

BOARD OF TRUSTEES

JANUARY 12, 2017 UCAT BOARD OF TRUSTEES MEETING AGENDA

UTAH COLLEGE OF APPLIED TECHNOLOGY

BOARD OF TRUSTEES MEETING AGENDA

January 12, 2017 – 10:00 a.m. to 2:00 p.m.

Davis Applied Technology College

550 East 300 South

Kaysville, UT 84037

I. Introduction

A. Call To Order – Chair Evans

B. Pledge of Allegiance – Chair Evans

C. Approval of [14 September 2016 \(regular\) \(assets/docs/9.14.16-DRAFT-BOT-Meeting-Minutes.pdf\)](#) and [16 December 2016 \(special\) \(assets/docs/12.16.16-BOT-Meeting-Minutes-DRAFT.pdf\)](#) Board Meeting Minutes – Chair Evans

D. Oath of Office for Trustees Dave Ulery and W. Tim Miller – Board Secretary

E. Recognition of Departing Board Member Barbara Corry – Commissioner Woolstenhulme

F. Host College Highlights – President Bouwhuis

G. Office of the Commissioner of Technical Education Update – Commissioner Woolstenhulme

II. Action Items

H. FY 2016 Student Data – Assoc. Cmsr. Barrus [ITEM H \(assets/docs/FINAL-ITEM-H-1.pdf\)](#)

I. Revision of UCAT Certificate Attainment Goal – Assoc. Cmsr. Barrus [ITEM I \(assets/docs/FINAL-ITEM-I.pdf\)](#)

J. Strategic Workforce Initiative Proposals – Assoc. Cmsr. Haines [ITEM J \(assets/docs/FINAL-ITEM-J.pdf\)](#)

K. UCAT Board 2017 Meeting Calendar – Chair Evans [ITEM K \(assets/docs/2017-BOT-Calendar.pdf\)](#)

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

M. Policy 110 (Applied Technology College Presidents – Functions) – Vice Chair Moore/Assoc. Cmsr. Haines [ITEM M \(assets/docs/FINAL-ITEM-M.pdf\)](#)

N. Policy 111 (Applied Technology College Presidents – Selection) – Vice Chair Moore/Assoc. Cmsr. Haines [ITEM N \(assets/docs/FINAL-ITEM-N.pdf\)](#)

O. Policy 112 (Applied Technology College Presidents – Review & Evaluation) – Chair Evans/Assoc. Cmsr. Brinkerhoff [ITEM O \(assets/docs/Agenda-Item-Policy-112-Review-and-Evaluation-of-College-Presidents.pdf\)](#)

P. Potential UCAT Office Relocation – Commissioner Woolstenhulme [ITEM P \(assets/docs/Agenda-Item-Potential-UCAT-Office-Relocation.pdf\)](#)

III. Information Items

Q. Expiring Terms of Office for Board Members – Chair Evans [ITEM Q \(assets/docs/FINAL-ITEM-Q.pdf\)](#)

R. 2016 College COE Reports – Assoc. Cmsr. Barrus [ITEM R \(assets/docs/Agenda-Item-R-COE-CPLs.pdf\)](#)

S. Student of the Year Program & Upcoming Events – Director Demma [ITEM S \(assets/docs/Agenda-Item-SOTY-Events.pdf\)](#)

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

U. 2017 Legislative Planning Discussion – Commissioner Woolstenhulme [ITEM U \(assets/docs/FINAL-ITEM-U.pdf\)](#)

IV. Closed Session

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

V. Adjourn

Tour of Davis Applied Technology College Campus provided by President Bouwhuis

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

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES 12 January 2017

ITEM: II.K

TOPIC: UCAT Board 2017 Meeting Calendar

BACKGROUND

Based on input recommended from Board Leadership and the Presidents' Cabinet, a calendar was developed which provides for Board meetings to be rotated between each of the colleges and to be held either Quarterly or every other month except during the summer. The quarterly scenario continues the pattern of previous Board meetings, while meeting every other month offers the Board the opportunity to meet five times a year. Below are proposed meeting dates and locations for each of these scenarios:

2017 Quarterly Scenario:

January 12, 2017 – Davis ATC

April 13, 2017 – Bridgerland ATC

June 14, 2017 – Uintah Basin ATC

September 14, 2017 – Mountainland ATC / UCAT Retreat

2017 Every Other Month Scenario:

January 12, 2017 (Th) – Davis ATC

March 23, 2017 (Th) – Bridgerland ATC

May 18, 2017 (Th) – Tooele ATC

September 14, 2017 (Th) – Dixie ATC / UCAT Retreat

November 16, 2017 (Th) – Mountainland ATC

FISCAL IMPACT

None

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees review, select, and approve a meeting calendar for 2017.



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

12 January 2017

ITEM: II.O

TOPIC: Policy 112 (Applied Technology College Presidents – Review and Evaluation)

BACKGROUND

Policy 112, “Applied Technology College Presidents – Review and Evaluation,” establishes requirements and procedures for formal, comprehensive evaluation of the performance of college presidents and more frequent, less formal periodic reviews to help ensure the success of each college president in the discharge of all his or her duties. It will replace the current [Policy 104, “Evaluation of College Presidents”](#), which was developed prior to the implementation of Senate Bill 131 (2016 General Legislative Session).

The policy calls for an *annual review* for each president to be conducted by a team consisting of specific UCAT trustees, local board members and the UCAT Commissioner. The team will meet with the president at least twice annually and make efforts to attend important college events. The review team will help prepare the presidents for the less frequent, but more formal evaluation process. Annual reviews are only conducted during years in which formal evaluations are not conducted. *Evaluations* conducted by the same or a very similarly composed team will take place following the first year of service and at least once every three years thereafter. Guidelines for conducting the evaluations and components of the evaluations including confidential reporting processes are detailed.

A recommended evaluation schedule and review/evaluation team member assignments will also be considered in the meeting. The previously-approved evaluation schedule, which has not yet been implemented due to the transitions provided under Senate Bill 131, can be viewed in the [11 June 2015 Board Meeting Agenda \(Item M\)](#).

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve the adoption of Policy 112, “Applied Technology College Presidents – Review and Evaluation”, as shown in the attachment and the deletion of Policy 104, and the adoption of the attached evaluation schedule. If the policy and evaluation schedule are adopted, it is recommended that the Board consider appointing the review/evaluation team members for each ATC president.

