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**UTAH COLLEGE OF APPLIED TECHNOLOGY  
SPECIAL BOARD OF TRUSTEES MEETING AGENDA  
VIA CONFERENCE CALL**

December 16, 2016 – 2:00 p.m. to 3:00 p.m.  
Anchor Location: Utah College of Applied Technology  
2801 Ashton Blvd. Lehi, UT 84043

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**I. Introduction**

A. Call to Order – Chair Evans

**II. Action Items**

B. FY 2018 Budget Request Adjustments – Associate Commissioner Brinkerhoff

C. Acting Commissioner Salary Adjustment Bonus – Chair Evans

**III. Information Item**

D. Northstar Student Information System – Commissioner Woolstenhulme

**IV. Closed Session**

Board may vote to go into closed session, which will not be open to the public, pursuant to Utah Code Section 52-4-204-205.

**V. Adjourn**

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

16 December 2016

ITEM: II.B

TOPIC: FY Proposed 2018 Budget Request Revisions

#### BACKGROUND

Per UCA 53B-2a-104(2)(f), the UCAT Board of Trustees approved a legislative budget request for the Fiscal Year 2018. Since that time, Commissioner Woolstenhulme, Board leadership and the college presidents have identified some proposed modifications.

The proposed changes to the budget request include:

- An updated figure for Health Insurance Premium Increases based on the latest figures from PEHP
- Removal of the request line entitled "Information and Data Security Systems"
- An attachment to the budget request reflecting college by college breakout amounts for UCAT System and College PR and One-Time Equipment Fund.

#### RECOMMENDATIONS

UCAT Administration recommends that the Board of Trustees approve the modified budget request for presentation to the Governor's office and the Legislature.

Attachment:

Proposed Revised FY 2018 UCAT Budget Request Summary





UTAH COLLEGE  
of  
APPLIED TECHNOLOGY

DRAFT

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

|   |           |                      |
|---|-----------|----------------------|
| <b>Anticipated FY 2018 Base Budget (State Tax Funds Only)</b> |           | <b>\$76,734,000</b>  |
| <b><i>Ongoing Budget Increase Requested</i></b>               |           | <b>\$ 18,734,600</b> |
|   |           |                      |
| <b>1. Compensation</b>  |           | <b>2,334,600</b>     |
| <b>Merit-Based Salary Increases (3%)</b>                      | 1,640,600 |                      |
| <b>Health Insurance Premium Increases (8%)</b>                | 694,000   |                      |
|   |           |                      |
| <b>2. Employer-Driven Program Expansion</b>                   |           | <b>16,000,000</b>    |
| 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 |                      |
|   |           |                      |
| <b>3. Performance-Based Funding</b>                           |           | <b>TBD</b>           |
|   |           |                      |
| <b>5. *UCAT System and College PR</b>                         |           | <b>400,000</b>       |
| <b><i>One-time Budget Increase Requested</i></b>              |           | <b>5,400,000</b>     |
| <b>1. Financial Aid Package</b>                               |           | <b>400,000</b>       |
| <b>2. *One-Time Equipment Fund</b>                            |           | <b>5,000,000</b>     |

\* See Attached breakouts

## Ongoing PR and One-Time Equipment Breakouts

|   |         |                  |
|---|---------|------------------|
| <b>UCAT System and College PR Breakouts</b> |         | <b>400,000</b>   |
| Admin                                       | 40,000  |                  |
| BATC  | 45,000  |                  |
| DATC  | 45,000  |                  |
| DXATC                                       | 45,000  |                  |
| MATC  | 45,000  |                  |
| OWATC                                       | 45,000  |                  |
| SWATC                                       | 45,000  |                  |
| TATC  | 45,000  |                  |
| UBATC                                       | 45,000  |                  |
| <b>One-Time Equipment Fund</b>              |         | <b>5,000,000</b> |
| BATC  | 823,800 |                  |
| DATC  | 963,800 |                  |
| DXATC                                       | 387,200 |                  |
| MATC  | 656,700 |                  |
| OWATC                                       | 899,600 |                  |
| SWATC                                       | 348,900 |                  |
| TATC  | 359,300 |                  |
| UBATC                                       | 560,700 |                  |

