,000**
   - Additionally, UCAT requests $400,000 to purchase a financial aid software package to integrate with its Northstar Student Management System. This will streamline the federal student aid processes at campuses and assist with compliance while providing better service to students.
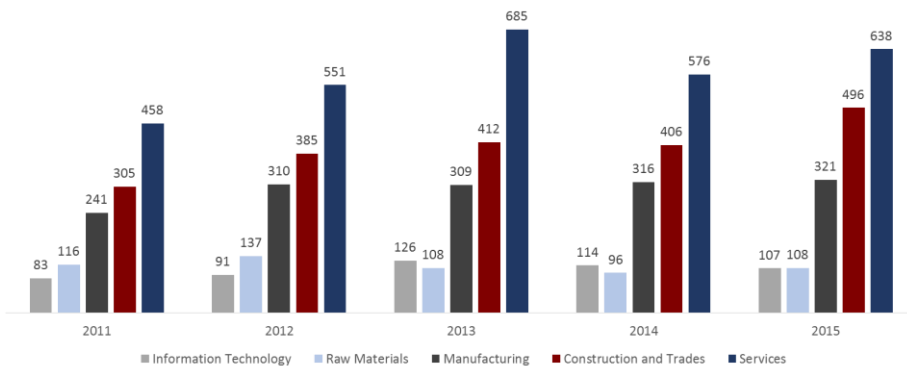
Manufacturing and IT Employee Backlog	Employee Backlog	FTE	Ongoing Salary/Benefits	Ongoing Tuition Relief	Ongoing Other Expenses	Ongoing Facility Leases	One Time Equipment	Employer Contribution	Total Ongoing	Total One Time
BATC										
Programs										
Manufacturing and Aerospace	363	10.0	$900,000	$475,000	$100,000	$0	$300,000	$100,000	$1,475,000	$300,000
Coding, Programming and Info Tech	58	5.0	$450,000	$200,000	$100,000	$0	$200,000	$70,000	$750,000	$200,000
Total	**421**	**15.0**	**$1,350,000**	**$675,000**	**$200,000**	**$0**	**$500,000**	**$170,000**	**$2,225,000**	**$500,000**
DATC										
Programs										
Information Technology	125	6.0	$525,000	$300,000	$125,000	$0	$450,000	$60,000	$950,000	$450,000
Manufacturing/Automation/Composite Matls/Welding/CNC Machining	450	19.4	$1,680,000	$800,000	$125,000	$0	$1,000,000	$240,000	$2,605,000	$1,000,000
Total	**575**	**25.4**	**$2,205,000**	**$1,100,000**	**$250,000**	**$0**	**$1,450,000**	**$300,000**	**$3,555,000**	**$1,450,000**
DXATC										
Programs										
Coding, Programming and Web Development	50	2.0	$250,000	$100,000	$75,000	$0	$150,000	$35,000	$425,000	$150,000
Manufacturing/Automation/CNC Machining/Welding/Aerospace	100	4.0	$500,000	$200,000	$150,000	$0	$400,000	$80,000	$850,000	$400,000
Total	**150**	**6.0**	**$750,000**	**$300,000**	**$225,000**	**$0**	**$550,000**	**$115,000**	**$1,275,000**	**$550,000**
MATC										
Programs										
Manufacturing/Automation/Welding/CNC Machining	175	5.0	$750,000	$375,000	$100,000	$120,000	$1,000,000	$125,000	$1,345,000	$1,000,000
Coding, Programming and Web Development	250	10.0	$1,250,000	$425,000	$100,000	$200,000	$500,000	$250,000	$1,975,000	$500,000
Total	**425**	**15.0**	**$2,000,000**	**$800,000**	**$200,000**	**$320,000**	**$1,500,000**	**$375,000**	**$3,320,000**	**$1,500,000**
OWATC										
Programs										
Automated Manufacturing Robotics and Aerospace/Composites/Machining/Welding	350	7.0	$1,000,000	$500,000	$100,000	$0	$500,000	$125,000	$1,600,000	$500,000
Software Development/Coding and Programming	125	5.0	$750,000	$500,000	$100,000	$0	$500,000	$125,000	$1,350,000	$500,000
Total	**475**	**12.0**	**$1,750,000**	**$1,000,000**	**$200,000**	**$0**	**$1,000,000**	**$250,000**	**$2,950,000**	**$1,000,000**
SWATC										
Programs										
Manufacturing and Aerospace	250	2.5	$245,000	$475,000	$100,000	$0	$410,000	$150,000	$820,000	$410,000
Total	**250**	**2.5**	**$245,000**	**$475,000**	**$100,000**	**$0**	**$410,000**	**$150,000**	**$820,000**	**$410,000**
TATC										
Programs										
Industrial Maintenance/Welding	80	2.0	$250,000	$90,000	$0	$0	$148,000	$75,000	$340,000	$148,000
Total	**80**	**2.0**	**$250,000**	**$90,000**	**$0**	**$0**	**$148,000**	**$75,000**	**$340,000**	**$148,000**
UBATC										
Programs										
Manufacturing/Welding	90	2.0	$250,000	$90,000	$50,000	$0	$325,000	$75,000	$390,000	$75,000
Total	**90**	**2.0**	**$250,000**	**$90,000**	**$50,000**	**$0**	**$325,000**	**$75,000**	**$390,000**	**$325,000**
UCAT Totals	**2,466**	**79.9**	**8,800,000**	**4,530,000**	**1,225,000**	**320,000**	**5,883,000**	**1,510,000**	**14,875,000**	**5,883,000**

Custom Fit has experienced 27% overall growth in the number of participating companies over the last five years
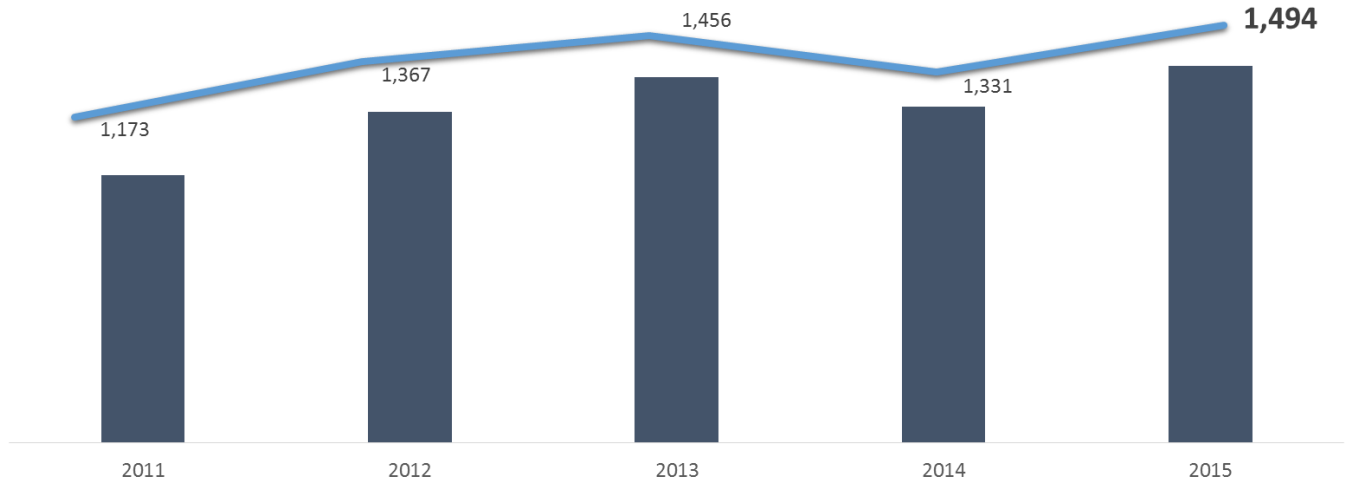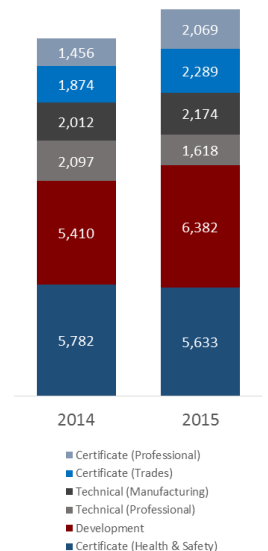

GROWTH: 751 new companies, on average, have contracted with Custom Fit each year over the last five years
REACH: Over the last five years, on average, 1,364 companies have been served by Custom Fit each year
CAPACITY: A total of 334,246 hours of training were provided or allocated for training by Custom Fit in 2015

The growth of Custom Fit training programs has been well distributed; participation across four of the five BLS industry groupings has grown over the last five years

Information Technology | Raw Materials | Manufacturing | Construction and Trades | Services

Meaningful year-over-year growth has also been observed in many of the course types completed through Custom Fit

Certificate (Professional)
Certificate (Trades)
Technical (Manufacturing)
Technical (Professional)
Development
Certificate (Health & Safety)

- Based on qualitative assessments from participants, Custom Fit appears to consistently meet the needs of the companies they serve.

- Demand for Custom Fit trainings has grown substantially over the last five years, while funding levels have not increased meaningfully outside of a one-time allocation in 2015.

- Custom Fit has increased the number and type of training programs provided across industries, helping Utah companies become more productive and competitive.

Cicero
Data-driven Strategy

Over the last five years, Custom Fit has provided training for **82,785** participants across the state of Utah.
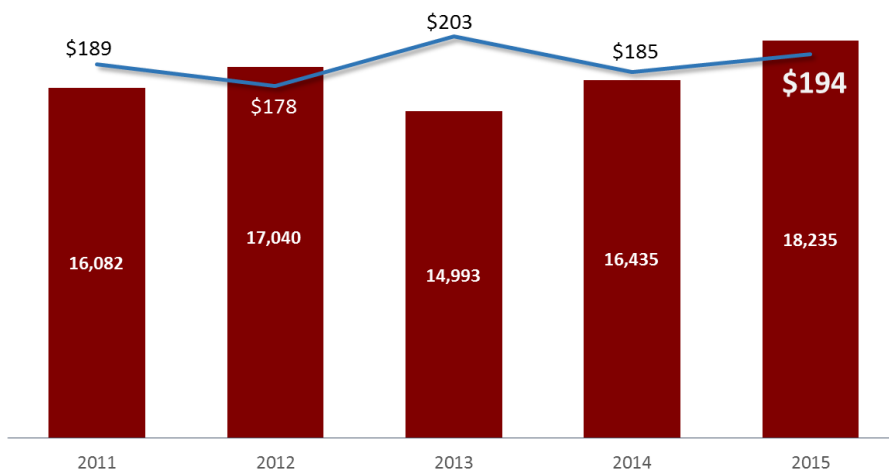
Companies most frequently report that they turn to Custom Fit to help them increase productivity, but also to facilitate growth and maintain their competitive edge
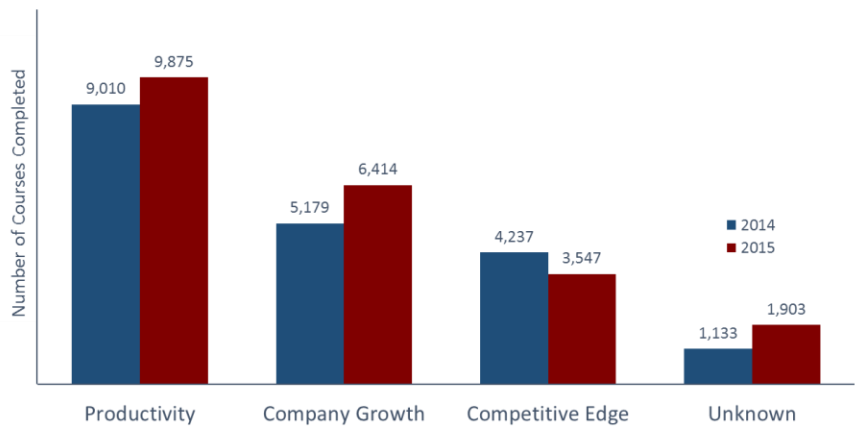
Number of Courses Completed

	Productivity	Company Growth	Competitive Edge	Unknown
2014	9,010	5,179	4,237	1,133
2015	9,875	6,414	3,547	1,903

While the total number of participants receiving training through Custom Fit has increased since 2011, associated funding has not kept pace. An additional on-going budgetary allocation in 2015 provided some assistance in meeting increased participant needs, however the actual funding amount participant is still almost five percent less than in 2013

Year	2011	2012	2013	2014	2015
Amount	$189	$178	$203	$185	$194
Participants	16,082	17,040	14,993	16,435	18,235

Each hour of training facilitated by Custom Fit in 2015 cost **$10.59** to provide.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
14 January 2016

ITEM: II.I

TOPIC: FY 2015 UCAT Annual Report

BACKGROUND

The UCAT Annual Report highlights the success of UCAT each year and provides the Governor, legislature, stakeholders, and the general public with ongoing information regarding UCAT activities.

The UCAT Board of Trustees is required by law {53B-2a-104(2)(i)} to "prepare and submit an annual report detailing its progress and recommendations on career and technical education issues to Governor Herbert and to the Legislature's Education Interim Committee by October 31 of each year." A draft of the October edition of the 2015 UCAT Annual Report with pre-final completion data was reviewed and approved by the Board on September 17, 2015. The October edition of the report was submitted to the Governor and to the Legislature's Education Interim Committee in accordance with Utah statute.

The 2015 Annual Report has since been updated with final completion data received in December (page 8, and campus pages) per UCAT Policy 205. The section on UCAT's certificate goal has also been updated to reflect the proposed UCAT goal for Governor Herbert's developing Utah Education Plan discussed in Board agenda item #II.H (page 10).

Upon approval by the Board, the final edition of the 2015 UCAT Annual Report will be printed for general distribution.
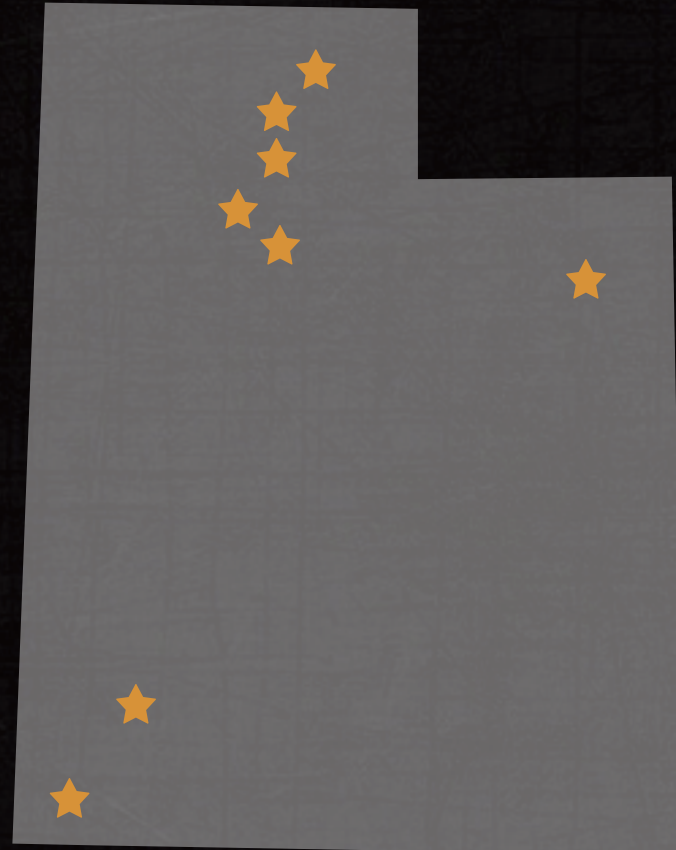
RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve the final edition of the 2015 UCAT Annual Report.

Attachments:

2015 UCAT Annual Report Draft (final edition)

rethink
EDUCATION

UTAH COLLEGE OF APPLIED TECHNOLOGY
ANNUAL REPORT 2015

GOVERNOR'S MESSAGE

Utah College of Applied Technology (UCAT) has emerged as a significant player in helping prepare a skilled labor force in our state. Its eight regional Applied Technology Colleges collaborate with an ever-increasing number of employers—a total of nearly 1,500 this year—to provide students with skills that align with the demand of the marketplace, so companies are able to hire employees who propel them and our economy forward.

My administration's goal is for 66 percent of Utah adults, aged 20 to 65, to attain a professional certificate or degree by the year 2020. UCAT has responded to this challenge enthusiastically by expanding its offering of vocational and technical certification programs and graduating more students than ever before.