Attachments: [Draft Policy 112, “Applied Technology College Presidents – Review and Evaluation”](#)
[Proposed President Evaluation Schedule](#)
Suggested Review and Evaluation Team composition (to be distributed in the meeting)



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

12 January 2017

ITEM: II.P

TOPIC: Potential UCAT Office Relocation

BACKGROUND

Due partly to existing sentiment that UCAT's Central Administration Office be closer to the Capitol and other important State-wide partners and partly to save travel time for meeting attendance, administration is considering the possibility of moving to a Downtown Salt Lake City location. UCAT administration has been at the Thanksgiving Point location since October 2012.

A specific location has not yet been identified, but staff has begun looking for suitable space. The ideal facility will have approximately 4,500 square feet, offices for all staff members, and a board/conference room adequate for Board of Trustees and other system meetings. Markets indicate that space will likely be obtainable for approximately \$25 per square foot per year.

When the current UCAT building is vacated, MATC will occupy the building for Custom Fit training and offices for college staff. MATC has an opportunity to partner with UVU for its nursing program. Space is currently the greatest factor limiting MATC's growth potential. Moving Custom Fit to the current UCAT building will allow the nursing program to expand into space currently utilized by Custom Fit.

The UCAT building is owned by the State Building Ownership Authority and was financed via a lease revenue bond. UCAT is leasing the building from the State for \$95,544 per year for just under 20 years paid quarterly. Ownership will transfer to UCAT once the bond is retired. The final payment is scheduled for May 2031. Additionally, UCAT contracts with the State Division of Facilities and Construction Management (DFCM) for operation and maintenance services for \$32,880 annually for a total cost of occupancy of \$128,424.

Based on the preliminary assumptions, costs at the new location will be approximately \$112,500 per year for projected annual savings of nearly \$16,000. MATC employs staff who perform facility and grounds maintenance, so the amount paid to DFCM will be saved.

RECOMMENDATIONS

UCAT administration recommends the Board of Trustees authorize the UCAT Commissioner and staff to seek a Downtown Salt Lake City location and MATC to occupy the current UCAT building once vacated.



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

12 January 2017

ITEM: III.R

TOPIC: 2016 College COE Reports – Program Completion, Placement, and Licensure

BACKGROUND

The Council on Occupational Education (COE), which provides institutional accreditation for the eight UCAT applied technology colleges, requires each college to provide an annual report in December of each year indicating compliance with accreditation guidelines and performance on certain indicators during the fiscal year.

COE requires each of its accredited institutions to maintain a minimum standard in each accredited program of 60% Completion, 70% Placement, and 70% Licensure. The college must account for its Completion, Placement, and Licensure (CPL) attainment at each of its campus locations in its COE annual report. If any program at any campus location has fallen below the standard during the reporting year, it is placed under “heightened monitoring” and the college is required to submit an improvement plan to COE to bring the program up to the minimum standard, or discontinue the program within 18-24 months.

The attached report lists the Completion, Placement, and Licensure (CPL) rates reported by each college for its FY-2016 accredited programs. Of the 282 total programs reported, 271 (96%) met or exceeded all required standards. 11 programs at four colleges are in “heightened monitoring” status (highlighted), with their improvement plans indicated.

RECOMMENDATIONS

Information/discussion only.

Attachments: 2016 College COE Reports – Program Completion, Placement, and Licensure

Bridgerland Applied Technology College

Logan Campus

Program	Completion	Placement	Licensure
Animal Science	86%	87%	N/A
Apprenticeship	65%	100%	100%
Automated Manufacturing	72%	97%	N/A
Automotive Collision Repair	86%	83%	N/A
Automotive Service	100%	90%	N/A
Building Trades	100%	89%	N/A
Business	90%	81%	100%
Commercial Driver's License	95%	74%	100%
Culinary Arts	82%	100%	N/A
Dental Assisting	61%	95%	N/A
Diesel Mechanics	100%	86%	N/A
Drafting	90%	100%	N/A
Electronic	94%	87%	N/A
Emergency Medical Technician	88%	79%	100%
Fashion Merchandising	83%	100%	N/A
Fire Science	67%	75%	N/A
Health	85%	78%	100%
Information Technology	65%	93%	N/A
Interior Design	64%	100%	N/A
Machine Technology	62%	100%	N/A
Meat Cutting	78%	100%	N/A
Media Design	61%	91%	N/A
Nursing	100%	100%	100%
POST	90%	91%	100%
Web and Mobile Development	62%	100%	N/A
Welding	86%	84%	N/A

Brigham City Campus

Program	Completion	Placement	Licensure
Automated Manufacturing	67%	100%	N/A
Business	100%	100%	N/A
Cosmetology	93%	87%	100%
Dental Assisting	67%	100%	N/A
Drafting	100%	100%	N/A
Electronic	N/A	N/A	N/A
Information Technology	N/A	N/A	N/A
Media Design	67%	100%	N/A
Nursing Assistant	94%	91%	100%
Web and Mobile Development	N/A	N/A	N/A

Davis Applied Technology College

Main Campus

Program	Completion	Placement	Licensure
Advanced Esthetician	65%	91%	100%
Architectural and Engineering Design	61%	96%	N/A
Automotive Technology	71%	100%	N/A
Business Technology	61%	84%	N/A
Chairside Dental Assisting	N/A	N/A	N/A
CNC Machining	62%	93%	N/A
Composite Materials Technology	73%	87%	N/A
Cosmetology	65%	93%	100%
Culinary Arts	75%	87%	N/A
Dental Assisting	73%	95%	N/A
Diesel/Heavy Duty Technology	77%	99%	N/A
Digital Media Design	84%	79%	N/A
Electrician Apprentice	76%	100%	N/A
Esthetician	88%	73%	100%
Health Information Technology	68%	91%	N/A
Heating and Air Conditioning	69%	100%	N/A
Information Technology	64%	82%	N/A
Medical Assisting	60%	96%	N/A
Motor Sports Technician	79%	72%	N/A
Nail Technician	66%	76%	93%
Nurse Assistant	80%	72%	93%
Pharmacy Technician	89%	100%	100%
Plumbing Apprentice	72%	100%	N/A
Practical Nurse	99%	100%	100%
Surgical Technology	80%	100%	N/A
Welding Technology	61%	79%	N/A

Freeport Extension Center

Emergency Services	88%	77%	N/A
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Freeport West Extension Center