| College             | Need                       | FTE          | Salary & Benefits | Current Expense | Ongoing Equip  | Total            | Projected Add'l | Projected Add'l | Projected Add'l | Projected Add'l      | Projected Add'l  |
|---------------------|----------------------------|--------------|-------------------|-----------------|----------------|------------------|-----------------|-----------------|-----------------|----------------------|------------------|
|                     |                            |              |                   |                 |                |                  | Hours           | Headcount       | Certificates    | Secondary Completers | Other Completers |
| BATC                | Mfg & Aerospace Initiative | 2.50         | 262,000           | 25,000          | 50,000         | 337,000          | 36,000          | 40              | 21              | 60                   | 288              |
| BATC                | Brigham Expansion          | 3.50         | 366,800           | 200,100         | -              | 566,900          | 50,400          | 56              | 49              | 53                   | 60               |
| BATC                | AM STEM                    | 4.50         | 436,300           | 40,000          | 50,000         | 526,300          | 64,800          | 72              | -               | 180                  | -                |
| BATC                | Paramedic                  | 2.50         | 173,800           | 40,000          | 50,000         | 263,800          | 36,000          | 40              | 35              | -                    | 25               |
| BATC                | Computer Replacement       | -            | -                 | -               | 200,000        | 200,000          | -               | -               | -               | -                    | -                |
| BATC                | Capital Equipment          | -            | -                 | -               | 150,000        | 150,000          | -               | -               | -               | -                    | -                |
| <b>BATC Totals:</b> |                            | <b>13.00</b> | <b>1,238,900</b>  | <b>305,100</b>  | <b>500,000</b> | <b>2,044,000</b> | <b>187,200</b>  | <b>208</b>      | <b>105</b>      | <b>293</b>           | <b>373</b>       |

| College             | Need   | FTE          | Salary & Benefits | Current Expense | Ongoing Equip  | Total            | Projected Add'l | Projected Add'l | Projected Add'l | Projected Add'l      | Projected Add'l  |
|---------------------|--|--------------|-------------------|-----------------|----------------|------------------|-----------------|-----------------|-----------------|----------------------|------------------|
|                     |  |              |                   |                 |                |                  | Hours           | Headcount       | Certificates    | Secondary Completers | Other Completers |
| DATC                | Robotics Training Center (New Program)               | 2.00         | 220,000           | 30,000          | 50,000         | 300,000          | 40,000          | 60              | 25              | -                    | -                |
| 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          | 40,000          | 120             | 50              | -                    | -                |
| DATC                | Computer Equipment Replacement                       | -            | -                 | -               | 275,000        | 275,000          | -               | -               | -               | -                    | -                |
| DATC                | Manufacturing Programs Growth and Expansion          | 3.00         | 300,000           | 45,000          | 110,000        | 455,000          | 40,000          | 60              | 50              | -                    | 50               |
| DATC                | Allied Health Programs Growth and Expansion          | 4.00         | 410,000           | 65,000          | 150,000        | 625,000          | 80,000          | 240             | 125             | -                    | -                |
| DATC                | Outreach to Potential Students                       | 1.00         | 100,000           | 30,000          | 15,000         | 145,000          | 20,000          | 60              | 25              | -                    | -                |
| DATC                | On Line Learning Enhancement                         | 1.00         | 100,000           | 15,000          | 20,000         | 135,000          | 20,000          | 60              | 25              | -                    | -                |
| <b>DATC Totals:</b> |  | <b>13.00</b> | <b>1,350,000</b>  | <b>390,000</b>  | <b>968,000</b> | <b>2,708,000</b> | <b>240,000</b>  | <b>600</b>      | <b>300</b>      | <b>-</b>             | <b>50</b>        |