Utah is one of only three states in our country that are on target to achieve the goal of 66 percent by 2020. With the important contributions of the Utah College of Applied Technology, we are making excellent progress and building a robust education system that responds to and meets the needs of our community now and in the future.

Sincerely,

Gary R. Herbert, Governor
State of Utah

UTAH COLLEGE
of
APPLIED TECHNOLOGY

rethink EDUCATION

TABLE OF CONTENTS

THE MISSION

The mission of the Utah College of Applied Technology (UCAT) is to meet the needs of Utah's employers for technically-skilled workers and to promote local and statewide economic development by providing market-driven technical education to secondary and adult students.

THE UCAT TEAM

The Utah College of Applied Technology (UCAT) has completed a banner year for students, employers and Utah's economy. UCAT continues to lead out as a catalyst for a growing economy by providing highly-skilled technical employees to meet the demands for growing and developing industries throughout the state.

As I look forward to a new chapter in my life, I can look back with pride at the strides we have made in bringing technical education to the forefront. Many thanks to outstanding leaders and employees that are UCAT. I have been proud to rub shoulders with everyone from campus staff to members of higher education and the Governor's office. Thank you for your continued support of UCAT.

Robert O. Brems, President
Utah College of Applied Technology

We are pleased to present this annual report summarizing the progress of Fiscal Year 2015. You will find that it reflects the continued pursuit of excellence in providing technical education across the state. This report highlights leaders, outstanding employers, and students who exemplify the value of a trained and highly-skilled workforce.

On behalf of the UCAT Board of Trustees, It has been an honor to serve with Robert Brems. We will miss his dedication and leadership that he has so generously given to the UCAT system. We wish him the very best in his retirement.

Thomas E. Bingham, Chair
Utah College of Applied Technology Board of Trustees

UCAT Board of Trustees

UCAT Board of Trustees

The UCAT Team: faculty and staff from eight campuses at 2015 Professional Development Conference

UCAT's mission to meet the needs of Utah's employers for technically-skilled workers is accomplished by preparing certificate-seeking students for entry-level employment, providing occupational upgrade training for those currently employed, and building career and technical skills for high school students.

Membership Hours

- 58% 3,351,615
- 28% 1,624,477
- 6% 325,596
- 8% 506,539

Student Headcount

- 32% 11,510
- 24% 8,652
- 9% 3,308
- 35% 12,723
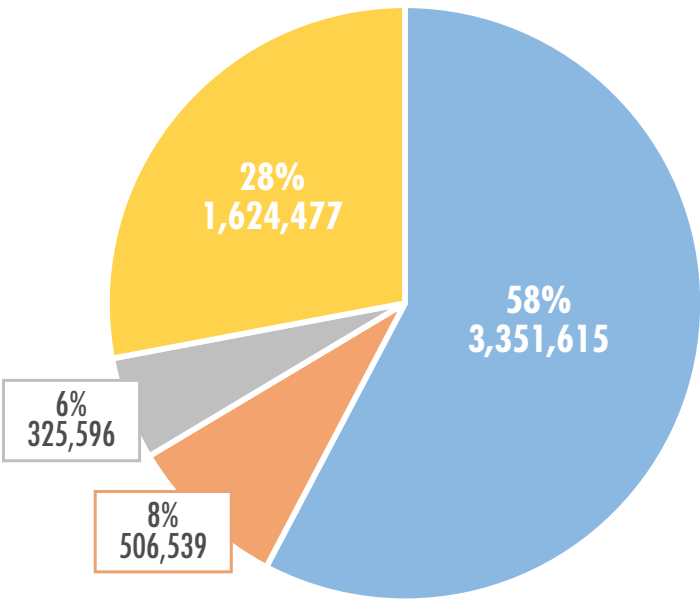
- ■ Certificate-Seeking
- ■ Occupational Upgrades
- ■ Secondary (High School)
- ■ Other Post-Secondary

Student Completion Rates

Category	Rate
Certificate-Seeking	73.77%
Occupational Upgrades	98.25%
Other Post-Secondary	83.37%
Secondary (High School)	91.31%
Composite (All Categories)	89.01%
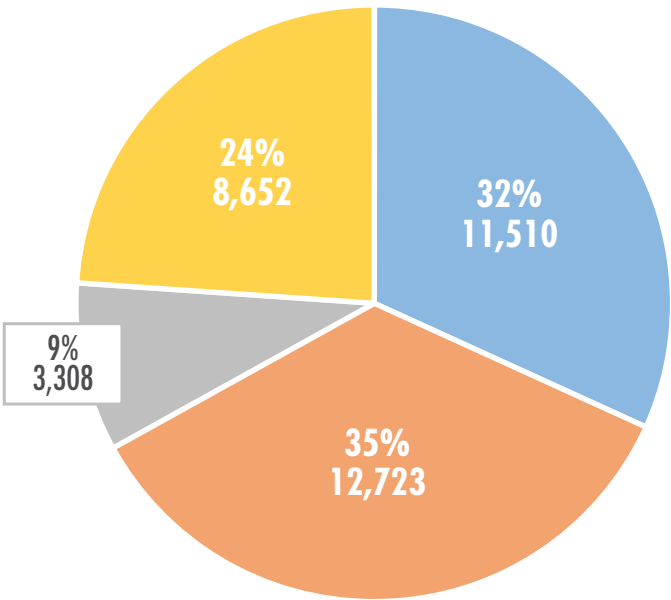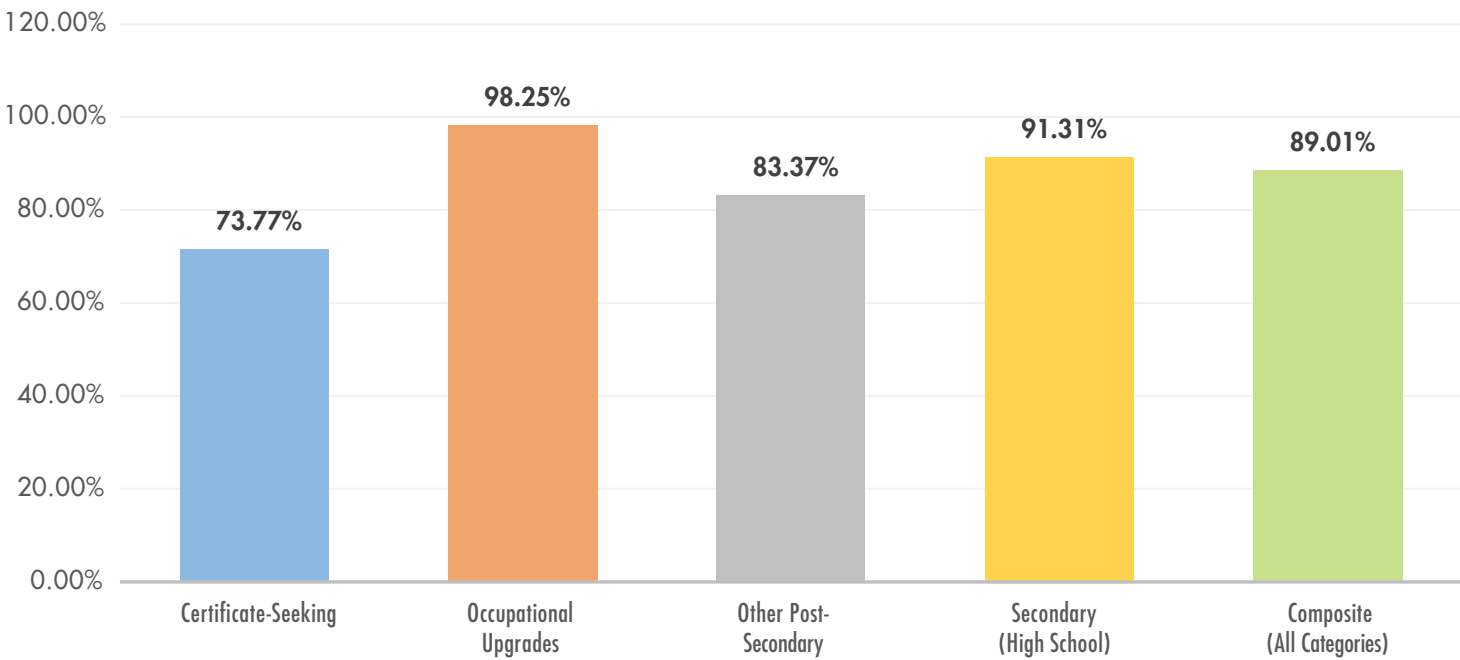
Enrollment Objectives

Certificate Seeking — Received program certificate, or acquired sufficient competencies to become employed in a related field ("early-hire").

Occupational Upgrade — Completed course to upgrade job skills.

High School — Qualified for high school credit.

Other Post-secondary — Completed course.

Program Accreditation Standards

The accredited certificate programs shown on pages 13-14 are approved under rigorous standards established by the Council on Occupational Education (COE), which accredits each campus. COE is a national accreditation agency authorized by the United States Department of Education which specializes in career and technical education institutions and programs.

Each program must:

» Meet documented needs of Utah employers for technically-skilled workers.

» Have an active employer advisory committee (see page 18).

» Meet national standards each year under COE reporting criteria for student completion (60%), placement in related employment (70%), and professional licensure (70%) where applicable.

Certificates Earned	FY15
BATC	862
DATC	1,646
DXATC	770
MATC	2,609
OWATC	1,240
SWATC	211
TATC	219
UBATC	782
UCAT TOTAL	**8,339**

Total includes two certificate categories:

Program Certificates	7,582
Occupational Skills Certificates (60 hours or more)	757

Program Certificate: credential within an accredited program documenting full preparation for entry into specified occupation.

Occupational Skills Certificate: credential approved by a campus board of directors documenting competencies needed by employers. Only those 60 hours or longer are reported.

UCAT's Annual Certificate Attainment Goal

Year	Certificates	Change
FY 2020	9,500	+1.69%
FY 2019	9,340	+2.13%
FY 2018	9,145	+2.61%
FY 2017	8,913	+3.12%
FY 2016	8,643	+3.68%
FY 2015	8,339	
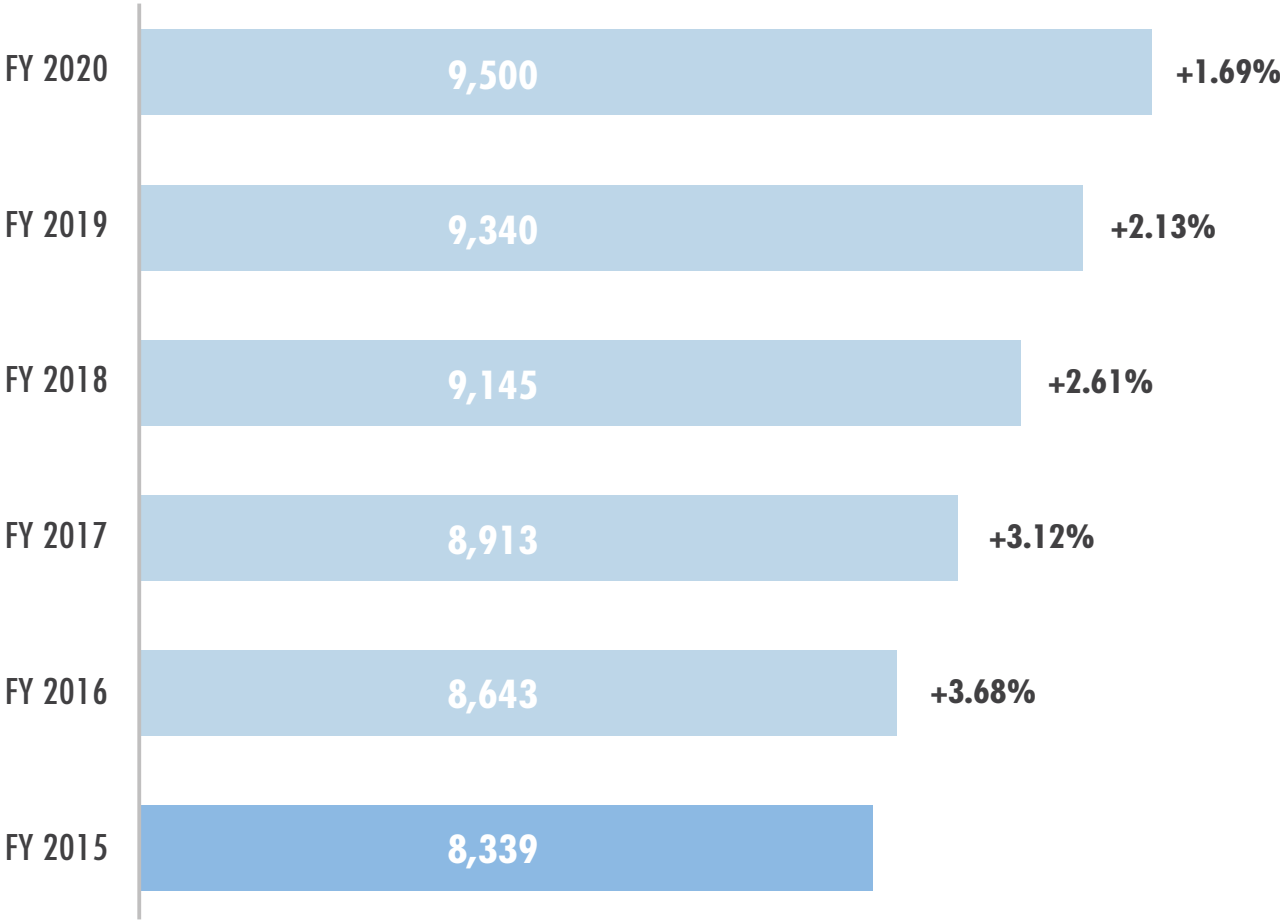
As part of its effort to enhance educational attainment in Utah, the UCAT Board of Trustees in January 2016 set a goal to increase the number of certificates awarded each year to 9,500 by 2020. The goal includes accredited Program Certificates, and Occupational Skills Certificates 60 hours or longer.

Adequate facilities are essential to training the workforce in the skills necessary for Utah to be competitive. With assistance from industry, the legislature, and communities, UCAT campuses strive to have state-of-the-art buildings, labs, and equipment that meet the standards industry needs now and for the future. This page highlights UCAT's top building priorities.