Automation Technology	90%	98%	N/A
Plastic Injection Molding	100%	100%	N/A

Utah State Prison

Program	Completion	Placement	Licensure
Automotive Technology	100%	100%	N/A
Business Technology	100%	100%	N/A
Culinary Arts	100%	N/A	N/A
Machinist Technician	100%	100%	N/A
Welding Technology	100%	100%	N/A

Dixie Applied Technology College

Main Campus

Program	Completion	Placement	Licensure
Advanced Emergency Medical Technician	100%	87%	N/A
Automation Technician	100%	100%	N/A
CNC Machining	32%	86%	N/A
Commercial Driver's License	100%	100%	100%
Diesel Technology	88%	100%	N/A
Digital Media Design	N/A	N/A	N/A
Drafting	100%	100%	N/A
Electrical Apprenticeship	100%	86%	N/A
Emergency Medical Technician	100%	74%	N/A
Healthcare Coding Technician	91%	100%	N/A
HVAC Technician	92%	100%	N/A
Information Technology	67%	71%	N/A
Manufacturing Operations	88%	100%	N/A
Medical Assisting	98%	89%	N/A
Medication Aide Certification	N/A	N/A	N/A
Nursing Assistance	100%	100%	N/A
Office Management	N/A	N/A	N/A
Paramedic	N/A	N/A	N/A
Pharmacy Technology	100%	92%	100%
Phlebotomy Technician	100%	89%	N/A
Plumbing Apprenticeship	83%	100%	N/A

Mountainland Applied Technology College

Thanksgiving Point Campus

Program	Completion	Placement	Licensure
Accelerated Medical Billing and Coding	100%	100%	N/A
Business Technology-Accounting	100%	100%	N/A
Commercial Truck Driving	100%	100%	100%
Cosmetology	92%	94%	100%
Cosmetology-Eyelash Extension	100%	N/A	N/A
Culinary Arts	91%	84%	N/A
Dental Assistant	87%	95%	N/A
Digital Media Technology	85%	73%	N/A
Emergency Medical Technician	88%	91%	100%
Information Technology	74%	86%	N/A
Medical Assistant	89%	100%	N/A
Medical Billing and Coding	90%	86%	N/A
Medical Office Administration	100%	100%	N/A
Nail Technician	100%	92%	100%
Nurse Assistant	89%	83%	100%
Pharmacy Technician	86%	91%	100%
Phlebotomy Technician	93%	N/A	N/A

Practical Nursing	98%	98%	100%
Vehicle Emission	94%	N/A	N/A
Vehicle Safety Inspection	95%	N/A	N/A

Orem Campus

Program	Completion	Placement	Licensure
CNC Machining	100%	100%	N/A
Composite Technology	100%	88%	N/A
Dental Assistant	100%	93%	N/A
Electrical Apprenticeship	92%	N/A	N/A
Emergency Medical Technician	100%	100%	100%
HVAC Apprenticeship	88%	N/A	N/A
Machine Tool Technology	89%	96%	N/A
Medical Assistant	88%	100%	N/A
Nurse Assistant	96%	77%	100%
Phlebotomy Technician	90%	N/A	N/A
Pipe Welding Processes	100%	100%	N/A
Plumbing Apprenticeship	100%	N/A	N/A
Welding Skills Upgrade	100%	N/A	N/A
Welding Technology	92%	88%	N/A

Spanish Fork Campus

Program	Completion	Placement	Licensure
Cosmetology	95%	84%	100%
Cosmetology-Eyelash Extensions	100%	N/A	N/A
Dental Assistant	95%	100%	N/A
Diesel Mechanics	73%	88%	N/A
Digital Media Technology	88%	71%	N/A
Emergency Medical Technician	100%	100%	100%
Information Technology	77%	89%	N/A
Medical Assistant	88%	92%	N/A
Medical Billing and Coding	100%	100%	N/A
Medical Office Administration	83%	100%	N/A
Nail Technician	100%	83%	100%
Nurse Assistant	100%	92%	100%
Pharmacy Technician	100%	80%	100%

Ogden-Weber Applied Technology College

Main Campus

Program	Completion	Placement	Licensure
Barbering	70%	73%	100%
Business	84%	98%	N/A
Clinical Laboratory Assistant	94%	41%	N/A
Composites	61%	89%	N/A
Composites Skills Upgrade	N/A	N/A	N/A

Computer Aided Design Technology	72%	100%	N/A
Computer Aided Design Technology Skills Upgrade	100%	100%	N/A
Computer Graphic Designer	61%	73%	N/A
Construction Basics	76%	100%	N/A
Construction Technology Skills Upgrade	100%	100%	N/A
Cosmetology	65%	97%	100%
Culinary Arts	47%	88%	N/A
Culinary Arts-Baking and Pastry	40%	100%	N/A
Dental Assisting	91%	100%	N/A
Electrical Trades Preparation	64%	89%	N/A
Electrical Trades Skills Upgrade	98%	98%	N/A
Electrician Apprentice-related Instruction	99%	100%	N/A
HVAC Skills Upgrade	N/A	N/A	N/A
HVAC Technician Apprentice-related Instruction	89%	97%	N/A
Industrial Automation Maintenance	87%	97%	N/A
Industrial Automation Maintenance Skills Upgrade	77%	100%	N/A
Information Technology Networking	66%	100%	N/A
Machinist Apprentice-related Instruction	100%	100%	N/A
Machinist Level I	67%	94%	N/A
Machinist Level II	93%	92%	N/A
Machinist Level III	100%	86%	N/A
Machinist Skills Upgrade	75%	100%	N/A
Medical Assisting	70%	100%	N/A
Medical Coder	65%	78%	N/A
Medical Coder Skills Upgrade	N/A	N/A	N/A
Medical Office Administration	74%	73%	N/A
Metal Fabricator	90%	95%	N/A
Nail Technician	81%	96%	100%
Non-Destructive Inspection	64%	92%	N/A
Non-Destructive Inspection Skills Upgrade	N/A	N/A	N/A
Nursing Assistant	82%	93%	N/A
Pharmacy Technician	75%	84%	100%
Plumber Apprentice-related Instruction	97%	100%	N/A
Practical Nursing	97%	100%	100%
Radiology Practical Technician Skills Upgrade	N/A	N/A	N/A
Sheet Metal Worker Apprentice-related Instruction	93%	100%	N/A
Software Development	60%	97%	N/A
Software Development Skills Upgrade	N/A	N/A	N/A
Web Development	62%	94%	N/A
Welder Advanced	100%	100%	N/A
Welder Production	65%	89%	N/A
Welder Skills Upgrade	100%	99%	N/A

