

BOARD OF TRUSTEES (ALL DAY 8:00AM – 4:00PM)

SEPTEMBER 14, 2016 BOARD OF TRUSTEES AGENDA

UTAH COLLEGE OF APPLIED TECHNOLOGY

BOARD OF TRUSTEES MEETING AGENDA

September 14, 2016 – 8:00 a.m. to 5:00 p.m.

UCAT Administrative Office

2801 Ashton Blvd.

Lehi, Utah 84043

I. Introduction

A. Call to Order – Chair Evans

B. Pledge of Allegiance – Chair Evans

C. Approval of 08 June 2016 (regular) Board Meeting Minutes – Chair Evans [ITEM C](#)
([assets/docs/6.8.16-BOT-Meeting-Minutes.pdf](#))

D. Executive Committee Report & Approval of 12 September 2016 Minutes – Chair Evans [ITEM D](#)
([assets/docs/9.12.16-Exec-Com-Meeting-Minutes.pdf](#))

II. Action Items

E. Approval of FY 2016 Student Data – Assoc. Cmsr. Barrus, Director Clark [ITEM E \(assets/docs/ITEM-E-1.pdf\)](#)

F. Policy 206 (Student Placement Reporting) Revisions – Assoc. Cmsr. Barrus [ITEM F \(assets/docs/ITEM-F-1.pdf\)](#)

G. Program/Course Review & Adjustments to Policies 200 & 205 – Assoc. Cmsr. Mackin [ITEM G \(assets/docs/ITEM-G-1.pdf\)](#)

H. UCAT 2016 Annual Report – Director Demma [ITEM H \(assets/docs/ITEM-H.pdf\)](#)

I. FY 2018 UCAT Budget Request – Assoc. Cmsr. Brinkerhoff [ITEM I \(assets/docs/ITEM-I-3.pdf\)](#)

J. BATC Easement – Trustee Theurer [ITEM J \(assets/docs/ITEM-J.pdf\)](#)

K. FY 2017 College President/UCAT Commissioner Compensation – Acting Cmsr. Haines [ITEM K \(assets/docs/ITEM-K.pdf\)](#)

L. Executive Committee Revisions (UCAT Policy 101.10.1) and Appointment of Members – Chair Evans [ITEM L \(assets/docs/ITEM-L.pdf\)](#)

M. Policy Development Committees for President Selection, Evaluation, & Compensation – Chair Evans [ITEM M \(assets/docs/ITEM-M.pdf\)](#)

III. Information Items

N. Program Approvals – Assoc. Cmsr. Mackin [ITEM N \(assets/docs/ITEM-N.pdf\)](#)

O. Office of the UCAT Commissioner Budget Report – Assoc. Cmsr. Brinkerhoff [ITEM O \(assets/docs/ITEM-O.pdf\)](#)

P. UCAT Board Retreat – Chair Evans [ITEM P \(assets/docs/Agenda-Item-Board-Retreat.pdf\)](#)

IV. Closed Session

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

V. Action Item

Q. Possible Appointment of Commissioner of Technical Education (subject to Governor approval and consent of the Senate) ITEM Q (assets/docs/Agenda-Item-IV-Interviews-and-Possible-Appointment-.--1.pdf)

VI. Adjourn

Public Notice of Electronic Meeting Access (UCA 52-4-207(3)): This meeting will be provided with electronic meeting access via conference/speaker telephone for Board of Trustee members only by prior arrangement with the board secretary. The Utah College of Applied Technology shall be the anchor location for public attendance.

The Utah College of Applied Technology (UCAT)
Board of Trustees Meeting
DATE: 08 June 2016
TIME: 9:00 AM – 2:00 PM
LOCATION: Mountainland Applied Technology College
2301 W. Ashton Boulevard
Lehi, UT 84043
(Anchor location for electronic access)

MINUTES

Board of Trustees Present

Jim Evans, Chair – MATC
Steve Moore, Vice-Chair – OWATC
Scott Theurer – BATC
Michael Jensen – DATC
Stephen Wade – DXATC
Jerry Taylor – SWATC
Thomas Bingham – TATC (Proxy for Dave Ulery)
Mike Angus – UBATC
Brad Tanner – Non-Union Apprenticeship
Dale Cox – Union Apprenticeship
Jim Olsen – Governor's Appointee Business/Industry
Barbara Corry – State Board of Education*

Board of Trustees Absent

Dave Ulery – TATC
W. Tim Miller – Salt Lake Community College
Brian Florang – Snow College
Val Hale – Governor's Office of Economic Development
Jessellie Anderson – State Board of Regents

*participated via electronic access

UCAT Administration

Jared Haines – Acting Commissioner
Ann Mackin – Assoc. Cmsr, Instruction
Tyler Brinkerhoff – Assoc. Cmsr, Finance & Administrative Services
Zachary Barrus – Assoc. Cmsr, Student Services & Institutional Data
Kristin Smith – Executive Assistant/Board Secretary
Doug Richards – Legal Counsel
Elsa Zweifel – Director, Public Relations & Marketing
Jonathan Clark – Director, Institutional Data & Research
Aubrey Schrag – Director, Institutional Information Systems
Edward Tsui – Software Developer
Alfredo De Leon – Software Developer
Alicia McIntire – Data & Research Analyst

Others Present

Chad Campbell – BATC, Campus President
Mike Bouwhuis – DATC, Campus President
Clay Christensen – MATC, Campus President
Collette Mercier – OWATC, Campus President
Brennan Wood – SWATC, Campus President
Scott Snelson – TATC, Campus President
Aaron Weight – UBATC, Campus President
Russell Galt – DATC
Jordan Rushton – DXATC*
Jacob Wright – Governor's Office Management & Budget
Spencer Pratt – Legislative Fiscal Analyst's Office
Jill Curry – Legislative Fiscal Analyst's Office
Jon Stanard – Utah State Representative*

MINUTES OF MEETING

UTAH COLLEGE OF APPLIED TECHNOLOGY Board of Trustees 08 June 2016

I. INTRODUCTION ITEMS

A. Call to Order

Meeting was called to order at 9:06 a.m.

B. Pledge of Allegiance

C. MATC Host Campus Welcome

MATC President Christensen welcomed the Board to the college and provided an overview of MATC's service region and background about the college.

D. Approval of 06 April 2016 Board Meeting Minutes

Motion to approve the Meeting Minutes from 06 April 2016.

Motion: Dale Cox; Second: Jerry Taylor

Voting: Unanimous

E. Executive Committee Report and Approval of 22 April 2016

Motion to approve the Executive Meeting Minutes from 22 April 2016.

Motion: Steve Moore, Second: Mike Angus

Voting: Unanimous (by Executive Committee members only)

F. Introductions of New UCAT Employees

Acting Commissioner Haines introduced the new UCAT employees to the Board.

G. Board Member Appointments (Florang, Theurer, & Ulery); Oath of Office

Acting President Haines stated that Trustee Brian Florang had been formally re-appointed by Snow College to fill the term of office on the Board which expires on 30 June 2019. Newly appointed Trustee Dave Ulery was not able to attend the meeting and will take the Oath of Office at the next meeting. Trustee Ulery was appointed by Governor Herbert with consent of the Senate to fill the remainder of the term of office representing TATC, which expires 30 June 2017. Newly appointed Trustee Scott L. Theurer was present and introduced to the Board as the new BATC Representative. He provided a short bio about himself and was administered the Oath of Office by Board Secretary Kristin Smith. Trustee Theurer was also appointed by Governor Herbert with consent of the Senate to fill the remainder of the term of office representing BATC, which expires 30 June 2017.

II. ACTION ITEMS

To accommodate the schedule of certain trustees, Chair Evans moved Agenda Item N to this point in the agenda.

N. FY 2017 Presidents/Commissioner Compensation

Acting Commissioner Haines gave an overview of College Presidents' compensation to the Board. The 2016 Utah State Legislature authorized and funded a 2.0% compensation increase to UCAT and the ATCs for the FY 2017 year. Senate Bill 131 (2016 legislative session) now requires Presidents' compensation to be set by the UCAT Board of Trustees in cooperation with the College Boards of Directors, whereas in the past they were set by the UCAT President.

Under the direction of Chair Evans, the chairs of each of the ATC boards of directors were invited to provide feedback on behalf of their boards regarding consideration of a 2.0% increase to each of the Presidents' current salaries, given the appropriation and the study-based adjustments that were made in September 2015. The eight college board chairs indicated support for the increase, with three (DATC, DXATC, and UBATC) requesting further consideration and discussion for their presidents based on other factors.

Motion to approve a 2% increase in all college presidents' current salaries, effective July 1, 2016.

Motion: Jim Olsen, Second: Tom Bingham

Voting: Unanimous

Motion to assign the Executive Committee to consider the requests for further salary adjustment in cooperation with local boards, and make a recommendation regarding any further adjustments to the Board no later than the September meeting, with any adjustments being applied retroactively to July 1, 2016.

Motion: Steve Moore; Second: Jim Olsen

Discussion to the Motion: Have the Executive Committee look at the ranges of the interested parties. Chair Evans asked if anyone had issues with the Executive Committee handling this versus an ad hoc committee. There was no opposition to having the Executive Committee performing the evaluation since all three colleges had representation on the committee. UCAT Legal Counsel Doug Richards clarified that when the Executive Committee meets, the meeting must be posted and performed according to the open meetings guidelines, moving to closed session for discussions of character and professional competence.

Voting: Unanimous

Chair Evans explained that since Acting Commissioner Jared Haines was appointed on March 23, 2016 to fill the vacancy of President Rob Brems, the Board has not set his compensation in the position.

Motion to set Acting Commissioner Haines' salary at 10% higher than his previous salary as Vice President, retroactive to his 23 March 2016 appointment, and to apply the 2.0% general system-wide increase as an increase to that salary effective July 1, 2016, with the salary to continue until a permanent Commissioner is appointed and in place; and that the Executive Committee consider recommending an additional increase or a bonus at the end of his term for Board consideration.

Motion: Mike Jensen, Second: Scott Theurer

Voting: Unanimous

Discussion to the Motion: There was discussion between the trustees whether that increase is high enough, and whether additional amounts should be considered in the context of the previous UCAT President's salary. It was suggested that the Executive Committee also review the Acting Commissioner's salary and consider recommending an additional increase once a range was developed or a bonus at the end of his term.

H. Capital Facilities Presentations and Scoring

Associate Commissioner Brinkerhoff indicated that the Board of Trustees receives funding requests pertaining to capital facilities and land purchases from the applied technology colleges, prioritizes the requests, and submits the prioritized requests to the State Building Board. The projects to be prioritized are listed in the agenda.

MATC, BATC, DATC, and UBATC presented their capital facilities projects to the Board. The Trustees scored each project individually, and Associate Commissioner Brinkerhoff totaled the scores for consideration later in the meeting under Agenda Item S.

Recess for Lunch:

Back in Session:

Chair Evans moved Agenda Item S to this point in the agenda since Associate Commissioner Brinkerhoff had completed the trustees' scoring on the capital facilities projects.

S. Capital Facilities Prioritization

Associate Commissioner Brinkerhoff reviewed the total scoring of the projects with the Board.

<u>Ranking</u>	<u>Project</u>	<u>Average</u>
1	MATC Thanksgiving Point Technology/Trades Building	91.09
2	BATC Health Sciences and STEM Technology Building	88.91
3	DATC Allied Health Building	88.82
4	UBATC Welding Technology Building	84.10
5	DATC Freeport West D5 Bay 2	78.80
6	DATC Education and Instructional Services Building	69.00

Motion to submit Capital Facilities Projects 1 – 5 as currently ranked to the State Building Board.

Motion: Steve Moore, Second: Jerry Taylor

Voting: Unanimous

I. TATC Tuition Approval

Associate Commissioner Brinkerhoff stated that TATC had held their required tuition hearing, and that Board action is needed to apply the \$0.05 Tier 1 tuition increase to their college, consistent with the \$1.80 per membership hour Tier 1 rate at all other UCAT Institutions. TATC does not have a Tier 2 tuition.

Motion to approve the Tier 1 Tuition Rate for TATC.

Motion: Dale Cox, Second: Steve Moore

Voting: Unanimous

J. SB-131 Policy Updates

Associate Commissioner Barrus reviewed recommended changes, revisions, and updates to UCAT Policies to conform with SB-131 provisions. He specifically pointed out that if trustees are not able to attend board meetings, they may send a representative in their place. Legal Counsel Doug Richards indicated that a representative could be allowed, but that representative will not have voting rights.

Motion to approve the revisions to the UCAT policy as shown in the drafts and links provided in the Agenda Item.

Motion: Brad Tanner, Second: Mike Jensen

Voting: Unanimous

K. Policy 206 (Placement Reporting)

Associate Commissioner Barrus informed the Board of the status of Policy 206 since January. In its January 14, 2016 meeting, the Board of Trustees in action responding to a 2015 legislative audit instructed the Office of the Commissioner and college presidents to develop a comprehensive policy to be used in assessing student placements beginning in FY 2017. The trustees instructed that the new policy include guidance to the colleges to enhance the independence of placement data, as recommended by the legislative audit. In spring 2016 the Office of the Commissioner convened a working group of representatives from each college to draft the policy. Additional input was received from college presidents.

Policy 206 – Student Placement Reporting, mirrors placement definitions and standards set forth by the Council on Occupational Education, but also establishes procedures by which placement information is audited annually by an independent committee comprised of personnel from other colleges under the direction of the Office of the Commissioner. This policy would be implemented beginning July 1, 2016 for FY 2017.

Two college presidents suggested allowing more time to discuss concerns about the policy with their staff and work out those concerns with the UCAT office. Trustee Jensen suggested making sure a provision is included to add reporting of placement verifications to the Board.

Motion to approve Policy 206 as drafted, with the condition that the College Presidents review it with their staff and identify any recommended adjustments, that implementation of any items to be considered for adjustment be delayed, and that recommended adjustments be brought to the Board in its September meeting for consideration and final approval.

Motion: Mike Jensen, Second: Scott Theurer

Voting: Unanimous

L. Data Dictionary FY 2017

Director Clark reviewed updates and changes to the Data Dictionary for FY 2017 to the Board.

Motion to approve the UCAT Data Dictionary for FY 2017 with the revisions summarized in Agenda Item L.

Motion: Steve Moore, Second: Jerry Taylor

Voting: Unanimous

M. Equipment Funding Allocations

Associate Commissioner Brinkerhoff informed the Board that House Bill 2 of the 2016 General Legislative Session appropriated an additional \$600,000 to UCAT's ongoing equipment fund. UCAT Administration and College Presidents, with input from the system Finance Officers, discussed possible allocations at length and recommended the allocation shown in Agenda Item M. The amounts reflected are derived using a combination of historical allocation percentages, an equal base amount for each campus and component based on FY 2015 membership hour production.

Motion to approve the proposed allocations for FY 2017 and subsequent years until such time as the Board determines modifications are appropriate.

Motion: Mike Angus, Second: Brad Tanner

Voting: Unanimous

O. Commissioner's Office FY 2017 Budget

Associate Commissioner Brinkerhoff presented the Board with a recommended FY 2017 budget for the Commissioner's Office.

Motion to approve the FY 2017 Budget for the Commissioner's Office.

Motion: Dale Cox, Second: Steve Moore

Voting: Unanimous

P. Commissioner Search

Chair Evans thanked the members of the Commissioner Position Development Committee for their input and advice and felt it was very beneficial for all involved. Acting Commissioner Haines presented the new UCAT Policy 105 – Commissioner of Technical Education – Functions, and an outline of the UCAT Commissioner Selection Process, which had been developed and recommended by the committee.

Chair Evans recommended that the following individuals be appointed to serve on the search committee outlines on the last page of the UCAT Commissioner Selection Process:

- Eight members affiliated with all ATCs, to include:
 - Four Trustees:
 - Jim Evans, UCAT Board Chair/MATC
 - Steve Moore, Vice-Chair/OWATC
 - Mike Jensen, DATC
 - Mike Angus, UBATC

- Three ATC Presidents:
 - K. Chad Campbell, BATC
 - Scott Snelson, TATC
 - Brennan Wood, SWATC
- One ATC Board Member:
 - To be appointed by the UCAT Board Chair in consultation with the DXATC Board Chair
- One additional Trustee: Val Hale (absent – to be contacted to confirm)
- One UCAT Associate Commissioner (to be appointed by the Board Chair)
- Adjustments to the above appointments to be made by the Board Chair as needed.

President Bouwhuis recommended that the background and summary of UCAT he compiled be included in the application to inform the candidates of the system's history.

Motion to approve UCAT Policy 105 and the UCAT Commissioner Selection Process as recommended by the committee in Agenda Attachment P, with the appointments to the UCAT Commissioner Search Committee as recommended by Chair Evans.

Motion: Brad Tanner, Second: Jerry Taylor

Voting: Unanimous

Q. FY 2017 Board Meeting Schedule

A UCAT Board of Trustees Meeting Calendar for FY 2017 was presented to the Board for review. Acting Commissioner Haines noted that the proposed September 14, 2016 meeting would alter the September 21, 2016 date that was previously scheduled, to accommodate the Commissioner search.

There is also a conflict with TATC's Board of Directors' meeting on January 11, 2017. It is proposed that the UCAT Board move the meeting to Thursday, January 12, 2017 to accommodate TATC's schedule.

Motion to approve the FY 2017 UCAT Board Meeting Calendar with the discussed changes.

Motion: Steve Moore, Second: Brad Tanner

Voting: Unanimous

R. Strategic Workforce Initiatives

Associate Commissioner Mackin presented the Board with six Strategic Workforce Initiative proposals brought forward by the colleges, which according to statute require action from the Board to indicate support as they are considered by the Legislature.

Motion to support the six proposals as outlined in Agenda Item R.

Motion: Mike Angus, Second: Jim Evans

Voting: Unanimous

III. INFORMATION ITEMS

T. Program Approvals

Associate Commissioner Mackin informed the Board that Acting Commissioner Haines had approved two programs since the Board had last met. The programs are listed in the agenda under Item T.

U. UBATC and Duchesne County School District Parking Agreement

UBATC President Weight informed the Board that UBATC and Duchesne County School District have entered into an agreement for the school district to construct a parking lot on UBATC property. This mutually benefits both parties by improving safety and parking opportunity for the students of both institutions. UBATC will retain ownership of the property, and the District will assume all construction and related cost. UBATC will maintain the parking lot and bill the District 50% of operation and maintenance cost.

V. Public Relations Report

Director Zweifel presented the Board with UCAT's public relations strategy that was developed with input from the college marketing representative, and also informed the Board of events that UCAT had participated in and the future plans for UCAT's public relations department. Acting Commissioner Haines thanked Director Zweifel for her hard work and effort this past year and announced to the Board that Director Zweifel would be retiring at the end of the month. Her position will be posted shortly.

W. Office of the Commissioner Budget Report

Associate Commissioner Brinkerhoff presented the board with a report detailing appropriated revenues and expenditures by category for the Office of the Commissioner for the current fiscal year through May 31, 2016, as well as check and credit card registers for April – May 2016.

VI. ADJOURN

Motion to Adjourn: Jim Olsen
Voting: Unanimous

Meeting adjourned at 1:15pm

The Utah College of Applied Technology (UCAT)
Board of Trustees Executive Committee Meeting

DATE: 12 September 2016

TIME: 7:30 AM – 8:30 AM

LOCATION: Utah College of Applied Technology
2801 Ashton Boulevard
Lehi, UT 84043

(Anchor location for electronic access)

MINUTES
(DRAFT – Pending Committee Approval)

Executive Committee Present

Jim Evans, Chair – MATC*
Steve Moore, Vice-Chair – OWATC*
Mike Jensen – DATC*
Stephen Wade – DXATC*
Jerry Taylor – SWATC*
Mike Angus – UBATC*
Jim Olsen – Governor's Business/Industry Appointee*

Executive Committee Absent

(none)

UCAT Administration

Jared Haines – Acting Commissioner
Tyler Brinkerhoff – Assoc. Commissioner/Finance

*participated via conference call

Call to Order

Meeting was called to order at 7:35 a.m.

I. Action Items

1. Approval of 26 July 2016 and 11 August 2016 Executive Committee Meeting Minutes

Motion to approve the Meeting Minutes from 26 July 2016 and 11 August 2016

Motion: Steve Moore; Second: Jerry Taylor

Voting: Unanimous

2. Recommendation for Commissioner Compensation:

- a. Salary Range for Permanent Commissioner

Associate Commissioner Brinkerhoff reviewed salary study data provided by Payscale, Inc. showing a possible market range of \$181,00 to \$254,000 and a midpoint of \$217,000 for comparable positions to the Commissioner of Technical Education. Trustee Wade asked about the current salary. Associate Commissioner Brinkerhoff answered that a salary for the permanent Commissioner has not been established, but provided the current salary for Acting Commissioner Haines and the ending salary for retired President Rob Brems. Payscale assumes a certain level of experience and competence to attain the positions in question and that the ranges are applied only to current job incumbency without regard to prior experience. Chair Evans commented that whoever we bring in, we will have to work within this range.

Motion to recommend to the Board of Trustees that the salary range of the Commissioner of Technical Education be established at \$181,000 to \$254,000.

Motion: Jim Olsen; Second: Mike Jensen

Voting: Unanimous

b. Acting Commissioner Compensation

After setting an initial salary for the Acting Commissioner in its 7 June 2016 meeting, the Board of Trustees assigned the Executive Committee to consider recommending an additional salary adjustment once a range was developed for the permanent Commissioner position, or a bonus at the end of his interim service. Associate Commissioner Brinkerhoff suggested that the Committee consider recommending Acting Commissioner Haines' salary to be somewhere within the previously recommended range. Committee members discussed alternatives of either adjusting current salary or providing it as a one-time bonus payment at the end of the interim service commensurate with the salary adjustment for the period of service. Discussion then considered methods of calculating the adjustment bonus and future determination of the point within the range at which to set the salary.

Motion to recommend to the Board of Trustees that the full board evaluate the current salary of Acting Commissioner Haines compared with the adopted range for the Commissioner position, and determine an appropriate bonus.

Motion: Stephen Wade; Second: Steve Moore
Voting: Unanimous

3. Recommendation for Individual College President FY 2017 Salary Adjustments

Acting Commissioner Haines reviewed the background information attached to the agenda. He reviewed details of the table showing the newly recommended salary ranges for each of the College President positions, the current FY-2017 salaries, the range penetrations for current salaries, the Committee's recommended increase limits, and the salary adjustments recommended by each of the local boards. Chair Evans invited the Committee members representing DXATC and DATC to summarize their boards' proposals to exceed the recommended range increase limit. Trustee Wade responded that the DXATC Board had considered it in two meetings and had reaffirmed that the DXATC president's salary was significantly low for the range and her performance. Trustee Jensen responded that the DATC Board observed that the salary study on which the new salary range recommendations are based validates and calls for a correction to a salary that had been previously capped.