Davis Applied Technology College, Allied Health Building
Project Cost — $ 25,463,974   Square Footage — 85,000   O&M — $655,350

Mountainland Applied Technology College, Thanksgiving Point Technology Building
Project Cost — $23,959,330   Square Footage — 80,000   O&M — $616,800

Ogden-Weber Applied Technology College, Business Depot Ogden Build-Out
Project Cost — $6,340,440   Square Footage — 43,605   O&M — $336,195

Bridgerland Applied Technology College, Health Science and Technology Building
Project Cost — $ 27,935,830   Square Footage — 91,500   O&M — $705,500

Number of program certificates at each campus (lengths shown in parentheses)

PROGRAM AREA (with CIP codes)	BATC	DATC	DXATC	MATC	OWATC	SWATC	TATC	UBATC
BUSINESS TECHNOLOGY PROGRAMS								
Accounting Technician (520302, 520401)	1 (1200)		1 (668)	2 (150-1120)		1 (930)	1 (1020)	2 (480-720)
Business Technology (520401, 520701)	2 (900-1200)	2 (675-1150)	5 (668-1350)	3 (605-1070)	1 (1160)	4 (630-1200)	5 (240-1260)	3 (450-900)
Real Estate Pre-Licensure (521501)	2 (120)				1 (120)			
Retail Sales & Fashion Merchandising (591902)	3 (120-1050)							
COMPUTER TECHNOLOGY PROGRAMS								
Information Technology (110101, 110201, 470104)	1 (1200)	2 (600-1200)	6 (150-1200)	9 (120-1170)	1 (1335)	1 (930)	4 (410-1210)	
Media/Design Technology (110801)	2 (900-1500)	2 (480-1200)	1 (600)	3 (600-1230)	1 (1155)	4 (930-1350)		
Programming/Software Dev. (110101, 110201)			2 (200-600)	1 (903)	2 (60-1335)	1 (660)		
Web & Mobile Development (110101, 110201, 110801, 520208)	1 (1200)		2 (600)		1 (1335)	1 (600)		
CONSTRUCTION TRADES PROGRAMS								
Cabinetmaking (480703)	1 (900)							
Carpentry (460201)	1 (960)			3 (320-324)	2 (30-220)			2 (590-600)
Electrician Apprentice (460302)	1 (720)	1 (720)	1 (720)	1 (720)	6 (8-900)			
Heating, Ventilation & AC Service (470201)	1 (720)	1 (720)	7 (150-900)	1 (360)	2 (18-740)			
Plumbing Apprentice (460503)	1 (720)	1 (720)	1 (720)	1 (720)	1 (810)			
Sign Fabricator Apprentice (460503)	1 (720)							
HEALTH CARE PROFESSIONS PROGRAMS								
Certified Nursing Asst/Medication Aide (513902)	1 (100)	1 (108)	1 (100)	2 (100-135)	1 (110)	1 (120)	1 (128)	1 (100)
Dental Assisting (510601)	1 (1350)	2 (450-1200)		2 (750-900)	1 (1425)			
Dental Office (510601)				1 (150)				
Emergency Medical Technician (510801, 510904)	2 (90-140)	2 (142-144)	2 (140)	3 (135-360)		2 (166-214)		
Medical Assisting (510801)	1 (1200)	1 (1500)	1 (1049)	1 (900)	3 (90-1545)	2 (960-1410)	1 (915)	1 (940)
Medical Coding (510707 , 510713)	1 (480)		1 (900)	2 (645-1100)	2 (30-1040)	1 (750)	1 (630)	
Medical Office Admin/Health Information (510709, 510716, 510801)	1 (390)	1 (990)	1 (510)	1 (630)	1 (910)	2 (600-910)		
Medical Office Laboratory Technician (510802)							1 (335)	
Paramedic (510904)			1 (1600)					
Pharmacy Technician (510805)	1 (360)	1 (780)	1 (600)	1 (600)	1 (600)			1 (360)
Phlebotomist (511009)	1 (60)		1 (60)	1 (60)		1 (100)	1 (275)	
Practical Nursing (513901)	1 (1500)	1 (900)		2 (24-900)	1 (930)			1 (900)
Surgical Technology (510909)		1 (1685)		1 (1685)				
Veterinarian Assistant (510808)	1 (600)							
INDUSTRIAL TRADES PROGRAMS								
Composite Materials/Injection Mold/NDI (141801, 150702, 411801, 470303)	2 (300-900)	1 (705)		3 (90-665)	4 (12-900)			
Drafting/CAD (151302)	5 (900-1500)	4 (390-1035)	6 (330-1200)		2 (30-1315)			1 (750)
Electronics (470105)	4 (600-1500)				1 (280)			
Energy/Petroleum (150903)								4 (30-900)
Industrial Automation & Mtc/Robotics (150613, 470303)	9 (300-1500)	2 (720-900)	6 (180-900)		2 (40-1240)	1 (630)	1 (960)	
Machinist/CNC (480501)	3 (720-1440)	2 (690-1260)	6 (180-900)	2 (630-990)	5 (30-1575)			1 (900)
Manufacturing Operations (150613)			9 (90-900)					
Sheet Metal Fabricator (480506)					3 (160-998)			
Welding/Fitting (480508, 480511)	2 (330-960)	4 (225-1200)		14 (30-1140)	4 (30-1695)	2 (990-1410)	3 (265-1125)	2 (600-990)
SERVICE PROFESSIONS PROGRAMS								
Cosmetology/Cosm. Instructor (120401, 120403)	3 (1000-2000)	1 (1600)		4 (25-1600)	1 (1600)		2 (1000-1600)	
Barbering (120401, 120402)					1 (1000)		1 (1000)	
Esthetician/Instructor (120409)	4 (300-1200)	2 (600-1299)						
Nail Technician/Instructor (120401, 120403)	2 (150-300)	1 (300)		1 (300)	1 (300)	1 (300)		2 (300)
Culinary Arts (120505)	2 (900-1620)	1 (1140)		2 (600-1200)	2 (950-1105)			1 (990)
Firefighter/Emergency Services (430203)	2 (530-860)	3 (76-335)						
Interior Design (500408)	2 (900-1200)							
Law Enforcement (430107)	3 (185-330)							
Meat Cutting (Professional Retail) (120506)	1 (900)							
TRANSPORTATION PROGRAMS								
Auto Collision Repair (470603)	1 (1230)							
Automotive Technician & Small Engine (470604, 470606)	1 (1440)	12 (60-1200)	1 (1400)	12 (16-630)	1 (1020)	1 (1444)		1 (990)
CDL Commercial Drivers License (490205)	1 (300)		1 (200)	1 (160)		1 (240)	1 (240)	3 (122-420)
Diesel, Heavy Duty (470605)	1 (1110)	2 (510-1170)	15 (70-1400)	2 (60-600)			1 (1150)	1 (1050)
Heavy Equipment Operator (490202)	3 (300-900)				1 (480)			

*Program lengths shown in # of hours expected to complete certificates. Certificates listed are postsecondary programs, are approved (or pending) by the Council on Occupational Education for campus accreditation, and are tracked for completion, placement, and licensure.

MEMBERSHIP HOUR HISTORY

		FY11	FY12	FY13	FY14	FY15	FY14 to FY15 Growth	
BATC	High School	269,475	241,527	275,885	359,936	361,369	1,433	0.40%
	Adult	876,467	856,032	772,078	721,523	653,780	(67,743)	-9.39%
	Total	1,145,942	1,097,559	1,047,963	1,081,459	**1,015,149**	(66,311)	-6.13%
DATC	High School	263,040	219,937	206,592	229,301	251,798	22,497	9.81%
	Adult	1,445,298	1,314,258	1,197,770	1,093,240	1,165,779	72,539	6.64%
	Total	1,708,338	1,534,195	1,404,362	1,322,541	**1,417,577**	95,036	7.19%
DXATC	High School	49,489	42,283	34,638	46,539	53,081	6,542	14.06%
	Adult	222,336	225,640	219,188	261,847	304,060	42,213	16.12%
	Total	271,825	267,923	253,826	308,386	**357,141**	48,755	15.81%
MATC	High School	345,932	377,467	409,941	392,877	399,247	6,370	1.62%
	Adult	497,668	492,153	512,400	524,144	597,708	73,564	14.04%
	Total	843,600	869,620	922,341	917,021	**996,955**	79,934	8.72%
OWATC	High School	237,415	223,573	220,051	176,504	211,602	35,098	19.89%
	Adult	1,019,162	1,056,044	954,265	921,981	908,776	(13,205)	-1.43%
	Total	1,256,577	1,279,617	1,174,316	1,098,485	**1,120,378**	21,893	1.99%
SWATC	High School	94,121	80,286	74,595	87,177	91,687	4,510	5.17%
	Adult	202,904	217,300	168,280	144,525	132,240	(12,285)	-8.50%
	Total	297,025	297,586	242,875	231,702	**223,927**	(7,775)	-3.36%
TATC	High School	3,627	4,995	3,824	7,941	12,598	4,657	58.65%
	Adult	70,270	81,807	84,715	118,736	124,454	5,718	4.82%
	Total	73,897	86,802	88,539	126,677	**137,052**	10,375	8.19%
UBATC	High School	265,037	273,605	212,275	211,283	243,095	31,812	15.06%
	Adult	379,615	388,183	322,722	337,031	296,953	(40,078)	-11.89%
	Total	644,652	661,788	534,997	548,314	**540,048**	(8,266)	-1.51%
UCAT TOTALS	High School	1,528,136	1,463,673	1,437,801	1,511,558	1,624,477	112,919	7.47%
	Adult	4,713,720	4,631,417	4,231,418	4,123,027	4,183,750	60,723	1.47%
	Total	6,241,856	6,095,090	5,669,219	5,634,585	**5,808,226**	173,641	3.08%

STUDENT HEADCOUNT HISTORY

		FY11	FY12	FY13	FY14	FY15	FY14 to FY15 Growth	
BATC	High School	1,957	1,686	1,737	1,722	1,779	57	3.31%
	Adult	5,151	4,891	4,253	3,860	3,527	(333)	-8.63%
	Total	7,108	6,577	5,990	5,582	**5,306**	(276)	-4.94%
DATC	High School	1,661	1,375	1,095	946	1,086	140	14.80%
	Adult	6,661	6,204	5,197	4,923	5,160	237	4.81%
	Total	8,322	7,579	6,292	5,869	**6,246**	377	6.42%
DXATC	High School	522	843	985	730	951	221	30.27%
	Adult	6,017	5,836	6,108	5,693	6,693	1,000	17.57%
	Total	6,539	6,679	7,093	6,423	**7,644**	1,221	19.01%
MATC	High School	1,284	1,349	1,422	1,284	1,259	(25)	-1.95%
	Adult	3,449	2,702	2,375	2,456	2,925	469	19.10%
	Total	4,733	4,051	3,797	3,740	**4,184**	444	11.87%
OWATC	High School	1,360	1,293	1,219	1,028	1,203	175	17.02%
	Adult	4,232	4,066	4,008	3,924	4,221	297	7.57%
	Total	5,592	5,359	5,227	4,952	**5,424**	472	9.53%
SWATC	High School	1,048	880	644	798	839	41	5.14%
	Adult	945	1,035	789	743	669	(74)	-9.96%
	Total	1,993	1,915	1,433	1,541	**1,508**	(33)	-2.14%
TATC	High School	26	31	30	44	86	42	95.45%
	Adult	424	413	401	563	555	(8)	-1.42%
	Total	450	444	431	607	**641**	34	5.60%
UBATC	High School	1,553	1,399	1,269	1,348	1,449	101	7.49%
	Adult	5,202	5,374	4,440	4,542	3,791	(751)	-16.53%
	Total	6,755	6,773	5,709	5,890	**5,240**	(650)	-11.04%
UCAT TOTALS	High School	9,411	8,856	8,401	7,900	8,652	752	9.52%
	Adult	32,081	30,521	27,571	26,704	27,541	837	3.13%
	Total	41,492	39,377	35,972	34,604	**36,193**	1,589	4.59%

rethink EDUCATION

		FY14	FY15	FY14 to FY15 Growth
BATC	Certificate-seeking	79.16%	78.44%	-0.72%
	Occupational upgrade	94.35%	95.97%	1.62%
	Other post-secondary	91.93%	68.33%	-23.60%
	Secondary	84.89%	92.33%	7.44%
	Total/Composite	**88.55%**	**89.17%**	**0.62%**
DATC	Certificate-seeking	64.43%	64.83%	0.40%
	Occupational upgrade	87.91%	94.93%	7.02%
	Other post-secondary	90.75%	90.34%	-0.41%
	Secondary	93.32%	93.99%	0.67%
	Total/Composite	**80.09%**	**80.98%**	**0.89%**
DXATC	Certificate-seeking	68.06%	84.91%	16.85%
	Occupational upgrade	99.54%	99.77%	0.23%
	Other post-secondary	83.52%	78.22%	-5.30%
	Secondary	96.77%	94.63%	-2.14%
	Total/Composite	**98.24%**	**98.09%**	**-0.15%**
MATC	Certificate-seeking	81.17%	81.93%	0.76%
	Occupational upgrade	85.99%	87.36%	1.37%
	Other post-secondary	93.30%	97.84%	4.54%
	Secondary	87.88%	92.54%	4.66%
	Total/Composite	**85.62%**	**88.03%**	**2.41%**
OWATC	Certificate-seeking	67.86%	70.56%	2.70%
	Occupational upgrade	76.38%	94.97%	18.59%
	Other post-secondary	71.16%	77.05%	5.89%
	Secondary	76.34%	80.99%	4.65%
	Total/Composite	**70.88%**	**78.99%**	**8.11%**

		FY14	FY15	FY14 to FY15 Growth
SWATC	Certificate-seeking	74.34%	68.48%	-5.86%
	Occupational upgrade	95.24%	98.11%	2.87%
	Other post-secondary	83.64%	85.42%	1.78%
	Secondary	91.85%	92.37%	0.52%
	Total/Composite	**86.51%**	**87.19%**	**0.68%**
TATC	Certificate-seeking	49.22%	60.81%	11.59%
	Occupational upgrade	76.47%	89.47%	13.00%
	Other post-secondary	63.11%	61.11%	-2.00%
	Secondary	68.57%	64.81%	-3.76%
	Total/Composite	**56.31%**	**63.96%**	**7.65%**
UBATC	Certificate-seeking	87.32%	84.75%	-2.57%
	Occupational upgrade	98.52%	99.49%	0.97%
	Other post-secondary	84.18%	44.69%	-39.49%
	Secondary	92.88%	93.51%	0.63%
	Total/Composite	**95.15%**	**93.90%**	**-1.25%**

		FY14	FY15	FY14 to FY15 Growth
UCAT TOTALS	Certificate-seeking	72.31%	73.77%	1.46%
	Occupational upgrade	97.34%	98.25%	0.91%
	Other post-secondary	86.86%	83.37%	-3.49%
	Secondary	88.58%	91.31%	2.73%
	Total/Composite	**87.57%**	**89.01%**	**1.44%**

High School Participation	FY13	FY14	FY15	Growth	+ or −
Membership Hours	1,437,801	1,511,558	1,624,477	112,919	7.47%
Student Headcount	8,401	7,900	8,652	752	9.52%
Program Certificates	1,129	1,367	1,416	49	3.58%

SECONDARY STUDENTS	MEMBERSHIP HOURS	STUDENT HEADCOUNT
BATC	361,369	1,779
DATC	241,798	1,086
DXATC	53,081	951
MATC	399,247	1,259
OWATC	211,602	1,203
SWATC	91,687	839
TATC	12,598	86
UBATC	243,095	1,449

Employers Have Impact on Success

UCAT ensures that program standards are met with an emphasis on high-demand, high-wage, and high-skills jobs in Utah's business and industry.

Employers play a vital role in UCAT's mission to provide market-driven technical education. Partnerships with ATCs and local employers ensure that every program is providing the most current and relevant curriculum, labs and equipment to students. Students leave job-ready because of the frequent interaction with employers who know the industry and technical skills needed to be successful in the job market.

Total Campus Program Certificates	428
Employer Advisory Committees	159
Employer Representatives	1,496

Employers who serve on advisory committees hire UCAT students and often provide internships, equipment, assistance at campus events, and expertise to enhance new and current programs. Each campus has selected one outstanding member to highlight in this report.

Robert Ashby

Autonomous Solutions Inc.
Bridgerland ATC

Robert has served on the Electronic Engineering advisory committee and volunteered at Career Days by creating stimulating activities for students. In addition, his company, Autonomous Solutions, sponsored the Robotics Fair event on campus. His enthusiasm for education and student success is contagious and evident in his involvement outside of the regular scheduled meetings. His visionary presence infuses excitement, passion, and knowledge into the program.

Sam Paget

Albertson's LLC
Davis ATC

Sam is an asset to his committee and program. Sam has served on DATC's employer advisory committee for Diesel/Heavy Duty Technology for over 10 years, and inspires students to excel in their careers. Sam employs DATC graduates, as well as facilitates equipment donations to DATC that allow students to stay current with industry.

Jason Fransen

Viracon
Dixie ATC

Jason leads the charge as a keystone industry partner for all DXATC Manufacturing programs and currently sits on all of the Manufacturing employer advisory committees. Jason has been instrumental in establishing on-the-job performance evaluations, training experiences and experiential learning opportunities. Over the last four years, Jason and Viracon have donated thousands of dollars in time, materials, equipment, and guidance, and will continue to play a vital role in DXATC programs.

Brent Peterson

Alliance Health
Mountainland ATC

Brent takes his role as a member of the advisory committee seriously and has never missed a meeting. He gives great suggestions and feedback. Most recently, Brent has been a partner in putting together additional sections of the Pharmacy Technician program to train Alliance Health employees to become licensed technicians.

Brad Willson

Wadman Corporation
Ogden-Weber ATC

Brad has served on the Ogden-Weber ATC's Construction Technology employer advisory team for over 12 years and is a firm believer in technical education. He has identified himself as primarily a kinesthetic learner which is why he understands the importance of hands-on training. Wadman Corporation has hired numerous Ogden-Weber students over the years and partners with the college in providing a trained workforce for the construction industry.

Joni Anderson

SUU Small Business Development Center & Procurement Asst. Center
Southwest ATC

Joni provides in-depth, high-quality, one-on-one business counseling sessions to entrepreneurs and potential entrepreneurs. She serves on the board of the Chamber of Commerce Women in Business committee and is a member of the SWATC Business advisory council for the Administrative & Digital Design department. Since 2012, in her role on the advisory team, Joni has been providing valuable guidance for the programs on the SWATC campus.