| College              | Need                     | FTE          | Salary & Benefits | Current Expense | Ongoing Equip  | Total            | Projected Add'l | Projected Add'l | Projected Add'l | Secondary  | Other      |
|----------------------|--------------------------|--------------|-------------------|-----------------|----------------|------------------|-----------------|-----------------|-----------------|------------|------------|
|                      |                          |              |                   |                 |                |                  | Hours           | Headcount       | Certificates    | Completers | Completers |
| DXATC                | Auto Tech                | 2.50         | 250,000           | 65,000          | 115,000        | 430,000          | 48,000          | 40              | 38              | -          | -          |
| DXATC                | Auto Body                | 2.00         | 200,000           | 85,000          | 115,000        | 400,000          | 21,600          | 24              | 20              | -          | -          |
| DXATC                | Culinary                 | 1.80         | 180,000           | 85,000          | 105,000        | 370,000          | 27,000          | 30              | 29              | -          | -          |
| DXATC                | Practical Nurse          | 2.50         | 250,000           | 65,000          | 88,000         | 403,000          | 27,000          | 30              | 29              | -          | -          |
| DXATC                | Welding                  | 1.50         | 150,000           | 85,000          | 105,000        | 340,000          | 36,000          | 40              | 38              | -          | -          |
| DXATC                | Heavy Equipment Operator | 1.50         | 150,000           | 85,000          | 76,000         | 311,000          | 12,000          | 20              | 19              | -          | -          |
| <b>DXATC Totals:</b> |                          | <b>11.80</b> | <b>1,180,000</b>  | <b>470,000</b>  | <b>604,000</b> | <b>2,254,000</b> | <b>171,600</b>  | <b>184</b>      | <b>173</b>      | <b>-</b>   | <b>-</b>   |

| College             | Need                               | FTE          | Salary & Benefits | Current Expense | Ongoing Equip  | Total            | Projected Add'l | Projected Add'l | Projected Add'l | Projected Add'l      | Projected Add'l  |
|---------------------|------------------------------------|--------------|-------------------|-----------------|----------------|------------------|-----------------|-----------------|-----------------|----------------------|------------------|
|                     |                                    |              |                   |                 |                |                  | Hours           | Headcount       | Certificates    | Secondary Completers | Other Completers |
| MATC                | Central Sterile Technician         | 3.00         | 300,000           | 35,000          | 30,000         | 365,000          | 32,000          | 40              | 35              | -                    | -                |
| MATC                | Surgical Technician Expansion      | 2.00         | 200,000           | 25,000          | 25,000         | 250,000          | 31,536          | 24              | 16              | -                    | -                |
| MATC                | Automated Mfg and Robotics         | 2.00         | 250,000           | 75,000          | 50,000         | 375,000          | 36,000          | 40              | 32              | -                    | -                |
| MATC                | Capital Training Equipment         | -            | -                 | -               | 250,000        | 250,000          | -               | -               | -               | -                    | -                |
| MATC                | Diesel Mechanics Expansion         | 1.00         | 125,000           | 35,000          | 50,000         | 210,000          | 12,000          | 20              | 17              | -                    | -                |
| MATC                | Web Programming Expansion          | 1.00         | 150,000           | 25,000          | 27,500         | 202,500          | 36,120          | 40              | 38              | -                    | -                |
| MATC                | Mobile App Development             | 2.00         | 250,000           | 25,000          | 45,000         | 320,000          | 30,000          | 40              | 36              | -                    | -                |
| MATC                | Intruactional 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          | -               | -               | -               | -                    | -                |
| <b>MATC Totals:</b> |                                    | <b>17.00</b> | <b>1,785,000</b>  | <b>265,000</b>  | <b>740,000</b> | <b>2,790,000</b> | <b>177,656</b>  | <b>204</b>      | <b>174</b>      | <b>-</b>             | <b>-</b>         |