Committee members asked about the two recommendations shown for the MATC president, and Commissioner Haines clarified that the MATC Board had provided a range for the Committee to consider at its discretion, recommending at least a 2% salary increase with a target of reaching the full 10% range penetration increase. The Committee then discussed the various elements of the ranges, the criteria, and the proposals, with observations that the amounts recommended generally appeared to have a consistent distribution when considering college size and length of service.

Motion to recommend to the Board of Trustees that the FY-2017 salaries of the eight presidents be adjusted to the amounts proposed by the local college boards as shown on the table attached to the agenda, with the MATC salary at the 10% range penetration increase level, to be applied retroactively to the full fiscal year effective 1 July 2016.

Motion: Mike Jensen; Second: Jerry Taylor

Discussion to the Motion: Vice Chair Moore and Chair Evans observed that the recommendation is a "true-up" between last year and this year to align the salaries consistently within the new salary ranges being proposed, and cautioned the Executive Committee, the Board of Trustees, and the local college boards of directors against viewing the recommendations as a precedent for local boards independently setting compensation, but under the provisions of the statute to be cautious and prudent as they work together. The new ranges and salaries are based on statewide labor market data, and provide a framework for future compensation to be established and adjusted based on uniform and consistent criteria.

Voting: Unanimous

Adjourn

Motion to Adjourn: Jim Olsen

Voting: Unanimous

Meeting Adjourned at 8:21 a.m.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

14 September 2016

ITEM: III.P

TOPIC: UCAT Board Retreat

BACKGROUND

With the transitions of Senate Bill 131, the pending appointment of a Commissioner of Technical Education, new Board members, and ongoing strategic planning and continuous improvement, some Trustees and College Presidents have suggested holding a planning retreat for the UCAT Board of Trustees. Board leadership has suggested that the Board discuss and provide input regarding a possible retreat, such as:

- Need/purposes for a retreat
- Possible issues to be considered
- Timing (coinciding with the scheduled January or April meeting, or a separate time)
- Length (full day, overnight)
- Location (perhaps at one of the colleges)
- Possible participants (Trustees, Commissioner & staff, College Presidents, local college board chairs, others)
- Format

RECOMMENDATIONS

It is recommended that the Board of Trustees discuss and provide input for a possible Board retreat, for consideration and possible convening by Board leadership.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

14 September 2016

ITEM: V.Q

TOPIC: Possible Appointment of Commissioner of Technical Education

BACKGROUND

In its meeting held on June 8, 2016, the Board of Trustees named a search committee which, in accordance with the approved selection process, identified four potential finalists for Commissioner of Technical Education. Reference checking was conducted by a third party service provider. The names have been discussed with the Governor's Office as well as that of the Senate President. The candidates identified confirmed their determination to proceed, and their names were subsequently made public in accordance with State law. Public input has been solicited, collected, and compiled and is available for confidential review by the Board. Those now officially named as finalists are (in alphabetical order):

- Jared A. Haines
- James D. King
- Stanford E. Lockhart
- David R. Woolstenhulme

The Board of Trustees is charged with selecting an individual to be appointed Commissioner of Technical Education. This appointment will be subject to approval of the Utah Governor and consent of the Utah State Senate.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees vote to enter closed session pursuant to Utah Code Section 52-4-204-206 to discuss the character, professional competence, or physical or mental health of individuals. Upon conclusion of any discussion appropriate to the closed session, it is recommended that the Board return to open session to appoint a Commissioner of Technical Education for the Utah College of Applied Technology subject to required consent and approval as previously noted.



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES 14 September 2016

ITEM: II.E

TOPIC: Certification and Approval of FY 2016 Student Data

BACKGROUND

Data Submission and Certification: In accordance with UCAT Policy 205.11.1 (Student Enrollment and Completion Reporting), colleges have submitted data to the Office of the Commissioner from their student information systems for Fiscal Year 2016. College presidents are to have certified by September 14 that the data submitted comply with all applicable statutes and policies. In addition, college boards of directors are to approve the data and the attached data summaries in a regularly-scheduled board meeting prior to September 14.

The Office of the UCAT Commissioner is completing the review, acceptance, and approval of the data submissions and certifications of the eight colleges. A summary of the most recent data showing membership hours, student headcount, and certificates awarded by colleges for secondary and post secondary students in comparison with last year is attached. Additional updates will be provided as necessary in the Board of Trustees meeting.

Upon acceptance and approval of the college data submissions and certifications by the Board of Trustees, the approved information will be designated the official data to be published in reports pertaining to FY 2016.

This year some college boards of directors will not meet to approve local college data until after the September 14 Board of Trustees meeting. In these situations, past Board of Trustees practice has been to accept and approve end-of-year data for all reporting purposes pending local boards' approval at their next regularly-scheduled meetings.

Completion Reports: Reports are also included detailing the calculation of completion rates, certificates awarded, and cost rates for each college and the UCAT system as specified in 2016 legislative intent language and in UCAT Policy 205. As provided in the policy, colleges continue to track the outcomes of FY 2016 certificate-seeking students after the year has ended and will provide a follow-up submission in December that will report additional non-graduate/early-hire completers and re-enrolled students for the final completion numbers. The certificate-seeking numbers approved in this year-end submission will be reported and clearly identified as pre-final data pending the final placement/completion follow-up submission in December.

FISCAL IMPACT

None

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees accept and approve the FY 2016 year-end college data submissions and certifications (pending local board approval where local boards will not meet until after September 14), as summarized in the attached reports (with updates as provided in the Board of Trustees meeting).

Attachments: UCAT FY 2016 Year-End Data Summary (updates to be provided in the Board of Trustees meeting)

UCAT Enrollment, Completion, & Cost Reports – FY 2016 Pre-Final (UCAT and eight colleges; updates to be provided in the Board of Trustees meeting)



Utah College of Applied Technology

FY-2016 Year-End Data Summary

July 1, 2015 - June 30, 2016

*(Includes all campus instructional activity except assessment and "Below-the-Line" CIP codes.)

Prepared on 9/12/16

		MEMBERSHIP HOURS (YTD)				STUDENT HEADCOUNT (YTD-DISTINCT)				PROGRAM CERTIFICATES AWARDED (YTD)			
		Prev Year	Current Yr	Growth		Prev Year	Current Yr	Growth		Prev	Current	Growth	
BATC	Adult	653,780	686,828	33,048	5.05%	3,527	3,741	214	6.07%	862	918	56	6.50%
	High School	361,369	374,948	13,579	3.76%	1,779	1,968	189	10.62%				
	Campus Tot.	1,015,149	1,061,776	46,627	4.59%	5,306	5,709	403	7.60%				
DATC	Adult	1,165,779	1,095,761	-70,018	-6.01%	5,160	4,743	-417	-8.08%	1,468	1,769	301	20.50%
	High School	251,798	355,730	103,932	41.28%	1,086	1,264	178	16.39%				
	Campus Tot.	1,417,577	1,451,492	33,915	2.39%	6,246	6,007	-239	-3.83%				
DXATC	Adult	304,060	310,132	6,072	2.00%	6,693	7,569	876	13.09%	631	781	150	23.77%
	High School	53,081	69,595	16,514	31.11%	951	2,528	1,577	165.83%				
	Campus Tot.	357,141	379,727	22,586	6.32%	7,644	10,097	2,453	32.09%				
MATC	Adult	597,708	626,153	28,445	4.76%	2,925	2,868	-57	-1.95%	2,182	2,194	12	0.55%
	High School	399,247	448,787	49,540	12.41%	1,259	1,373	114	9.05%				
	Campus Tot.	996,955	1,074,940	77,985	7.82%	4,184	4,241	57	1.36%				
OWATC	Adult	908,776	921,533	12,757	1.40%	4,221	4,392	171	4.05%	1,240	1,348	108	8.71%
	High School	211,602	264,859	53,257	25.17%	1,203	1,443	240	19.95%				
	Campus Tot.	1,120,378	1,186,392	66,014	5.89%	5,424	5,835	411	7.58%				
SWATC	Adult	132,240	125,938	-6,302	-4.77%	669	990	321	47.98%	211	341	130	61.61%
	High School	91,687	98,410	6,723	7.33%	839	894	55	6.56%				
	Campus Tot.	223,927	224,348	421	0.19%	1,508	1,884	376	24.93%				
TATC	Adult	124,454	126,771	2,317	1.86%	555	617	62	11.17%	206	228	22	10.68%
	High School	12,598	21,485	8,887	70.54%	86	128	42	48.84%				
	Campus Tot.	137,052	148,256	11,204	8.17%	641	745	104	16.22%				
UBATC	Adult	296,953	274,672	-22,282	-7.50%	3,791	2,870	-921	-24.29%	782	571	-211	-26.98%
	High School	243,095	262,090	18,995	7.81%	1,449	1,597	148	10.21%				
	Campus Tot.	540,048	536,761	-3,287	-0.61%	5,240	4,467	-773	-14.75%				
UCAT TOTALS	Adult	4,183,750	4,167,788	-15,962	-0.38%	27,541	27,790	249	0.90%	7,582	8,150	568	7.49%
	High School	1,624,477	1,895,903	271,426	16.71%	8,652	11,195	2,543	29.39%				
	UCAT Total	5,808,227	6,063,691	255,464	4.40%	36,193	38,985	2,792	7.71%				

NOTES:

UCAT Enrollment, Completion, & Cost Report - FY 2016 (Pending December Follow-up Submission)¹

(As specified in UCAT Policy 205)

Final (9/13/16)	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total
MEMBERSHIP HOURS					
Total Membership Hours	3,462,281	473,399	232,108	1,895,903	6,063,691
STUDENT HEADCOUNT/COMPLETION ²					
Headcount	11,795	13,126	2,869	11,195	38,985
Total Completers	5,712	12,369	2,125	9,427	
Graduate Completers	5,073	(NA)	(NA)	(NA)	
Non-Grad/Early-Hire	639	(NA)	(NA)	(NA)	
Non-Completers	2,212	468	503	1,075	
Completion Rate	72.08%	96.35%	80.86%	89.76%	
(Still-Enrolled)	3,871	289	241	693	
CERTIFICATES					
Certificate Recipients - #Students	5,120	326	149	1,484	7,079
Certificates	6,084	332	149	1,585	8,150
Weighted Avg Prog Cert Length					440
COST RATES					
Total State Appropriation ³					\$ 71,884,000
Direct Instructional Cost					\$ 37,025,134
Cost per Membership Hour					\$ 6.13
Cost per Certificate/Completion ⁴	\$ 2,993.12	\$ 211.95	\$ 589.44	\$ 1,122.23	

1- Pending December Follow-up Submission: Colleges continue tracking Certificate-Seeking student outcomes after year-end. Numbers shown as faded are pre-final data pending final follow-up report of additional Non-Grad/Early-Hire completers and re-enrolled students in December.

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 colleges; does not include funds appropriated to UCAT for UCAT Administration, Equipment, and Custom Fit.

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

BATC Enrollment, Completion, & Cost Report - FY 2016 (Pending December Follow-up Submission)¹

(As specified in UCAT Policy 205)

Final (9/6/16)

Data certified by College President 9/8/16

<i>Final (9/6/16)</i> <i>Data certified by College President 9/8/16</i>	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total
MEMBERSHIP HOURS					
Total Membership Hours	566,720	99,799	20,309	374,948	1,061,776
STUDENT HEADCOUNT/COMPLETION ²					
Headcount	1,599	1,909	233	1,968	5,709
Total Completers	798	1,642	70	1,619	
<i>Graduate Completers</i>	750	(NA)	(NA)	(NA)	
<i>Non-Grad/Early-Hire</i>	48	(NA)	(NA)	(NA)	
Non-Completers	220	165	143	230	
Completion Rate	78.39%	90.87%	32.86%	87.56%	
(Still-Enrolled)	581	102	20	119	
CERTIFICATES					
Certificate Recipients - #Students	813	-	-	-	813
Certificates	918	-	-	-	918
Weighted Avg Prog Cert Length					508
COST RATES					
Total State Appropriation ³					\$ 12,739,100
Direct Instructional Cost					\$ 7,577,638
Cost per Membership Hour					\$ 7.14
Cost per Certificate/Completion ⁴	\$ 4,539.11	\$ 366.22	\$ 1,874.18	\$ 1,654.24	

1- Pending December Follow-up Submission: Colleges continue tracking Certificate-Seeking student outcomes after year-end. Numbers shown as faded are pre-final data pending final follow-up report of additional Non-Grad/Early-Hire completers and re-enrolled students in December.

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 each college; 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 2016 (Pending December Follow-up Submission)¹

(As specified in UCAT Policy 205)

Final (9/8/16)

Data certified by College President 9/8/16

Final (9/8/16) Data certified by College President 9/8/16	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total
MEMBERSHIP HOURS					
Total Membership Hours	960,423	59,337	76,001	355,730	1,451,492
STUDENT HEADCOUNT/COMPLETION ²					
Headcount	3,065	811	867	1,264	6,007
Total Completers	1,429	739	719	929	
Graduate Completers	1,151	(NA)	(NA)	(NA)	
Non-Grad/Early-Hire	278	(NA)	(NA)	(NA)	
Non-Completers	788	38	71	166	
Completion Rate	64.46%	95.11%	91.01%	84.84%	
(Still-Enrolled)	848	34	77	169	
CERTIFICATES					
Certificate Recipients - #Students	1,158	14	17	294	1,483
Certificates	1,426	16	17	310	1,769
Weighted Avg Prog Cert Length					554
COST RATES					
Total State Appropriation ³					\$ 15,008,400
Direct Instructional Cost					\$ 6,964,870
Cost per Membership Hour					\$ 4.88
Cost per Certificate/Completion ⁴	\$ 2,946.96	\$ 281.00	\$ 409.21	\$ 1,985.37	

1- Pending December Follow-up Submission: Colleges continue tracking Certificate-Seeking student outcomes after year-end. Numbers shown as faded are pre-final data pending final follow-up report of additional Non-Grad/Early-Hire completers and re-enrolled students in December.

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 each college; does not include funds appropriated to UCAT for UCAT Administration, Equipment, and Custom Fit.

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

DXATC Enrollment, Completion, & Cost Report - FY 2016 (Pending December Follow-up Submission)¹

(As specified in UCAT Policy 205)

Final (9/13/16)

Data certified by College President 9/13/16

Final (9/13/16) Data certified by College President 9/13/16	Certificate-Seeking	Occupational Upgrade	Other Post- Secondary	Secondary	Total
MEMBERSHIP HOURS					
Total Membership Hours	190,508	113,503	6,122	69,595	379,727
STUDENT HEADCOUNT/COMPLETION ²					
Headcount	659	6,652	258	2,528	10,097
Total Completers	394	6,546	244	2,397	
Graduate Completers	388	(NA)	(NA)	(NA)	
Non-Grad/Early-Hire	6	(NA)	(NA)	(NA)	
Non-Completers	76	94	12	83	
Completion Rate	83.83%	98.58%	95.31%	96.65%	
(Still-Enrolled)	189	12	2	48	
CERTIFICATES					
Certificate Recipients - #Students	380	8	1	79	468
Certificates	668	8	1	104	781
Weighted Avg Prog Cert Length					367
COST RATES					
Total State Appropriation ³					\$ 4,097,800
Direct Instructional Cost					\$ 2,579,446
Cost per Membership Hour					\$ 6.79
Cost per Certificate/Completion ⁴	\$ 1,885.47	\$ 114.96	\$ 170.31	\$ 135.42	

1- Pending December Follow-up Submission: Colleges continue tracking Certificate-Seeking student outcomes after year-end. Numbers shown as faded are pre-final data pending final follow-up report of additional Non-Grad/Early-Hire completers and re-enrolled students in December.

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 each college; 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.

OWATC Enrollment, Completion, & Cost Report - FY 2016 (Pending December Follow-up Submission)¹

(As specified in UCAT Policy 205)

Final (9/12/16)

Data certified by College President 9/13/16

Final (9/12/16) Data certified by College President 9/13/16	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total
MEMBERSHIP HOURS					
Total Membership Hours	778,644	58,340	84,550	264,859	1,186,392
STUDENT HEADCOUNT/COMPLETION ²					
Headcount	2,973	862	557	1,443	5,835
Total Completers	1,099	663	280	1,069	
Graduate Completers	817	(NA)	(NA)	(NA)	
Non-Grad/Early-Hire	282	(NA)	(NA)	(NA)	
Non-Completers	537	100	160	207	
Completion Rate	67.18%	86.89%	63.64%	83.78%	
(Still-Enrolled)	1,337	99	117	167	
CERTIFICATES					
Certificate Recipients - #Students	794	247	127	157	1,325
Certificates	813	250	127	158	1,348
Weighted Avg Prog Cert Length					480
COST RATES					
Total State Appropriation ³					\$ 14,541,800
Direct Instructional Cost					\$ 7,361,719
Cost per Membership Hour					\$ 6.21
Cost per Certificate/Completion ⁴	\$ 3,887.77	\$ 663.53	\$ 2,725.59	\$ 1,565.75	

1- Pending December Follow-up Submission: Colleges continue tracking Certificate-Seeking student outcomes after year-end. Numbers shown as faded are pre-final data pending final follow-up report of additional Non-Grad/Early-Hire completers and re-enrolled students in December.

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 each college; 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.

MATC Enrollment, Completion, & Cost Report - FY 2016 (Pending December Follow-up Submission)¹

(As specified in UCAT Policy 205)

Final (9/12/16)

Data certified by College President 9/12/16

Final (9/12/16) Data certified by College President 9/12/16		Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total
MEMBERSHIP HOURS						
Total Membership Hours	549,676	69,853	6,624	448,787	1,074,940	
STUDENT HEADCOUNT/COMPLETION ²						
Headcount	2,024	453	391	1,373	4,241	
Total Completers	1,229	424	378	1,017		
Graduate Completers	1,216	(NA)	(NA)	(NA)		
Non-Grad/Early-Hire	13	(NA)	(NA)	(NA)		
Non-Completers	238	27	12	196		
Completion Rate	83.78%	94.01%	96.92%	83.84%		
(Still-Enrolled)	557	2	1	160		
CERTIFICATES						
Certificate Recipients - #Students	1,218	47	1	678	1,944	
Certificates	1,439	47	1	707	2,194	
Weighted Avg Prog Cert Length						369
COST RATES						
Total State Appropriation ³						\$ 10,765,400
Direct Instructional Cost						\$ 5,060,092
Cost per Membership Hour						\$ 4.71
Cost per Certificate/Completion ⁴	\$ 1,656.26	\$ 818.98	\$ 70.57	\$ 3,217.98		

1- Pending December Follow-up Submission: Colleges continue tracking Certificate-Seeking student outcomes after year-end. Numbers shown as faded are pre-final data pending final follow-up report of additional Non-Grad/Early-Hire completers and re-enrolled students in December.

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 each college; 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.

SWATC Enrollment, Completion, & Cost Report - FY 2016 (Pending December Follow-up Submission)¹

(As specified in UCAT Policy 205)

Final (8/23/16)

Data certified by College President 8/31/16

Final (8/23/16) Data certified by College President 8/31/16	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total
MEMBERSHIP HOURS					
Total Membership Hours	105,525	9,097	11,315	98,410	224,348
STUDENT HEADCOUNT/COMPLETION ²					
Headcount	358	352	280	894	1,884
Total Completers	204	342	258	828	
Graduate Completers	199	(NA)	(NA)	(NA)	
Non-Grad/Early-Hire	5	(NA)	(NA)	(NA)	
Non-Completers	85	10	19	66	
Completion Rate	70.59%	97.16%	93.14%	92.62%	
(Still-Enrolled)	69	-	3	-	
CERTIFICATES					
Certificate Recipients - #Students	212	-	-	112	324
Certificates	222	-	-	119	341
Weighted Avg Prog Cert Length					334
COST RATES					
Total State Appropriation ³					\$ 4,280,800
Direct Instructional Cost					\$ 2,002,786
Cost per Membership Hour					\$ 8.93
Cost per Certificate/Completion ⁴	\$ 3,216.39	\$ 237.07	\$ 382.04	\$ 1,014.46	

1- Pending December Follow-up Submission: Colleges continue tracking Certificate-Seeking student outcomes after year-end. Numbers shown as faded are pre-final data pending final follow-up report of additional Non-Grad/Early-Hire completers and re-enrolled students in December.

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 each college; 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.

TATC Enrollment, Completion, & Cost Report - FY 2016 (Pending December Follow-up Submission)¹

(As specified in UCAT Policy 205)

Final (8/25/16)

Data certified by College President 9/7/16

Final (8/25/16) Data certified by College President 9/7/16	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total
MEMBERSHIP HOURS					
Total Membership Hours	110,254	10,039	6,478	21,485	148,256
STUDENT HEADCOUNT/COMPLETION ²					
Headcount	441	114	62	128	745
Total Completers	167	55	33	77	
Graduate Completers	162	(NA)	(NA)	(NA)	
Non-Grad/Early-Hire	5	(NA)	(NA)	(NA)	
Non-Completers	106	27	15	32	
Completion Rate	61.17%	67.07%	68.75%	70.64%	
(Still-Enrolled)	168	32	14	19	
CERTIFICATES					
Certificate Recipients - #Students	156	10	3	14	183
Certificates	195	11	3	19	228
Weighted Avg Prog Cert Length					495
COST RATES					
Total State Appropriation ³					\$ 3,261,100
Direct Instructional Cost					\$ 1,505,625
Cost per Membership Hour					\$ 10.16
Cost per Certificate/Completion ⁴	\$ 5,226.02	\$ 1,851.70	\$ 1,699.03	\$ 2,853.88	

1- Pending December Follow-up Submission: Colleges continue tracking Certificate-Seeking student outcomes after year-end. Numbers shown as faded are pre-final data pending final follow-up report of additional Non-Grad/Early-Hire completers and re-enrolled students in December.

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 each college; 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.

UBATC Enrollment, Completion, & Cost Report - FY 2016 (Pending December Follow-up Submission)¹

(As specified in UCAT Policy 205)

Final (8/25/16)

Data certified by College President 8/30/16

Final (8/25/16) Data certified by College President 8/30/16	Certificate-Seeking	Occupational Upgrade	Other Post- Secondary	Secondary	Total
MEMBERSHIP HOURS					
Total Membership Hours	200,531	53,431	20,710	262,090	536,761
STUDENT HEADCOUNT/COMPLETION ²					
Headcount	676	1,973	221	1,597	4,467
Total Completers	392	1,958	143	1,491	
Graduate Completers	390	(NA)	(NA)	(NA)	
Non-Grad/Early-Hire	2	(NA)	(NA)	(NA)	
Non-Completers	162	7	71	95	
Completion Rate	70.76%	99.64%	66.82%	94.01%	
(Still-Enrolled)	122	8	7	11	
CERTIFICATES					
Certificate Recipients - #Students	389	-	-	150	539
Certificates	403	-	-	168	571
Weighted Avg Prog Cert Length					289
COST RATES					
Total State Appropriation ³					\$ 7,189,600
Direct Instructional Cost					\$ 3,972,958
Cost per Membership Hour					\$ 7.40
Cost per Certificate/Completion ⁴	\$ 3,283.81	\$ 197.94	\$ 917.01	\$ 1,177.63	

1- Pending December Follow-up Submission: Colleges continue tracking Certificate-Seeking student outcomes after year-end. Numbers shown as faded are pre-final data pending final follow-up report of additional Non-Grad/Early-Hire completers and re-enrolled students in December.