Lori Haines Little

Detroit Diesel Remanufacturing LLC
Tooele ATC

Lori has been a member of the Transportation Technologies EAC for the past two years. She has been a catalyst on Diesel Technologies, offering her expert advice in curriculum development, advising about employment trends, and developing the lab to ensure students have the best equipment to work on.

When a problem for their donated Series 60 engine arose last year, Lori sent an expert to educate and train both the instructor and the students. The DD15 engine they donated this year is another example of the generosity of Lori and her team.

Cameron Cuch

Crescent Point Energy
Uintah Basin ATC

Cameron is a key member of the Petroleum Technology program advisory committee. His leadership has been instrumental in developing dynamic program curriculum and nurturing positive partnerships with the oil and gas industry, the Ute Indian Tribe and UBATC. As the Vice President of Government Relations for Crescent Point Energy, Cameron's commitment to technical education has played an influential part in numerous monetary contributions and supported UBATC students seeking technical education in the oil and gas industry.

Providing Relevant Training for Today's Economy

Through ten service regions – Bridgerland, Central, Davis, Dixie, Mountainland, Ogden-Weber, Tooele, Southeast, Southwest and Uintah Basin – the Custom Fit program continues to support economic and workforce development throughout the state by providing customized training for employers. Funding comes through the Utah Legislature, whose progressive vision for education has focused the program's efforts on maintaining a vibrant, trained workforce for today's economy.

Increasing the effectiveness of the workforce continues to be a major focus for employers who understand the importance of investing in their people to remain competitive in the local, national and global markets. Custom Fit is proud to be a vital partner in providing training services and resources that ensure Utah's economic stability.

Vision for the Future

Custom Fit approaches training believing that employees with better skills generate stronger business, which make stronger communities, which are fundamental to the economic health and well-being of Utah.

For 30 years, the Custom Fit program has partnered with business and industry to develop a sustainable and effective workforce that assists Utah companies in developing their employees' skills, knowledge base and abilities to:

» Expand or prepare for growth,

» Enhance productivity,

» Maintain a competitive edge in their respective industries.

Each participating company covers a portion of the training costs which affords Utah employers an opportunity to leverage limited resources. Custom Fit provides training for large and small companies across all industries, including manufacturing, mining, construction, service, processing, technology, healthcare, etc.

Training may focus on:

» Certificate areas for professional development, trades, or health and safety

» Technical skills for manufacturing and professional careers

» Employee or business development skill-sets

Custom Fit Program Service FY15	
Number of Companies Served	1,356
Number of Trainees Served	15,454
Number of Hours of Instruction	315,823
Appropriated Budget	$3,159,200
Company Contribution	$2,283,373

Companies Served by Custom Fit

To view the entire list of companies served in FY15, visit the link below or scan the QR code to the right.

www.ucat.edu/custom-fit-companies/

Service Region
Box Elder, Cache, Rich Counties

Campuses
Logan (main), Brigham City, Rich

Certificates Earned
862 Program Certificates
0 Occupational Certificates
862 **Total**

Avg. Prog. Cert. Length
560

Membership Hours
653,780 Adult
361,369 High School
1,015,149 Total

Student Headcount
3,527 Adult
1,779 High School
5,306 Total

Completion Rates FY15
78.44% Certificate-Seeking
95.97% Occupational Upgrade
68.33% Other Adult
92.33% High School
89.17% **Total/Composite**

Custom Fit
137 Companies Served
4,631 Trainees

Appropriated Budget
$12,407,400 FY15
$12,739,100 FY16

Capital Facilities FY16
13,473 sq. ft. Leased
346,147 sq. ft. State-Owned
359,620 sq. ft. Total

Administration & Board of Directors

K. Chad Campbell
President

Wendy Brog
VP of Instruction

John Davidson
VP of Instruction

James White
VP of Student Services

Troy Christensen
VP for Brigham City

Michael J. Madsen, Chair
Michael J. Madsen Construction

Brian T. Leishman, Vice Chair
Cornerstone Real Estate Professionals

Ann Geary
Logan City School District

Carrie Ann Johnson
Box Elder School District

Dave Brown
Western AgCredit

Dr. David R. Woolstenhulme
Utah State University

Eric Wamsley
Rich School District

Jeffrey S. Packer
All Pro Real Estate

Karen Hess
Div. of Workforce Services

Dr. Scott L. Theurer DMD
General Pediatric & Cosmetic Dentristry

Roger D. Pulsipher
Cache School District

MINDI WARD

Since Mindi was named Student of the Year for BATC, she has completed her Practical Nursing (PN) certificate, successfully passed her NCLEX-PN board examination, and given birth to a healthy baby boy. She was accepted to the WSU/BATC RN program and began her studies in August.

batc

BRIDGERLAND
APPLIED TECHNOLOGY COLLEGE

TY JARRY

Ty was named as the DATC Student of the Year. He graduated from the Surgical Technician program and was hired by Ogden Regional Medical Center. Ty is continuing his education at Weber State University where he is enrolled in the Pre-Physician Assistant program and plans to go onto a PA program

Service Region
Davis, Morgan Counties

Campuses
Kaysville (main), Clearfield, Morgan, Draper

Certificates Earned
1,468   Program Certificates
178   Occupational Certificates
1,646 Total

Avg. Prog. Cert. Length
492

Membership Hours
1,165,779   Adult
251,798   High School
1,417,577   Total

Student Headcount
5,160   Adult
1,086   High School
6,246   Total

Completion Rates FY15
64.83%   Certificate-Seeking
94.93%   Occupational Upgrade
90.34%   Other Adult
93.99%   High School
80.98%   **Total/Composite**

Custom Fit
144   Companies Served
1,561   Trainees

Appropriated Budget
$14,466,800   FY15
$15,008,400   FY16

Capital Facilities FY16
12,000 sq. ft.   Leased
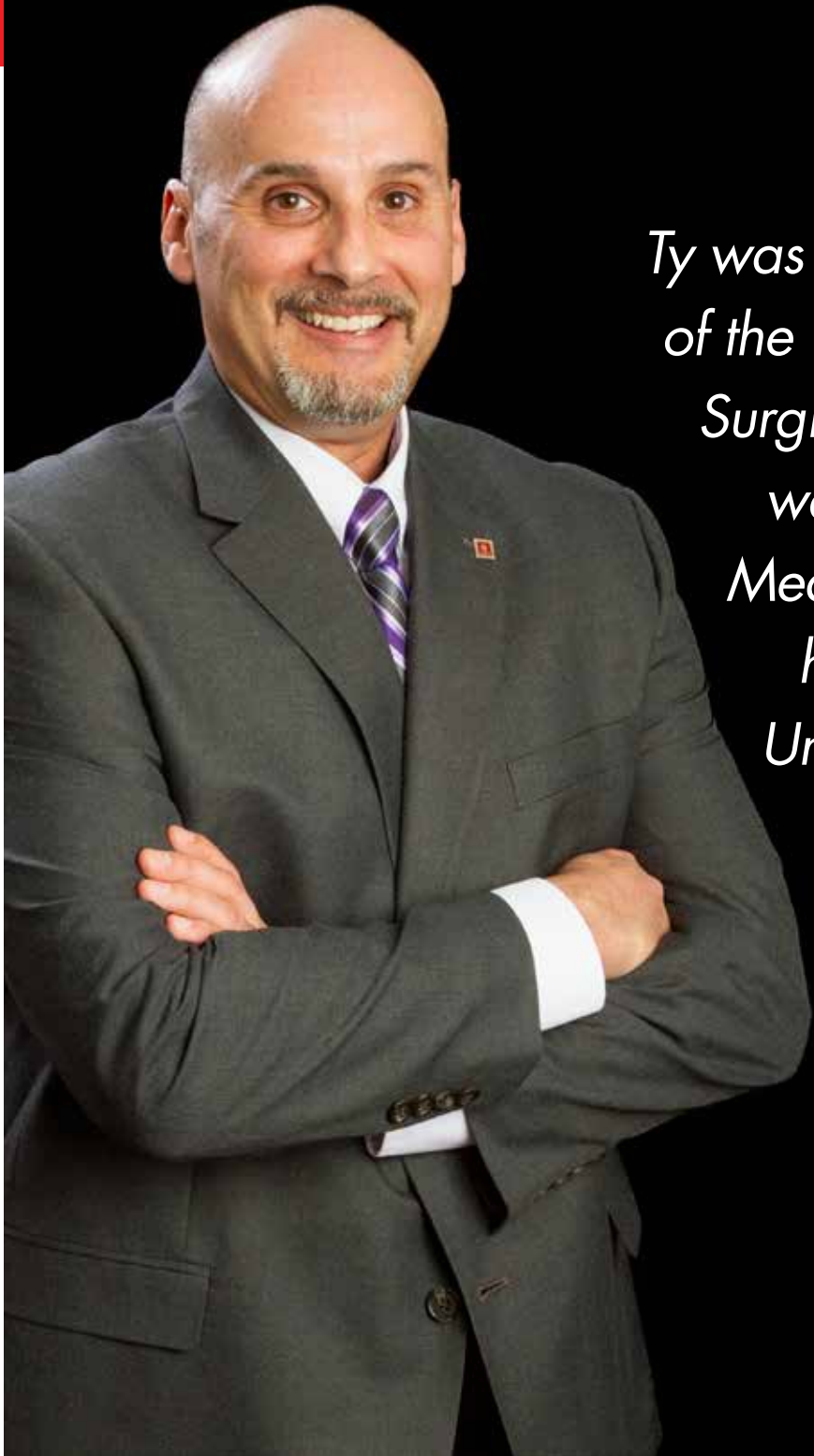343,059 sq. ft.   State-Owned
355,059 sq. ft. Total

Administration & Board of Directors

Michael J. Bouwhuis
President

Ann Mackin
VP of Instruction

Russell S. Galt
VP of Administrative Services

Kim Ziebarth
VP of Quality and Development

Michael E. Jensen, Chair
Davis Hospital & Medical Center, CEO

Michael Blair, Vice-Chair
Harris Corporation

Stuart Eyring
Orbit Irrigation Products, Inc.

K.O. Murdock
Murdock Chevrolet

Brad Walters
Monnit Corporation

Bart Warner
Warner Truckland

Joy de Lisser
Orbital ATK

Larry W. Smith
Davis School District

Neil Carrigan
Morgan School District

Karen Fairbanks
Weber State University Board of Directors

David S. Hansen
Hill Air Force Base, Ex Officio

Service Region
Washington County

Campus
St. George

Certificates Earned

631	Program Certificates	
139	Occupational Certificates	
770	**Total**	

Avg. Prog. Cert. Length
338

Membership Hours

304,060	Adult
53,081	High School
357,141	**Total**

Student Headcount

6,693	Adult
951	High School
7,644	**Total**

Completion Rates FY15

84.91%	Certificate-Seeking
99.77%	Occupational Upgrade
78.22%	Other Adult
94.63%	High School
98.09%	**Total/Composite**

Custom Fit

237	Companies Served
1,340	Trainees

Appropriated Budget

$3,542,700	FY15
$4,097,800	FY16

Capital Facilities FY16

35,869 sq. ft.	Leased	
3,200 sq. ft.	State-Owned	
39,069 sq. ft.	**Total**	

Administration & Board of Directors

Kelle Stephens
President

Vic Hockett
Executive Vice President

Eric Grob
Vice President of Finance

Darcy Stewart
SunRiver Development

Ray Odette
Ideal Distributors/ASET

Mike Housley
St. George Steel

Dave Stirland
WCSD School Board Representative

Ed Burgess
Quality Development

Jon Pike
DSU Board of Trustees Representative

Stephen W. Wade
Stephen Wade Automotive

Rod Savage
Savage, Esplin & Radmall PC

Mark Fahrenkamp
Fahrenkamp, Inc.

Mitch Cloward, Chair
Dixie Regional Medical Center

KASIDI HAVENS

Kasidi has realized she can do anything after being named Student of the Year at DXATC. She plans to complete a Bachelor's degree and finish her pre-requisites for pharmacy school. She is currently working at Stapley Pharmacy and working at DXATC during lab nights in the Pharmacy Technician program.

DXATC
Dixie Applied Technology College

Service Region
Summit, Utah, Wasatch Counties

Campuses
Lehi (main), American Fork, Orem, Spanish Fork, Heber

Certificates Earned
2,182 Program Certificates
427   Occupational Certificates

2,609 Total

Avg. Prog. Cert. Length
341

Membership Hours
597,708   Adult
399,247   High School

996,955   Total

Student Headcount
2,925   Adult
1,259   High School

4,184   Total

Completion Rates FY15
81.93%   Certificate-Seeking
87.36%   Occupational Upgrade
97.84%   Other Adult
92.54%   High School

88.03%   Total/Composite

Custom Fit
178   Companies Served
2,648   Trainees

Appropriated Budget
$9,105,200   FY15
$10,765,400   FY16

Capital Facilities FY16
59,853 sq. ft.   Leased
131,099 sq. ft.   State-Owned

190,952 sq. ft. Total

Administration & Board of Directors

Clay Christensen
President

Holly Petersen
VP of Instruction

Kirt Michaelis
CFO/VP Finance

Karen Acerson
Utah Valley University

Paula Hill
Alpine School District

Laura Richards
Flowserve

Terri Hunter
Intermountain Health Care

Tim Osborn, Vice Chair

Jonathan Niedfeldt
Digital Acoutics

Randall Boothe, Chair
Nebo School District

Shad Sorenson
Wasatch School District

Jim Evans
Xactware

Wayne Anderson
Farmer/Rancher

Arthur Newell
American West Bank

Craig Hicken
South Summit School District

Vern Williams
North Summit School District

JORDAN DAHL

Jordan has been attending UVU since being named MATC Student of the Year. He works for Alpine Pediatrics and volunteers as an MA at the Meliheh Free Health Clinic in Salt Lake City. Next fall Jordan plans to apply to Physician Assistant (PA) school and pursue his education as a PA.

MATC
MOUNTAINLAND APPLIED TECHNOLOGY COLLEGE

Service Region
Weber County

Campuses
Ogden (main & Business Depot)

Certificates Earned
1,240 Program Certificates
0 Occupational Certificates
1,240 Total

Avg. Prog. Cert. Length
543

Membership Hours
908,776 Adult
211,602 High School
1,120,378 Total

Student Headcount
4,221 Adult
1,203 High School
5,424 Total

Completion Rates FY15
70.56% Certificate-Seeking
94.97% Occupational Upgrade
77.05% Other Adult
80.99% High School
78.99% Total/Composite

Custom Fit
137 Companies Served
1,616 Trainees

Appropriated Budget
$14,250,400 FY15
$14,541,800 FY16

Capital Facilities FY16
0 sq. ft. Leased
433,680 sq. ft. State-Owned
433,680 sq. ft. Total

Administration & Board of Directors

Collette Mercier
President

James R Taggart
VP of Instruction

Rhonda Lauritzen
VP of Student Services

Tyler Call
VP of Finance

Troy Bullard
General Manager, Larry H. Miller

Thomas Hardy
Thomas Hardy Salons

Steve Moore, Chair
Retired, Barnes Group, Inc.

Dean Oborn, Retired
Weber School District Board of Directors

Jerry Ropelato
CEO, WhiteClouds

Frank Ruiz
CEO, International Armoring

Kevin Sullivan
WSU Board of Trustees

Richard Taylor
Executive Director, Mckay-Dee Hospital Foundation

Matt Wardle
President/CEO, J.D. Machine

Joyce Wilson, Vice Chair
Retired, Ogden City Schools Board of Trustees

GARRETT CHATELAIN

Garrett was selected as the OWATC Student of the Year. He completed the Practical Nursing program and went on to finish the RN program through Weber State University. He plans to become a Nurse Practitioner and is currently working at Primary Children's Hospital in the neuro-trauma unit.