Business Depot Ogden Campus

Program	Completion	Placement	Licensure
Automotive Technician (Maintenance and Light Repair)	62%	97%	N/A
Real Estate Agent - Pre-licensure	93%	91%	100%

Joint Apprenticeship Training Council Offices

Program	Completion	Placement	Licensure
Communication Tech App-related Instruction (JATC)	100%	100%	N/A
Electrician Apprentice-related Instruction (JATC)	100%	100%	N/A

Utah Sheet Metal Education and Training Trust

Program	Completion	Placement	Licensure
Sheet Metal Apprentice Skills Upgrade (JATC)	N/A	N/A	N/A
Sheet Metal Worker App-related Instruction (JATC)	100%	100%	N/A

Southwest Applied Technology College

Main Campus

Program	Completion	Placement	Licensure
Accounting Clerk	100%	100%	N/A
Advanced Emergency Medical Technician	92%	100%	100%
Basic Business Administrative Support	100%	100%	N/A
Basic Emergency Medical Technician	81%	90%	100%
Billing and Coding Specialist	100%	33%	N/A
Business Administrative Support II	100%	50%	N/A
Computer Science-Computer Programming	33%	100%	N/A
Computer Science-Information Technology	67%	50%	N/A
Computer Science-Web Development	50%	100%	N/A
Digital Media Graphic Design	100%	100%	N/A
Digital Media Web Design	100%	100%	N/A
Industrial Maintenance and Automation	100%	100%	N/A
Medical Clinical Assistant	100%	100%	N/A
Medical Office Administration	50%	100%	N/A
Nursing Assistant	90%	98%	100%
Phlebotomy	93%	92%	N/A
Production Welding/Structural Steel and Pipe Welding	82%	92%	N/A
(Secondary Program) Building Construction	97%	N/A	N/A
(Secondary Program) Business Technology	100%	N/A	N/A
(Secondary Program) Clinical Lab Assistant	100%	N/A	N/A
(Secondary Program) Culinary Arts	N/A	N/A	N/A
(Secondary Program) Information Technology	79%	N/A	N/A
(Secondary Program) Introduction to Emergency Medicine	78%	N/A	N/A
(Secondary Program) Introduction to Health Sciences	89%	N/A	N/A
(Secondary Program) Medical Anatomy & Physiology	75%	N/A	N/A
(Secondary Program) Medical Terminology	91%	N/A	N/A
(Secondary Program) Nursing Assistant	88%	N/A	N/A
(Secondary Program) Phlebotomy	100%	N/A	N/A
(Secondary Program) Welding Technology	92%	N/A	N/A

Automotive Facility

Program	Completion	Placement	Licensure
Automotive Technician	89%	100%	N/A
Professional Truck Driving	80%	83%	100%
(Secondary Program) Automotive Technician	83%	N/A	N/A
(Secondary Program) Auto Mechanics	93%	N/A	N/A

Panguitch County Campus

Program	Completion	Placement	Licensure
Nursing Assistant	100%	100%	100%
(Secondary Program) Nursing Assistant	100%	N/A	N/A

Kane County Campus

Program	Completion	Placement	Licensure
Nursing Assistant	100%	100%	100%
(Secondary Program) Nursing Assistant	100%	N/A	N/A

Circle Four Farms

Program	Completion	Placement	Licensure
Herd Technician	100%	N/A	N/A
Pork Production	91%	N/A	N/A

High School Programs

Program	Completion	Placement	Licensure
Nursing Assistant (Beaver HS)	88%	N/A	N/A
Nursing Assistant (Bryce Valley HS)	N/A	N/A	N/A
Nursing Assistant (Escalante HS)	N/A	N/A	N/A
Nursing Assistant (Milford HS)	N/A	N/A	N/A
Nursing Assistant (Parowan HS)	N/A	N/A	N/A
Nursing Assistant (Valley HS)	N/A	N/A	N/A

Tooele Applied Technology College

Main Campus

Program	Completion	Placement	Licensure
Accounting Clerk	N/A	N/A	N/A
Certified Nursing Assistant	94%	85%	100%
Clinical Medical Assistant	83%	100%	N/A
Commercial Driver's License	100%	100%	100%
Computer Upgrade and Repair Technician (A+)	61%	100%	N/A
Customer Service	N/A	N/A	N/A
Executive Assistant	80%	100%	N/A
Heavy Duty Diesel Technician	67%	100%	N/A
Industrial Maintenance Technician	100%	100%	N/A
Medical Billing and Coding	67%	100%	N/A
Medical Office Laboratory Technician	100%	100%	N/A

Nail Technician	78%	100%	100%
Nail Technician Instructor	100%	100%	100%
Network Administrator (MCSA)	N/A	N/A	N/A
Networking Engineer (CCNA)	67%	100%	N/A
Networking Technician (Net+)	86%	100%	N/A
Office Clerk	80%	100%	N/A
Office Manager	100%	100%	N/A
Phlebotomy Technician	74%	100%	N/A
Practical Nursing	N/A	N/A	N/A
Receptionist	90%	94%	N/A
Welding Technician I	89%	93%	N/A
Welding Technician II	75%	100%	N/A
Welding Technician III	67%	100%	N/A

Community Learning Center

Program	Completion	Placement	Licensure
Barbering	100%	100%	100%
Cosmetology/Barbering	77%	93%	100%
Cosmetology/Barbering Instructor	100%	100%	100%

Uintah Basin Applied Technology College

Roosevelt Campus

Program	Completion	Placement	Licensure
Automotive Technology	60%	33%	N/A
Carpentry	100%	100%	N/A
Commerical Driver's License	100%	83%	100%
Medical Assistant	92%	92%	N/A
Nursing Assistant	92%	75%	N/A
Office Professional	71%	100%	N/A
Pharmacy Technician	83%	88%	100%
Practical Nursing	88%	100%	100%
Special Functions Officer	90%	100%	N/A
Welding	70%	100%	N/A

Vernal Campus

Program	Completion	Placement	Licensure
Accounting Technician	96%	86%	N/A
Business Administrative Support	81%	97%	N/A
Civil Technology	79%	73%	N/A
Commerical Driver's License	93%	77%	100%
Heavy Duty Diesel	N/A	N/A	N/A
Nursing Assistant	67%	71%	N/A
Petroleum Technology	82%	78%	N/A
Welding	76%	81%	N/A
Well Control	100%	100%	N/A