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.

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

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

14 September 2016

ITEM: II.G

TOPIC: Program/Course Review, and Adjustments to Policies 200 and 205

BACKGROUND

In its January 2016 meeting, the UCAT Board of Trustees directed UCAT administrative staff to complete an internal review of all UCAT courses and programs prior to the September 2016 meeting, assessing the significance of student accomplishments. A report on this review was to be written and presented to the Trustees in their September 2016 meeting when FY 2016 data is submitted for approval.

The Program Review's objectives were drawn from the Trustees' January directives, recommendations of the Legislative Auditor General, and 2016 legislative intent language. The Commissioner's Office reviewed programs, program certificates, and individual courses, using Fiscal Year 2015 data. College Presidents, Instructional Officers, and UCAT staff collaborated in preparing the attached report.

As reported in the Program Review, the significance of completing a certificate at a UCAT college is demonstrated by: (1) the ability of the student to be placed in a high-demand, industry-related job; (2) the approval of all programs by the Council on Occupational Education (COE); (3) the documentation of the relevance, rigor, and quality of each program by regional Occupational Advisory Committees; (4) the comprehensive accountability standards each college must meet for COE accreditation; and (5) the length of the program, which is defined by industry, licensure statutes, accreditors, and curriculum requirements, and is a reflection of the time investment by the student as well as the educational resources of the college provided for the certificate.

The review provided the following recommendations:

- Certificates should be issued for COE-approved programs only. Any other training offered by the colleges falls into the COE-defined category "Continuing Occupational Education".
- Eliminate the Occupational Skills Certificates category. Reserve the term "certificate" for COE-approved programs only.
- Re-name the current "Occupational Upgrade" enrollment category to "Continuing Occupational Education" as a more descriptive term and for consistency with COE reporting.
- Stratify certificate data by certificate length.
- Convene instructional officers to discuss best practices for the structuring and reporting of stand-alone courses.
- Include in the UCAT Annual Report a narrative that demonstrates the impact Continuing Occupational Education courses have on workforce development, meeting employers needs and developing the skills of thousands of Utahns.



The above recommendations require revisions to UCAT Policies 200 and 205. Specifically, UCAT Administration, the Presidents' Cabinet, and college Instructional Officers recommend that Policies 200 and 205 be amended to eliminate all references to Occupational Skills Certificates, such that the term "certificate" is reserved solely for programs approved by the Council on Occupational Education. Additionally, the aforementioned groups recommend that Policies 200 and 205 must be amended to rename non-credentialed training "Continued Occupational Education", bringing UCAT policy into further alignment with COE standards and terminology.

RECOMMENDATIONS

The Office of the Commissioner recommends that the Trustees: (1) Direct the Commissioner of Technical Education and the UCAT colleges to carry out the Program Review's recommendations as summarized above and included in the attached Program Review; and (2) approve the proposed revisions to UCAT Policies 200 and 205, as recommended in the Program Review.

Attachment: Program Review and Recommended Policy Changes: Policy 200 and 205





UTAH COLLEGE
— of —
APPLIED TECHNOLOGY

Program Review

Prepared for the UCAT Board of Trustees Meeting

September 14, 2016

Final 9/12/2016

Objective and Scope of the Program Review

The objectives of the comprehensive Program Review are three-fold:

1. Fulfill the request made by the Board of Trustees in January, 2016 to the Commissioner's Office to perform a Program Review.
2. This comprehensive review seeks to address and incorporate the recommendations made by the Office of the Legislative Auditor in 2015.
3. Fulfill the intent language in the 2016 House Bill 2.

In their January 2016 meeting, The Utah College of Applied Technology Board of Trustees requested the Commissioner's Office perform a review of all UCAT courses and programs, prior to the September, 2016 meeting, assessing the significance of the accomplishments by students.

Additionally, the Utah Office of Legislative Auditor General recommended that UCAT report completion rates consistent with the significance of the accomplishments. Consequently, program graduates should not be mixed with less significant course completions. Also, program graduates counted in the completion rates should comprise an amount of student hours consistent with other programs. Secondly, the auditors recommended that UCAT ensure that credentials awarded by UCAT colleges represent a significant accomplishment by students.

The 2016 House Bill 2 intent language instructed UCAT to determine and adopt a clear policy to ensure that reporting of student completions, certificates, and upgrades are uniform across all campuses when they are reported to the Legislature. Additionally, House Bill 2 required UCAT to report to the Higher Education Appropriations Subcommittee separate and segregated data for each of the following categories: (1) certificate-seeking students, (2) occupational upgrade students, (3) other postsecondary students, and (4) secondary students.

This following summary addresses the recommendations and requirements of the Trustees, the Legislature and legislative auditors.

Program Review Process

The Office of the UCAT Commissioner thoroughly reviewed the programs, program certificates and courses offered by the eight colleges. The data from fiscal year 2015 was analyzed and stratified to provide a clear picture of the length of programs, certificates, job placement and industry validations of certificates.

The program review team visited colleges and met individually with college officers to solicit their input and recommendations on how to assess programs and courses. An Instructional Officer's workshop was convened to provide a collaborative and unified discussion on the consistent collection of data and the factors that determine the significance of the achievement by students. Specifically, the program review team analyzed the criteria that uniformly define a program certificate.

In addition to reviewing programs and program certificates, the Commissioner's Office analyzed a database of over 5,000 stand alone courses offered at the eight colleges. These courses meet a broad spectrum of occupational training from a day-long workshop for medical coders to a new course on solar technology for residential water-heaters. The review sought to validate that these course offerings met state statutes, UCAT policies and were mission-related.

Collaboratively, college Presidents, Instructional Officers, college administrators and the Commissioner's Office worked to perform the review, develop recommendations and fashion practices and policies that conform to legislative, audit and trustees recommendations.

Summary

Define the Significance of the Accomplishment by Students

The significance of completing a certificate at a UCAT college is demonstrated by:

- 1.) The ability of the student to be placed in a high-demand, industry-related job
- 2.) All programs are approved by the Council on Occupational Education
- 3.) The relevance, rigor and quality of each program is documented and validated by an Occupational Advisory Committees
- 4.) The comprehensive accountability standards each college must meet for COE accreditation.
- 5.) The length of the program; which is defined by industry, licensure statutes, accreditors and curriculum requirements, is a reflection of the time investment by the student as well as the educational resources of the college provided for the certificate

Job Placement

The best measurement of the significance of earning a certificate is **Job Placement**. Employment in high demand, good paying jobs is evidence of how the certificate is valued by industry. Each of the 8 colleges maintains strong relationships with industry representatives and regional employers. Managers, instructors and placement coordinators are active in industry associations, trade groups and have detailed knowledge of job opportunities in their regions. This industry participation directly results in a high percentage of UCAT students being placed in jobs

Council on Occupational Education Accreditation – Rigor and Relevance to Industry

Each program is required by COE to be validated by an Occupational Advisory Committee. Once a program has been endorsed by local industry, reviewed for compliance to required accreditation criteria, and vetted by the Board of Directors it is submitted to COE for approval.

All UCAT programs, by definition, are approved by the Council on Occupational Education (COE), which defines a program as:

“A combination of courses and related activities (e.g. laboratory activities and/or work-based learning activities) that lead to a credential and are offered by an institutions to develop competencies required for a specific occupation”.

Council on Occupational Education Policies Manual Amended June 30, 2016.

<http://www8.spinen.net/council-org/files/downloads/2016/07/2016-PR-Manual-AMENDED-6-30-2016b-w-Covers.pdf>

The completion, placement and licensure standards required by COE are rigorous and sanctioned by the U.S. Department of Education. The significance of the accomplishment of earning a certificate at one of the eight UCAT colleges is validated by:

1. Programs are evaluated semi-annually by the Occupational Advisory Committees (OAC). Employers insure the rigor and relevance of the curriculum, assessments and learning activities with recommendations for equipment, materials and hands-on skills acquisition necessary for job readiness.
2. Certificates reflect the most current, specific skills/requirements of regional employers. The value of certificates is validated by employers and consequently results in employment.
3. COE, in consultation with the US Department of Education, has set the placement benchmark at 70%. The following areas constitute placement under this benchmark: related employment, continued education, and military service. The eight UCAT colleges routinely exceed this benchmark, often with placement rates of 80-95%.
4. COE accountability standards require colleges to demonstrate appropriate admissions requirements; compliance with publication criteria; evidence of student advisement; collection of student data; distance education and work-based learning criteria; evidence of sufficient practice; supporting policies, procedures, plans, and evaluations; and competencies in health and safety, workplace relations, and academic competencies.

Program Length (Hours)

The program length is one of the measurements in assessing the significance of completing a certificate; *however it is not the primary factor*. Many components define the number of hours necessary to complete a certificate.

The number of hours required to complete a certificate is defined by instructional components: employers, curriculum, clinical hours, externship requirements, competency demonstrations and lab experience.

State licensing boards such as the Utah Bureau of Emergency Medical Services (U/BEMS) and the Department of Occupational and Professional Licensing (DOPL) dictate program length, for example: Emergency Medical Technician, Nursing, Real Estate Licensure, Cosmetology or Electrical Apprentice. National organizations such as the Commission on Accreditation for Allied Health Education Programs (CAAHEP) or the Accreditation Commission on Education in Nursing (ACEN) prescribe both curriculum and clinical experience required for successful completion of a program.

The lengths of individual UCAT programs vary widely and can change from year-to-year, reflecting industry trends, updated technology or eliminating obsolete curriculum. The industry-prescribed

content, student outcomes, licensure, accreditation and state regulations equally contribute to determine the number of hours a student needs to successfully achieve competency.

To provide clarity and uniformity on the wide span of program lengths, the Program Review working group recommended that the certificate count be stratified in three categories:

Certificate Length Stratification

1. 900 Hours or More (Approximately 12 months or more to complete)
2. 600 Hours up to 899 Hours (Approximately 7 – 12 months to complete)
3. 599 Hours and Less (Less than 6 months to complete, approximately)

<i>Summary of 2015 Certificates</i>						
	Length of Program In Hours	Adult Certificate Seekers	Secondary Students	Occupational Upgrade Students	Other Students	Total Number of Certificates
	900 Hours and Above	1420	40	22	21	1503
	600 Hours up to 899	806	140	14	7	967
	Less than 600 Hours	<u>3412</u>	<u>1236</u>	<u>395</u>	<u>69</u>	<u>5112</u>
		<u>5,638</u>	<u>1,416</u>	<u>431</u>	<u>97</u>	<u>7,582</u>

Review of Individual, Stand Alone Courses Offered at UCAT Colleges

In addition to reviewing UCAT programs, the Program Review team analyzed other course offerings at the eight campuses. Historical UCAT databases were utilized to review over 5,000 individual courses offered at UCAT colleges for the past 6 years.

In summary, this review revealed that stand alone courses provide high school students, adults and employers, specific, efficient and cost-effective training across all industry sectors. Stand alone courses are often components of larger COE-approved programs. Stand alone courses met both statutory and policy guidelines.

Observations and Recommendations of the Program Review Team

The significance of earning any UCAT certificate is that it leads to employment in a high demand field with improved wages. One key element to certificates is they are employer-driven and provide hands-on, industry relevant training. If employers value a certificate and hire graduates, then the significance of the accomplishment is that it leads directly to employment.

COE requires each member institution to have regular discussions with employers to validate the need for a program. This discussion frequently takes place in Occupational Advisory Committee meetings. Employers routinely hire UCAT graduates, effectively validating the value and relevance of the certificate.

Colleges Issue Certificates for COE-Approved Programs Only

The Program Review Team recommends that certificates should only be issued and reported for COE-approved programs. Any other training offered by a college should fall into the COE-defined category termed *Continuing Occupational Education*.

Policy Change: Policies 200 and 205 should be updated to reflect this change

Eliminate Occupational Skills Certificates Category

In FY 2015, UCAT added the new definition of Occupational Skills Certificates in Policy 200.

200.4 Definitions

4.4 Occupational Skills Certificate: An official credential issued to a student by a college registrar documenting that the student has completed a pre-defined course or set of courses approved as an Occupational Skills Certificate by the college board of directors in accordance with this policy. An Occupational Skills Certificate shall provide mastery of a set of competencies that are documented as needed by one or more Utah employers as specified in 200.6.6, and that are not already provided as or substantially similar to an approved college program certificate defined in 200.4.3.

<http://ucat.edu/site/wp-content/uploads/2016/07/200-2016-06-08-Edition-1.pdf>

It is the recommendation of the Program Review team that the category *Occupational Skills Certificates* be eliminated. The category leads to confusion; the term “certificate” should be reserved only for COE-approved programs.

Courses that are not a part of a COE-approved program fall under the COE definition of:

Continuing Occupational Education — Educational activities or experiences designed to assist in the development of knowledge and skills with the goal of maintaining one’s current professional occupation (as opposed to advancing one’s career). Participants in continuing education are assumed to have previously attained a basic level of education, training, or experience in the occupational area in which they are enrolling. These activities are not included in the institutional self-study, FTE calculation, or student achievement data collection, and are not required to be included on the COE approved program list. (See definition for Job Upgrade Training.)

Council on Occupational Education Policies Manual, page 66, Amended June 30, 2016.

<http://www8.spinenet/council-org/files/downloads/2016/07/2016-PR-Manual-AMENDED-6-30-2016b-w-Covers.pdf>

Continuing Occupational Education is included in aggregate UCAT enrollment data, but is not reported to COE.

In summary, UCAT colleges are uniquely suited to provide specialized occupational training. Utah employers require a broad spectrum of Continuing Occupational Education, such as Forklift Operator, QuickBooks or Hazardous Materials handling. UCAT colleges will continue to provide this critical mission-related training to serve the regional needs of students and employers.

Policy Change: Policies 200 and 205 should be updated to reflect this change

Using “Continuing Occupational Education” To Replace Occupational Upgrade Enrollment Category

UCAT policy defines an Occupational Upgrade Student in Policy 205:

205.5 Classification and Conditions of Student Enrollment

5.3 Occupational Upgrade Student: An individual enrolled at a UCAT college who is not a Secondary Student or Certificate-Seeking Student, is employed at the time of enrollment, and has indicated intent to upgrade job skills, increase job security, or receive training at the request of an employer. The enrollment period for an Occupational Upgrade Student shall be the duration of the course or courses in which he or she is scheduled, beginning with the first day of enrollment in a course and ending on the date of completion or withdrawal as defined in 205.6.1.3.

<http://ucat.edu/site/wp-content/uploads/2013/08/205-2016-06-08-Edition-1.pdf>

The team recommended using the COE term *Continuing Occupational Education* to describe mission-related training that meets industry needs, but is not part of a COE-approved program.

Policy Change: Policy 200 and Policy 205 should be updated to reflect this change

Program Certificate Seekers and Occupational Upgrade Certificate Seekers

Per the certificate chart on page 5, it was noted by the Program Review Team that certificates were awarded to some students in the Occupational Upgrade and Other categories. The team recommends that colleges should carefully consider how new students are coded, to alleviate this issue.

The team reaffirmed the language in UCAT Policy 205 regarding certificate seekers. Under the COE definition, adults enrolled in a COE-approved program are indeed *certificate-seekers*; thus they fall under the umbrella of a COE-approved program and follow COE accountability standards.

Annual Reporting Continuing Occupational Education

The Program Review team recommended that UCAT Annual Report should include a narrative section describing the importance of Continuing Occupational Education (without quantitative data) in workforce development across the State of Utah. The UCAT Annual Report could acknowledge that UCAT colleges provide diverse kinds of skills training for all industry sectors. This narrative section could refer to the mission-related Central Processing Technical, electrical code classes for Journeyman Electricians, test-prep classes, re-certification classes, Microsoft Office Suite, QuickBooks and spotlight courses that serve a cross-section of learners.

In summary, the Program Review team made the recommendation that UCAT Policies 200 and 205 be modified to reflect the clearly defined COE categories of Program Certificates and Continuing Occupational Education. The team further suggested that the Instructional Officers from the eight colleges continue discussions on best practices of individual courses.

Exhibit A

Request from the UCAT Board of Trustees

Advice from the Utah Office of the Legislative Auditor

2016 Utah House Bill 2 Intent Language

1. Request from January 2016 UCAT Board of Trustees meeting:

1) I move that we direct President Brems, the UCAT administrative staff, and the campus presidents, to increase emphasis on reporting specific completion rates as specified in our Policy 205 with the express goal of achieving a higher level of employer and student understanding of the significance of completions, and where applicable, the certificates awarded in each of our four enrollment categories.

2) I move that we direct President Brems and the UCAT administrative staff to complete an internal review of all UCAT courses and programs prior to the September, 2016 meeting assessing the significance of the accomplishments by students AND that a report be made to the Trustees in the September, 2016 meeting when FY 2016 data is submitted for approval.

3) I move that we direct President Brems, the UCAT administrative staff, and the campus presidents to develop a comprehensive UCAT placement policy for approval in the June, 2016 meeting to be used for assessing student placements beginning with Fiscal Year 2017. The new policy should include guidance to the campuses to enhance the independence and data validity concerns expressed in the legislative audit. The policy will provide for checks and balances currently available or attainable within existing financial constraints.

<http://ucat.edu/site/wp-content/uploads/2016/04/1.14.16-BOT-Meeting-Minutes-1.pdf>

2. Recommendations from November 2015 Legislative Audit Report:

We recommend that UCAT report completion rates consistent with the significance of the accomplishments. Consequently, program graduates should not be mixed with less significant course completions. Also, program graduates counted in the completion rates should comprise an amount of student hours consistent with other programs.

(http://www.le.state.ut.us/AUDIT/15_11rpt.pdf; pg 28. Office of the Utah Legislative Auditor General)

We recommend that the UCAT Board of Trustees ensure that credentials awarded by UCAT campuses represent a significant accomplishment by students.

(http://www.le.state.ut.us/AUDIT/15_11rpt.pdf; pg 29. Office of the Utah Legislative Auditor General)

3. 2016 House Bill 2 Intent Language:

The Legislature intends that the Utah College of Applied Technology determines and adopts a clear policy to ensure that reporting of student completions, certificates, and upgrades are uniform across all campuses when they are reported to the Legislature. The Legislature further intends that for the 2017 General Session, the Utah College of Applied Technology reports to the Higher Education Appropriations Subcommittee separate and segregated data for each of the following categories: (1) certificate-seeking students, (2) occupational upgrade students, (3) other postsecondary students, and (4) secondary students.

<https://le.utah.gov/~2016/bills/static/HB0002.html>



Subject:	Program/Course Approval and Reporting
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POLICY 200 RECOMMENDED CHANGES

~~4.4 — **Occupational Skills Certificate:** An official credential issued to a student by a college registrar documenting that the student has completed a pre-defined course or set of courses approved as an Occupational Skills Certificate by the college board of directors in accordance with this policy. An Occupational Skills Certificate shall provide mastery of a set of competencies that are documented as needed by one or more Utah employers as specified in 200.6.6, and that are not already provided as or substantially similar to an approved college program certificate defined in 200.4.3.~~

~~5.2.1 — **College Board of Directors Approval:** College programs and Occupational Skills Certificates, and substantive changes (as defined in 200.4.5) to approved programs and Occupational Skills Certificates, shall be approved by the college board of directors based on the requirements of 200.6. For programs that are less than 900 hours and are not eligible for federal financial aid, and for Occupational Skills Certificates, final approval is delegated to the college board, and the programs or Occupational Skills Certificates may be implemented immediately upon college board and any required accreditation approval.~~

5.2.1 College Board Approval Documentation: For programs, Occupational Skills Certificates, and substantive changes approved by the college board of directors, documentation specified in 200.7 shall be forwarded to the UCAT Commissioner for review and inclusion in UCAT program inventories.

6.10 Program/Certificate Information: The program certificate, ~~Occupational Skills Certificate~~, and/or accompanying transcript for each program/certificate shall include a program/certificate title and sufficient detail such that a prospective employer or others viewing it will understand what the student accomplished in earning the certificate. Certificates and transcripts shall also include the college affiliation as a UCAT college.



Subject:	Student Enrollment and Completion Reporting
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POLICY 205 RECOMMENDED CHANGES

205.5 Classification and Conditions of Student Enrollment

- ~~5.3 — **Occupational Upgrade Student:** An individual enrolled at a UCAT college who is not a Secondary Student or Certificate Seeking Student, is employed at the time of enrollment, and has indicated intent to upgrade job skills, increase job security, or receive training at the request of an employer. The enrollment period for an Occupational Upgrade Student shall be the duration of the course or courses in which he or she is scheduled, beginning with the first day of enrollment in a course and ending on the date of completion or withdrawal as defined in 205.6.1.3.~~
- 5.3 Continuing Occupational Education Student:** An individual enrolled at a UCAT College in courses, approved by college Instructional Officer, providing career and technical training that do not lead to a credential (as defined in the Council on Occupational Education, Policies Manual, updated 06-30-2016). Participants in continuing education may have previously attained a basic level of education, training, or experience in the occupational area in which they are enrolling. These activities are not included in the institutional self-study, FTE calculation, or student achievement data collection, and are not required to be included on the COE approved program list. Continuing Occupational Education courses are offered in response to industry demand, evidenced by correspondence of one or more regional employers. Colleges may choose to acknowledge the course completion in a student's transcript or through written documentation of recognition of technical training.
- 7.1 Program Certificate:** A Program Certificate as defined in Policy 200.4.3 may be issued to any student in any enrollment category specified in 205.5 who qualifies for the certificate. For students issued more than one Program Certificate, each award shall be reported for the qualifying student. ~~A credential awarded for a program that has been approved in accordance with 200.4.1 and is reported as an occupational upgrade program for accreditation purposes is considered a Program Certificate.~~
- ~~7.2 — **Occupational Skills Certificate:** An Occupational Skills Certificate as defined in Policy 200.4.4 may be issued to any Secondary, Occupational Upgrade, or Other Post-secondary student who qualifies for the certificate.~~
- ~~7.3 — **Utah Certificate Attainment Reporting:** Program Certificates and Occupational Skills Certificates 60 hours or more in length shall each be identified and reported for the Utah goal set forth in Senate Concurrent Resolution 5 (SCR-5), 2013 General Legislative Session, that 66% of Utah's adults will hold a postsecondary degree or certificate by the year 2020.~~

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 May 2017

ITEM: II.H

TOPIC: Alignment of UCAT and COE Enrollment/Outcomes Reporting Policies

BACKGROUND

In its September 2016 meeting, the Board of Trustees directed the Office of the Commissioner to continue its work to align UCAT student outcomes reporting policies with those of the Council on Occupational Education (COE). This directive was issued in response to legislative confusion over UCAT's reported enrollment numbers, and in response to the colleges' ongoing concerns regarding UCAT Policies 205 and 206. Those policies were written using differing definitions and procedures than are utilized by COE, producing different numbers that are reported to UCAT's various stakeholders. Trustees directed that UCAT policy be reexamined and improved as necessary, such that UCAT reports one set of enrollment numbers uniformly to all stakeholders, including the legislature, COE, IPEDS (Department of Education), etc. This work is to be done by June 30, 2017.