| College                           | Need  | FTE          | Salary & Benefits | Current Expense | Ongoing Equip  | Total            | Projected Add'l | Projected Add'l | Projected Add'l | Projected Add'l      | Projected Add'l  |
|-----------------------------------|---|--------------|-------------------|-----------------|----------------|------------------|-----------------|-----------------|-----------------|----------------------|------------------|
|                                   |   |              |                   |                 |                |                  | Hours           | Headcount       | Certificates    | Secondary Completers | Other Completers |
| OWATC                             | Apprenticeship Expansion                                  | 2.00         | 200,000           | 50,000          | -              | 250,000          | 20,000          | 125             | 100             | -                    | -                |
| 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           | 2,000           | 300             | -               | -                    | 100              |
| OWATC                             | Industrial Automation/Robotics                            | 1.25         | 125,000           | 15,000          | 250,000        | 390,000          | 20,000          | 75              | 75              | 25                   | 25               |
| OWATC                             | Instructional Designer Online                             | 1.00         | 100,000           | -               | -              | 100,000          | -               | -               | -               | -                    | -                |
| OWATC                             | OSHA Instructor   | 1.00         | 100,000           | 30,000          | -              | 130,000          | 15,000          | 200             | -               | 10                   | 200              |
| OWATC                             | Pharmacy Tech Expansion                                   | 1.25         | 125,000           | -               | -              | 125,000          | 15,000          | 35              | 25              | 10                   | -                |
| OWATC                             | STEM Math Instructor                                      | 1.00         | 100,000           | 5,000           | -              | 105,000          | 15,000          | 100             | 25              | 50                   | 150              |
| 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          | -               | -               | -               | -                    | -                |
| <b>OWATC Totals:</b>              |   | <b>12.50</b> | <b>1,250,000</b>  | <b>242,000</b>  | <b>750,000</b> | <b>2,242,000</b> | <b>87,000</b>   | <b>835</b>      | <b>225</b>      | <b>95</b>            | <b>475</b>       |
| <b>For New Building</b>           |   |              |                   |                 |                |                  |                 |                 |                 |                      |                  |
| OWATC                             | Composites Technology                                     | 1.25         | 125,000           | 10,000          | 125,000        | 260,000          | 20,000          | 75              | 50              | 25                   | 25               |
| OWATC                             | NDI Instructor  | 2.00         | 200,000           | 10,000          | 125,000        | 335,000          | 25,000          | 70              | 50              | 5                    | 25               |
| <b>OWATC New Building Totals:</b> |   | <b>3.25</b>  | <b>325,000</b>    | <b>20,000</b>   | <b>250,000</b> | <b>595,000</b>   | <b>45,000</b>   | <b>145</b>      | <b>100</b>      | <b>30</b>            | <b>50</b>        |

| College              | Need  | FTE         | Salary & Benefits | Current Expense | Ongoing Equip  | Total            | Projected Add'l | Projected Add'l | Projected Add'l | Projected Add'l      | Projected Add'l  |
|----------------------|---|-------------|-------------------|-----------------|----------------|------------------|-----------------|-----------------|-----------------|----------------------|------------------|
|                      |   |             |                   |                 |                |                  | Hours           | Headcount       | Certificates    | Secondary Completers | Other Completers |
| SWATC                | Practical Nursing Program Development       | 1.50        | 150,000           | 15,000          | 15,000         | 180,000          | 24,000          | 24              | 22              | 40                   | -                |
| 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          | 8,000           | 30              | -               | -                    | 30               |
| SWATC                | Computer Replacement                        | -           | -                 | -               | 50,000         | 50,000           | -               | -               | -               | -                    | -                |
| SWATC                | Distance Education & Curriculum Development | 1.00        | 100,000           | 10,000          | 10,000         | 120,000          | 10,000          | 50              | -               | -                    | 50               |
| <b>SWATC Totals:</b> |   | <b>6.50</b> | <b>650,000</b>    | <b>35,000</b>   | <b>315,000</b> | <b>1,000,000</b> | <b>42,000</b>   | <b>104</b>      | <b>22</b>       | <b>40</b>            | <b>80</b>        |