COE Programs on Heightened Monitoring

College	Program	Triggered Area	Improvement Plan
DXATC	CNC Machining	Completion	The college has replaced its CNC instructor and hired additional adjunct faculty. Curriculum has also been adjusted to get students hands-on experience earlier in training to keep students focused. Additionally, an evening section has been added to provide students with greater flexibility in completing course competencies.
OWATC	Clinical Laboratory Assistant	Placement	This program has been discontinued. No students are enrolled, and it will not be reported to COE next year.
OWATC	Culinary Arts	Completion	The program orientation is being updated to provide students with a clear understanding of program requirements. Faculty will also work with the Center for Teaching and Learning to identify potential curriculum changes that may lead to greater student completion.
OWATC	Culinary Arts-Baking and Pastry Chef	Completion	The college will develop a marketing plan to increase the programs' cohort size. Additionally, the program orientation is being updated to provide students with a clear understanding of program requirements. Faculty will also work with the Center for Teaching and Learning to identify potential curriculum changes that may lead to greater student completion.
SWATC	Billing and Coding Specialist	Placement	The program will add additional software programs to ensure students have greater exposure to a diversity of industry software. Students will also be notified weekly of job openings.
SWATC	Business Administrative Support II	Placement	The college is working with the advisory committee to ensure competencies taught are needed by local industry. Greater emphasis is being given to the college's student counselor to ensure that all students approaching graduation are notified of job openings in the state.
SWATC	Computer Science-Computer Programming	Completion	Curriculum is being updated to provide students with a foundational understanding before learning advanced language/concepts. Additionally, the program now includes more business skill development in the form of interviews, presentations, and workplace scenarios.
SWATC	Computer Science-Information Technology	Placement	Greater emphasis is being given to the college's student counselor to ensure that all students approaching graduation are notified of job openings in the state. Students will also be reminded there are out-of-state telecommuting job opportunities.
SWATC	Computer Science-Web Development	Completion	Curriculum is being updated to provide students with a foundational understanding before learning advanced language/concepts. Additionally, the program now includes more business skill development in the form of interviews, presentations, and workplace scenarios.
SWATC	Medical Office Administration	Completion	The program is placing greater emphasis on its Professionalism class, providing students with greater "soft skills". Additionally, the program is identifying more internship/job-shadowing opportunities for students.
UBATC	Automotive Technology	Placement	The college is working with the advisory committee, local auto shops, tire shops, lube bays, and general industry to ensure appropriate curriculum is taught to meet industry needs.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES 12 January 2017

ITEM: III.S

TOPIC: Student of the Year Program & Upcoming Events

BACKGROUND

Members of the UCAT Board of Trustees and their guests are invited to attend the third annual UCAT Student of the Year Appreciation Dinner **Tuesday, January 31, 2017**, 6:30 p.m. to 9:00 p.m., at the Joseph Smith Memorial Building in downtown Salt Lake City.

The Appreciation Dinner will feature Governor Gary R. Herbert as special guest, and will honor the 2016 Students of the Year from each of the eight applied technology colleges. The 2017 UCAT Student of the Year, who will be selected from among the college Students of the Year, will be announced at the dinner.

The UCAT Student of the Year will serve as an ambassador for UCAT and technical education throughout the state. Shawn Owens has been serving as the 2016 UCAT Student of the Year.

UCAT Director of Public Relations Joseph Demma will brief the Board on the Student of the Year program and other events.

RECOMMENDATIONS

Information/discussion only.



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

12 January 2017

ITEM: II.H

TOPIC: Approval of Final FY 2016 Student Data

BACKGROUND

At its 14 September 2016 meeting, the Board of Trustees approved FY 2016 year-end college data submissions and certifications, as summarized in the agenda at <http://ucat.edu/site/wp-content/uploads/2016/09/ITEM-E-1.pdf>. This approval was in accordance with [UCAT Policy 205.11.1.3 \(Student Enrollment and Completion Reporting\)](#) and 2014 legislative intent language. The data were included in the [October 2016 UCAT Annual Report](#), previously submitted to the Governor's Office and the Legislative Education Interim Committee.

Summary figures for certificate-seeking students were reported and clearly identified in September as "pre-final", pending a December follow-up data submission. As provided in [UCAT Policy 205.11.2](#), colleges continued to track the outcomes of FY 2016 certificate-seeking students after the end of the fiscal year, and provided a follow-up data submission in December that reported additional non-graduate/early-hire completers and re-enrolled students. Completion rates for certificate-seeking students have been recalculated, given these updated student outcomes. College presidents have certified that the submitted follow-up data comply with all applicable statutes and policies, and have verified that the updated completion rates are accurate.

The Office of the Commissioner of Technical Education has reviewed, accepted, and approved the follow-up data submissions and certifications of the eight colleges. Reports are attached detailing final completion rates, certificate totals, and cost rates reflecting the certified follow-up data for each college and the UCAT system. Upon acceptance and approval of the college data submissions and certifications by the Board of Trustees, the approved reports reflecting follow-up data will be designated the official data to be published in all reports pertaining to FY 2016.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees accept and approve the colleges' FY 2016 placement follow-up data submissions, as summarized in the attached reports, as final for all FY 2016 reporting purposes.

Attachments: UCAT Enrollment, Completion, & Cost Reports – FY 2016 (Final)

UCAT Enrollment, Completion, & Cost Report - FY 2016 (Final)

(As specified in UCAT Policy 205)

Final (1/6/17)	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total
MEMBERSHIP HOURS					
Total Membership Hours¹	3,462,281	473,399	232,108	1,895,903	6,063,691
STUDENT HEADCOUNT/COMPLETION²					
Headcount	11,795	13,126	2,869	11,195	38,985
Total Completers	5,825	12,369	2,125	9,427	
<i>Graduate Completers</i>	5,073	(NA)	(NA)	(NA)	
<i>Non-Grad/Early-Hire</i>	752	(NA)	(NA)	(NA)	
Non-Completers	2,021	468	503	1,075	
Completion Rate	74.24%	96.35%	80.86%	89.76%	
(Still-Enrolled)	3,949	289	241	693	
CERTIFICATES					
Certificate Recipients - #Students ³	5,125	326	149	1,484	7,084
Certificates	6,084	332	149	1,585	8,150
Weighted Avg Prog Cert Length ⁴					447
COST RATES					
Total State Appropriation ⁵					\$ 71,884,000
Direct Instructional Cost					\$ 37,025,134
Cost per Membership Hour					\$ 6.13
Cost per Certificate/Completion⁶	\$ 2,993.12	\$ 211.95	\$ 589.44	\$ 1,122.23	

1- College Membership Hour totals may not sum to the totals herein due to rounding.