The Office of the Commissioner has convened several discussions with college presidents and instructional officers, and has thoroughly revised Policies 200, 201, 204, and 205 based upon those discussions. These revisions bring UCAT policies into alignment with COE by altering the definitions of Job Upgrade Training and Continuing Occupational Education, by focusing the reporting on graduates (i.e., individual students) instead of certificates (i.e., awards), and by removing restrictions to updating data between the end of the fiscal year and the COE annual report deadline. Additional changes have been proposed to respond to legislative confusion and to further clarify UCAT reporting schemas. Additional changes include:

- Courses taught to secondary students must provide partial or complete fulfillment of program certificate requirements, with limited exceptions to be approved by the Commissioner of Technical Education;
- Local Boards of Directors will be apprised of all stand-alone (i.e., courses which are not part of certificate programs) courses approved for instruction;
- The definition of community interest courses has been modified to provide greater clarity into which courses should or should not be included in UCAT data submissions;
- Membership hours accrued up-front for a full program shall be appropriately discounted for students who withdraw from the program early and unsuccessfully;
- Students who graduate from high school while concurrently enrolled in a course for which tuition was charged up-front will no longer have to pay prorated tuition for the remainder of the course; and
- All calculations of cost and completion rates have been removed. UCAT will make these calculations based upon the context and directives received from various stakeholders, rather than having methodology prescribed in policy language.

In addition, Policy 206 has been deemed extraneous given the proposed revisions to Policy 205. It is recommended that Policy 206, Student Placement Reporting, be repealed.

The proposed revisions to Policies 200, 201, 204, and 205, as well as the recommended repeal of Policy 206, have



been vetted and approved by all college presidents and instructional officers.

RECOMMENDATION

UCAT Administration recommends the Board of Trustees approve the proposed revisions to Policies 200, 201, 204, and 205 for implementation beginning July 1, 2017. Additionally, UCAT recommends that the Board repeal Policy 206, Student Placement Reporting, effective immediately.

Attachments: Draft Policy 200, Program/Course Approval and Reporting
 Draft Policy 201, Membership Hour Reporting
 Draft Policy 204, Tuition and Fees
 Draft Policy 205, Student Enrollment and Outcome Reporting



Subject:	Program/Course Approval and Reporting
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200.1 Purpose

To establish processes and criteria for all programs and courses offered by an applied technology college to be approved by and reported to the UCAT Board of Trustees and the legislature, in accordance with UCA 53B-2a-104(2)(i), balancing appropriate oversight and quality control with timely, market-driven college responsiveness to regional employer needs.

200.2 Approval

UCAT Board of Trustees approval: January 4, 2006. Replaced June 18, 2009. Revised April 10, 2014; June 12, 2014; June 11, 2015; June 8, 2016; September 14, 2016; May 18, 2017 (pending).

200.3 References

[UCA 53B-2a-104](#), Utah College of Applied Technology Board of Trustees – Powers and Duties
[UCAT Policy 100](#), UCAT Mission, Vision, and Guiding Principles
[UCAT Policy 204](#), Tuition and Fees

200.4 Definitions

- 4.1 Program:** A sequence of educational and skill-developing experiences that lead to workplace competencies. This mission-related, post-secondary training shall be approved in accordance with this policy and by the Council on Occupational Education.
- 4.2 Course:** A set of pre-determined, related competencies grouped into a logical sequence.
- 4.3 Program Certificate:** An official credential issued to a student by a college registrar documenting that the student has completed a program or a predefined subset of a program. Each program certificate within a program shall be defined and approved as part of the program, and shall fully prepare a student for entry into specified employment related to the full program.
- 4.4 Substantive Change:** A change in the objectives, length, content, or other revisions equaling or exceeding 25% of an existing educational program.

200.5 Approval of Courses, Programs, and Certificates

A course, program, or certificate, or a revision of an approved program or certificate, must be approved as provided herein prior to being offered by a college.

5.1 Courses

- 5.1.1 Courses within Programs:** Approval of a program as provided in this policy shall constitute approval of all courses within the program.



Subject:	Program/Course Approval and Reporting
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5.1.2 Stand-Alone Courses: Courses which are not part of an approved certificate program and which meet the requirements of 200.6 shall be approved by a college chief instructional officer designated by the college president, and reported to the college board of directors as an information item (i.e., not requiring approval) in the next regularly scheduled meeting after approval by the instructional officer. Documentation specified in 200.8 shall be retained on file by the college.

5.2 Program Certificates

5.2.1 College Board of Directors Approval: College programs and substantive changes to approved programs shall be approved by the college board of directors based on the requirements of 200.6. For programs that are less than 900 hours and are not eligible for federal financial aid, final approval is delegated to the college board, and the programs may be implemented immediately upon college board and any required accreditation approval.

5.2.2 College Board Approval Documentation: For programs and substantive changes approved by the college board of directors, documentation specified in 200.8 shall be forwarded to the UCAT Commissioner for review and inclusion in UCAT program inventories.

5.2.3 UCAT Commissioner Approval: College programs that are 900 hours or longer or are seeking federal financial aid eligibility, and substantive changes to these programs, which have been approved by the college board of directors shall be submitted to the UCAT Commissioner for approval. If the Commissioner concurs that the proposal meets the agreed-upon UCAT criteria established by the Board of Trustees as provided in 200.6, he or she shall approve the request within five working days. If the Commissioner does not concur that the proposal meets the agreed-upon criteria, the proposal shall be returned to the college with comments, and the college may resubmit the proposal once identified adjustments are made. For financial aid-eligible programs, final approval is delegated to the UCAT Commissioner, and the programs may be implemented immediately upon UCAT Commissioner approval.

5.2.4 Board of Trustees Information: Programs and substantive changes approved by the UCAT Commissioner under 200.5.2.3, documentation specified in 200.8 shall be submitted to the UCAT Board of Trustees in their next regularly scheduled meeting as information items.

5.2.5 Non-Substantive Changes: Program changes less than the 25% referenced in 200.4.5 shall be approved by a college chief instructional officer designated by the college president. Relevant updates to the documentation specified in 200.8.1 and 200.8.2 shall be forwarded to the UCAT Commissioner for inclusion in UCAT program inventories.



Subject:	Program/Course Approval and Reporting
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5.3 Reporting of Secondary Students' Activities: Secondary Students' educational activities or experiences shall be reported in college data summaries insofar as their enrollments may provide partial or complete fulfillment of competencies required for completion of a Program Certificate as defined in UCAT Policy 205.7.1. Exceptions to this rule shall be approved in writing by the Commissioner of Technical Education for one of the following reasons:

5.3.1 Rural School Exception: Instruction is occurring in a rural area and would otherwise not occur, should the college cease providing it.

5.3.2 Articulation Exception: Knowledge and/or skills acquired can provide partial or complete fulfillment of competencies required for completion of a Program Certificate offered at another UCAT college.

5.3.3 Pathways Exception: The course provides introductory instruction in a field in which a Program Certificate is offered by the college, as part of an established and documented educational pathway agreement between the college, local public education provider(s), and/or other institution(s) of higher education.

200.6 Criteria for Offering Programs, Certificates, and Courses

Except for courses provided in 200.7, all courses, certificates, and programs offered by a college shall meet the following criteria as determined by the applicable approving entities specified in 200.5.

6.1 Course/Program/Certificate Approval: The course/program/certificate must be approved as provided in 200.5.

6.2 Career and Technical Education Mission: Except as provided in 200.7, the course/program/certificate shall be directly related to meeting the needs of Utah's employers for technically skilled workers by preparing adult and secondary students to enter, re-enter, upgrade to, or advance within current or emerging occupations that generally do not require an associate or more advanced degree, as provided in UCAT Policy 100 (UCAT Mission Statement) and UCA 53B-1-101.5(2).

6.3 Program Duplication: The course/program/certificate shall not unnecessarily duplicate career and technical education programs between the college and another public or higher education institution in the region served by the college, as provided in UCA 53B-2a-112(2), and shall not include credit-based academic programs typically offered by community colleges or other institutions of higher education, as provided in UCA 53B-2a-106(4).

6.4 Basic Skills: The course/program/certificate may offer basic instruction in areas such as reading, language arts, and mathematics that are necessary for student success in a chosen career and technical education or job-related program, as provided in UCA 53B-2a-106(2)(b).



Subject:	Program/Course Approval and Reporting
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- 6.5 Course, Program, or Certificate Need/Market Demand:** The course/program/certificate shall meet a documented need by one or more Utah employers for new trained workers or for upgraded employee skills, with the need being sufficient to merit the college resources required.
- 6.6 Occupational Advisory Committee Validation and Support:** An occupational advisory committee shall exist for every program approved by the Council on Occupational Education.
- 6.7 Resource Availability:** The college shall have sufficient financial, capital, and human resources to support the course/program/certificate, and the course/program/certificate need must be sufficient to justify allocation of college resources.
- 6.8 Course Length:** Each course, whether within a program or standing alone, shall be assigned a course length which represents the expected time it would take a typical student to complete the course in a traditional classroom/lab-based format.
- 6.9 Program/Certificate Information:** The program certificate and/or accompanying transcript for each program/certificate shall include a program/certificate title and sufficient detail such that a prospective employer or others viewing it will understand what the student accomplished in earning the certificate.

200.7 Community Interest Courses

A college may offer non-mission-related educational experiences or activities intended to enhance student skills for personal interest and to introduce the community to training opportunities at a college. As provided in UCA 53B-2a-106(2)(c), similar community offerings for these courses must be limited, and the courses must be financially self-supporting through student fees. These courses are not reported to the Council on Occupational Education nor to the state legislature.

200.8 Documentation for Course/Program/Certificate Approval

The following documentation shall be provided for approval of all courses, programs, and certificates, to be submitted and retained as provided in 200.5.

- 8.1 Program/Certificate Description:** Program title, program length, Classification of Instructional Programs (CIP) code, and summary of scope and purpose.
- 8.2 Program/Certificate Outline:** Course numbers, course titles, course descriptions and objectives, course lengths, specializations, emphases, course sequencing, and program structure as relevant.



POLICIES

Subject:	Program/Course Approval and Reporting
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8.3 Employer Support

8.3.1 Market Demand/Need: Summary of the criteria specified in 200.6.5, with documentation attached as needed.

8.3.2 Employer Advisory Committee: (Not required for stand-alone courses as defined in 200.5.1.2, although documented employer need/demand as provided in 200.6.5 shall be required.) Summary of the criteria specified in 200.6.6, with references to committee documentation filed with the college.

8.4 Approval: Date and reference to documentation of approval (such as signed memorandum, meeting minutes, etc.) by the person or entity specified in 200.5, with attestation that the relevant criteria specified in 200.6 have been duly reviewed, satisfied, and approved.



Subject:	Membership Hour Reporting
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201.1 Purpose

The Utah College of Applied Technology Membership Hour Reporting Policy specifies criteria, definitions, and explanations as to how membership hours will be measured, classified, reported, and audited for each UCAT college. Membership hours are a performance indicator measuring college instructional activities.

201.2 Approval

UCAT Board of Trustees approval: June 15, 2005. Revised: June 11, 2008; September 3, 2008.
Replaced June 18, 2009. Revised: January 12, 2011; April 25, 2013; September 17, 2015; June 8, 2016; May 18, 2017 (pending).

201.3 References

[UCAT Policy 200](#), Program/Course Approval and Reporting
[UCAT Policy 204](#), Tuition and Fees

201.4 Definitions

- 4.1 Membership Hour:** A measure of instructional activities provided by a UCAT college. One membership hour equates to sixty minutes of scheduled student instruction.
- 4.2 Exit Date:** The date on which a student's access to a schedule is officially discontinued as provided in college policy, including graduation, expiration of enrollment, schedule change, withdrawal, etc. For a student who is not documented as having attended any class for ten consecutive full days of scheduled classes, and who has not otherwise exited from nor changed his or her schedule, the exit date from the scheduled class shall be the date of the tenth consecutive full day of absence from all scheduled classes.

201.5 Membership Hour Reporting

Membership hours documented as meeting all of the following criteria shall be reported to the UCAT Commissioner and Board of Trustees. Any course that does not meet all of the following criteria shall not be reported to the UCAT Commissioner and Board of Trustees.

- 5.1 Enrolled Student:** The hours were accrued by a person documented as having been formally scheduled into a course or program in accordance with college policy.
- 5.2 Approved Course/Program:** The activity was part of a course/program which was approved in accordance with UCAT Policy 200 (Program/Course Approval and Reporting).
- 5.3 Mission-related:** The course/program meets the career and technical education mission as specified in 200.6.2.
- 5.4 In-State:** The course/program offering originated within the State of Utah.



Subject:	Membership Hour Reporting
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- 5.5 Geographic Region:** The course/program was not offered outside the geographic area served by the college without a cooperative agreement with the Utah public postsecondary institution assigned to the region in which it was offered, as provided in UCA 53B-2a-106(3)(c), unless it met the criteria prescribed in UCA 53B-2a-106(6). Exceptions are allowed only for online courses provided to students within the State of Utah.

201.6 Measurement of Membership Hours

Membership hours shall be accrued according to the applicable scheduling method:

- 6.1 Open-exit Schedule:** For a schedule in which students are provided verified periods of time to receive instruction without a fixed course or program completion time, membership hours shall begin on the enrolled student's scheduled start date, and shall accrue up to and including the exit date as defined in 201.4.2.
- 6.2 Defined-length Schedule:** For a schedule that does not meet the criteria of 201.7.1, membership hours shall be reported in the amount of the course length approved for the full course as provided in UCAT Policy 200.6.8. Hours for such schedules shall be accrued on the date the student enrolled as specified in 201.5.1. For a student who does not remain enrolled beyond the course's 100% refund deadline approved and published by the college, zero hours are posted regardless of hours spent or competencies completed.
- 6.2.1** For a full program that is structured as a defined-length schedule (i.e., hours are accrued in the amount of the program length approved under 200.6.8 on the date a student enrolls), a college shall report only the scheduled instruction delivered up to and including the student's exit date for a student who withdraws from the program after the 100% refund deadline and without graduating (i.e., a college shall discount previously reported hours for students exiting a program early and unsuccessfully).

201.7 Classification of Membership Hours

Reported membership hours shall be classified by student type as follows:

- 7.1 Secondary Hours:** Hours accrued by students who meet the definition of "Secondary Student" provided in 205.5.1.1 during the enrollment period in which hours are accrued.
- 7.2 Postsecondary Hours:** Hours accrued by students not meeting the definition of "Secondary Student" provided in UCAT Policy 205.5.1.1 during the enrollment period in which hours are accrued.



Subject:	Tuition and Fees
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204.1 Purpose

To establish policies for setting tuition and fees to be charged to students attending UCAT colleges.

204.2 Approval

Board of Trustees approval: June 2, 2004. Revised: June 11, 2008. Replaced: September 30, 2010.
Revised: January 12, 2011; October 18, 2012; January 10, 2013; April 25, 2013; April 10, 2014;
June 8, 2016; May 18, 2017 (pending).

204.3 References

[UCA 53B-2a-106](#), College Campuses — Duties
[UCA 53B-2a-104](#), Utah College of Applied Technology Board of Trustees — Powers and Duties
[UCA 53A-15-301](#), Education Programs for Students with Disabilities
[UCA 53B-9-101\(2\)](#), Higher Education for Senior Citizens
[Utah Administrative Code R277-419-4](#), Pupil Accounting
[Utah Administrative Code R277-705](#), Secondary School Completion and Diplomas
UCAT Policy 200, Program/Course Approval and Reporting
UCAT Policy 205, Student Enrollment and Outcome Reporting

204.4 Definitions

- 4.1 Senior Citizen:** Utah residents age 62 and over.
- 4.2 Audit:** No record of competencies is posted to the student's transcript.

204.5 Secondary Tuition

- 5.1** As prescribed in UCA 53B-2a-106, no tuition is assessed to a secondary student documented according to Policy 205.5.1.1 who is formally scheduled in an approved program (200.4.1) or course (200.4.2).
- 5.2** A secondary student shall not be charged tuition at a UCAT college, regardless of the day or time of the program, through the date that he or she no longer qualifies as a secondary student. Effective on that date, the student shall be considered a postsecondary student and shall be charged the college's regular tuition rate. For a student whose secondary status changes while enrolled in a defined-length course, the student shall be allowed to complete the course without paying tuition for the remainder of the course.
- 5.3** A referral of a student by a public or private high school shall constitute sufficient documentation of secondary student status for tuition purposes. In the absence of a high school referral, a college shall require evidence that the student qualifies under Policy 205.5.1.1. Colleges shall not require but will encourage and facilitate referral of secondary students through public school districts.



Subject:	Tuition and Fees
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204.6 Postsecondary Tuition

- 6.1 Postsecondary Tuition:** Low cost tuition, as prescribed in UCA 53B-2a-106(1)(b)(i) and as approved by the UCAT Board of Trustees, shall be assessed to postsecondary students formally scheduled in a program (200.4.1) or course (200.4.2).
- 6.2 Tuition Hearings:** Each UCAT college shall hold a meeting to receive public input and response on any proposed tuition increases. These meetings shall follow the requirements of UCA 53B-7-101.5.
- 6.3 Fiscal Year Effective Date:** Tuition rates shall be effective for all coursework beginning July 1 of the fiscal year for which the rates are approved. Tuition for a defined-length course (201.7.2) shall be calculated and assessed for the complete course at the approved rate for the fiscal year in which the course begins, regardless of whether the final portion of the course occurs in the following year for which a different tuition rate is approved.
- 6.4 Differential Tuition:** Based on extraordinary circumstances, a college board of directors may request that the UCAT Board of Trustees approve a differential tuition rate for a specific course or program. Approved differential tuition rates shall expire on June 30 of each year. A new request and approval of the Board of Trustees is required to continue differential tuition rates past June 30 of each year.
- 6.5 Residency Classification:** Because UCAT career and technical education and basic instruction classes are short-term and non-credit, colleges are not required to determine students' state residency classification.

204.7 Senior Citizen Tuition

- 7.1 Senior Citizen Audit Waivers:** Senior citizens shall be permitted to enroll on an audit basis in courses or classes, at any UCAT college, without payment of regular tuition, subject to the following:
- 7.1.1** Enrollment shall be on a space available basis, as determined by the college, after all students on the course waiting list (excluding programs) have been accommodated. Senior citizens seeking audit waivers shall not be permitted to place their names on course waiting lists.
- 7.1.2** A minimum administrative fee, as determined by the college, shall be charged to cover the cost of registration, record keeping, and reporting.
- 7.1.3** All applicable fees shall be charged, as determined by the college.
- 7.2 Payment of Tuition for Certificates:** To receive a program certificate (200.4.3) from any course or program in which he or she is enrolled, a senior citizen shall be required to pay full tuition.



Subject:	Tuition and Fees
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- 7.3 Senior Citizen Enrollment Reporting:** Senior citizens participating through the audit waiver policy shall be enrolled as senior citizens (205.5.4).

204.8 Fees

- 8.1 Approval and Assessment of Fees:** Fees, as approved by the college board of directors, may be assessed to secondary and postsecondary students and to senior citizens formally enrolled in an approved course or program.

- 8.2 Notification to Secondary Education Providers:** By March 31 of each year, or a later date if agreed to by the district superintendent or charter school or private school chief executive officer and the college president, each UCAT college shall provide written notification of the approved secondary student fee schedule to all secondary education providers in the geographic area served by the college, and to the UCAT Commissioner. The notification shall be provided in the following manner:

- 8.2.1** The college president shall provide written notification of the approved fee schedule and a list of required text and workbooks to each school district superintendent, to the chief administrative officers of charter/private schools, and to all other secondary education providers in the geographic area served by the college, and to the UCAT Commissioner.

- 8.2.2** Each local school district representative on the college board of directors shall provide written notification of the approved fee schedule and a list of required text and workbooks to the Board of Education president for the district he or she represents.

- 8.2.3** If any new programs are added by the college after March 31 of each year, for which a fee and/or text and workbooks have been approved, notification of the approved fee and required text and workbooks shall be provided in the manner described in 8.2.1 and 8.2.2 above.

8.3 Fee Waivers

- 8.3.1** If a secondary student is fee waiver-eligible, as determined by the local school district or charter school, a UCAT college shall waive the eligible fees for that student.
- 8.3.2** Reimbursement for fee waiver-eligible students' fees may be negotiated between individual UCAT colleges and local districts and charter schools.

204.9 Refunds

All UCAT colleges shall have a tuition and fees refund policy which meets, at a minimum, Council on Occupational Education requirements.



Subject:	Student Enrollment and Outcome Reporting
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205.1 Purpose

To specify criteria, definitions, and processes for college and system student enrollment and outcomes data collection and reporting.

205.2 Approval

UCAT Board of Trustees approval: April 10, 2014. Revised: June 12, 2014; June 11, 2015; September 17, 2015; June 8, 2016; September 14, 2016. Replaced: May 18, 2017 (pending).

205.3 References

[UCA 53B-2a-104](#), Utah College of Applied Technology Board of Trustees – Powers and Duties
[HB 2 \(2014 Legislative Session\)](#), New Fiscal Year Supplemental Appropriations Act, Lines 1391-1534 Intent Language
[UCA 53A-15-301](#), Education Programs for Students with Disabilities
[UCA 53B-9-101\(2\)](#), Higher Education for Senior Citizens
[Utah Administrative Code R277-419](#), Pupil Accounting
[Utah Administrative Code R277-705](#), Secondary School Completion and Diplomas

205.4 Provision of Data

A UCAT college shall provide student enrollment and outcomes data to the Office of the Commissioner, according to schedules and procedures outlined in the Data Dictionary (205.9) and periodic directives from the Commissioner of Technical Education. These data shall be used for legislative reporting, institutional research, and other priorities of the Office of the Commissioner and the Utah College of Applied Technology.

205.5 Classification and Conditions of Student Enrollment

An individual enrolling at a UCAT college shall be classified, documented, and reported in the most applicable of the following student enrollment categories at the time of his or her enrollment, and shall be subject to any conditions of enrollment specified for that category. A student's enrollment category shall apply for the duration of the enrollment period specified for his or her enrollment category in 205.5.1, 205.5.2, 205.5.3, or 205.5.4, and shall end upon his or her graduation or non-graduation as defined in 205.6.2 and 205.6.3. A student's enrollment category, once established as correctly representing the classification that applied at the time he or she began enrollment, shall not be changed for any portion of the specified enrollment period for that category without the student's express consent.

- 5.1 Secondary Student:** A student who is currently enrolled in grades 7-12 in a Utah public or private school, or who is eligible to enroll in such a school as documented under the following criteria in accordance with R277-419. The enrollment period for a secondary student shall be the period of time defined by his or her home high school as qualifying for a minimum increment of high school credit (e.g., term, trimester, semester, etc.), beginning with the first day of enrollment in the time period and ending on the last day of the time period.