| College             | Need                          | FTE         | Salary & Benefits | Current Expense | Ongoing Equip  | Total          | Projected Add'l | Projected Add'l | Projected Add'l | Projected Add'l      | Projected Add'l  |
|---------------------|-------------------------------|-------------|-------------------|-----------------|----------------|----------------|-----------------|-----------------|-----------------|----------------------|------------------|
|                     |                               |             |                   |                 |                |                | Hours           | Headcount       | Certificates    | Secondary Completers | Other Completers |
| TATC                | Capital Equipment             | -           | -                 | -               | 170,000        | 170,000        | -               | -               | -               | -                    | -                |
| TATC                | Construction Tech             | 2.00        | 240,000           | -               | 100,000        | 340,000        | 38,400          | 40              | 32              | -                    | -                |
| TATC                | Transportation - CDL          | 1.00        | 120,000           | -               | 50,000         | 170,000        | 9,120           | 60              | 57              | -                    | -                |
| TATC                | Transportation - Motor Sports | 1.50        | 200,000           | -               | 100,000        | 300,000        | 10,800          | 30              | 32              | -                    | -                |
| <b>TATC Totals:</b> |                               | <b>4.50</b> | <b>560,000</b>    | <b>-</b>        | <b>420,000</b> | <b>980,000</b> | <b>58,320</b>   | <b>130</b>      | <b>121</b>      | <b>-</b>             | <b>-</b>         |

| College              | Need                    | FTE         | Salary & Benefits | Current Expense | Ongoing Equip  | Total            | Projected Add'l | Projected Add'l | Projected Add'l | Projected Add'l      | Projected Add'l  |
|----------------------|-------------------------|-------------|-------------------|-----------------|----------------|------------------|-----------------|-----------------|-----------------|----------------------|------------------|
|                      |                         |             |                   |                 |                |                  | Hours           | Headcount       | Certificates    | Secondary Completers | Other Completers |
| UBATC                | Welding                 | 2.00        | 200,000           | -               | 50,000         | 250,000          | 34,920          | 10              | 30              | -                    | 120              |
| UBATC                | Allied Health Expansion | 2.00        | 240,000           | -               | 15,000         | 255,000          | 17,496          | -               | -               | -                    | 81               |
| UBATC                | POST                    | 2.00        | 200,000           | -               | 20,000         | 220,000          | 7,580           | 10              | 30              | -                    | -                |
| UBATC                | IT Support Staff        | 1.00        | 100,000           | -               | 50,000         | 150,000          | -               | -               | -               | -                    | -                |
| UBATC                | Business Expansion      | 1.00        | 100,000           | -               | 50,000         | 150,000          | 22,320          | 20              | 25              | -                    | -                |
| UBATC                | Recruiter               | 1.00        | 100,000           | -               | 20,000         | 120,000          | -               | -               | -               | -                    | -                |
| UBATC                | Capital Equipment       | -           | -                 | -               | 242,000        | 242,000          | -               | -               | -               | -                    | -                |
| <b>UBATC Totals:</b> |                         | <b>9.00</b> | <b>940,000</b>    | <b>-</b>        | <b>447,000</b> | <b>1,387,000</b> | <b>82,316</b>   | <b>40</b>       | <b>85</b>       | <b>-</b>             | <b>201</b>       |

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

16 December 2016

ITEM: II.C

TOPIC: Acting Commissioner Salary Adjustment Bonus

#### BACKGROUND

The Board of Trustees in its 14 September 2016 meeting, established the salary range for the Commissioner of Technical Education position. The Board then directed the Executive Committee to evaluate the salary of the Acting Commissioner compared with the adopted range, and determine an appropriate bonus to be provided at the end of his interim service commensurate with a salary adjustment retroactive for his period of interim service. The Acting Commissioner's interim service ended on 31 October 2016.

#### RECOMMENDATIONS

Chair Evans will provide a recommendation for the salary adjustment bonus to be approved by the Board.

Attachments:

None



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

16 December 2016

ITEM: III.D

TOPIC: Northstar Student Information System

#### BACKGROUND

UCAT has maintained a software development team to program and maintain the student information system that supports the applied technology colleges. Commissioner Woolstenhulme will brief the Board on possible future approaches being considered for Northstar.

#### RECOMMENDATION

Information/Discussion Only

Attachments:

None