OGDEN-WEBER
TECH COLLEGE

rethink**EDUCATION**

Service Region

Beaver, Garfield, Iron, Kane Counties

Campuses

Cedar City (main), Kanab

Certificates Earned

211	Program Certificates
0	Occupational Certificates
211	**Total**

Avg. Prog. Cert. Length

423

Membership Hours

132,240	Adult
91,687	High School
223,927	**Total**

Student Headcount

669	Adult
839	High School
1,508	**Total**

Completion Rates FY15

68.48%	Certificate-Seeking
98.11%	Occupational Upgrade
85.42%	Other Adult
92.37%	High School
87.19%	**Total/Composite**

Custom Fit

258	Companies Served
1,282	Trainees

Appropriated Budget

$3,711,900	FY15
$4,280,800	FY16

Capital Facilities FY16

30,000 sq. ft.	Leased
42,500 sq. ft.	State-Owned
72,500 sq. ft.	**Total**

Administration & Board of Directors

Brennan M. Wood
President

Dennis Heaton
Vice President of Instruction

Sharon Wilkerson
Vice President of Finance

Cheryl Cox
Garfield School District

Nick Dotson
Beaver County School District

Joe Houston
Kane County School District

Michelle Jorgenson
Iron County School District

Ann Marie Allen
Southern Utah University Trustee

Josh Adams
Stampin' Up

Dennis Moser
Utah Center for Rural Health at Southern Utah University

Danny Stewart
Cedar City Economic Development

Jerry Taylor
JT Steel, Inc.

Jason Wilson
Intermountain Valley View Medical Center

HARSH KANSAGRA

Harsh, the SWATC Student of the Year, did not hit pause after the celebration. He completed the Advanced EMT program, obtained the state AEMT license, and began working with Gold Cross Ambulance in Iron County. Harsh also has a double-major from SUU and is currently applying to over 25 medical schools.

SWATC

Service Region
Tooele County

Campus
Tooele

Certificates Earned

206	Program Certificates
13	Occupational Certificates
219	**Total**

Avg. Prog. Cert. Length
444

Membership Hours

124,454	Adult
12,598	High School
137,052	**Total**

Student Headcount

555	Adult
86	High School
641	**Total**

Completion Rates FY15

60.81%	Certificate-Seeking
89.47%	Occupational Upgrade
61.11%	Other Adult
64.81%	High School
63.96%	**Total/Composite**

Custom Fit

29	Companies Served
472	Trainees

Appropriated Budget

$3,151,500	FY15
$3,261,100	FY16

Capital Facilities FY16

6,808 sq. ft.	Leased
73,751 sq. ft.	State-Owned
80,559 sq. ft.	**Total**

Administration & Board of Directors

Scott Snelson
President

Robert Allen
VP of Finance and Operations

Linda Skinner
VP of Instruction

Ellen Lange-Christenson
VP of Student Services & Marketing

Doug Allred
All-Tech Electric

Thomas Bingham, Vice-Chair
Utah Manufacturing Association, Retired

Dr. Donna Dillingham-Evans
USU-Tooele

Phillip Eaton
Mountain West Medical Center

Charles Hansen
Detroit Reman

Dave Haskell
Walmart DC

Joyce Hogan, Chair
Energy Solutions, Retired

Paul Ogilvie
Rocky Mountain Care

Matthew Potter
Cargill

Marvin Shafer
Cygnus Labs, LLC

Kathy Taylor
TCSD Board Member

Dave Ulery
Carlisle SynTech

WANDA HELD

Wanda was selected as the TATC and UCAT Student of the Year. She is currently working as head Medical Assistant (MA) at an IHC Family Practice in Taylorsville. She has furthered her education by taking medical Spanish and plans to go back to school and complete her RN.

JUNE CORBETT

Service Region
Daggett, Duchesne, Uintah Counties

Campuses
Roosevelt (main), Vernal

Certificates Earned
782   Program Certificates
0   Occupational Certificates

782   **Total**

Avg. Prog. Cert. Length
255

Membership Hours
296,953   Adult
243,095   High School

540,048   **Total**

Student Headcount
3,791   Adult
1,449   High School

5,240   **Total**

Completion Rates FY15
84.75%   Certificate-Seeking
99.49%   Occupational Upgrade
44.69%   Other Adult
93.51%   High School

93.90%   **Total/Composite**

Custom Fit
62   Companies Served
1,038   Trainees

Appropriated Budget
$6,961,100   FY15
$7,189,600   FY16

Capital Facilities FY16
0 sq. ft.   Leased
191,636 sq. ft. State-Owned

191,636 sq. ft. **Total**

Administration & Board of Directors

Aaron K. Weight
President

Bob Naylor
VP of Instruction

Bob Peterson
VP of Student Services & Marketing

Keith Sprouse
VP of Finances

Bill Ryan, Chair
Rocky Mountain Consulting

Randall Bennett
Uintah Basin Medical Center

Jeff Duncan
Anadarko

Deena Mansfield
Ashley Regional Medical Center

Mike Angus
EnerVest

Dan Karren
Dan's Tires

Bart Morrill
Duchesne County School Board

Mark Caldwell
Uintah County School Board

Marcia Barber
Daggett County School Board

Paul Hacking, Vice Chair
Utah State University

June was selected as UBATC Student of the Year. She recently accepted an office position with a local dentist. While visiting UBATC, a student turned and said, "Hey, I know you, you're that lady in that big picture at the front of the building." June smiled, shook her hand, and answered, "Yes, I am June Corbett, Student of the Year. It's very nice to meet you."
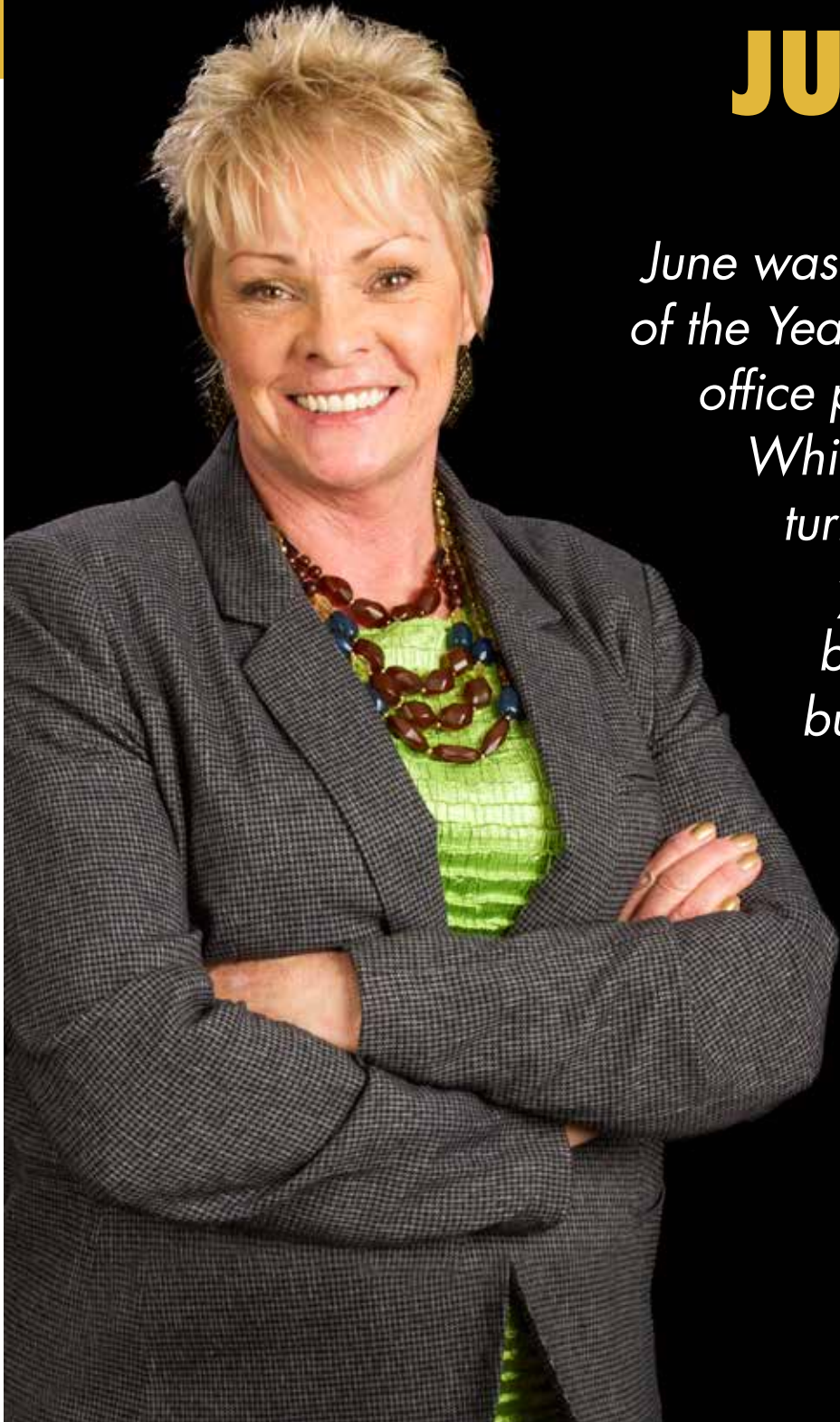
UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
14 January 2016

ITEM: III.L

TOPIC: Update on UCAT 2016 Marketing/Messaging Campaign & UCAT Student of the Year Program

BACKGROUND

The **"rethink Education"** campaign has been active for over 12 months. This year we are expanding the campaign to include "HOW" to think about education in a new way. A new campaign that utilizes a game board, "Advance To Your Dream Job" will begin this month which emphasizes how taking a different path with Utah's Applied Technology Colleges can save students, time, money and frustration while helping them advance to their dream career. Along with the new campaign, Career Coach is now available to help prospective students zero in on their interests and aptitude for specific career opportunities. It also drives them to each campus' website that offers their program of interest where they can also request more information. This allows campuses to better track prospective students. UCAT banner ads will appear on Facebook, Instagram, Pandora, YouTube and LinkedIn for the next six months.

In addition to the traditional marketing efforts during FY 2016, the UCAT Student of the Year Program is at a very exciting stage and has already generated a great deal of positive publicity. Each ATC has named a campus Student of the Year and the final completion and Student of the Year Gala are days away. The eight campus winners will gather at the UCAT office on January 20th to meet the panel of judges and give their speech, interview, and submit an essay. Based upon the recommendation of the panel, three finalists will be announced the following night at the gala. The final three will speak to the audience and the UCAT panel will briefly gather to select the UCAT Student of the Year. Attached are the photos of each campus Student of the Year along with the college and program they represent.

RECOMMENDATIONS

Information/discussion only

2016 UCAT Student of the Year Candidates

Tracy Allen ~ Bridgerland ATC
Automated Manufacturing

Brittany Baldy ~ Tooele ATC
Nail Tech, CNA

Ben Lords ~ Dixie ATC
IT, Graphics/Web Development

Dot McFarland ~ Southwest ATC
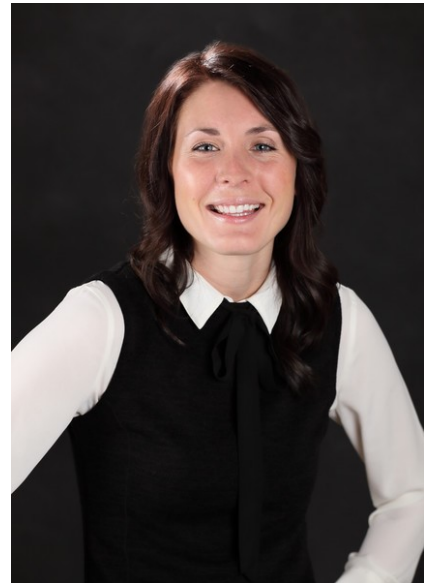**Medical Assisting**

![UCAT logo]

2016 UCAT Student of the Year Candidates

Shawn Owens ~ Ogden-Weber ATC
Non-Destructive Inspection

Danielle Palmer ~ Davis ATC
Digital Media Design

Shannelle Stevenson ~ Mountainland ATC
Medical Assisting

Chandler Vincent ~ Uintah Basin ATC
Welding

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
14 January 2016

ITEM: II.F

TOPIC: Approval of Final FY 2015 Student Data

BACKGROUND

At its 17 September 2015 meeting, the Board of Trustees, approved FY 2015 year-end campus data submissions and certifications as summarized in the agenda at http://ucat.edu/wp-content/uploads/2015/09/Final-Agenda-Item-Ia.pdf.) The approval was in accordance with UCAT Policy 205.11.1.3 (Student Enrollment and Completion Reporting) and 2014 legislative intent language. The data was included in the October 2015 UCAT Annual Report that was submitted to the Governor's Office and to the Legislative Education Interim Committee.

As indicated in the September meeting and provided in the policy, campuses continued to track the outcomes of FY 2015 certificate-seeking students after the year ended, and provided a follow-up submission in December that reported additional non-graduate/early-hire completers and re-enrolled students for the final completion numbers. The certificate-seeking numbers approved previously in the year-end submission were reported and clearly identified as pre-final data pending the final placement/completion follow-up submission. Campus presidents have certified that the follow-up data submitted comply with all applicable statutes and policies.

The Office of the UCAT President has reviewed, accepted, and approved the follow-up data submissions and certifications of the eight campuses. Reports are attached detailing the calculation of final completion rates, certificates awarded, and cost rates reflecting the certified follow-up data for each campus and the UCAT system. Upon acceptance and approval of the campus data submissions and certifications by the Board of Trustees, the approved information reflecting the follow-up data will be designated the official data to be published in reports pertaining to FY 2015.

Attached reports include FY 2014 data summaries as approved by the Board of Trustees Executive Board on January 28, 2015 for comparison purposes only.

RECOMMENDATIONS
UCAT Administration recommends the Board of Trustees accept and approve the FY 2015 follow-up campus data submissions and certifications and the associated final data, as summarized in the attached reports.

Attachments: UCAT Enrollment, Completion, & Cost Reports – FY 2015 (Final)

UCAT Enrollment, Completion, & Cost Report - FY 2015 (Final)
(As specified in UCAT Policy 205)

	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Total Membership Hours	**3,351,615**	**506,539**	**325,596**	**1,624,477**	**5,808,226**
STUDENT HEADCOUNT/COMPLETION[1]					
Headcount	**11,510**	**12,723**	**3,308**	**8,652**	**36,193**
Total Completers	5,560	12,074	2,476	7,212	27,322
Graduate Completers	*4,833*	*(NA)*	*(NA)*	*(NA)*	*4,833*
Non-Grad/Early-Hire	*727*	*(NA)*	*(NA)*	*(NA)*	*727*
Non-Completers	1,977	215	494	686	3,372
Completion Rate	**73.77%**	**98.25%**	**83.37%**	**91.31%**	**89.01%**
(Still-Enrolled)	3,973	434	338	754	5,499
CERTIFICATES					
Prog Cert - #Students	4,852	424	97	1,263	6,636
Prog Cert - Tot Awards	5,638	431	97	1,416	7,582
Occupational Skills (60+ hours)	323	155	54	225	757
Total Certificates	**5,961**	**586**	**151**	**1,641**	**8,339**
Weighted Avg Prog Cert Length					**424**
COST RATES					
Total State Appropriation[2]					$ 67,597,000
Direct Instructional Cost					$ 35,192,046
Cost per Membership Hour					**$ 6.09**
Cost per Certificate/Completion[3]	**$ 3,077.12**	**237.27**	**608.73**	**1,285.76**	

1 - Distinct Post Secondary Headcounts: Occupational Upgrade excludes students who also were enrolled as Certificate-Seeking; Other Post-Secondary excludes students also in Certificate-Seeking or Occupational Upgrade.
2 - Total State Appropriation: Includes tax funds and dedicated credits for the eight campuses; does not include funds appropriated to UCAT for UCAT Administration, Equipment, and Custom Fit.
3 - Cost per Certificate/Completion: Cost per Certificate under "Certificate-Seeking" column reflects program certificates awarded to all students, regardless of enrollment category. Cost per Completion under other columns includes all other completers in the category.