Subject:	Student Enrollment and Outcome Reporting
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5.1.1 Regardless of age, the student shall not have previously earned a basic high school diploma, high school certificate of completion, adult education secondary diploma, or high school equivalency diploma (GED).

5.1.2 Except as provided in 205.5.1.3, the student shall be no more than 18 years old on or before September 1 of the fiscal year in which he or she is enrolled at the college.

5.1.3 A student who does not meet the age requirement specified in 205.5.1.2 shall be considered a secondary student if:

- (a) The student is documented as a retained senior (as specified in R277-419-2(27)) or as having been enrolled in less than grade 12 during the previous year, and is no more than 19 years old on or before September 1 of the fiscal year in which he or she is enrolled at the college; or
- (b) The student meets the definition of a student with a disability under UCA 53A-15, part 3, and is no more than 21 years of age on or before September 1 of the fiscal year in which he or she is enrolled at the college. For a student turning 22 after September 1 but prior to December 31, his or her classification as a secondary student shall extend to the beginning of the college's winter holiday or until the student no longer qualifies under 205.5.1.1(a). For a student turning 22 after December 31, his or her classification as a secondary student shall extend to the end of the fiscal year or until the student no longer qualifies under 205.5.1.1(a).

5.1.4 Application of this policy shall be limited to determination of student enrollment classification, and shall not be construed to imply admission of a student at a grade level inconsistent with ability to benefit, as determined by the college admission policy.

5.2 Students Enrolled in COE-Accredited Training

5.2.1 Certificate-seeking Student: An individual enrolled at a UCAT college who is not a secondary student (205.5.1), who is enrolled in an approved program (200.4.1), and who has indicated intent to complete a program certificate (200.4.3). The enrollment period for a certificate-seeking student shall be the duration of his or her program of enrollment, beginning with the first day of enrollment in the program and ending on the date that he or she graduates or withdraws. This mission-related, postsecondary training is approved by and reported to the Council on Occupational Education.

5.2.2 Job Upgrade Student: An individual enrolled at a UCAT college who is not a secondary student and who is enrolled in courses that are part of an accredited program and that are designed to enhance existing knowledge and skills, offered



Subject:	Student Enrollment and Outcome Reporting
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with the goal of providing persons in specific occupations the credentials, knowledge, and skills necessary for career advancement (as opposed to maintaining one's current occupation). The enrollment period for a job upgrade student shall be the duration of the course or courses in which he or she is scheduled, beginning with the first day of enrollment in a course and ending on the date that he or she completes the course or withdraws. This mission-related, postsecondary training is approved by and reported to the Council on Occupational Education.

- 5.3 Continuing Occupational Education Student:** An individual who is not a secondary student, who is enrolled at a UCAT college in educational activities or experiences that are approved by the college instructional officer, do not lead to a credential, and are designed to assist in the development of knowledge and skills with the goal of maintaining one's current professional occupation (as opposed to advancing one's career). Continuing Occupational Education students are assumed to have previously attained a basic level of education, training, or experience in the occupational area in which they are enrolling. The enrollment period for a Continuing Occupational Education student shall be the duration of the course or courses in which he or she is scheduled, beginning with the first day of enrollment in a course and ending on the date that he or she completes the course or withdraws. This mission-related, postsecondary training is not approved by nor reported to the Council on Occupational Education.
- 5.4 Students Enrolled in Other Training:** Individuals who are not secondary students, who are enrolled in mission-related educational activities or experiences that do not fit into one of the above categories (205.5.1-3). Students enrolled in other training include those who are unemployed and seeking short-term training to re-enter the workforce, students enrolled in basic skills instruction (200.6.4), senior citizens enrolling under an audit waiver (204.7), and students enrolled in accredited programs or Continuing Occupational Education for personal interest unrelated to a career. The enrollment period for a student enrolled in other training shall be the duration of the course or courses in which he or she is scheduled, beginning with the first day of enrollment in a course and ending on the date of completion or withdrawal as defined in 205.6.1.4. This mission-related, postsecondary training is not approved by nor reported to the Council on Occupational Education.

205.6 Student Graduation

A UCAT college shall document, classify, and report every certificate-seeking and secondary student who was enrolled during a given reporting period with one of the following outcome types for each program in which he or she was enrolled.

- 6.1 Still Enrolled:** A student who has not yet exited from the program (either through graduation or withdrawal) in which he or she is enrolled at the end of the reporting period.
- 6.2 Graduate:** A student who is not still enrolled, who has demonstrated the competencies required for a certificate in an approved program and has been awarded a program certificate on his or her transcript.



Subject:	Student Enrollment and Outcome Reporting
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6.3 Non-graduate: A student who has exited from his or her program without qualifying as a graduate.

205.7 Credentials

A UCAT college shall document and report the following metrics of program certificate attainment:

- 7.1 Program Certificate:** A program certificate (200.4.3) may be issued only to students in the secondary or certificate-seeking enrollment categories specified in 205.5 who qualify for the certificate. A credential awarded for a program that has been approved in accordance with 200.4.1 and is reported as an "Occupational Upgrade Program" for accreditation purposes is considered a Program Certificate.
- 7.1.1** A college shall report a student's certificate attainment only upon the student's exit from a distinct program (i.e., graduation or withdrawal).
- 7.1.2** For students issued more than one credential in a single program, the college shall report only the highest award attained (i.e., the certificate requiring the greatest number of membership hours).
- 7.1.3** When reporting a college's total credentials awarded, a college shall sum all of the highest awards attained by distinct students from distinct programs (subject to the reporting provisions of 205.7.1.1 and 205.7.1.2).
- 7.1.4** When reporting a college's total number of students who received awards, the number shall include only the number of distinct students who received any awards (subject to the reporting provisions of 205.7.1.1 and 205.7.1.2), and shall not reflect multiple certificates attained by a single student in multiple programs.
- 7.2 Weighted Average Certificate Length:** The average length of all program certificates (205.7.1) awarded and reported during a reporting period.
- 7.2.1** Weighted average certificate length is calculated by totaling the program lengths (expected completion time as approved in Policy 200.7.1) for all program certificates that were awarded to students and reported during the reporting period, and dividing it by the total number of program certificates awarded and reported. Example: Web (1170) + CNA (120) + Auto (630) + CNA (120) = 2040 hours ÷ 4 certificates = 510 weighted average.
- 7.2.2** The weighted average certificate length shall be included in all reporting of program certificate attainment, including counts of credentials awarded, graduation rates, costs per certificate, etc.



Subject:	Student Enrollment and Outcome Reporting
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205.8 Student Placement

For each certificate-seeking student from a distinct program during a reporting period, a UCAT college shall classify and report the most applicable of the placement categories (i.e., placed, unplaced, not seeking employment, or not applicable) provided under the current year's policies and procedures published by the Council on Occupational Education.

205.9 UCAT Data Dictionary

The Office of the UCAT Commissioner shall provide specifications to the colleges in the form of a UCAT Data Dictionary detailing definitions and processes for the consistent application, collection, submission, and reporting of data elements as shall be required by this policy, the UCAT Board of Trustees, the Commissioner of Technical Education, and other UCAT stakeholders. The Data Dictionary and revisions thereto shall be approved annually by the UCAT Board of Trustees prior to the fiscal year for which it is applicable, or during the year if needed.

205.10 College Data Submission and Certification

A UCAT college shall submit data to the Office of the UCAT Commissioner from its student information system in accordance with the UCAT Data Dictionary or as required by the Office of the UCAT Commissioner. Following the conclusion of each fiscal year, a college shall have final data submissions certified and formally approved as specified in this section, and as shall be detailed in the UCAT Data Dictionary.

10.1 Preliminary Year-end Data Submission: The college preliminary year-end data submission shall include enrollment (headcount and membership hour), certificate, and placement data for all students enrolled during the complete fiscal year reporting period of July 1 through June 30, and shall be submitted by July 31 (31 calendar days after the fiscal year end).

10.1.1 College President Review and Certification: Each college president shall, in conjunction with the college instructional and student services officers, conduct a thorough review of the college preliminary year-end data submission, and shall provide written certification that to the best of the president and his or her staff's knowledge, the college data:

- (a) Are complete and accurate, and in agreement with UCAT summaries of the data; and
- (b) Comply with the criteria outlined in UCAT Policies 200, 201, and 205, and any local college policies.

10.1.2 College Board of Directors Notification: The college president's data review and certification of the preliminary year-end data submission shall be presented to the college board of directors in an official board meeting as an information item not requiring approval.



POICIES

Subject:	Student Enrollment and Outcome Reporting
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10.1.3 UCAT Board of Trustees Approval: The Office of the UCAT Commissioner shall review each college president's certification of the preliminary year-end data submission, and the UCAT Commissioner shall report UCAT administration acceptance and approval to the UCAT Board of Trustees in an official board meeting by September 30.

10.1.4 Data Use and Publication: Upon approval of the college preliminary year-end data submissions and certification by the UCAT Board of Trustees, the data shall be clearly designated as preliminary for publication in reports pertaining to the fiscal year, pending the final year-end data submission (205.10.2).

10.2 Final Year-end Data Submission: The college final year-end data submission shall include updated completion and placement data for all students who appeared in the certified preliminary year-end data submission, and shall be submitted five business days after the COE annual report deadline in December.

10.2.1 College President Review and Certification: Each college president shall, in conjunction with the college instructional and student services officers, conduct a thorough review of the college final year-end data submission, and shall provide written certification to the UCAT Commissioner at least one week prior to the January UCAT Board of Trustees meeting that the final year-end data, to the best of the president and his or her staff's knowledge:

- (a) Are complete and accurate, and in agreement with UCAT summaries of the data; and
- (b) Comply with the criteria outlined in UCAT Policies 200, 201, and 205, and any local college policies.

10.2.2 College Board of Directors Approval: The college president's data review and certification of the final year-end data submission shall be presented to the college board of directors as an action item for approval in the next scheduled board meeting after the certification is completed, preferably prior to the first regular-scheduled meeting of the UCAT Board of Trustees in the new calendar year.

10.2.3 UCAT Board of Trustees Approval: The Office of the UCAT Commissioner shall review each college president's certification, and the UCAT Commissioner shall report UCAT administration acceptance and approval to the UCAT Board of Trustees in an official board meeting in January.

10.2.4 Data Use and Publication: Upon approval of the certified college final year-end data submission by the Board of Trustees, the data shall be designated as official for publication in all reports pertaining to the fiscal year. Summaries of this data shall be published as a supplement to preliminary reports.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

14 September 2016

ITEM: II.I

TOPIC: FY 2018 Budget Request

BACKGROUND

Per UCA 53B-2a-104(2)(f), the UCAT Board of Trustees receives budget requests from each college, compile and prioritize the requests, and submit the request to the Legislature and the Governor's Office of Management and Budget. UCAT Administration and the college presidents have identified budget priorities for consideration in the 2017 legislative session.

The ongoing budget priorities identified by administration for Fiscal Year 2018 include:

- Merit-based salary increases for faculty and staff and anticipated health premium increases
- Programs identified by campuses to begin or expand in their respective service regions based on employer demand
- Initial funding for Performance-Based Funding as directed by members of the Higher Education Appropriations Subcommittee
- An ongoing increase for bolstering UCAT and college information and data security systems
- An ongoing fund for system and college public relations efforts

The one-time budget priorities identified by administration for Fiscal Year 2018 include:

- Financial Aid Package to work in conjunction with Northstar
- Equipment funding

RECOMMENDATIONS

UCAT Administration recommends that the Board of Trustees approve the attached budget request for presentation to the Governor's office and the Legislature, or approve an alternate budget request.

Attachments:

Draft FY 2018 UCAT Budget Request Summary

Draft College breakouts for Program Expansion





UTAH COLLEGE
of
APPLIED TECHNOLOGY

DRAFT

Legislative Budget Request Summary
For the Fiscal Year Ending June 30, 2018

Anticipated FY 2018 Base Budget (State Tax Funds Only)		\$76,734,000
Ongoing Budget Increase Requested		\$ 20,890,600
1. Compensation		2,240,600
Merit-Based Salary Increases	1,640,600	
Health Insurance Premium Increases	600,000	
2. Employer-Driven Program Expansion		16,000,000
BATC	2,044,000	
DATC	2,708,000	
DXATC	2,254,000	
MATC	2,790,000	
OWATC	2,242,000	
OWATC (New Building)	595,000	
SWATC	1,000,000	
TATC	980,000	
UBATC	1,387,000	
3. Performance-Based Funding		TBD
4. Information and Data Security Systems		2,250,000
5. UCAT System and College PR		400,000
One-time Budget Increase Requested		5,400,000
1. Financial Aid Package		400,000
2. One-Time Equipment Fund		5,000,000

College	Need	FTE	Salary & Benefits	Current Expense	Ongoing Equip	Total
BATC	Mfg & Aerospace Initiative	2.50	262,000	25,000	50,000	337,000
BATC	Brigham Expansion	3.50	366,800	200,100	-	566,900
BATC	AM STEM	4.50	436,300	40,000	50,000	526,300
BATC	Paramedic	2.50	173,800	40,000	50,000	263,800
BATC	Computer Replacement	-	-	-	200,000	200,000
BATC	Capital Equipment	-	-	-	150,000	150,000
BATC Totals:		13.00	1,238,900	305,100	500,000	2,044,000

College	Need	FTE	Salary & Benefits	Current Expense	Ongoing Equip	Total
DATC	Robotics Training Center (New Program)	2.00	220,000	30,000	50,000	300,000
DATC	Building Lease in South Davis County	-	-	175,000	-	175,000
DATC	On-Going Equipment Needs	-	-	-	308,000	308,000
DATC	Information Technology Programs Growth and Expansion	2.00	220,000	30,000	40,000	290,000
DATC	Computer Equipment Replacement	-	-	-	275,000	275,000
DATC	Manufacturing Programs Growth and Expansion	3.00	300,000	45,000	110,000	455,000
DATC	Allied Health Programs Growth and Expansion	4.00	410,000	65,000	150,000	625,000
DATC	Outreach to Potential Students	1.00	100,000	30,000	15,000	145,000
DATC	On Line Learning Enhancement	1.00	100,000	15,000	20,000	135,000
DATC Totals:		13.00	1,350,000	390,000	968,000	2,708,000

College	Need	FTE	Salary & Benefits	Current Expense	Ongoing Equip	Total
DXATC	Auto Tech	2.50	250,000	65,000	115,000	430,000
DXATC	Auto Body	2.00	200,000	85,000	115,000	400,000
DXATC	Culinary	1.80	180,000	85,000	105,000	370,000
DXATC	Practical Nurse	2.50	250,000	65,000	88,000	403,000
DXATC	Welding	1.50	150,000	85,000	105,000	340,000
DXATC	Heavy Equipment Operator	1.50	150,000	85,000	76,000	311,000
DXATC Totals:		11.80	1,180,000	470,000	604,000	2,254,000

College	Need	FTE	Salary & Benefits	Current Expense	Ongoing Equip	Total
MATC	Central Sterile Technician	3.00	300,000	35,000	30,000	365,000
MATC	Surgical Technician Expansion	2.00	200,000	25,000	25,000	250,000
MATC	Automated Mfg and Robotics	2.00	250,000	75,000	50,000	375,000
MATC	Capital Training Equipment	-	-	-	250,000	250,000
MATC	Diesel Mechanics Expansion	1.00	125,000	35,000	50,000	210,000
MATC	Web Programming Expansion	1.00	150,000	25,000	27,500	202,500
MATC	Mobile App Development	2.00	250,000	25,000	45,000	320,000
MATC	Instructional Computer Replacement	-	-	-	250,000	250,000
MATC	Campus Security	4.50	360,000	35,000	12,500	407,500
MATC	Additional Counseling Support	1.50	150,000	10,000	-	160,000
MATC Totals:		17.00	1,785,000	265,000	740,000	2,790,000

College	Need	FTE	Salary & Benefits	Current Expense	Ongoing Equip	Total
OWATC	Apprenticeship Expansion	2.00	200,000	50,000		250,000
OWATC	Capital Equipment	-	-	-	250,000	250,000
OWATC	Computer Refresh	-	-	22,000	250,000	272,000
OWATC	CPR Instructor	0.50	50,000	15,000	-	65,000
OWATC	Industrial Automation/Robotics	1.25	125,000	15,000	250,000	390,000
OWATC	Instructional Designer Online	1.00	100,000	-	-	100,000
OWATC	OSHA Instructor	1.00	100,000	30,000	-	130,000
OWATC	Pharmacy Tech Expansion	1.25	125,000	-	-	125,000
OWATC	STEM Math Instructor	1.00	100,000	5,000	-	105,000
OWATC	Student Services Support Staffing / Disability Services	2.50	250,000	75,000	-	325,000
OWATC	Tutoring Center for Limited Technical English Proficiency	2.00	200,000	30,000	-	230,000
OWATC Totals:		12.50	1,250,000	242,000	750,000	2,242,000

For New Building

OWATC	Composites Instructor	1.25	125,000			125,000
OWATC	NDI Instructor	2.00	200,000			200,000
OWATC	Composites Equipment			10,000	125,000	135,000
OWATC	NDI Equipment			10,000	125,000	135,000
OWATC New Building Totals:		3.25	325,000	20,000	250,000	595,000

College	Need	FTE	Salary & Benefits	Current Expense	Ongoing Equip	Total
SWATC	Practical Nursing Program Development	1.50	150,000	15,000	15,000	180,000
SWATC	Campus Support	3.00	300,000	-	-	300,000
SWATC	Capital Equipment	-	-	-	230,000	230,000
SWATC	Computer Science Expansion	1.00	100,000	10,000	10,000	120,000
SWATC	Computer Replacement	-	-	-	50,000	50,000
SWATC	Distance Education & Curriculum Development	1.00	100,000	10,000	10,000	120,000
SWATC Totals:		6.50	650,000	35,000	315,000	1,000,000

College	Need	FTE	Salary & Benefits	Current Expense	Ongoing Equip	Total
TATC	Construction Tech	2.00	240,000	-	100,000	340,000
TATC	Computer Replacement/Equipment	-	-	-	170,000	170,000
TATC	Transportation - CDL	1.00	120,000	-	50,000	170,000
TATC	Transportation - Motor Sports	1.50	200,000	-	100,000	300,000
TATC Totals:		4.50	560,000	-	420,000	980,000

College	Need	FTE	Salary & Benefits	Current Expense	Ongoing Equip	Total
UBATC	Welding	2.00	200,000	-	50,000	250,000
UBATC	Allied Health Expansion	2.00	240,000	-	15,000	255,000
UBATC	POST	2.00	200,000	-	20,000	220,000
UBATC	Information Tech	1.00	100,000	-	50,000	150,000
UBATC	Business Expansion	1.00	100,000	-	50,000	150,000
UBATC	Recruiter	1.00	100,000	-	20,000	120,000
UBATC	Capital Equipment	-	-	-	242,000	242,000
UBATC Totals:		9.00	940,000	-	447,000	1,387,000

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 May 2017

ITEM: II.J

TOPIC: Coordination with Secondary Education Providers Policy

BACKGROUND

In September 2015 the Legislative Auditor General issued report 2015-09, "A Review of Secondary Coordination and Program Duplication between Public Education and UCAT". This report examined efforts to coordinate between the applied technology colleges and Local Education Agencies (LEAs) in the colleges' geographic service regions, with the intent to better serve students and more efficiently utilize appropriated funds. Legislative auditors concluded that coordination between the two systems appears adequate and unnecessary duplication of effort is not widespread.

While the legislative audit was largely positive in its conclusions, auditors did note that some articulation agreements between the colleges and LEAs included obsolete information and had not been updated since 2007. Auditors recommended that the UCAT Board of Trustees develop policies for the regular reviewing and renewing of articulation agreements.

In response to legislative auditors' concerns, the Office of the Commissioner has developed UCAT Policy 207, Coordination with Secondary Education Providers. The policy requires that colleges annually review all existing and potential articulation agreements with the intent to create, modify, or discontinue agreements as necessary. This policy has been reviewed and approved by college presidents and instructional officers.

RECOMMENDATION

UCAT Administration recommends the Board of Trustees approve Policy 207, Coordination with Secondary Education Providers, for immediate implementation.

Attachments: Draft Policy 207, Coordination with Secondary Education Providers





Subject:	Coordination with Secondary Education Providers
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207.1 Purpose

To provide for the continued coordination between applied technology colleges and local secondary education providers in the establishment and renewal of articulation agreements.

207.2 Approval

UCAT Board of Trustees approval: May 18, 2017 (pending).

207.3 References

[Legislative Auditor General report number 2015-09](#), A Review of CTE Coordination and Program Duplication between Public Education and UCAT
[UCAT Policy 200](#), Program/Course Approval and Reporting

207.4 Definitions

- 4.1 Local Secondary Education Provider:** As used herein, a Local Education Agency, charter school, private school, or other institution approved to award secondary credit by the Utah State Board of Education, operating in a region served by an applied technology college.
- 4.2 Articulation Agreement:** As used herein, an agreement between an applied technology college and a local secondary education provider allowing for educational credits, activities, or experiences obtained from the local secondary education provider to apply towards the requirements of an approved Program Certificate as defined in Policy 200.4.3. Articulation agreements are designed such that secondary students may pursue a Program Certificate without repeating previously completed coursework.

207.5 Creation and Renewal of Articulation Agreements

- 5.1 Crediting Competencies Fulfilled:** To the extent that secondary credits, activities, or experiences provide competencies required for the completion of a Program Certificate, and to the extent allowed and deemed appropriate by the college's accrediting body, licensing organizations, and college executive and instructional staff, an applied technology college shall apply said competencies to a student's progress in fulfillment of program requirements, such that secondary students may pursue a Program Certificate without repeating previously completed coursework.
- 5.2 Articulation Agreements:** Where deemed appropriate by college executive and instructional staff, an applied technology college shall enter articulation agreements with local secondary education providers establishing specific secondary courses that will provide partial or complete fulfillment of Program Certificate requirements.
- 5.3 Annual Review:** At least annually, executive and/or instructional staff from an applied technology college shall review existing and potential articulation agreements with



POLICIES

Subject:	Coordination with Secondary Education Providers
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authorized individuals representing applicable local secondary education providers with the intent to create, renew, modify, or discontinue articulation agreements.

- 5.4 Reporting:** An applied technology college shall annually submit a list of all articulation agreements in place for the upcoming school year to its Board of Directors, the Commissioner of Technical Education, and all relevant secondary education providers by January 1.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 May 2017

ITEM: II.K

TOPIC: Commissioner's Office Information Technology Acceptable Use Policy

BACKGROUND

The Office of the Commissioner has been evaluating its current policies and procedures, identifying and ameliorating shortcomings. As part of this effort, staff has drafted and here presents Policy 516, Information Technology Acceptable Use. The policy provides greater guidance to employees of the Office of the Commissioner regarding acceptable use of hardware, software, internet, telephones, and shared IT resources within the office. Also included are provisions relating to IT inventories and replacement schedules, IT use monitoring, and employee onboarding/offboarding procedures. This policy shall be reviewed and accepted by all current and future staff members prior to accessing office IT resources.