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 - The number of certificate recipients in the Certificate-Seeking category as originally approved was 5,120. However, the underlying data shows that there were actually five additional students that were not counted before. The number was then changed to 5,125 on 10/3/2017 with the approval of the Acting Commissioner.

4 - The Weighted Average Program Certificate Length as originally approved was 440. However, the actual average length was 447.

5 - 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.

6 - 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 (Final)

(As specified in UCAT Policy 205)

Final (12/20/16)

Data certified by College President 1/5/17

	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/COMPLETION¹					
Headcount	1,599	1,909	233	1,968	5,709
Total Completers	840	1,642	70	1,619	
<i>Graduate Completers</i>	750	(NA)	(NA)	(NA)	
<i>Non-Grad/Early-Hire</i>	90	(NA)	(NA)	(NA)	
Non-Completers	175	165	143	230	
Completion Rate	82.76%	90.87%	32.86%	87.56%	
(Still-Enrolled)	584	102	20	119	
CERTIFICATES					
Certificate Recipients - #Students	813	-	-	-	813
Certificates	918	-	-	-	918
Weighted Avg Prog Cert Length					508
COST RATES					
Total State Appropriation ²					\$ 12,739,100
Direct Instructional Cost					\$ 7,577,638
Cost per Membership Hour					\$ 7.14
Cost per Certificate/Completion³	\$ 4,539.11	\$ 366.22	\$ 1,874.18	\$ 1,654.24	

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

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

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

DATC Enrollment, Completion, & Cost Report - FY 2016 (Final)

(As specified in UCAT Policy 205)

Final (12/20/16)

Data certified by College President 1/5/17

	Certificate-Seeking	Occupational Upgrade	Other Post-Secondary	Secondary	Total
MEMBERSHIP HOURS					
Total Membership Hours¹	960,423	59,337	76,001	355,730	1,451,491
STUDENT HEADCOUNT/COMPLETION²					
Headcount	3,065	811	867	1,264	6,007
Total Completers	1,452	739	719	929	
<i>Graduate Completers</i>	1,151	<i>(NA)</i>	<i>(NA)</i>	<i>(NA)</i>	
<i>Non-Grad/Early-Hire</i>	301	<i>(NA)</i>	<i>(NA)</i>	<i>(NA)</i>	
Non-Completers	762	38	71	166	
Completion Rate	65.58%	95.11%	91.01%	84.84%	
(Still-Enrolled)	851	34	77	169	
CERTIFICATES					
Certificate Recipients - #Students ³	1,163	14	17	294	1,488
Certificates	1,426	16	17	310	1,769
Weighted Avg Prog Cert Length					554
COST RATES					
Total State Appropriation ⁴					\$ 15,008,400
Direct Instructional Cost					\$ 6,964,870
Cost per Membership Hour					\$ 4.88
Cost per Certificate/Completion⁵	\$ 2,946.96	\$ 281.00	\$ 409.21	\$ 1,985.37	

1- Membership Hour counts may not sum to the totals herein due to rounding.

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 - The number certificate recipients in the Certificat-Seeking category as originally approved was 1,158. However, the underlying data shows that there were actually five additional students that were not counted before. The number was then changed to 1,163 on 10/3/2017 with the approval of the Acting Commissioner.

4 - 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.

5 - 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 (Final)

(As specified in UCAT Policy 205)

Final (12/20/16)

Data certified by College President 1/3/17

	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/COMPLETION¹					
Headcount	659	6,652	258	2,528	10,097
Total Completers	395	6,546	244	2,397	
<i>Graduate Completers</i>	388	(NA)	(NA)	(NA)	
<i>Non-Grad/Early-Hire</i>	7	(NA)	(NA)	(NA)	
Non-Completers	75	94	12	83	
Completion Rate	84.04%	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 ²					\$ 4,097,800
Direct Instructional Cost					\$ 2,579,446
Cost per Membership Hour					\$ 6.79
Cost per Certificate/Completion³	\$ 1,885.47	\$ 114.96	\$ 170.31	\$ 135.42	

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

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

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

MATC Enrollment, Completion, & Cost Report - FY 2016 (Final)

(As specified in UCAT Policy 205)

Final (12/20/16)

Data certified by College President 1/4/17

	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/COMPLETION¹					
Headcount	2,024	453	391	1,373	4,241
Total Completers	1,238	424	378	1,017	
<i>Graduate Completers</i>	1,216	(NA)	(NA)	(NA)	
<i>Non-Grad/Early-Hire</i>	22	(NA)	(NA)	(NA)	
Non-Completers	225	27	12	196	
Completion Rate	84.62%	94.01%	96.92%	83.84%	
(Still-Enrolled)	561	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 ²					\$ 10,765,400
Direct Instructional Cost					\$ 5,060,092
Cost per Membership Hour					\$ 4.71
Cost per Certificate/Completion³	\$ 1,656.26	\$ 818.98	\$ 70.57	\$ 3,217.98	

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

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

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

OWATC Enrollment, Completion, & Cost Report - FY 2016 (Final)

(As specified in UCAT Policy 205)

Final (12/20/16)

Data certified by College President 1/5/17

	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/COMPLETION¹					
Headcount	2,973	862	557	1,443	5,835
Total Completers	1,148	663	280	1,069	
<i>Graduate Completers</i>	817	<i>(NA)</i>	<i>(NA)</i>	<i>(NA)</i>	
<i>Non-Grad/Early-Hire</i>	331	<i>(NA)</i>	<i>(NA)</i>	<i>(NA)</i>	
Non-Completers	425	100	160	207	
Completion Rate	72.98%	86.89%	63.64%	83.78%	
(Still-Enrolled)	1,400	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 ²					\$ 14,541,800
Direct Instructional Cost					\$ 7,361,719
Cost per Membership Hour					\$ 6.21
Cost per Certificate/Completion³	\$ 3,887.77	\$ 663.53	\$ 2,725.59	\$ 1,565.75	

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

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

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

SWATC Enrollment, Completion, & Cost Report - FY 2016 (Final)

(As specified in UCAT Policy 205)

Final (12/20/16)