UCAT Enrollment, Completion, & Cost Report - FY 2014 (Final)
(As specified in UCAT Policy 205)

	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Total Membership Hours	**3,369,881**	**436,902**	**316,244**	**1,511,558**	**5,634,585**
STUDENT HEADCOUNT/COMPLETION[1]					
Headcount	**11,026**	**11,637**	**4,041**	**7,900**	**34,604**
Total Completers	5,467	11,011	3,074	6,433	25,985
Graduate Completers	*4,697*	*(NA)*	*(NA)*	*(NA)*	*4,697*
Non-Grad/Early-Hire	*770*	*(NA)*	*(NA)*	*(NA)*	*770*
Non-Completers	2,093	301	465	829	3,688
Completion Rate	**72.31%**	**97.34%**	**86.86%**	**88.58%**	**87.57%**
(Still-Enrolled)	3,466	325	502	638	4,931
CERTIFICATES					
Prog Cert - #Students	4,494	236	54	1,285	6,069
Prog Cert - Tot Awards	5,263	252	89	1,367	6,971
Occ Upgrade 60-Hr	*(NA)*	933	*(NA)*	*(NA)*	933
Total Certificates	**5,263**	**1,185**	**89**	**1,367**	**7,904**
Weighted Avg Prog Cert Length					**465**
COST RATES					
Total State Appropriation[2]					$ 60,408,400
Direct Instructional Cost					$ 31,926,158
Cost per Membership Hour					**$ 5.67**
Cost per Certificate/Completion[3]	**$ 3,084.33**	**209.02**	**553.93**	**1,262.66**	

BATC Enrollment, Completion, & Cost Report - FY 2015 (Final)
(As specified in UCAT Policy 205)

Certified by President Chad Campbell 1/7/2016	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Total Membership Hours	**518,915**	**107,650**	**27,216**	**361,369**	**1,015,149**
STUDENT HEADCOUNT/COMPLETION[1]					
Headcount	**1,465**	**1,738**	**324**	**1,779**	**5,306**
Total Completers	713	1,548	205	1,468	3,934
Graduate Completers	*633*	*(NA)*	*(NA)*	*(NA)*	*633*
Non-Grad/Early-Hire	*80*	*(NA)*	*(NA)*	*(NA)*	*80*
Non-Completers	196	65	95	122	478
Completion Rate	**78.44%**	**95.97%**	**68.33%**	**92.33%**	**89.17%**
(Still-Enrolled)	556	125	24	189	894
CERTIFICATES					
Prog Cert - #Students	776	-	-	1	777
Prog Cert - Tot Awards	861	-	-	1	862
Occupational Skills (60+ hours)	-	-	-	-	-
Total Certificates	**861**	**-**	**-**	**1**	**862**
Weighted Avg Prog Cert Length					**560**
COST RATES					
Total State Appropriation[2]					$ 12,407,400
Direct Instructional Cost					$ 7,224,523
Cost per Membership Hour					**$ 7.12**
Cost per Certificate/Completion[3]	$ 4,456.77	415.04	894.29	1,743.00	

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

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

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

BATC Enrollment, Completion, & Cost Report - FY 2014 (Final)
(As specified in UCAT Policy 205)

Approved by UCAT Board of Trustees Executive Board 1/28/2015	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Total Membership Hours	**561,774**	**123,472**	**36,277**	**359,936**	**1,081,459**
STUDENT HEADCOUNT/COMPLETION[1]					
Headcount	**1,414**	**2,035**	**411**	**1,722**	**5,582**
Total Completers	638	1,920	376	1,298	4,232
Graduate Completers	*607*	*(NA)*	*(NA)*	*(NA)*	*607*
Non-Grad/Early-Hire	*31*	*(NA)*	*(NA)*	*(NA)*	*31*
Non-Completers	168	115	33	231	547
Completion Rate	**79.16%**	**94.35%**	**91.93%**	**84.89%**	**88.55%**
(Still-Enrolled)	608	-	2	193	803
CERTIFICATES					
Prog Cert - #Students	-	-	-	-	755
Prog Cert - Tot Awards	725	82	-	22	829
Occ Upgrade 60-Hr	*(NA)*	349	*(NA)*	*(NA)*	349
Total Certificates	**725**	**431**	**-**	**22**	**1,178**
Weighted Avg Prog Cert Length					**513**
COST RATES					
Total State Appropriation[2]					$ 11,539,700
Direct Instructional Cost					$ 7,025,040
Cost per Membership Hour					**$ 6.50**
Cost per Certificate/Completion[3]	$ 4,510.67	375.08	626.73	1,794.99	

DATC Enrollment, Completion, & Cost Report - FY 2015 (Final)
(As specified in UCAT Policy 205)

Certified by President Mike Bouwhuis 1/7/2016	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS[1]					
Total Membership Hours	915,287	105,770	144,722	251,798	1,417,577
STUDENT HEADCOUNT/COMPLETION[2]					
Headcount	3,001	772	1,387	1,086	6,246
Total Completers	1,296	618	1,132	829	3,875
Graduate Completers	*1,043*	*(NA)*	*(NA)*	*(NA)*	*1,043*
Non-Grad/Early-Hire	*253*	*(NA)*	*(NA)*	*(NA)*	*253*
Non-Completers	703	33	121	53	910
Completion Rate	64.83%	94.93%	90.34%	93.99%	80.98%
(Still-Enrolled)	1,002	121	134	204	1,461
CERTIFICATES					
Prog Cert - #Students	1,029	5	8	238	1,280
Prog Cert - Tot Awards	1,190	5	8	265	1,468
Occupational Skills (60+ hours)	-	132	46	-	178
Total Certificates	1,190	137	54	265	1,646
Weighted Avg Prog Cert Length					492
COST RATES					
Total State Appropriation[3]					$ 14,466,800
Direct Instructional Cost					$ 6,773,212
Cost per Membership Hour					$ 4.89
Cost per Certificate/Completion[4]	$ 3,350.88	714.87	394.97	1,644.59	

1 - Membership hour totals exclude 38,408 hours from the "Other Post-Secondary" category, per the March 2015 memo signed by Presidents Brems and Bouwhuis regarding WSU Registered Nursing students.

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

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

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

DATC Enrollment, Completion, & Cost Report - FY 2014 (Final)
(As specified in UCAT Policy 205)

Approved by UCAT Board of Trustees Executive Board 1/28/2015	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Total Membership Hours	926,189	36,712	130,339	229,301	1,322,541
STUDENT HEADCOUNT/COMPLETION[1]					
Headcount	2,827	323	1,773	946	5,869
Total Completers	1,230	240	1,471	740	3,681
Graduate Completers	*1,002*	*(NA)*	*(NA)*	*(NA)*	*1,002*
Non-Grad/Early-Hire	*228*	*(NA)*	*(NA)*	*(NA)*	*228*
Non-Completers	679	33	150	53	915
Completion Rate	64.43%	87.91%	90.75%	93.32%	80.09%
(Still-Enrolled)	918	50	152	153	1,273
CERTIFICATES					
Prog Cert - #Students	-	-	-	-	1,131
Prog Cert - Tot Awards	1,219	8	14	178	1,419
Occ Upgrade 60-Hr	*(NA)*	157	*(NA)*	*(NA)*	157
Total Certificates	1,219	165	14	178	1,576
Weighted Avg Prog Cert Length					570
COST RATES					
Total State Appropriation[2]					$ 13,228,000
Direct Instructional Cost					$ 6,025,775
Cost per Membership Hour					$ 4.56
Cost per Certificate/Completion[3]	$ 3,152.00	664.14	392.54	1,103.06	

DXATC Enrollment, Completion, & Cost Report - FY 2015 (Final)
(As specified in UCAT Policy 205)

Certified by President Kelle Stephens 1/6/2016	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Total Membership Hours	**191,529**	**105,742**	**6,789**	**53,081**	**357,141**
STUDENT HEADCOUNT/COMPLETION[1]					
Headcount	**535**	**6,045**	**113**	**951**	**7,644**
Total Completers	315	6,024	79	881	7,299
Graduate Completers	*301*	*(NA)*	*(NA)*	*(NA)*	*301*
Non-Grad/Early-Hire	*14*	*(NA)*	*(NA)*	*(NA)*	*14*
Non-Completers	56	14	22	50	142
Completion Rate	**84.91%**	**99.77%**	**78.22%**	**94.63%**	**98.09%**
(Still-Enrolled)	164	7	12	20	203
CERTIFICATES					
Prog Cert - #Students	198	112	2	88	400
Prog Cert - Tot Awards	368	117	2	144	631
Occupational Skills (60+ hours)	132	-	-	7	139
Total Certificates	**500**	**117**	**2**	**151**	**770**
Weighted Avg Prog Cert Length					**338**
COST RATES					
Total State Appropriation[2]					$ 3,542,700
Direct Instructional Cost					$ 2,069,458
Cost per Membership Hour					**$ 5.79**
Cost per Certificate/Completion[3]	**1,974.17**	**101.90**	**473.95**	**233.07**	

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

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

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

DXATC Enrollment, Completion, & Cost Report - FY 2014 (Final)
(As specified in UCAT Policy 205)

Approved by UCAT Board of Trustees Executive Board 1/28/2015	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Total Membership Hours	**135,521**	**115,280**	**11,046**	**46,539**	**308,386**
STUDENT HEADCOUNT/COMPLETION[1]					
Headcount	**334**	**5,251**	**108**	**730**	**6,423**
Total Completers	98	5,171	76	690	6,035
Graduate Completers	*75*	*(NA)*	*(NA)*	*(NA)*	*75*
Non-Grad/Early-Hire	*23*	*(NA)*	*(NA)*	*(NA)*	*23*
Non-Completers	46	24	15	23	108
Completion Rate	**68.06%**	**99.54%**	**83.52%**	**96.77%**	**98.24%**
(Still-Enrolled)	190	56	17	17	280
CERTIFICATES					
Prog Cert - #Students	-	-	-	-	281
Prog Cert - Tot Awards	316	82	22	51	471
Occ Upgrade 60-Hr	(NA)	86	(NA)	(NA)	86
Total Certificates	**316**	**168**	**22**	**51**	**557**
Weighted Avg Prog Cert Length					**570**
COST RATES					
Total State Appropriation[2]					$ 2,889,700
Direct Instructional Cost					$ 1,637,453
Cost per Membership Hour					**$ 5.31**
Cost per Certificate/Completion[3]	$ 2,171.93	101.72	237.26	102.07	

MATC Enrollment, Completion, & Cost Report - FY 2015 (Final)
(As specified in UCAT Policy 205)

	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Total Membership Hours	**533,091**	**53,259**	**11,358**	**399,247**	**996,955**
STUDENT HEADCOUNT/COMPLETION[1]					
Headcount	**2,084**	**365**	**476**	**1,259**	**4,184**
Total Completers	1,238	318	454	1,005	3,015
Graduate Completers	*1,213*	*(NA)*	*(NA)*	*(NA)*	*1,213*
Non-Grad/Early-Hire	*25*	*(NA)*	*(NA)*	*(NA)*	*25*
Non-Completers	273	46	10	81	410
Completion Rate	**81.93%**	**87.36%**	**97.84%**	**92.54%**	**88.03%**
(Still-Enrolled)	573	1	12	173	759
CERTIFICATES					
Prog Cert - #Students	1,197	18	3	672	1,890
Prog Cert - Tot Awards	1,447	19	3	713	2,182
Occupational Skills (60+ hours)	191	10	8	218	427
Total Certificates	**1,638**	**29**	**11**	**931**	**2,609**
Weighted Avg Prog Cert Length					**341**
COST RATES					
Total State Appropriation[2]					$ 9,105,200
Direct Instructional Cost					$ 3,717,786
Cost per Membership Hour					**$ 3.73**
Cost per Certificate/Completion[3]	$ 1,270.10	657.65	86.81	2,132.09	

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

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

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

MATC Enrollment, Completion, & Cost Report - FY 2014 (Final)
(As specified in UCAT Policy 205)

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

OWATC Enrollment, Completion, & Cost Report - FY 2015 (Final)
(As specified in UCAT Policy 205)

Certified by President Collette Mercier 1/4/2016	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Total Membership Hours	764,255	52,532	91,989	211,602	1,120,378
STUDENT HEADCOUNT/COMPLETION[1]					
Headcount	2,859	843	519	1,203	5,424
Total Completers	1,093	698	329	865	2,985
Graduate Completers	*785*	*(NA)*	*(NA)*	*(NA)*	*785*
Non-Grad/Early-Hire	*308*	*(NA)*	*(NA)*	*(NA)*	*308*
Non-Completers	456	37	98	203	794
Completion Rate	**70.56%**	**94.97%**	**77.05%**	**80.99%**	**78.99%**
(Still-Enrolled)	1,310	108	92	135	1,645
CERTIFICATES					
Prog Cert - #Students	754	283	70	107	1,214
Prog Cert - Tot Awards	774	284	70	112	1,240
Occupational Skills (60+ hours)	-	-	-	-	-
Total Certificates	**774**	**284**	**70**	**112**	**1,240**
Weighted Avg Prog Cert Length					**543**
COST RATES					
Total State Appropriation[2]					$ 14,250,400
Direct Instructional Cost					$ 7,186,396
Cost per Membership Hour					**$ 6.41**
Cost per Certificate/Completion[3]	$ 4,304.82	584.74	1,749.27	1,520.71	

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

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

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

OWATC Enrollment, Completion, & Cost Report - FY 2014 (Final)
(As specified in UCAT Policy 205)

Approved by UCAT Board of Trustees Executive Board 1/28/2015	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Total Membership Hours	798,856	36,763	86,362	176,504	1,098,485
STUDENT HEADCOUNT/COMPLETION[1]					
Headcount	2,903	302	719	1,028	4,952
Total Completers	1,347	152	306	671	2,476
Graduate Completers	*912*	*(NA)*	*(NA)*	*(NA)*	*912*
Non-Grad/Early-Hire	*435*	*(NA)*	*(NA)*	*(NA)*	*435*
Non-Completers	638	47	124	208	1,017
Completion Rate	**67.86%**	**76.38%**	**71.16%**	**76.34%**	**70.88%**
(Still-Enrolled)	918	103	289	149	1,459
CERTIFICATES					
Prog Cert - #Students	-	-	-	-	1,092
Prog Cert - Tot Awards	890	62	47	130	1,129
Occ Upgrade 60-Hr	*(NA)*	68	*(NA)*	*(NA)*	68
Total Certificates	**890**	**130**	**47**	**130**	**1,197**
Weighted Avg Prog Cert Length					**644**
COST RATES					
Total State Appropriation[2]					$ 13,409,600
Direct Instructional Cost					$ 6,907,814
Cost per Membership Hour					**$ 6.29**
Cost per Certificate/Completion[3]	$ 4,687.91	1,229.48	1,602.29	1,397.89	

SWATC Enrollment, Completion, & Cost Report - FY 2015 (Final)
(As specified in UCAT Policy 205)

Certified by President Brennan Wood 12/17/2015	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Total Membership Hours	**120,101**	**4,347**	**7,792**	**91,687**	**223,927**
STUDENT HEADCOUNT/COMPLETION[1]					
Headcount	**354**	**107**	**208**	**839**	**1,508**
Total Completers	189	104	164	775	1,232
Graduate Completers	*173*	*(NA)*	*(NA)*	*(NA)*	*173*
Non-Grad/Early-Hire	*16*	*(NA)*	*(NA)*	*(NA)*	*16*
Non-Completers	87	2	28	64	181
Completion Rate	**68.48%**	**98.11%**	**85.42%**	**92.37%**	**87.19%**
(Still-Enrolled)	78	1	16	-	95
CERTIFICATES					
Prog Cert - #Students	170	1	-	32	203
Prog Cert - Tot Awards	176	1	-	34	211
Occupational Skills (60+ hours)	-	-	-	-	-
Total Certificates	**176**	**1**	**-**	**34**	**211**
Weighted Avg Prog Cert Length					**423**
COST RATES					
Total State Appropriation[2]					$ 3,711,900
Direct Instructional Cost					$ 2,014,949
Cost per Membership Hour					**$ 9.00**
Cost per Certificate/Completion[3]	**$ 5,409.73**	**361.07**	**408.71**	**1,035.37**	

1 - Distinct Post Secondary Headcounts: Occupational Upgrade excludes students who also were enrolled as Certificate-Seeking; Other Post-Secondary excludes students also in Certificate-Seeking or Occupational Upgrade.
2 - Total State Appropriation: Includes tax funds and dedicated credits for the eight campuses; does not include funds appropriated to UCAT for UCAT Administration, Equipment, and Custom Fit.
3 - Cost per Certificate/Completion: Cost per Certificate under "Certificate-Seeking" column reflects program certificates awarded to all students, regardless of enrollment category. Cost per Completion under other columns includes all other completers in the category.