This policy is specific to the Office of the Commissioner, and has no effect on the applied technology colleges comprising UCAT.

RECOMMENDATION

UCAT Administration recommends the Board of Trustees approve Policy 516, Information Technology Acceptable Use, for immediate implementation.

Attachments: Draft Policy 516, Information Technology Acceptable Use
Information Technology Acceptable Use Agreement





Subject:	Information Technology Acceptable Use
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516.1 Purpose

To establish guidelines and expectations for the acceptable use of information technology resources belonging to the Office of the Commissioner of Technical Education.

516.2 Approval

UCAT Board of Trustees approval: May 18, 2017 (pending).

516.3 References

UCAT Policy 507, Personal Conduct

UCAT Policy 525, Evaluation, Corrective Action, and Termination of Staff Personnel

UCA 76-10-1204.5, Reporting of Child Pornography by a Computer Technician

516.4 Definitions

- 4.1 Information Technology ("IT") Resource:** A resource used for electronic storage, processing, or transmitting of any data or information, as well as the UCAT data or information itself. This definition includes but is not limited to: electronic mail, voice mail, local databases, externally accessed databases, software, computers and tablets, servers, removeable file storage, digital recordings, photographs, digitized information, student and institutional data, etc.
- 4.2 User:** Any person who accesses and uses UCAT IT resources, including members of the UCAT staff, contractors, consultants, interns, temporary employees, etc.
- 4.3 IT Resource Administrators:** The UCAT staff members designated by the Commissioner of Technical Education, who have policy level responsibility for determining what IT resources will be stored, who will have access thereto, what security and privacy risks are acceptable, and what measures will be taken to prevent the loss of information technology resources.
- 4.4 Private Sensitive Information:** Private information that identifies or describes an individual (information owner), including but not limited to his or her name, Social Security Number, date of birth, and financial matters. Access to such data is governed by state and federal law, both in terms of protection of the data and requirements for disclosing the data to the individual to whom it pertains. Private sensitive information does not include "public information" as defined by the Utah Government Records Access and Management Act (GRAMA), or in the case of student records, "directory information" as defined by the Family Education Rights and Privacy Act (FERPA).
- 4.5 Confidential Information:** Any information classified as confidential by the Commissioner of Technical Education or the cognizant associate or assistant commissioner.



Subject:	Information Technology Acceptable Use
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516.5 Use of Office-owned Information Technology Resources

5.1 Official Business: Employees of the Office of the Commissioner of Technical Education are expected to use office-owned information technology ("IT") resources (including hardware, software, access to the internet, etc.) primarily for official business in connection to their job responsibilities, and not for personal use or entertainment. Staff members shall spend on-duty time (not including periodic or lunch breaks) on official business in connection to their jobs and not on personal affairs or entertainment. This expectation is qualified by normal allowance for emergencies that may arise, and for reasonable socializing that facilitates effective working relationships.

5.2 Office Breaks, Travel, or at Home: During break time or in the case of portable IT resources used while traveling or at home, UCAT policy does not prohibit limited personal use of IT resources, subject to the provisions below. "Limited" is to be interpreted literally, meaning a very small portion of the total use of IT resources.

5.2.1 Allowable Limited Personal Use: Limited personal use may include:

- (a) Using an office phone on occasion to make necessary calls;
- (b) Faxing an important document if necessary;
- (c) Accessing the Internet for reasonable and appropriate personal use, for educational or research projects, to retrieve news stories or other information of general interest, to participate in professional or civic organizations, or to perform nonprofit or community service; or
- (d) Using email to send or receive occasional brief messages to or from personal contacts.

5.2.2 Prohibited Limited Personal Use: Limited personal use of office-owned IT resources shall not:

- (a) Directly or indirectly interfere with UCAT operations or IT resources;
- (b) Compromise the security or reputation of UCAT;
- (c) Burden UCAT with noticeable incremental cost;
- (d) Infringe the copyright or other intellectual property rights of third parties; or
- (e) Involve any activity prohibited under 516.15 or by generally accepted standards of computer ethics and etiquette.

5.2.3 Staff Liability for Unauthorized and Personal Use: Staff members shall exercise reasonable precautions in caring for any IT resources authorized for use



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off premises, and are personally responsible for any damage resulting from personal use or use by unauthorized persons.

- 5.3 Security and Confidentiality Agreements:** All UCAT employees shall sign a security and confidentiality agreement and must acknowledge in writing that they have read, understand, and agree to the terms contained in Policy 516, Information Technology Acceptable Use.

516.6 User Authentication

Access to UCAT IT resources must be authenticated using a PIN at a minimum, and a user ID and password when available. Users are responsible for the confidentiality and selection of passwords to ensure that unauthorized use of their UCAT user accounts does not occur.

6.1 Password Requirements

- 6.1.1** Individual user-IDs and passwords shall not be shared. No employee, including IT staff and an employee's supervisor, shall request another person's password(s).
- 6.1.2** User passwords should not be written down.
- 6.1.3** Passwords used on UCAT IT resources should not be used on non-UCAT IT resources.
- 6.1.4** Passwords should be changed regularly, even for applications that do not systematically require the change. When changing passwords, users should not reuse passwords that have previously been used for that specific IT resource.
- 6.1.5** Wherever possible, passwords should be sufficiently complex to minimize the potential for unauthorized access to UCAT IT resources. Care should be taken to include a mix of upper and lower-case letters, numbers, and special characters/symbols in all passwords.
- 6.1.6** Wherever possible, two-factor authentication is recommended.

- 6.2 Use of Third-party Password Management Services:** UCAT employees are allowed to use third party password management services (e.g., LastPass, etc.), but must ensure that corresponding login credentials are of sufficient length and complexity to minimize the potential for unauthorized access to UCAT IT resources. All password requirements described in 516.6.1 shall apply to passwords for third-party password management services.

516.7 Internet Use



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- 7.1 Internet Access and Use:** Staff members are expected to exercise sound judgment in limiting their use of internet access to official business-related purposes during normal business hours. Any personal uses of office-provided internet capacity must be limited to breaks, lunch hour, or other off-duty time, and must be in keeping with standards of ethical behavior. IT resource administrators are instructed to monitor and periodically check the websites addressed using office internet access.
- 7.2 Downloaded Materials:** Staff members must take care when downloading any materials from the internet, verifying the authenticity of material publishers and ensuring the security of UCAT IT resources. Staff members must not download any items with unrecognizable file extensions (e.g., .exe, .scr, .pif, .cmd, .cpl, and .hta.) or from unverifiable sources.
- 7.3 Social Computing:** UCAT employees are discouraged from publicly discussing work-related matters, regardless of their level of confidentiality and regardless of whether the employee is on company or personal time, outside of appropriate work channels, including through social media, online chat rooms or forums, personal blogs, etc. An employee engaging in these and other like mediums must:
- 7.3.1** Make it clear that the views expressed are the employee's alone and do not necessarily represent the views of UCAT;
 - 7.3.2** Respect UCAT's confidentiality and proprietary information;
 - 7.3.3** Ask his or her manager if there are any questions about what is appropriate to include in a social media or blog post, chat room or forum comment, etc.;
 - 7.3.4** Be respectful to UCAT and its employees, customers, partners, and competitors;
 - 7.3.5** Understand and comply when UCAT asks that topics not be discussed for confidentiality or legal compliance reasons; and
 - 7.3.6** Ensure that social media activities, blogging, etc. do not interfere with UCAT work commitments.
- 516.8 Electronic Messaging System**
- 8.1 Use of the Messaging System:** The UCAT messaging system consisting of email/calendaring client software, email/calendaring servers, and supporting infrastructure is the property of UCAT and shall be used for legitimate UCAT business purposes. Users are permitted access to the messaging system to assist them in performing their responsibilities within UCAT. Use of the messaging system is a privilege that can be revoked at any time.
- 8.2 Users Responsible for Messages:** Users are responsible for any messages sent or forwarded from their email account. Users shall take care upon receiving any message from an unknown person or website, and shall not select any hyperlinks or open any



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attachments from unfamiliar sources or with unfamiliar file extensions (e.g., .exe, .scr, .pif, .cmd, cpl, and .hta.).

- 8.3 Account Management:** IT resource administrators have primary responsibility for the UCAT messaging system. Accounts are available only to current UCAT staff, excepting recently-separated staff subject to the provisions of 516.18.2. Special consideration may be made for outside affiliates and consultants, and must be approved in writing by the Commissioner of Technical Education.
- 8.3.1** No user shall be allowed more than one mailbox in the messaging system.
- 8.3.2** Messaging system user IDs must be unique and in the form of a UCAT ID as issued by UCAT. The canonical email address for a user will be based on the messaging system user ID. Exceptions shall be allowed for work group resources (conference rooms, IT resources, and generic work group email addresses).
- 8.3.3** Users are responsible for safeguarding their passwords. Individual passwords must not be printed, stored online, or given to others (including family members).
- 8.3.4** The automatic forwarding of email to non-UCAT addresses is prohibited.
- 8.3.5** Unsolicited email (spam) and offensive external messages are to be deleted. Users should not respond to unsolicited e-mails, even to request removal from the mailing list.
- 8.4 Delegated (Proxy) Access:** A user may grant delegated (proxy) access to another user in the email system. Requests for delegated (proxy) access must be approved in writing by the user whose account will be accessed. Individuals who request and receive access to another person's email shall not receive permission to directly access the email account, but will be allowed to choose email messages they would like printed or forwarded to them that directly relate to the issue(s) described in their request.
- 8.5 Distribution or Storage of Prohibited Materials:** Email may not be used for dissemination or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (i.e., viruses), or any other unauthorized use.
- 8.6 Waste of Messaging System Resources:** Users may not deliberately perform acts that waste messaging system resources or unfairly monopolize resources to the exclusion of others. These acts include but are not limited to mass mailings, chain letters, or otherwise creating unnecessary network traffic. IT resource administrators, upon consultation with the Commissioner of Technical Education, reserve the right to disable mailboxes that are creating system-wide problems.



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8.6.1 Users may not initiate or forward chain messages. Chain messages are defined as messages sent to a number of people asking each recipient to send copies of the same request to a number of other recipients.

8.6.2 Mass email is a message that is sent to a large number of recipients. All mass email must be approved in writing by the Commissioner of Technical Education or his or her designee before dissemination.

8.7 **Personal Use:** Limited personal use is allowed so long as it does not interfere with the operation of the email system and does not provide an added burden for UCAT messaging system administration.

8.8 **Sensitive Data:** Users shall not send email containing private sensitive or confidential information without proper data security protocols (i.e., encryption). Examples include but are not limited to FERPA and/or HIPPA-protected student information, login credentials, etc.

8.9 **E-Mail Access on Mobile Devices:** Users are permitted to access their UCAT email accounts through mobile communication devices, in addition to an applicable mail client's web interface. Standard IT support shall be provided for mobile device integration.

8.10 **Mail Retention and Backup:** Email users and those in possession of UCAT records in the form of electronic mail are cautioned to be prudent in their reliance on electronic mail for purposes of maintaining a lasting record. Sound business practice suggests that consideration be given to transferring (if possible) electronic mail to a more lasting medium/format, such as acid free paper or backed-up portable document formats (.pdf). Users shall back up and retain emailed messages in accordance with established backup and retention schedules.

8.11 **Monitoring:** All electronic messages transmitted on UCAT IT resources are subject to appropriate and periodic monitoring by IT resource administrators, as set forth in 516.16.

516.9 Telephone Use

9.1 **Use of Telephone Systems:** UCAT telephone systems and equipment are provided for the conduct of official business. Use of these facilities for personal business shall be kept to a minimum. Usage reports for all UCAT phones may be monitored for abnormally high usage volumes. Office telephone numbers shall not be formally published in connection to personal business. Office phone numbers should not be given out for incoming personal calls. These phone numbers are strictly for the use of UCAT clients, or prospective clients, to be used when contacting UCAT regarding official business.

9.2 **Long Distance and Toll Calls:** Long distance and other toll calls for personal use made through the UCAT telephone system should be charged to an individual's personal calling card. If this is not possible, a record of such calls made at UCAT expense must be kept and repayment must be made upon receipt of the telephone bill. IT resource



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administrators and the Assistant Commissioner for Planning, Finance, and Facilities are responsible to prevent abuse and ensure that repayment is made. Personal collect calls shall not be accepted.

- 9.3 No Cellular Use while Operating a Motor Vehicle:** Employees shall not use cellular telephones to conduct UCAT business while operating a motor vehicle.

516.10 Shared File Space

Users shall treat institutional data and files as confidential unless otherwise noted pursuant to state or federal statute, regulation, law, or Board of Trustees policy. Users shall not access files or documents in a shared file space (e.g., file closets, shared computer drives or email accounts, Microsoft SharePoint, etc.) without proper authorization or unless pursuant to routine system administration. With authorization, users shall access and use information only in a manner consistent with their job function(s). Users are responsible for safeguarding the integrity and confidentiality of all information to which they have access, and shall not store personal sensitive or confidential information on an IT resource unless appropriate safeguards are in place. Users shall not use external, non-UCAT IT resources to access UCAT IT resources without prior written approval, and shall not attempt to circumvent access or accounting controls in place.

516.11 Wireless and Remote Access

Office employees are permitted to occasionally access UCAT IT resources remotely, though care should be taken such that remote access does not become a habit. UCAT employees are expected to complete their work at the office via normal IT resource channels. Remote access users: (1) shall access the UCAT network only through approved channels; (2) are responsible for adhering to all UCAT policies while accessing the system; (3) shall protect UCAT information and assets while accessing the UCAT network; (4) shall not connect to multiple networks at the same time without prior IT resource administrator approval; and (5) shall not download private sensitive or confidential information to non-UCAT systems, including home computers, personal storage drives, and mobile communication devices.

516.12 Hardware

- 12.1 Inventory Control:** An IT resource administrator, in consultation with the Assistant Commissioner for Planning, Finance, and Facilities, shall maintain an inventory of all physical IT resources purchased using UCAT funds.
- 12.2 Provision of IT Resources to Staff Members:** Each user shall be provided physical, UCAT-owned IT resources with which to fulfill his or her job responsibilities. An IT resource administrator shall document each physical IT asset provided to a user. Upon provision of physical IT resources to a user, responsibility for the physical security of the resources shall rest upon the user. Users shall be held liable for lost or damaged hardware due to negligence or noncompliance with this policy. Unused UCAT-owned hardware in the possession of a user shall be returned to an IT resource administrator to protect against future liability.



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12.3 Prohibited Activities: Users shall not install, reconfigure, or remove any hardware from UCAT IT resources without written authorization from an IT resource administrator. Users also shall not connect non-UCAT hardware directly to the UCAT network or UCAT IT resources. Exceptions shall be allowed for personal mobile phone access to wireless internet for acceptable use as described in 516.5.1-2.

12.4 Physical Security: Users are responsible for assuring that all electronic information, hard copy information, and hardware devices in their possession are physically protected at all times. IT resources containing private sensitive or confidential information shall never be left unattended without first securing physical access thereto.

12.4.1 Hardware containing private sensitive or confidential information, including CDs, flash or external drives, tablets, etc., must be kept in locked drawers, filing cabinets, or other secure places when not in use or when the work area is unattended.

12.4.2 Users shall not remove hardware containing private sensitive or confidential information from UCAT premises without the cognizant associate or assistant commissioner's approval. All transport activities shall be controlled and documented.

12.4.3 Users assigned to offices with locks shall lock their doors at the end of the workday.

12.4.4 Workstations, servers, mobile IT resources, and other computing devices shall be locked when left unattended.

12.4.5 Hardware found unattended or in inappropriate areas shall be returned to the owner, if known, or removed and securely stored until the owner is found or identified.

12.4.6 No staff member, contractor, or visitor shall compromise or evade physical restriction of access to the UCAT building or work areas.

516.13 Software

13.1 Authorization and Installation of Software: Software installed on UCAT IT resources shall be owned by the office and installed by an IT resource administrator or his or her designee. Installation of personal copies of software (e.g., video games, movie players, etc.) or installation of software by other staff members is prohibited unless written consent is granted by an IT resource administrator. This policy is intended to ensure compliance with software licensing obligations, safeguard against avoidable intrusion of computer viruses/malware, and avoid unnecessary overloading of memory and hard disc storage capacity of office-owned IT resources. Need for specialized software packages (apart from office-wide standard software modules) must be verified in writing by the cognizant



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associate or assistant commissioner, charged to the applicable cost center budget, and installed by an IT resource administrator or his or her designee.

13.2 Downloading Software: Persons with internet access on office-owned IT resources may download documents related to their official duties, but are prohibited from downloading any software without first checking with an IT resource administrator to ensure both compliance with licensing requirements and protection against interference with other installed software.

13.3 Prohibition on Copying Office Installed Software: Under no circumstances shall individual staff members copy office-owned software for installation on personal or any other IT resources.

516.14 Private Sensitive and Confidential Information

Private sensitive and confidential information requires specific protections. Unauthorized access or disclosure may result in reputation, regulatory, and/or financial harm to UCAT, its staff, and/or its clients. All information systems—automated and manual—used by UCAT must adhere to levels of security consistent with the sensitivity of the information contained therein. In the absence of specific direction, information shall be treated as confidential.

14.1 Private Sensitive and Confidential Information: Users shall not retain private sensitive information (516.4.4) or confidential information (516.4.5) on UCAT-owned IT resources, unless: (1) the user requires such private sensitive or confidential information to perform duties that are necessary to conduct the business of UCAT; (2) the cognizant associate or assistant commissioner grants written permission to the user; and (3) the user takes reasonable precautions to secure private sensitive information, including the use of encryption on portable or mobile IT resources. Users shall not retain UCAT private sensitive or confidential information on non-UCAT-owned IT resources.

14.1.1 Private sensitive or confidential Information shall not be left on printers, copy or fax machines, etc. for extended periods of time. Information shall not be left on white boards, flip charts, or in conference rooms. Information found in inappropriate areas should be returned to the owner, if known, or removed and securely stored until the owner is found or identified.

14.2 Encryption: Encryption methods must be employed to protect private sensitive information contained on mobile or other portable devices, and information sent over public computer networks.

14.3 Backups: Critical UCAT information which is stored on mobile IT resources shall be regularly backed up and these backups shall be protected against disclosure, theft, or loss.

14.4 Release of Information: A nondisclosure agreement shall be signed by all UCAT employees (including full- and part-time employees), contractors, interns, etc. who will



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have access to private sensitive and confidential information. Legal agreements assuring the protection of private sensitive information shall be in place prior to the exchange, release, or transfer of such information to external users, including the Utah State Board of Education, the Utah System of Higher Education, the Utah Department of Workforce Services, etc.

205.15 Prohibited Activities

No UCAT IT resource shall be used in any way that violates UCAT's Information Technology Acceptable Use Policy (516), state or federal law, or generally accepted standards of computer ethics and etiquette. This includes, but is not limited to, the generation of threatening, harassing, abusive, obscene, or fraudulent messages. IT resources may not be used in a manner that involves or facilitates any of the following prohibited uses, even during limited personal use:

- 15.1** Any infringement or misappropriation of copyrighted material or software, trade secrets, or other intellectual property;
- 15.2** Any attempt to gain or help others gain unauthorized access to, or anything that jeopardizes the security of IT resources, data, or confidential information, or the privacy rights of others;
- 15.3** Engaging in or facilitating any crime, fraud, or illegal act, including gambling and sports pools;
- 15.4** Racist, sexist, stalking, harassing, or threatening communications (See Policy 502, Sexual Harassment and Consensual Relationships);
- 15.5** Any use that is for the personal gain of an employee or another person, including selling access to UCAT material; personal business; endorsement of products, services, or commercial enterprise; or to solicit for charitable organizations not approved and sponsored by UCAT;
- 15.6** Any misrepresentation of identity in accessing confidential information or in sending an electronic message, including sending a message as an official UCAT communication without appropriate permission. Users shall take steps to correct misrepresentations if they have mistakenly falsely identified themselves;
- 15.7** Distribution, communication, access, download, or display of pornography or material that is sexually explicit, excessively violent, harassing, or otherwise offensive;
- 15.8** Destruction, damage to, or alteration of any UCAT IT resource or property without proper authorization, or any unauthorized change to the design or configuration of IT resources, including the installation of non-UCAT-approved screen savers or downloading executable software that is not approved by an IT resource administrator;



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- 15.9** Any unauthorized activity that interferes with or adversely affects the performance of the employee's work or the work or responsibilities of others using UCAT's networks and systems, such as implementing or propagating a computer virus, using destructive software, inappropriate game playing, or monopolizing information resources for entertainment or personal use;
- 15.10** Sending or forwarding unsolicited bulk e-mail, chain letters, or "spam";
- 15.11** Any attempt to circumvent or disable security, monitoring, filtering, auditing, or other UCAT systems; engage in any activity that might be harmful to systems or information stored thereon; or interfere with the operation thereof by disrupting services or damaging files. Examples include but are not limited to: running "password cracking" programs, attempting to read or change administrative or security files, attempting to or running administrative programs for which permission has not been granted, using false identification on a computer or system or using an account assigned to another, forging mail or news messages, etc. Exceptions are to be approved by the Commissioner of Technical Education and shall be reserved only for approved "penetration tests" and other information security reviews;
- 15.12** Any attempt to monitor or tamper with another user's electronic communications, or to copy, change, or delete another user's files or software without the explicit agreement of the owner(s); and
- 15.13** Campaigning or other political activities, including lobbying Congress or any government agency.

516.16 Monitoring

- 16.1 Privacy and Security:** Users shall respect others' legitimate expectations of privacy. However, the security and privacy of electronic records cannot be guaranteed. Appropriate administrators may require access to users' email and other electronic records typically taken to be private:
 - 16.1.1** Individuals having electronic communication system administration responsibilities, who cannot perform their work without access to email and other records in the possession of others, may access such information as needed for their job responsibilities.
 - 16.1.2** Through the course of system maintenance, IT resources administrators may view the contents of records as they are processed through the electronic communications system. However, these staff members are expected to maintain the confidentiality of any data they encounter in accordance with this policy. Not doing so may subject IT resources administrators to disciplinary action up to and including termination.



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16.1.3 Electronic documents may be disclosed pursuant to public records law or in the discovery process.