Data certified by College President 12/21/16

	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/COMPLETION¹					
Headcount	358	352	280	894	1,884
Total Completers	214	342	258	828	
<i>Graduate Completers</i>	199	<i>(NA)</i>	<i>(NA)</i>	<i>(NA)</i>	
<i>Non-Grad/Early-Hire</i>	15	<i>(NA)</i>	<i>(NA)</i>	<i>(NA)</i>	
Non-Completers	70	10	19	66	
Completion Rate	75.35%	97.16%	93.14%	92.62%	
(Still-Enrolled)	74	-	3	-	
CERTIFICATES					
Certificate Recipients - #Students	212	-	-	112	324
Certificates	222	-	-	119	341
Weighted Avg Prog Cert Length					334
COST RATES					
Total State Appropriation ²					\$ 4,280,800
Direct Instructional Cost					\$ 2,002,786
Cost per Membership Hour					\$ 8.93
Cost per Certificate/Completion³	\$ 3,216.39	\$ 237.07	\$ 382.04	\$ 1,014.46	

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

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

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

TATC Enrollment, Completion, & Cost Report - FY 2016 (Final)

(As specified in UCAT Policy 205)

Final (1/6/17)

Data certified by College President 1/6/17

	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/COMPLETION¹					
Headcount	441	114	62	128	745
Total Completers	168	55	33	77	
<i>Graduate Completers</i>	162	(NA)	(NA)	(NA)	
<i>Non-Grad/Early-Hire</i>	6	(NA)	(NA)	(NA)	
Non-Completers	104	27	15	32	
Completion Rate	61.76%	67.07%	68.75%	70.64%	
(Still-Enrolled)	169	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 ²					\$ 3,261,100
Direct Instructional Cost					\$ 1,505,625
Cost per Membership Hour					\$ 10.16
Cost per Certificate/Completion³	\$ 5,226.02	\$ 1,851.70	\$ 1,699.03	\$ 2,853.88	

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

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

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

UBATC Enrollment, Completion, & Cost Report - FY 2016 (Final)

(As specified in UCAT Policy 205)

Final (12/20/16)

Data certified by College President 1/3/17

	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/COMPLETION¹					
Headcount	676	1,973	221	1,597	4,467
Total Completers	412	1,958	143	1,491	
<i>Graduate Completers</i>	390	(NA)	(NA)	(NA)	
<i>Non-Grad/Early-Hire</i>	22	(NA)	(NA)	(NA)	
Non-Completers	140	7	71	95	
Completion Rate	74.64%	99.64%	66.82%	94.01%	
(Still-Enrolled)	124	8	7	11	
CERTIFICATES					
Certificate Recipients - #Students	389	-	-	150	539
Certificates	403	-	-	168	571
Weighted Avg Prog Cert Length ²					389
COST RATES					
Total State Appropriation ³					\$ 7,189,600
Direct Instructional Cost					\$ 3,972,958
Cost per Membership Hour					\$ 7.40
Cost per Certificate/Completion⁴	\$ 3,283.81	\$ 197.94	\$ 917.01	\$ 1,177.63	

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

2 - The Weighted Average Program Certificate Length as originally approved was 289. However, the actual average length was 389. This was due to a typo.

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.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES 12 January 2017

ITEM: II.I

TOPIC: Revision of UCAT Certificate Attainment Goal

BACKGROUND

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

In summer 2016, under the direction of the Board and in response to legislative audit recommendations, UCAT administration conducted a review of all educational programs offered by the colleges, examining the significance of student achievements upon completion of those programs. The conclusions and recommendations of that review were presented to the Board in its 14 September 2016 meeting. One recommendation adopted in that meeting was the removal of Occupational Skills Certificates from all college offerings, policies, and reports. The discontinuation of Occupational Skills Certificates necessitates a revision of UCAT's certificate attainment goal set in January 2016.

Upon examination of UCAT performance trends, UCAT administration and the college presidents feel that the goal to award 9,500 certificates annually by 2020 is not sufficiently aggressive, even after the removal of Occupational Skills Certificates from previous years' totals. Current trends suggest that the colleges will easily achieve and exceed this mark. The goal was set under the assumption that absent new appropriations, marginal growth rates will decline, and any growth in certificate attainment will result from increased efficiencies rather than program expansion. However, growth in certificate attainment has remained relatively steady for the past five years, averaging 8.76% annually. Year-to-date FY 2017 certificate attainment suggests this growth will continue through the current fiscal year. Modeling past performance and assuming a stretch-goal growth of 9% annually, UCAT may reach 11,492 annual awards by 2020 (see attached). This target has been vetted by and is supported by the college presidents.

RECOMMENDATIONS

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

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

UCAT Certificate Attainment, 2011 - 2020 (Projected)



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

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

12 January 2017

ITEM: II.J

TOPIC: Strategic Workforce Initiative Proposals

BACKGROUND

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

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

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

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

RECOMMENDATIONS

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



FY-2017 STRATEGIC WORKFORCE INITIATIVE PROPOSALS

(January 2017 Submissions)

FOR UTAH COLLEGE OF APPLIED TECHNOLOGY BOARD OF TRUSTEES SUPPORT

BATC, Box Elder/Cache/Logan City School Districts, USU: Outdoor Products

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

USU-BATC Faculty and Equipment Funding	\$250,000
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DXATC, Washington County School District, DSU: Automotive Technician

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

DXATC – two full-time faculty positions:	\$220,000
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MATC, UVU, Mountainland Region CTEC (7 school districts): Mobile Development

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

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

OWATC, Ogden School District: Northern Utah Aerospace Pathways

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

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

TATC, USU, Tooele County School District: Information Technology Programming/Coding

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

TCSO – Faculty Retainment	\$ 20,000
<u>TATC – Faculty, Equipment/Software</u>	<u>\$230,000</u>
Total Request	\$250,000

SWATC, SUU: STEM Pathways

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

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

UBATC, USU-UB, Duchesne County School District, Uintah School District: Industrial Automation

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

USU-Uintah Basin Faculty Funding	\$ 87,000
<u>UBATC Faculty Funding</u>	<u>\$ 88,200</u>
Total Request	\$175,200

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES 12 January 2017

ITEM: II.L

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

BACKGROUND

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

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

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

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

RECOMMENDATIONS

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

Attachment: Revisions to UCAT Policy 101 (Bylaws)



POLICIES

Subject:	Bylaws
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101.1 Purpose