SWATC Enrollment, Completion, & Cost Report - FY 2014 (Final)
(As specified in UCAT Policy 205)

Approved by UCAT Board of Trustees Executive Board 1/28/2015	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Total Membership Hours	**124,110**	**942**	**19,473**	**87,177**	**231,702**
STUDENT HEADCOUNT/COMPLETION[1]					
Headcount	**376**	**42**	**325**	**798**	**1,541**
Total Completers	226	40	271	733	1,270
Graduate Completers	*206*	*(NA)*	*(NA)*	*(NA)*	*206*
Non-Grad/Early-Hire	*20*	*(NA)*	*(NA)*	*(NA)*	*20*
Non-Completers	78	2	53	65	198
Completion Rate	**74.34%**	**95.24%**	**83.64%**	**91.85%**	**86.51%**
(Still-Enrolled)	72	-	1	-	73
CERTIFICATES					
Prog Cert - #Students	-	-	-	-	258
Prog Cert - Tot Awards	212	-	-	58	270
Occ Upgrade 60-Hr	*(NA)*	-	*(NA)*	*(NA)*	-
Total Certificates	**212**	**-**	**-**	**58**	**270**
Weighted Avg Prog Cert Length					**348**
COST RATES					
Total State Appropriation[2]					$ 3,370,000
Direct Instructional Cost					$ 1,919,959
Cost per Membership Hour					**$ 8.29**
Cost per Certificate/Completion[3]	**$ 4,068.74**	**195.14**	**595.42**	**889.81**	

TATC Enrollment, Completion, & Cost Report - FY 2015 (Final)
(As specified in UCAT Policy 205)

Certified by President Scott Snelson 1/6/2016	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Total Membership Hours	110,803	6,902	6,749	12,598	137,052
STUDENT HEADCOUNT/COMPLETION[1]					
Headcount	421	67	67	86	641
Total Completers	166	34	33	35	268
Graduate Completers	*156*	*(NA)*	*(NA)*	*(NA)*	*156*
Non-Grad/Early-Hire	*10*	*(NA)*	*(NA)*	*(NA)*	*10*
Non-Completers	107	4	21	19	151
Completion Rate	**60.81%**	**89.47%**	**61.11%**	**64.81%**	**63.96%**
(Still-Enrolled)	148	29	13	32	222
CERTIFICATES					
Prog Cert - #Students	147	5	-	11	163
Prog Cert - Tot Awards	189	5	-	12	206
Occupational Skills (60+ hours)	-	13	-	-	13
Total Certificates	**189**	**18**	**-**	**12**	**219**
Weighted Avg Prog Cert Length					**444**
COST RATES					
Total State Appropriation[2]					$ 3,151,500
Direct Instructional Cost					$ 1,445,224
Cost per Membership Hour					**$ 10.55**
Cost per Certificate/Completion[3]	$ 5,957.66	2,034.11	1,745.05	4,223.74	

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

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

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

TATC Enrollment, Completion, & Cost Report - FY 2014 (Final)
(As specified in UCAT Policy 205)

Approved by UCAT Board of Trustees Executive Board 1/28/2015	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Total Membership Hours	104,803	4,123	9,810	7,941	126,677
STUDENT HEADCOUNT/COMPLETION[1]					
Headcount	399	46	118	44	607
Total Completers	126	26	65	24	241
Graduate Completers	*121*	*(NA)*	*(NA)*	*(NA)*	*121*
Non-Grad/Early-Hire	*5*	*(NA)*	*(NA)*	*(NA)*	*5*
Non-Completers	130	8	38	11	187
Completion Rate	**49.22%**	**76.47%**	**63.11%**	**68.57%**	**56.31%**
(Still-Enrolled)	143	12	15	9	179
CERTIFICATES					
Prog Cert - #Students	-	-	-	-	147
Prog Cert - Tot Awards	175	13	5	7	200
Occ Upgrade 60-Hr	*(NA)*	5	*(NA)*	*(NA)*	5
Total Certificates	**175**	**18**	**5**	**7**	**205**
Weighted Avg Prog Cert Length					**398**
COST RATES					
Total State Appropriation[2]					$ 2,759,100
Direct Instructional Cost					$ 1,219,451
Cost per Membership Hour					**$ 9.63**
Cost per Certificate/Completion[3]	$ 5,275.97	855.27	1,285.21	2,436.70	

UBATC Enrollment, Completion, & Cost Report - FY 2015 (Final)
(As specified in UCAT Policy 205)

	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total/ Composite
MEMBERSHIP HOURS					
Total Membership Hours	197,634	70,337	28,982	243,095	540,048
STUDENT HEADCOUNT/COMPLETION[1]					
Headcount	791	2,786	214	1,449	5,240
Total Completers	550	2,730	80	1,354	4,714
Graduate Completers	*529*	*(NA)*	*(NA)*	*(NA)*	*529*
Non-Grad/Early-Hire	*21*	*(NA)*	*(NA)*	*(NA)*	*21*
Non-Completers	99	14	99	94	306
Completion Rate	**84.75%**	**99.49%**	**44.69%**	**93.51%**	**93.90%**
(Still-Enrolled)	142	42	35	1	220
CERTIFICATES					
Prog Cert - #Students	581	-	14	114	709
Prog Cert - Tot Awards	633	-	14	135	782
Occupational Skills (60+ hours)	-	-	-	-	-
Total Certificates	**633**	**-**	**14**	**135**	**782**
Weighted Avg Prog Cert Length					**255**
COST RATES					
Total State Appropriation[2]					$ 6,961,100
Direct Instructional Cost					$ 4,760,498
Cost per Membership Hour					**$ 8.81**
Cost per Certificate/Completion[3]	$ 2,814.56	223.88	2,776.71	1,423.43	

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

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

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

UBATC Enrollment, Completion, & Cost Report - FY 2014 (Final)
(As specified in UCAT Policy 205)

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

# FY 2015 Year in Review

ENROLLMENT & COMPLETION DATA

The State of UCAT Data

- Data quality is up
  - Validity checks are ensuring accuracy in student reporting
  - Software enhancements are being built to prevent bad data entry

- Data is being used like never before
  - Forecasting
  - Data matching with other state agencies
  - Standardization across campuses in federal reporting
  - Collaborative research

- How did we do in FY 2015?
  - FY 2015 saw growth in membership hours, student headcounts, and certificates awarded.

10 Year History

+1.47%
+3.13%
+7.47%
+9.52%

Program Certificates
7,582 (+611 over 2014;
+8.76%)
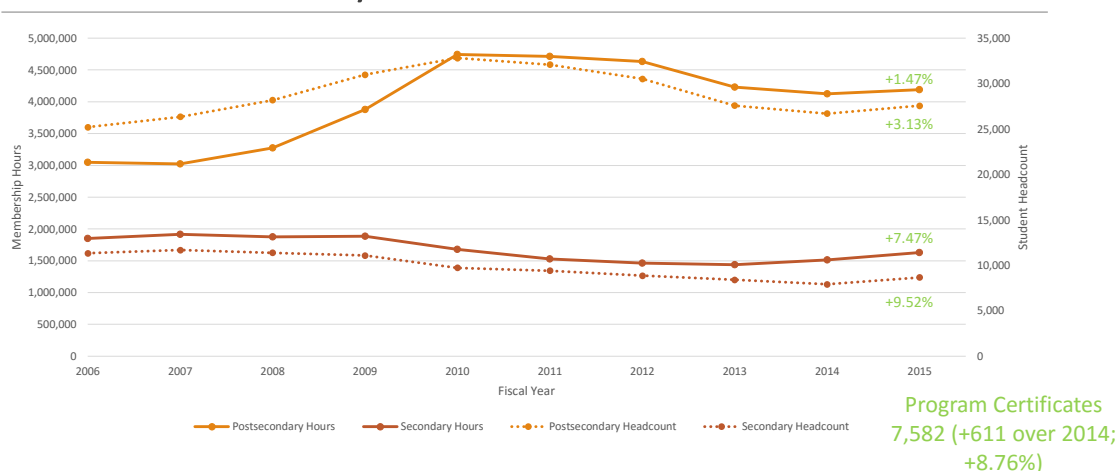
Largest Programs, by Instructional Activity

Career Field	Membership Hours
Health Professions and Related Programs	1,705,235
Personal and Culinary Services	817,339
Mechanic and Repair Technologies	684,140
Precision Production	633,197
Computer and Information Sciences and Support Services	490,369
Engineering Technologies and Engineering-Related Fields	377,187
Construction Trades	321,964
Business, Management, Marketing, and Related Support Services	306,867
Agriculture, Agriculture Operations, and Related Sciences	125,545
Law Enforcement, Firefighting, and Related Protective Services	106,418

* Career fields are classified using two-digit Classification of Instructional Program (CIP) codes established by the Department of Education.

Student Cohorts

Membership Hours

1,624,477
325,596
506,539
3,351,615

Student Headcount

8,652
3,308
11,510
12,723

■ Certificate Seekers ■ Occupational Upgraders ■ Other Postsecondary ■ Secondary

Completion Rates

Cohort	FY 2014	FY 2015
Certificate Seekers	72.31%	73.77%
Occupational Upgraders	97.34%	98.25%
Other Postsecondary	86.86%	83.37%
Secondary	88.58%	91.31%
Total/Composite	87.57%	89.01%
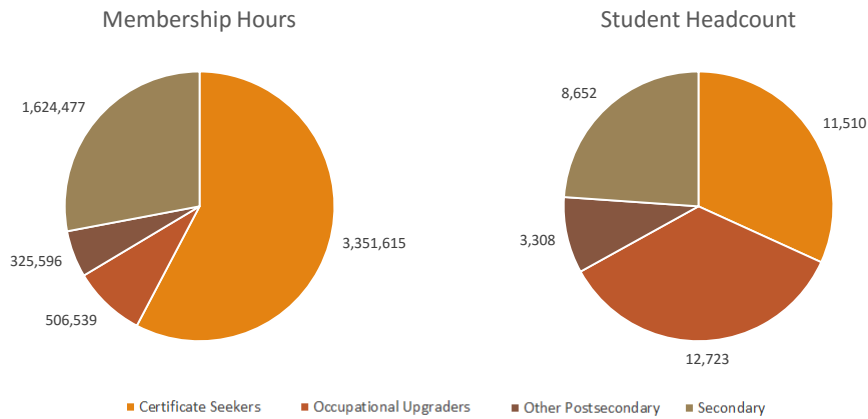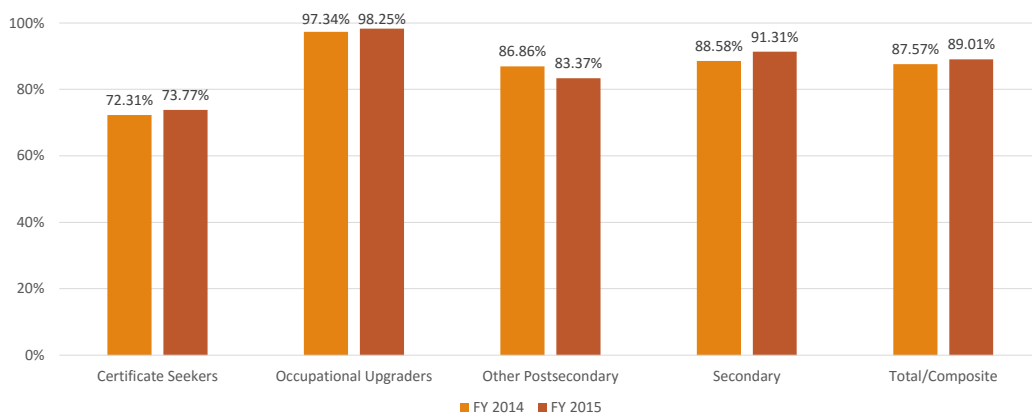
■ FY 2014 ■ FY 2015

* Both FY 2014 and FY 2015 completion rates here represented are those derived using the December placement update, and are considered final for all reporting purposes per UCAT Policy 205.11.2.4.

Certificate Attainment, FY 2010 - FY 2015

Certificates Awarded

Program	Certificates Awarded
Nursing Assistant	1,550
Transportation and Materials Moving	592
Welding	578
Automotive Mechanics	569
Diesel Mechanics	488
Electrician	403
Cosmetology	400
Emergency Care Attendant (EMT)	356
Medical Assisting	340
Dental Assisting	320

Cost per Membership Hour
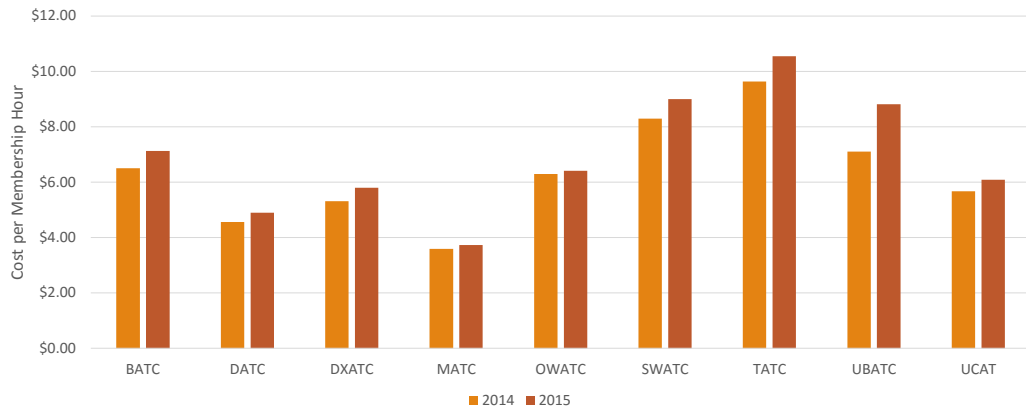
Cost per Program Certificate
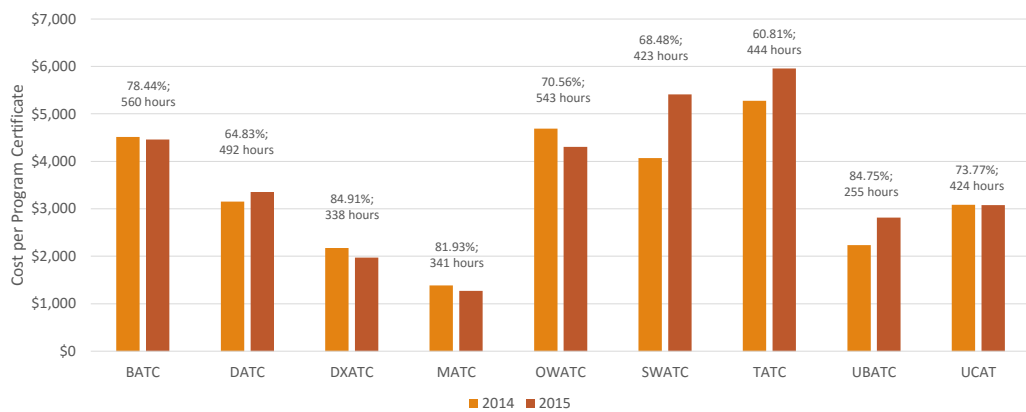
What will 2016 look like?