16.2 Monitoring: UCAT reserves the right to monitor any or all aspects of its IT resources. UCAT may monitor IT resources as a routine matter to the extent permitted by law, when monitoring is deemed necessary to maintaining the integrity and effective operation of its IT resources. UCAT may also engage in “responsive monitoring” in response to a particular problem, complaint, investigation of a claim, or lawsuit. Such responsive monitoring will be approved by the Commissioner of Technical Education. All monitoring shall comply with the following restrictions:

16.2.1 All monitoring shall be relevant to a specific UCAT purpose, problem, complaint, investigation of a claim, or lawsuit;

16.2.2 Disclosure and use of resulting data shall be restricted to UCAT-related purposes; and

16.2.3 Monitoring a person's email must be approved in writing by the Commissioner of Technical Education.

16.2.4 Advice from legal counsel may be sought before permission to monitor is granted.

16.3 Monitoring Activities: To conduct its monitoring activities, UCAT may:

16.3.1 Record telephone calls made by or placed to staff members;

16.3.2 Generate telephone usage reports;

16.3.3 Review computer and network usage;

16.3.4 Scan, review, and record incoming/outgoing email and instant message activity;

16.3.5 Track every instance of internet connection and specific website access; and

16.3.6 Review system resource usage logs including disk space, remote access, log-in, and other system logs.

16.4 Child Pornography: As provided in UCA 76-10-1204.5, IT resource administrators who, through the course of their employment, view an image on a computer or other electronic device that is or appears to be child pornography shall immediately report the finding of the image to a state or local law enforcement agency, or to the Cyber Tip Line at the National Center for Missing and Exploited Children. The IT staff shall also report the finding to the Commissioner of Technical Education. An IT resource administrator who willfully does not report such an image is subject to punitive action(s) described in Utah Criminal Code.



Subject:	Information Technology Acceptable Use
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516.17 Incident Reporting and Disciplinary Action

17.1 Security Incident Reporting: All suspected or actual security breaches of UCAT IT resources shall immediately be reported to an IT resource administrator. IT Resource Administrators shall report security incidents to the Commissioner of Technical Education.

17.1.1 If private sensitive information has been accessed or compromised by unauthorized persons or organizations, the IT resource administrator responsible for the information shall consult with the Commissioner of Technical Education and any applicable external resources necessary (e.g., Division of Risk Management, Attorney General's Office, etc.) to assess the level of threat and/or liability posed to UCAT and to those whose private sensitive information was accessed. Based on an assessment of the risk, UCAT may decide to notify individuals whose private sensitive information was accessed or compromised and provide information regarding measures to be taken to protect themselves from identity theft.

17.1.2 Mobile IT resources must be sanitized if lost or stolen when applicable technology and functionality exists.

17.1.3 If a virus is suspected, users shall notify an IT resource administrator immediately.

17.2 Report Non-compliance: Incidents of actual or suspected non-compliance with this policy shall be immediately reported to the IT resource administrator.

17.3 Suspension of Access

17.3.1 An IT resource administrator may immediately suspend a user's access to IT resources when the administrator reasonably believes:

- (a) The user has violated office policies or law; and
- (b) The user's continuing use of IT resources will result in: (1) damage to IT resource systems; (2) further violations of law or policy; or (3) the destruction of evidence of such a violation.

17.3.2 A user whose access to UCAT IT resources has been suspended shall be informed of his or her right to immediately appeal such a suspension to the Commissioner of Technical Education. The Commissioner shall be the final arbiter over the matter.

17.3.3 Users who are not UCAT employees may have their access to IT resources unilaterally revoked without warning if they violate this policy.



Subject:	Information Technology Acceptable Use
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- 17.4 Disciplinary Action:** Personal use of UCAT's IT resources is a privilege rather than a right. Staff members using the systems in an appropriate manner and on an occasional personal basis need not be concerned about monitoring activities or possible disciplinary actions. However, misuse of any of these systems or other violation of this policy may subject a staff member to disciplinary action up to and including termination of employment in accordance with Policy 525, Evaluation, Corrective Action, and Termination of Staff Personnel.

516.18 Staff Separation

- 18.1 Preparing for Separation:** A UCAT employee, upon deciding or learning of an impending separation from the organization, shall work with an IT resource administrator to establish procedures for: (1) the archival of applicable UCAT information in the employee's possession in accordance with established record retention schedules; (2) the return of UCAT-owned IT resources in a timely and efficient manner that does not interfere with the employee's remaining operations; and (3) the deletion of UCAT materials on privately-owned IT resources.
- 18.2 Retained Access to Email:** UCAT Employees shall retain access to their business email accounts for thirty days after separation from the organization, after which time access shall be terminated. Former employees are still expected to adhere to the Information Technology Acceptable Use policy (516) until their email access is terminated.
- 18.3 UCAT Access to Former Employees' Email:** UCAT reserves the right to examine and indefinitely retain electronic messages contained in a former employee's email account for such time as the information is required or may prove useful to UCAT business operations. Unauthorized access to former employees' email accounts, or access thereto for non-business-related purposes, is strictly prohibited.
- 18.4 Deletion of Email Accounts:** Former employees' email accounts, including all messages contained therein, shall be deleted when applicable records retention requirements have been satisfied and the information is no longer useful.

516.19 Final Disposition of Information Technology Resources

- 19.1 IT Replacement Schedules:** An IT resource administrator shall work with the Assistant Commissioner for Planning, Finance, and Facilities to identify and maintain replacement schedules for all inventoried IT resources (516.12.1).
- 19.2 IT Resource Sanitization:** IT resources that have been replaced or are otherwise no longer necessary shall be thoroughly sanitized, ensuring the complete destruction of private sensitive and confidential information.
- 19.3 Final Disposition:** IT resources that have been replaced or are otherwise no longer necessary, and that have been thoroughly sanitized, shall be disposed of in accordance with established surplus/disposal procedures.



Utah College of Applied Technology Office of the Commissioner
Information Technology Acceptable Use Acknowledgement and Agreement

The Utah College of Applied Technology Office of the Commissioner (UCAT) supplies its employees with information technology (IT) resources including computers, laptops and tablets, phones, email accounts, software, etc. in accordance with UCAT policy. UCAT IT resources may be used only for official UCAT business purposes, with exceptions outline in UCAT policy 516, Information Technology Acceptable Use.

Employees to whom UCAT IT resources are issued are assigned stewardship over said resources and are responsible for the physical and electronic security thereof. Employees are expected to be familiar with UCAT Policy 516, Information Technology Acceptable Use, and to utilize IT resources within the acceptable parameters described therein.

Employees should understand that while they are entitled to a basic expectation of privacy, UCAT will actively monitor use of its IT resources to ensure policy compliance, protection of physical and intellectual property, and security of students' private sensitive information. Staff members using IT resources in an appropriate manner need not be concerned about monitoring activities or possible disciplinary actions. However, misuse of any of these systems or violation of the Information Technology Acceptable Use policy may subject a staff member to disciplinary action up to and including termination of employment in accordance with Policy 525, Evaluation, Corrective Action, and Termination of Staff Personnel.

Any questions about this agreement or UCAT Policy 516, Information Technology Acceptable Use, should be directed to an IT resource administrator.

I, the undersigned, hereby acknowledge that I have read, understand, and agree to abide by the policies, provisions, and procedures contained in UCAT Policy 516, Information Technology Acceptable Use. I understand that I may be liable for activities outside of acceptable use of IT resources, and that inappropriate use of said resources may result in disciplinary action up to and including termination of employment. I accept responsibility for the protection and proper use of all UCAT IT resources provided to me as outlined in this agreement and policy. I agree that UCAT may monitor my use of UCAT IT resources according to the provisions set forth in the acceptable use policy. I agree to surrender all UCAT IT resources in my possession immediately upon request or upon termination of my employment.

I have read, understand, and agree to the terms set forth above.

Signed: _____ Printed Name: _____

Date: _____ Supervisor's Signature: _____

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 May 2017

ITEM: II.L

TOPIC: FY 2018 Proposed Tuition Adjustments

BACKGROUND

Per UCA 53B-2a-104, the UCAT Board of Trustees approves tuition rates for the applied technology colleges.

On April 25, 2013, the Board of Trustees approved two tiers of tuition to allow colleges the option of assessing tuition rates that vary across the system. Allowing for regional differences has served the colleges well for the four years the option has existed, but consensus among UCAT administration and college presidents is that referring to different tiers may cause confusion and is unnecessary.

Administration believes that colleges may still assess individual tuition rates based on regional needs and other factors without differentiating between Tier 1 or Tier 2. Rather, the recommendation will be to consider each college's proposed tuition rate independently with no "tier" designations.

UCA53B-7-101.5 also requires state institutions of higher education to conduct public hearings regarding possible tuition increases. Each college requesting a tuition increase has held its required hearings, and the information is included. After required input and other considerations, college boards and administration are requesting approval for the following tuition rates:

	FY 2017 Rate	Proposed FY 18 Rate	Per Hour Increase	% Increase
BATC	1.85	1.90	0.05	2.7%
DATC	2.05	2.10	0.05	2.4%
DXATC	2.25	2.25	-	0.0%
MATC	2.00	2.00	-	0.0%
OWATC	1.90	1.95	0.05	2.6%
SWATC	1.80	1.95	0.15	8.3%
TATC	1.80	2.00	0.20	11.1%
UBATC	2.00	2.00	-	0.0%



RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees consider each college's proposed post-secondary tuition rate and approved the proposed rates or set different rates as the Board deems appropriate. Administration also recommends that any tier designations be eliminated.

Attachment:
FY 2018 Tuition Hearing Memos



March 1, 2017

Commissioner David Woolstenhulme
Utah College of Applied Technology
2801 Ashton Blvd
Lehi, UT 84043

Dear Commissioner:

The BATC Board of Directors recommends a \$.05 increase in tuition from \$1.85 per membership hour to \$1.90 per membership hour for Fiscal Year 2018. This recommendation followed Board discussion at their February 27, 2017, meeting along with BATC faculty, staff, and administration discussion at the Faculty Senate meeting held February 23, 2017.

Since 1979, BATC has increased an average of \$.05 per year. Increasing at a small consistent rate is preferable over large increases.

I would like to respectfully request approval of this new tuition rate for the 2018 Fiscal Year.

Sincerely,

A handwritten signature in black ink that reads 'K. Chad Campbell'. The signature is written in a cursive, flowing style.

K. Chad Campbell
College President



M E M O

To: Utah System of Technical Colleges Board of Trustees

From: Michael J. Bouwhuis, Davis Technical College President

Date: March 31, 2017

Subject: Regular Tuition Rate, Differential Tuition Rate Request

The institution published two notices of a FY 2018 proposed tuition increase of \$0.05¢ per hour during the period prescribed by law and held a formal public hearing on March 21, 2017, at 3:15 p.m. The parent of one student attended, and no electronic correspondence was received from the student body.

The Davis Technical College Board of Directors' met on March 23, 2017, and approved the proposed tuition increase of \$0.05 cents per hour. With approval of this tuition increase, tuition will be charged at the combined rate of \$2.10 per hour for regular courses during FY 2018.

Differential Tuition Rate Request

UCAT Policy 204, Tuition and Fees, provides a mechanism for a differential tuition rate to be applied for a specific course or program due to a unique or extraordinary circumstance. A campus Board of Directors' may request from the Utah System of Technical Colleges Board of Trustees' a one-year waiver.

The Davis Technical College Board of Directors' approved a \$1.00 per hour differential tuition. Academic learning services are provided by the college to assist students in the development of fundamental academic skills for successful enrollment in Davis Technical College's technical programs and success in employment. These programs do not generate a college certificate. College administration recommends approval of a differential tuition rate intended to improve skill attainment for enrolling students who fail to pass math, literacy and writing levels required for program entry.

The Davis Technical College now requests approval of the Utah System of Technical Colleges Board of Trustees for these tuition rates.



March 28, 2017

Commissioner Dave Woolstenhulme
Utah College of Applied Technology
2801 Ashton Blvd
Lehi, Utah 84043

Dear Dave:

The Ogden-Weber Tech College has two tuition proposals which require UCAT Board approval:

Tuition Increase

The college supports, with full college board approval, a tuition increase of five cents per hour for FY18.

Differential Tuition

In accordance with UCAT Policy Number 204.6-6.4, "Differential Tuition," please accept this letter as Ogden-Weber Applied Technology College's (OWATC) official request for a differential tuition rate in FY18 as described below. The OWATC Board of Directors has given unanimous support to continue this differential tuition rate in FY18.

Academic Learning Services:

All students: \$20/month

Justification: Academic learning services are provided by the college to assist students in the development of fundamental skills required for successful enrollment in college technical programs and eventual employment. Completion of academic learning courses do not result in a college post-secondary certificate but does prepare students for success in their chosen instructional program and as a productive member of a technically-trained workforce. Mirroring successful academic learning programs offered at other institutions, the request to establish a differential tuition rate is intended to reduce economic barriers to skill attainment in areas such as remedial math, literacy, and writing. Academic learning services also support high school completion for YouthBuild students. Upon successful skill attainment, students are either co-enrolled or fully-enrolled in college certificate programs. The regular UCAT approved tuition is applied to courses leading to an OWATC post-secondary certificate of completion.

On behalf of the Ogden-Weber Applied Technology College Board of Directors, I respectfully request approval of the tuition increase and differential tuition rate for FY18.

Sincerely,



Collette Mercier
President

/tms



Truth in Tuition Hearing

April 11, 2017; 12:00 p.m.

Proposed tuition increase: \$0.00 - \$0.15 per hour (8.3% increase from \$1.80 to \$1.95)

Current enrollment (through 2/28/2017): 1,703 students; 166,376.9 membership hours

Tuition revenues (through 2/28/2017): \$474,549

Projected student enrollment growth for FY 2018: 0%

Projected 2018 tuition revenue increase: \$0 - \$23,624

How increased tuition revenues will be spent:

Salaries and benefits	100%
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Time, date and place of final determination: May 18, 2017; Utah College of Applied Technology, 2801 Ashton Blvd, Lehi, UT 84043

April 6, 2017

Board of Trustees
Utah College of Applied Technology
2801 Ashton Blvd.
Lehi, Utah 84043

Please accept this letter as Tooele Applied Technology College's (TATC) official request to increase tuition from \$1.80 per hour to \$2.00 per hour. The attached letter to Commissioner Woolstenhulme, dated April 5, 2017 describes the process taken and information provided as required by Utah Code 53B-7-101.5.

Kent Thygerson, Vice President of Finance and Operations conducted two public hearings on April 4, 2017 to discuss a proposed tuition increase – see attached Public Hearing Participants Memorandum, dated April 4, 2017.

Mr. Thygerson reported that "there was one attendee during the noon meeting and no attendees during the 5 p.m. meeting. With the attendee, we discussed the proposed tuition increases, the additional revenue anticipated and the use of those funds. There were no expressed concerns with the proposed tuition increase."

The TATC Board of Directors voted in support of this request during their April 5, 2017 Board meeting.

Additionally, TATC requests to continue offering a differential tuition rate of \$20 per month for students enrolling in Learning Center coursework.

Sincerely,



Joyce Hogan
Chair, Tooele Applied Technology College Board of Directors

c: Thomas Bingham, Vice Chair, Board of Directors, TATC
Kent Thygerson, Vice President of Finance and Operations, TATC
David Woolstenhulme, Commissioner, UCAT

Attachments: Public Hearing Participants Memorandum – April 4, 2017
Commissioner David Woolstenhulme Letter – April 5, 2017





Memorandum

To: PUBLIC HEARING PARTICIPANTS

From: Scott J. Snelson, President

Date: April 4, 2017

Re: Proposed Tuition Increase

Tooele Applied Technology College (TATC) is proposing to increase student tuition rates from the current \$1.80 per hour to \$1.90 or \$2.00 per hour. The proposed increase will fall within the range of 5.6% to 11.1%, which is an increase of \$9.60 or \$19.20 per month for a student who enrolls for 24 hours per week.

In accordance with Utah Code Section 53B-7-101.5, the following information is provided for all who attend the scheduled Truth in Tuition public hearing concerning the proposed tuition increase.

- | | |
|--|---|
| 1. Anticipated current year adult student enrollment: | 650 |
| 2. Anticipated total tuition revenue for the current year: | \$250,920 |
| 3. Projected adult student enrollment growth for the next school year: | 750 |
| 4. Projected tuition revenue increase from anticipated growth: | \$20,070 |
| 5. Projected tuition revenue with .10 cent tuition increase: | \$35,125 |
| 6. Projected tuition revenue with .20 cent tuition increase: | \$50,180 |
| 7. How increased tuition revenue will be spent: | Additional tuition revenue will be used to provide staff for the administration of Federal Financial Aid. |

The final decision to increase tuition will be determined by the TATC Board of Directors when they meet on April 5, 2017. The TATC Board meets from 12:00 noon to 2:00 pm in the TATC Board Room.



Memorandum

To: TATC Board of Directors

From: Scott J. Snelson, President 

Date: April 4, 2017

Re: Truth in Tuition Hearing

TATC is requesting a tuition increase for the 2017 – 2018 school year. In compliance with Utah Code 53-B-7-101.5 - Proposed Tuition Increases / Notice / Hearings, TATC conducted Truth in Tuition Hearings on April 4, 2017 from 12:00 – 1:00 pm and again from 5:00 – 6:00 pm at requesting public comment.

As per state statute, TATC is required to post notices and advertise the hearing at least ten days prior to the hearing. TATC posted a notice in the institutional newsletter and website, on the Utah Public Notice website, and advertized the hearing on flyers posted throughout the college and in classrooms. Publishing of these postings and advertisements began on Monday, March 20, 2017.

TATC is also required to provide hearing participants with information on the current year's student enrollment, total tuition revenues for the current school year, projected student enrollment growth for the next school year and projected tuition revenue increases from anticipated growth, and a detailed accounting of how and where the increased tuition revenues will be spent. This information is located on the attached Memo to Public Hearing Participants, dated April 4, 2017.

Board discussion of the proposed tuition increase is requested.



March 15, 2017

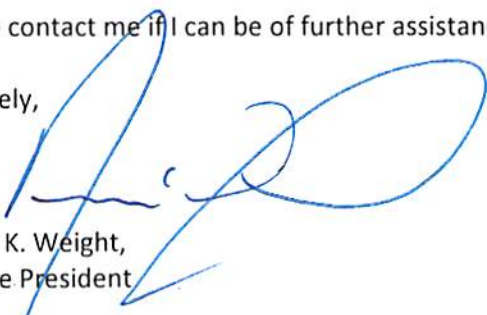
UCAT Board of Trustees
2801 Ashton Blvd.
Lehi, UT 84043

Dear Trustees,

UBATC does not intend to have an increase in the tuition rate for FY2018 as discussed in the March 15, 2017 Board of Directors meeting.

Please contact me if I can be of further assistance.

Sincerely,


Aaron K. Weight,
College President

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 May 2017

ITEM: II.M

TOPIC: FY 2018 Proposed Differential Tuition Rates

BACKGROUND

UCAT policy 204.6.4 provides for differential tuition rates based on extraordinary circumstances. The following courses at BATC, DATC, OWATC and UBATC were identified to be considered for differential tuition rates and have previously been approved for differential rates. Requests for differential tuition rates are presented to the Board of Trustees annually, as approved differential tuition rates expire each year on June 30.

BATC:

Farm and Ranch Management - \$210 per year for beginning students, \$240 for advanced students,
Academic Learning Center - \$20 per month

DATC:

Academic Learning Center - \$1.00 per hour

OWATC:

Academic Learning Center - \$20 per month

TATC:

Academic Learning Center - \$20 per month

UBATC:

Farm and Ranch Management - \$204 per year for beginning students, \$240 for advanced students

RECOMMENDATIONS

UCAT administration recommends the Board of Trustees approve the requested differential tuition rates.

Attachments:

Letters from BATC, DATC, OWATC, TATC and UBATC requesting approval for differential tuition rates





March 1, 2017

Commissioner David Woolstenhulme
Utah College of Applied Technology
2801 Ashton Blvd
Lehi, UT 84043

Dear Commissioner:

In accordance with UCAT Policy Number 204.6-6.4, "Differential Tuition," please accept this letter as Bridgerland Applied Technology College's (BATC) official request for differential tuition rates in Fiscal Year 2018 as described below.

1. Farm /Ranch Business Management:

Beginning students: \$210/annually

Advanced students: \$240/annually

Justification: The Farm/Ranch Business Management Program began in the early to mid-1980s in an effort to help small- and medium-sized farms and ranches become successful. For each year of its existence, it has operated with a differential tuition rate. In prior years, the process of renewing the differential rate was virtually automatic and occurred at the same time the regular tuition rate was approved. With the development and approval of the newest version of UCAT Policy Number 204.6-6.4, BATC is now required to request approval of this differential rate on an annual basis.

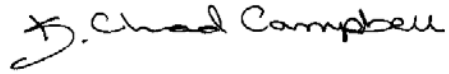
2. Academic Learning:

All students: \$20/month

Justification: The Academic Learning Center exists as a resource to assist students in transitioning from wherever they are academically, to a level that will ensure success in their chosen training program. The Academic Learning Center does not result in an occupational credential but rather prepares students for success in both their chosen training program and eventual occupation. This center has also existed since the mid-1980s and has always operated with a differential tuition rate. The rate has been established as a means of removing or at least reducing barriers to enrollment as students move through the remedial math, English, and/or reading curriculum at their own pace. Upon successful completion of the curriculum, students are then prepared to enter one of BATC's more than 30 training programs (with over 40 career paths) and will be charged the UCAT approved tuition rate for their chosen occupational program.

Because of the reasons stated above, and on behalf of the Bridgerland Applied Technology College Board of Directors, I would like to respectfully request approval of these differential tuition rates for the 2018 Fiscal Year.

Sincerely,

A handwritten signature in black ink that reads "K. Chad Campbell". The signature is written in a cursive style with a large, stylized initial "K".

K. Chad Campbell
College President



M E M O

To: Utah System of Technical Colleges Board of Trustees

From: Michael J. Bouwhuis, Davis Technical College President

Date: March 31, 2017

Subject: Regular Tuition Rate, Differential Tuition Rate Request

The institution published two notices of a FY 2018 proposed tuition increase of \$0.05¢ per hour during the period prescribed by law and held a formal public hearing on March 21, 2017, at 3:15 p.m. The parent of one student attended, and no electronic correspondence was received from the student body.

The Davis Technical College Board of Directors' met on March 23, 2017, and approved the proposed tuition increase of \$0.05 cents per hour. With approval of this tuition increase, tuition will be charged at the combined rate of \$2.10 per hour for regular courses during FY 2018.

Differential Tuition Rate Request

UCAT Policy 204, Tuition and Fees, provides a mechanism for a differential tuition rate to be applied for a specific course or program due to a unique or extraordinary circumstance. A campus Board of Directors' may request from the Utah System of Technical Colleges Board of Trustees' a one-year waiver.

The Davis Technical College Board of Directors' approved a \$1.00 per hour differential tuition. Academic learning services are provided by the college to assist students in the development of fundamental academic skills for successful enrollment in Davis Technical College's technical programs and success in employment. These programs do not generate a college certificate. College administration recommends approval of a differential tuition rate intended to improve skill attainment for enrolling students who fail to pass math, literacy and writing levels required for program entry.

The Davis Technical College now requests approval of the Utah System of Technical Colleges Board of Trustees for these tuition rates.



March 28, 2017

Commissioner Dave Woolstenhulme
Utah College of Applied Technology
2801 Ashton Blvd
Lehi, Utah 84043

Dear Dave:

The Ogden-Weber Tech College has two tuition proposals which require UCAT Board approval:

Tuition Increase

The college supports, with full college board approval, a tuition increase of five cents per hour for FY18.

Differential Tuition

In accordance with UCAT Policy Number 204.6-6.4, "Differential Tuition," please accept this letter as Ogden-Weber Applied Technology College's (OWATC) official request for a differential tuition rate in FY18 as described below. The OWATC Board of Directors has given unanimous support to continue this differential tuition rate in FY18.

Academic Learning Services:

All students: \$20/month

Justification: Academic learning services are provided by the college to assist students in the development of fundamental skills required for successful enrollment in college technical programs and eventual employment. Completion of academic learning courses do not result in a college post-secondary certificate but does prepare students for success in their chosen instructional program and as a productive member of a technically-trained workforce. Mirroring successful academic learning programs offered at other institutions, the request to establish a differential tuition rate is intended to reduce economic barriers to skill attainment in areas such as remedial math, literacy, and writing. Academic learning services also support high school completion for YouthBuild students. Upon successful skill attainment, students are either co-enrolled or fully-enrolled in college certificate programs. The regular UCAT approved tuition is applied to courses leading to an OWATC post-secondary certificate of completion.

On behalf of the Ogden-Weber Applied Technology College Board of Directors, I respectfully request approval of the tuition increase and differential tuition rate for FY18.

Sincerely,



Collette Mercier
President

/tms



April 6, 2017

Board of Trustees
Utah College of Applied
Technology 2801 Ashton Blvd.
Lehi, Utah 84043

Please accept this letter as Tooele Applied Technology College's (TATC) official request to increase tuition from \$1.80 per hour to \$2.00 per hour. The attached letter to Commissioner Woolstenhulme, dated April 5, 2017 describes the process taken and information provided as required by Utah Code 53B-7-101.5.

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Mr. Thygerson reported that "there was one attendee during the noon meeting and no attendees during the 5 p.m. meeting. With the attendee, we discussed the proposed tuition increases, the additional revenue anticipated and the use of those funds. There were no expressed concerns with the proposed tuition increase."

The TATC Board of Directors voted in support of this request during their April 5, 2017 Board meeting.

Additionally, TATC requests to continue offering a differential tuition rate of \$20 per month for students enrolling in learning Center coursework.

Sincerely,

A handwritten signature in black ink that reads "Joyce Hogan". The signature is fluid and cursive, with the first name "Joyce" and last name "Hogan" clearly distinguishable.

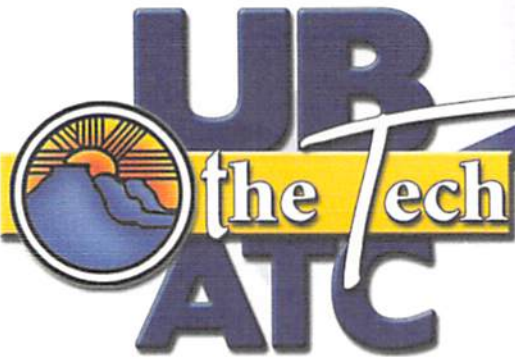
Joyce Hogan

Chair, Tooele Applied Technology College Board of Directors

c: Thomas Bingham, Vice Chair, Board of Directors, TATC
Kent Thygerson, Vice President of Finance and Operations,
TATC David Woolstenhulme, Commissioner, UCAT

Attachments: Public Hearing Participants Memorandum -April
4, 2017 Commissioner David Woolstenhulme
letter-April 5, 2017





March 8, 2017

Jim T. Evans, Chairman
UCAT Board of Trustees
2801 Ashton Boulevard
Lehi, UT 84043

Dear Chairman Evans:

As the UCAT Board of Trustees approves the tuition, we would appreciate their consideration in keeping some of the differential tuition rates which we have followed for many years. One of the core values of UCAT is flexibility which allows for us to respond to requests in a manner which is appropriate for that situation. Farm and Ranch Management is where we would urge the board to consider some flexibility in the way we apply our tuition policy.

For many years, the Farm and Ranch Management programs within UCAT have followed their own membership hour and tuition policy. This policy was developed with the input of all the instructors and the agricultural specialist from the Utah State Office of Education. Because of the unique nature of this program, the policy has done a very good job of providing a pricing structure which was acceptable to the market and accounted for membership hours in a way that treated it in a manner which is very comparable to other UCAT programs.

Duchesne County is one of the highest beef producing counties in the state. The skills taught in the program help farmers and ranchers develop management practices based on sound economic principles. The agricultural lending institutions encourage their clients to complete the Farm and Ranch Business Management program as a condition of the lending process. This program is primarily an occupational upgrade program which helps the businesses be more competitive in the market place. Without our program, there would not be another training program to take its place.

By requiring the normal tuition rate, the cost would rise from \$204 to \$960 a year. This would create an economic hardship on the farming families who need this training. We therefore request approval to continue to utilize a differential tuition rate of \$204 for the 480 hour basic course and \$240 for the 690 hour advanced course.

Thank you for your consideration.


William A. Ryan,
Chairman – UBATC Board of Directors

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

18 May 2017

ITEM: II.N

TOPIC: UCAT Office Lease and MATC Transition to Existing UCAT Building

BACKGROUND

On January 12, 2017, the Board of Trustees authorized UCAT Administration to explore potential locations to move the Commissioner's Office to downtown Salt Lake City and for MATC to occupy the current UCAT Administration Building for instructional purposes after the move.

A location has been identified, and the move will likely take place this September.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve the lease agreements as attached.

Attachments:

310 Main Building Information

Proposed Floor Design

310 Main Lease Proposal (Pending Negotiation and Document Prep)

MATC lease for current UCAT Administration Building (Forthcoming, Pending Document Preparation)



12TH FLOOR
AVAILABLE



310 MAIN

LIFE ELEVATED

Put your new office on Salt Lake's front line. Located adjacent to the Gallivan Plaza Trax Station and along the revitalized pedestrian-friendly corridor of 300 South, 310 Main offers unparalleled transportation and dining options. **Major common area renovations are planned, including a fitness facility and bike storage.** This will make 310 Main the place to live a (work) life elevated.

PROPERTY FEATURES

- 7,336 RSF available on the 12th Floor
- Lease Rate: \$19.50/RSF/YR Full Service
- Generous Tenant Improvement Allowance Available
- Three on-site parking stalls and ample parking within one block
- Amenities:
 - Full Service cafeteria open for breakfast & lunch
 - TRAX stop on corner of 300 South & Main Street
 - Located next to U.S. Courthouse and Market Street
 - Over 25 restaurants within walking distance



STANDARD FINISH



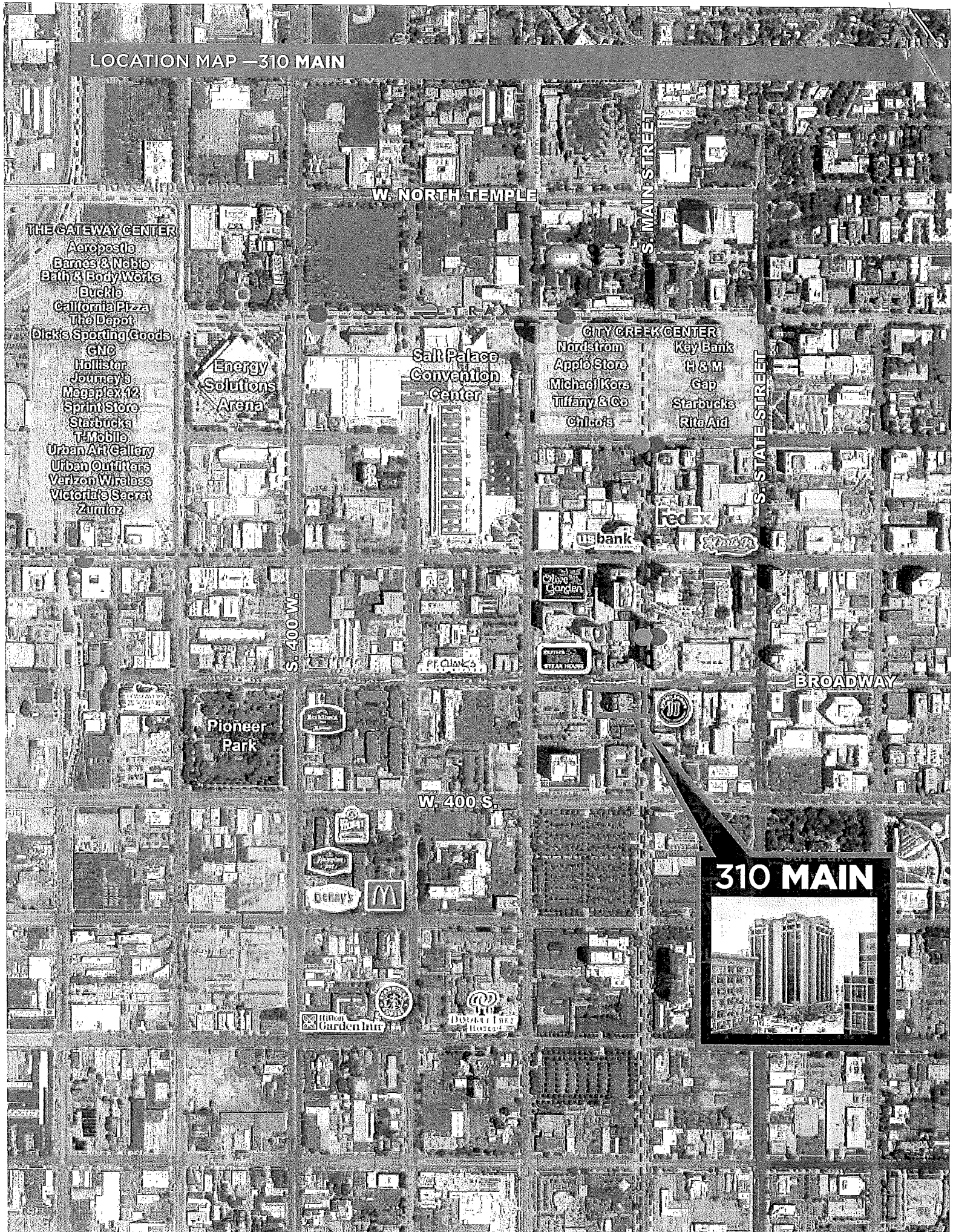
ON-SITE CAFETERIA



POTENTIAL SPACE



LOCATION MAP — 310 MAIN



THE GATEWAY CENTER

- Aeropostle
- Barnes & Noble
- Bath & Body Works
- Buckle
- California Pizza Kitchen
- The Depot
- Dick's Sporting Goods
- GNC
- Hollister
- Journey's
- Megaplex 12
- Sprint Store
- Starbucks
- T-Mobile
- Urban Art Gallery
- Urban Outfitters
- Verizon Wireless
- Victoria's Secret
- Zumiez

Energy
Solutions
Arena

Salt Palace
Convention
Center

CITY CREEK CENTER

- Nordstrom
- Apple Store
- Michael Kors
- Tiffany & Co
- Chico's
- Key Bank
- H & M
- Gap
- Starbucks
- Rita's

FedEx

US Bank

Starbucks

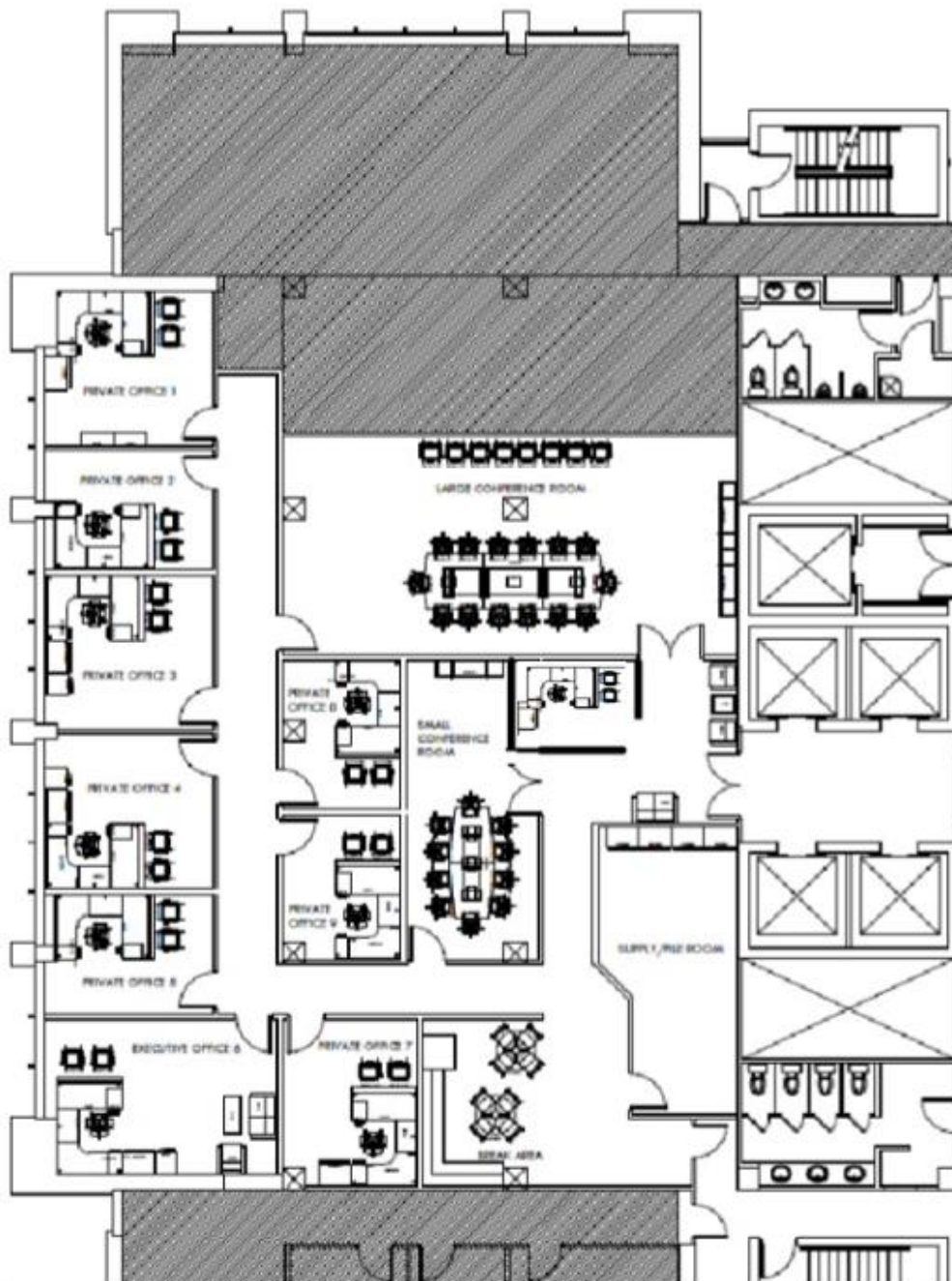
Pioneer
Park

W. 400 S.

BROADWAY

310 MAIN





Inside Out Office Interiors
479 South 700 East
Salt Lake City, Utah

PROJECT:
301 S MAIN
12th Floor
(+/- 4450 S.F.)

DATE:
05/10/17

REVISIONS:

SHEET TITLE:
FLOOR PLAN
TEST FIT

April 20, 2017

JLL

Attn: Jami March
90 400 West, Suite 100
Salt Lake City, Utah 84101

**RE: LEASE PROPOSAL FOR THE STATE OF UTAH – UTAH COLLEGE OF APPLIED
TECHNOLOGY (“TENANT”) FOR SPACE LOCATED AT 310 MAIN – LEVEL 12**

Dear Jami,

The State of Utah - DFCM Real Estate on behalf of UCAT would like to submit this lease proposal for space at 310 Main Street for your consideration. We look forward to receiving a response from you regarding this proposal.

<i>Building:</i>	310 South Main SLC, Utah
<i>Premises:</i>	The south portion of the 12 th floor, comprising between 5,000 to 6,000 RSF as determined by final office design layout.
<i>Lease Term:</i>	This proposal is based on a sixty (60) month lease term.
<i>Lease Commencement:</i>	September 1 st , 2017
<i>Delivery Date:</i>	August 14 th , 2017 (early delivery to allow Tenant access to the space for setup)
<i>Rental Rate:</i>	The rental rate for the building shall be at \$19.00 per rentable square foot, Full Service lease.
<i>Escalation:</i>	The lease rate shall increase by 2 % annually starting in the second year of the lease.
<i>Rent Abatement:</i>	The Landlord will provide the Tenant with 2 months of rent abatement at the beginning of the term

<i>Tenant Improvements:</i>	Landlord shall provide tenant <ul style="list-style-type: none">• Build out of the space for Tenant's office needs as aligned to general office standards.• Hiring a space planner to assist with office buildout needs.• Sink installed in the breakroom
<i>Signage:</i>	Landlord shall provide directory and suite signage.
<i>Lease Securitization:</i>	Tenant will not be required to provide a security deposit
<i>Lease Renewal:</i>	Tenant will be granted one (1) five (5) year option to renew at \$21.00 per RSF with the rent amount increased 2% annually. Tenant will provide six (6) months prior written notice for this right to renew.
<i>Parking:</i>	Tenant shall be provided 2 unreserved parking stalls on site at no additional cost.
<i>Representation:</i>	No commission due for Tenant's representation.

It is expressly understood and agreed that this document is not a binding agreement between the parties, but is intended only to outline the proposed terms and conditions under which the parties may consider entering into a definitive agreement. Neither party shall have a binding contractual obligation to the other unless and until a formal lease agreement has been prepared, executed and delivered. This letter supersedes any and all past writings and/or oral communications by any parties hereunder or their respective representative. We will look forward to receiving feedback from you on this proposal and would appreciate a response by Wednesday April 26, 2017 if possible.

Sincerely,

Lee Fairbourn, CCIM
DFCM Real Estate Manager
801-538-3799
lfairbourn@utah.gov

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

14 September 2016

ITEM: III.O

TOPIC: Office of the UCAT Commissioner Budget Report

BACKGROUND

Per UCAT policy 555.3.6, *"A report, detailing revenue and expenditures for all budget categories, shall be presented to the Board of Trustees in all regular meetings of the Board."* The attachments include a report detailing appropriated revenues and expenditures by category for the Office of the Commissioner for the current fiscal year through Aug 31, 2016 as well as the check register for Jul - Aug 2016.

RECOMMENDATIONS

Information/discussion only

Attachments:

Check/Disbursement register

Budget progress report



Utah College of Applied Technology
Check Register
July through August 2016

Type	Date	Num	Name	Amount
Bill Pmt -Check	07/07/2016	11125	BATC	-188,531.97
Bill Pmt -Check	07/07/2016	11126	BH Development, LC	-485.00
Bill Pmt -Check	07/07/2016	11127	CCG Howells	-7,810.76
Bill Pmt -Check	07/07/2016	11128	DATC	-198,570.00
Bill Pmt -Check	07/07/2016	11129	DXATC	-121,177.50
Bill Pmt -Check	07/07/2016	11130	IC Group	-1,786.95
Bill Pmt -Check	07/07/2016	11131	MATC	-177,633.75
Bill Pmt -Check	07/07/2016	11132	OWATC	-190,675.00
Bill Pmt -Check	07/07/2016	11133	Snow College	-68,750.00
Bill Pmt -Check	07/07/2016	11134	Steve Moore	-160.00
Bill Pmt -Check	07/07/2016	11135	SWATC	-118,450.00
Bill Pmt -Check	07/07/2016	11136	TATC	-112,381.72
Bill Pmt -Check	07/07/2016	11137	UBATC	-148,849.08
Bill Pmt -Check	07/07/2016	11138	USU Eastern	-62,500.00
Bill Pmt -Check	07/07/2016	11139	Wallwork Media & Design	-105.00
Bill Pmt -Check	08/23/2016	11140	James King	-143.23
Bill Pmt -Check	08/23/2016	11141	Daniel Bingham	0.00
Bill Pmt -Check	08/26/2016	11142	Daniel Bingham	-104.87
Bill Pmt -Check	08/26/2016	11143	Doug Richards	-1,243.59
Bill Pmt -Check	08/26/2016	11144	Fuelman	-405.89
Bill Pmt -Check	08/26/2016	11145	IC Group	-655.68
Bill Pmt -Check	08/26/2016	11146	James Olsen	-7.00
Bill Pmt -Check	08/26/2016	11147	Jerry Taylor	-287.00
Bill Pmt -Check	08/26/2016	11148	MATC	-305,460.50
Bill Pmt -Check	08/26/2016	11149	Michael Jensen	-44.80
Bill Pmt -Check	08/26/2016	11150	Mike Angus	-131.00
Bill Pmt -Check	08/26/2016	11151	PayScale, Inc.	-5,950.00
Bill Pmt -Check	08/26/2016	11152	Stephen Wade	-280.00
Bill Pmt -Check	08/26/2016	11153	Steve Moore	-190.00
Bill Pmt -Check	08/26/2016	11154	SWATC	-12,121.17
Bill Pmt -Check	08/26/2016	11155	TATC	-167.71
Bill Pmt -Check	08/26/2016	11156	Utah Division Of Risk Management	-125.00
Bill Pmt -Check	08/26/2016	11157	Utah Manufacturers Association	-2,200.00
Bill Pmt -Check	08/31/2016	11158	BH Development, LC	-95.00
Bill Pmt -Check	08/31/2016	11159	Shawn Owens	-33.00
Bill Pmt -Check	08/31/2016	11160	Steve Moore	-61.00



Utah College of Applied Technology
Office of the President
Fiscal Year 2017 Office Budget

Revenue	<u>Budgeted</u>	<u>Year to Date</u>	<u>%</u>
UCAT Administration Ongoing Appropriation	1,868,900	467,225	25.0%
Equipment Appropriation	1,161,100	290,275	25.0%
Custom Fit Appropriation	3,959,200	989,800	25.0%
Perkins Leadership Fund for Professional Development	40,000	-	0.0%
Campus Support for Northstar	170,000	-	0.0%
Equipment Flow Through to Campuses	(1,143,400)	(285,850)	25.0%
Custom Fit Flow Through to Campuses	(3,950,000)	(987,500)	25.0%
Admin Line Item to Campuses	<u>(400,000)</u>	<u>(100,000)</u>	<u>25.0%</u>
Total State Budget for President's Office	<u><u>1,705,800</u></u>	<u><u>373,950</u></u>	<u><u>21.9%</u></u>

Expenditures			
Salaries, Payroll Tax & Benefits	1,410,011	173,206	12.3%
Building Occupancy Costs	131,000	21,288	16.3%
Professional Development Conference	50,000	-	0.0%
Equipment Purchases	17,700	-	0.0%
Employee Travel	15,000	1,525	10.2%
Board Expenses	9,000	1,001	11.1%
UCAT System Meetings	11,000	1,822	16.6%
Marketing	84,000	775	0.9%
Automobile Expenses	12,000	506	4.2%
Annual Report	7,500	-	0.0%
Supplies & Misc. Expenses	65,240	11,416	17.5%
Memberships	22,200	2,200	9.9%
Unallocated/(Covered by Reserves)	<u>6,149</u>	<u>-</u>	<u>0.0%</u>
Total Expenditures	<u><u>1,840,800</u></u>	<u><u>213,739</u></u>	<u><u>11.6%</u></u>