Forecasting Techniques
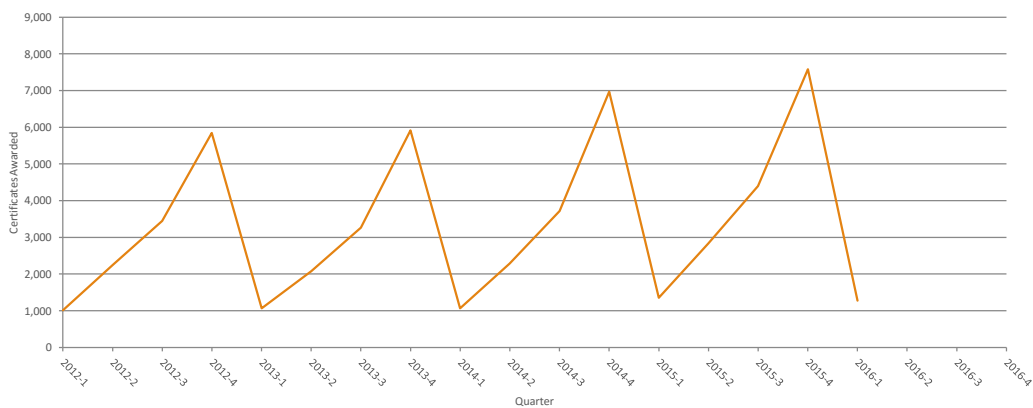
Forecasting Techniques
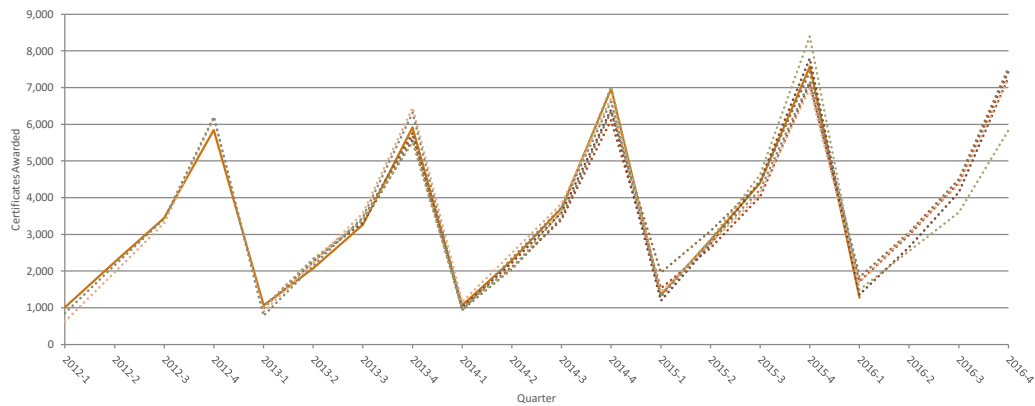
Accuracy of FY 2015 Forecasts

Membership Hours

	Projected Total	Actual Total	Difference
Postsecondary	4,249,898	4,183,750	-1.58%
Secondary	1,607,079	1,624,477	1.07%

Student Headcount

	Projected Total	Actual Total	Difference
Postsecondary	27,133	27,541	1.48%
Secondary	8,550	8,652	1.18%

Certificates Awarded

	Projected Total	Actual Total	Difference
Program Certificates	7,840	7,582	-3.40%

Projected FY 2016 Growth
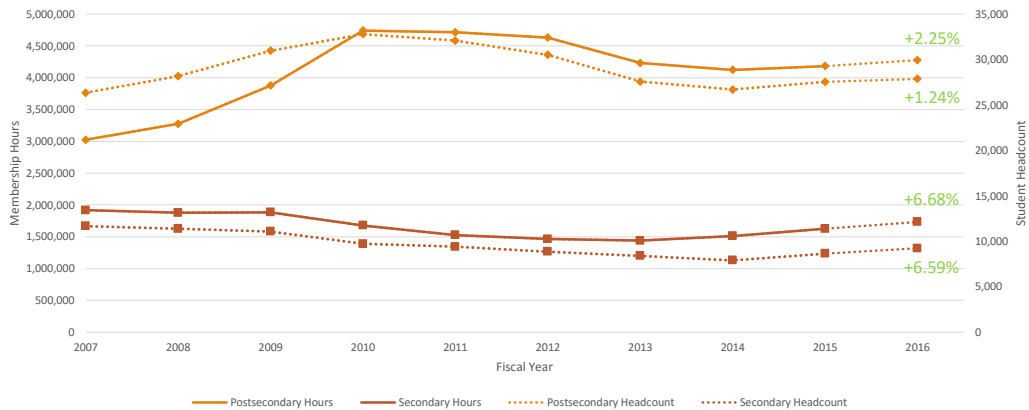
* Forecasts presented herein are based upon enrollment and completion data current as of the end of the first quarter of the fiscal year (September 30, 2015).

Certificate Attainment, FY 2010 - FY 2016 (projected)
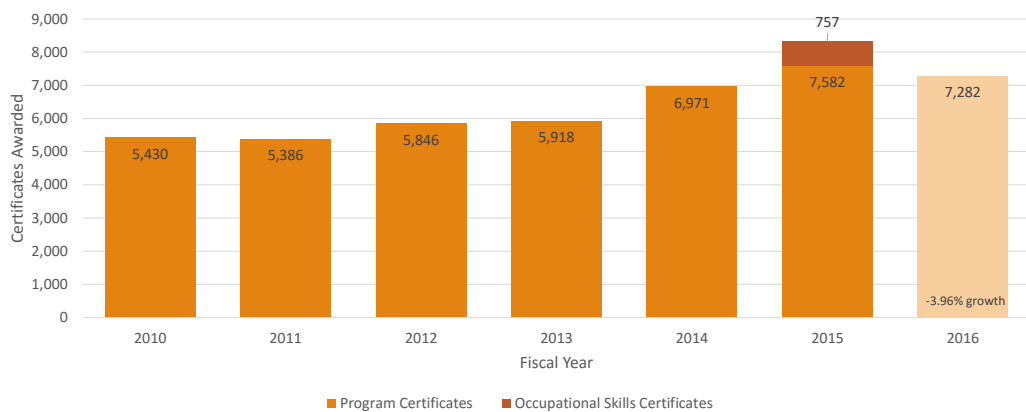
Questions?

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
6 April 2016

ITEM: II.H

TOPIC: UCAT Policy 101.9 (Bylaws – Board Officers) Revisions

BACKGROUND

Senate Bill 131, "Utah College of Applied Technology Governance Amendments", passed during the 2016 General Legislative Session. The bill will change the composition of the Board of Trustees, enact term limits for members, and leave current Board leadership positions vacant due to required Board member replacements on May 10, 2016.

UCAT Policy 101.9 (Bylaws – Board Officers) currently specifies that leadership terms begin in even-numbered years. Given forthcoming changes to the Board's composition, it has been proposed that leadership terms begin in odd-numbered years to coincide with regular Board membership terms. This will prevent future occurrences in which a Board member's term expires, but his/her leadership term will not expire for another year. In addition, it has been proposed that the two current Vice Chair positions be reduced to one to align more exactly with the statutory language. Lastly, it has been proposed that the requirement be removed that Board leadership represent a college Board of Directors. Other revisions aligning the Policy with SB 131 language, clarifying leadership terms of office, providing transition to the new terms of office, and adjusting grammar have been proposed.

Proposed revisions to UCAT Policy 101 (Bylaws) are clearly identified in the attached policy draft.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve the attached revisions to UCAT Policy 101 (Bylaws) shown in the attached draft.

Attachments:

Revisions to UCAT Policy 101 (Bylaws)

UTAH COLLEGE OF APPLIED TECHNOLOGY

POLICIES

Number: 101

Date: ~~September 18, 2014~~
April 6, 2016

Page: 1   of   3

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 (pending).

101.3   References

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

101.8   ARTICLE V: Board of Trustees

> **8.8   Meetings:**
>
>> **8.8.1   Regular Meetings:** Regular meetings of the Board of Trustees for the transaction of business shall be held at least annually. Regular meetings of the Board of Trustees shall be called by the chair or, in the absence of the chair, by the ~~ranking~~ vice-chair or a majority of the seated, voting members of the Board of Trustees. Regular meetings of the Board of Trustees shall be held at the principal office of the College or at such other location within the State of Utah as shall be set forth in the notice of meeting.
>
>> **8.8.2   Special Meetings:** Special meetings of the Board of Trustees may be called by the chair, or in the chair's absence, the ~~ranking~~ vice-chair, or by a majority of the seated, voting members of the Board of Trustees.

101.9   ARTICLE VI: Officers of the Board of Trustees

> **9.1   Officers and ~~q~~Qualifications:** The ~~b~~Board of ~~t~~Trustees shall elect a chair~~, first~~ and vice-chair~~, and second vice chair~~, who serve two year terms and until ~~they are reappointed or~~ their successors are elected and qualified. The chair and vice-chair~~s~~ shall be current, active voting members of the Board of Trustees, ~~appointed in accordance with 8.1.3 of these bylaws~~.
>
> **9.2   Election of Officers:** The chair and vice-chair~~s~~ shall be elected ~~in the first regular meeting of the Board of Trustees on or after June 1 of each even numbered year~~ on April 6, 2016, and thereafter in a regular meeting of the Board of Trustees prior to July 1 of

	UTAH COLLEGE OF APPLIED TECHNOLOGY	Number:	101
	POLICIES	Date:	~~September 18, 2014~~ April 6, 2016
		Page:	2 of 3

Subject:	Bylaws

each odd-numbered year. The chair and vice-chair~~s~~ shall be elected by majority vote of the voting members present in the meeting. The election shall be conducted according to the following procedures.

9.2.1 The chair shall appoint a nominating committee consisting of three current members of the Board of Trustees not later than May 1 of each ~~even numbered~~ Board officer election year.

9.2.2 The members of the nominating committee shall contact each ~~current voting member of the Board of Trustees~~ member who meets the eligibility requirements provided in 101.9.1 and determine those who are interested in ~~having their name being~~ considered to serve as chair or vice-chair~~s~~ for the up-coming two year period.

9.2.3 The members of the nominating committee shall, from among those Board of Trustees members who expressed interest in being considered to serve as chair or vice-chair~~s~~, nominate at least one candidate for each of the positions of chair~~,~~ ~~first vice-chair, and second~~ and vice-chair of the Board of Trustees.

9.2.4 The chair shall call upon the members of the nominating committee to place in nomination the names of those ~~t~~Trustees selected by the nominating committee. The chair shall then declare nominations open for any further nominations. Any voting member of the Board of Trustees who is present in the meeting may nominate any eligible member of the Board of Trustees for chair~~, first vice-chair, or second~~ or vice-chair providing the member nominated has given consent for ~~their~~ his or her name to be placed in nomination.

9.2.5 Election shall be conducted in an open meeting of the Board of Trustees with each voting member of the Board of Trustees who is present having one vote and each ~~b~~Board member's vote recorded in the minutes of the meeting.

9.2.6 If in the event there are more than two candidates for an office and no candidate receives a majority of the votes, a second vote will be conducted between the two candidates with the most votes.

9.2.7 At the conclusion of the vote, the chair shall announce the ~~winners~~ elected officers.~~. The new chair shall then preside for the remainder of the meeting.~~

9.2.8 The terms of office for Board officers elected on April 6, 2016, shall be from April 6, 2016, until June 30, 2017. The terms of office for officers elected thereafter shall begin July 1 of each odd-numbered year and end on June 30 two years later.

9.2.9 The chair and vice chair shall not serve for more than two consecutive full terms in one position.

	UTAH COLLEGE OF APPLIED TECHNOLOGY	Number:	101
UCAT	**POLICIES**	Date:	~~September 18, 2014~~ April 6, 2016
		Page: 3 of 3	

Subject:	Bylaws

9.3 **Resignation or Removal from Office:** An officer may resign at any time by giving written notice to the Board of Trustees. An officer elected by the Board of Trustees may be removed, either with or without cause, by majority vote of the seated, voting members of the Board of Trustees whenever, in the Board of Trustees' judgment, the best interests of the ~~College~~ Utah College of Applied Technology would be served by such removal.

9.4 **Vacancies:** A vacancy in any office shall be filled by the Board of Trustees at the next regular or special meeting of the Board of Trustees for the unexpired portion of the term of such office, providing that Trustees have been informed in advance of such proposed action.

9.5 **Duties of Officers:** The duties and powers of the officers of the Board of Trustees shall be as follows:

9.5.1 The chair shall preside at all meetings of the Board of Trustees.

9.5.2 The chair shall appoint members to standing and ad hoc committees.

9.5.3 The chair shall assume other duties which may from time to time be assigned by the Board of Trustees.

9.5.4 The ~~first~~ vice-chair shall, in the absence of the chair, preside at meetings of the Board of Trustees. ~~The second vice-chair shall, in the absence of the chair and the first vice chair, preside at meetings of the Board of Trustees.~~

9.5.5 The vice-chair~~s~~ shall assume such other duties as may be assigned by the chair and/or the Board of Trustees.

101.10 ARTICLE VII: Committees

10.1 **Executive Committee:** The Executive committee shall consist of the following:

10.1.1 The chair of the Board of Trustees;

10.1.2 The ~~two~~ vice-chair~~s~~ 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.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES
12 January 2017

ITEM: II.M

TOPIC: Policy 110 Approval (Applied Technology College Presidents – Functions)

BACKGROUND

Statute updated by 2016 Senate Bill 131 modified provisions relative to the functions, selection, compensation, and evaluation of Applied Technology College presidents. On September 14, 2016, the Board of Trustees appointed two committees to develop policies to meet new statutory requirements and provide guidelines and governance for future action. The committees have both met and prepared drafts of three new policies.

Policy 110 outlines the functions of Applied Technology College presidents and serves as a basis for the other college president policies, and will be treated in this agenda item. Policy 111 details the selection process for Applied Technology College presidents, and will be addressed in Agenda Item N. Policy 112 provides for the periodic review and evaluation of Applied Technology College presidents, and will be covered in Agenda Item O. Policy 113 addressing compensation is still being developed by its committee and will be brought to the Board at a future meeting for consideration.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees consider Policy 110, "Applied Technology College Presidents – Functions", as shown in the attached draft, for approval.

Attachment:
Draft Policy 110, "Applied Technology College Presidents – Functions"

UCAT

Subject:	Applied Technology College Presidents – Functions

110.1 Purpose

To prescribe the duties and functions of Applied Technology College Presidents (UCA 53B-2a-107(2)).

110.2 Approval

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

110.3 References

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

110.4 Functions

An Applied Technology College President (President) serves as the executive officer of an Applied Technology College Board of Directors (Directors), and the chief administrative officer of an applied technology college. He/she is appointed by the UCAT Board of Trustees (Trustees) after consultation with an applied technology college Board of Directors. The President serves at the discretion of the UCAT Board of Trustees in cooperation with College Board of Directors and performs the following functions:

  4.1   **Leadership:** Represents and is the spokesperson for the college and Directors to the business community, the educational community, regional organizations, the community at large, UCAT Commissioner, Trustees, the Governor's Office and the Utah State Legislature. Ensures the college is addressing regional employer requirements for technically-skilled workforce. Ensures that secondary students have access to career and technical education through the technical college in their region. Participates in Presidents' Cabinet in a collegial and collaborative manner to address system-wide goals, issues, policies and processes.

  4.2   **Relationship Building:** Establishes and maintains positive, productive relationships with college faculty and staff, Directors, other college presidents, the UCAT Commissioner, and Trustees. Initiates and develops collaborative partnerships with leadership of other higher education institutions and regional secondary education providers. Develops articulation agreements where applicable. Fosters close relationships with area employers and business/industry organizations, ensuring that the technical training their current and future employees need is provided by the college. Establishes and maintains positive relationships and accountability with the Utah State Legislature, Governor, government and education boards and officials, state and local economic development leaders, and community leaders. Engages proactively in the legislative funding and statutory processes.

  4.3   **Strategic Planning:** Coordinates the strategic planning efforts of the college, in consultation with the Directors and in support of UCAT strategic planning efforts, to ensure that the college offers programs that (1) support business/industry

| **Subject:** | **Applied Technology College Presidents – Functions** |

competitiveness and (2) provide students with opportunities for skill development, advancement and competitive employment. Develops, maintains, and annually reviews a business plan or strategic plan in compliance with accreditation requirements and/or institutional planning needs.

4.4 **Management:** Facilitates and coordinates the execution of all Directors' policies, procedures, and programs. Provides information and recommendations to the Directors. Administers human resource policies and employee compensation plans in accordance with Directors' and Trustees' requirements. Administers day-to-day operations, establishes benchmarks, evaluates program performance and promotes quality improvements to ensure that the college follows its career and technical education mission. Ensures continuance of the college's institutional accreditation status with Council on Occupational Education (COE) and any program specific accreditation.

4.5 **Budgetary:** Directs expenditures for all operational and instructional budgetary items. Coordinates preparation of budgetary analysis, annual operation, capital facilities budget, and other reports to the Directors and Trustees for approval. Coordinates development of institutional budget requests for consideration by the Directors and Trustees. Accountable for budgets, operations, capital facilities, and other fiscal responsibilities through reports and requests for approval to the Directors and Trustees, the Governor's Office, and the Utah State Legislature. Maintains responsibility for supplementing funding provided by the legislature and student tuition by engaging in appropriate fund-raising activities and solicitation for donations.

4.6 **Other Duties:** Carries out other tasks and assignments as requested by the Directors, Commissioner, Trustees, Governor's Office, or Legislature. Serves on various boards, councils, committees, and commissions as needed to promote and advance the mission of the college and UCAT.

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

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

UTAH COLLEGE OF APPLIED TECHNOLOGY

POLICIES

Number: 111

Date: January 5, 2017
DRAFT

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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

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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.

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(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:

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College Logo Here

(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.

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- 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

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AGENDA ITEM

UCAT BOARD OF TRUSTEES
14 January 2016

ITEM: II.J

TOPIC: UCAT Board of Trustees 2016 Calendar

BACKGROUND

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

Wednesday, April 6, 2016

Wednesday, June 8, 2016

Wednesday, September 21, 2016

FISCAL IMPACT

None

RECOMMENDATIONS

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

UCAT