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

101.2 Approval

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

101.3 References

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

101.10 ARTICLE VII: Committees

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

10.1.1 The chair of the Board of Trustees;

10.1.2 The vice-chair of the Board of Trustees;

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

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

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

10.2 Duties and Powers of the Executive Committee

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

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

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

12 January 2017

ITEM: II.M

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

BACKGROUND

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

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

RECOMMENDATIONS

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

Attachment:

Draft Policy 110, “Applied Technology College Presidents – Functions”





Table with 2 columns: Subject, Applied Technology College Presidents – Functions

110.1 Purpose

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

110.2 Approval

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

110.3 References

- UCA 53B-2a-106, Applied Technology Colleges – Duties
UCA 53B-2a-107, Applied Technology College Presidents – Appointments – Duties
UCA 53B-2a-112, Applied Technology Colleges – Relationships with other Public and Higher Education Institutions – Agreements – Priorities – New Capital Facilities

110.4 Functions

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

- 4.1 Leadership: Represents and is the spokesperson for the college and Directors to the business community, the educational community, regional organizations, the community at large, UCAT Commissioner, Trustees, the Governor’s Office and the Utah State Legislature. Ensures the college is addressing regional employer requirements for technically-skilled workforce. Ensures that secondary students have access to career and technical education through the technical college in their region. Participates in Presidents’ Cabinet in a collegial and collaborative manner to address system-wide goals, issues, policies and processes.
4.2 Relationship Building: Establishes and maintains positive, productive relationships with college faculty and staff, Directors, other college presidents, the UCAT Commissioner, and Trustees. Initiates and develops collaborative partnerships with leadership of other higher education institutions and regional secondary education providers. Develops articulation agreements where applicable. Fosters close relationships with area employers and business/industry organizations, ensuring that the technical training their current and future employees need is provided by the college. Establishes and maintains positive relationships and accountability with the Utah State Legislature, Governor, government and education boards and officials, state and local economic development leaders, and community leaders. Engages proactively in the legislative funding and statutory processes.
4.3 Strategic Planning: Coordinates the strategic planning efforts of the college, in consultation with the Directors and in support of UCAT strategic planning efforts, to ensure that the college offers programs that (1) support business/industry



POLICIES

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

- 4.4 Management:** Facilitates and coordinates the execution of all Directors' policies, procedures, and programs. Provides information and recommendations to the Directors. Administers human resource policies and employee compensation plans in accordance with Directors' and Trustees' requirements. Administers day-to-day operations, establishes benchmarks, evaluates program performance and promotes quality improvements to ensure that the college follows its career and technical education mission. Ensures continuance of the college's institutional accreditation status with Council on Occupational Education (COE) and any program specific accreditation.
- 4.5 Budgetary:** Directs expenditures for all operational and instructional budgetary items. Coordinates preparation of budgetary analysis, annual operation, capital facilities budget, and other reports to the Directors and Trustees for approval. Coordinates development of institutional budget requests for consideration by the Directors and Trustees. Accountable for budgets, operations, capital facilities, and other fiscal responsibilities through reports and requests for approval to the Directors and Trustees, the Governor's Office, and the Utah State Legislature. Maintains responsibility for supplementing funding provided by the legislature and student tuition by engaging in appropriate fund-raising activities and solicitation for donations.
- 4.6 Other Duties:** Carries out other tasks and assignments as requested by the Directors, Commissioner, Trustees, Governor's Office, or Legislature. Serves on various boards, councils, committees, and commissions as needed to promote and advance the mission of the college and UCAT.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

12 January 2017

ITEM: II.N

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

BACKGROUND

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

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

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

RECOMMENDATIONS

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

Attachment:

Draft Policy 111 – Applied Technology College Presidents – Selection





Subject:	Applied Technology College Presidents – Selection
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111.1 Purpose

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

111.2 Approval

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

111.3 References

[UCA 53B-2a-107](#), Applied Technology College Presidents – Appointments – Duties

[UCA 53B-4](#), Open and Public Meetings Act

[UCAT Policy 110](#) – Applied Technology College President Functions

[UCAT Policy 113](#) – Applied Technology College President Compensation

111.4 Presidential Vacancy

- 4.1 President Notification of Planned Vacancy:** It is the preference of the Board of Trustees that a college president inform the Commissioner via written communication of his or her intention to vacate the president’s position as early as possible, preferably at least six months before the effective date.
- 4.2 Notification to Boards of Presidential Vacancy:** Within 24 hours of notification of a planned or unplanned presidential vacancy, the Commissioner shall inform all members of the UCAT Board of Trustees and the president’s applied technology college Board of Directors via email of the vacancy and of provisions for leadership continuity and selection of a replacement as set forth in this policy.
- 4.3 Leadership Continuity**

 - 4.3.1 Unplanned Vacancy or Incapacitation:** In the event of a president’s unplanned vacancy or short-term unavailability to serve, the Commissioner shall within 48 hours, after consultation with the Chair of the applied technology college Board of Directors and with the approval of the Chair of the Board of Trustees, designate a vice president or other senior executive of the college to function in the capacity of the president until a new president or acting president is appointed.
 - 4.3.2 Acting President:** For a vacancy that is expected to exceed four weeks, the college Board of Directors shall, within two weeks of notification (111.4.2), nominate an acting president, to be approved by the Board of Trustees within one week after the nomination. The acting president shall commence service immediately upon approval until a new president is appointed as provided in this policy and begins service. The acting president’s compensation shall be set during the term of service at the minimum salary in the range established for that



Subject:	Applied Technology College Presidents – Selection
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college’s president position (as provided in Policy 113), or ten percent above the acting president’s salary prior to assuming the position, whichever is greater.

111.5 Presidential Search and Recommendation of Finalists

5.1 Search Committee

- 5.1.1 Committee Appointment:** The Chair of the Board of Trustees, after consultation with the Commissioner and the Chair of the applied technology college Board of Directors, and with the approval of the Board of Trustees, shall within two weeks of a presidential vacancy notification (111.4.2) appoint a presidential search committee and leadership.
- 5.1.2 Committee Composition:** The search committee shall, in accordance with UCA 53B-2a-107(1)(b)(i), consist of three members of the UCAT Board of Trustees, three members of the college Board of Directors (to include the Chair and Vice-Chair), the Commissioner, and up to five additional members representing college stakeholders such as applied technology college faculty, staff, students, community leaders, education partners, advisory boards, etc.
- 5.1.3 Committee Leadership and Staffing:** The leadership of the committee shall be appointed by the Board of Trustees Chair from among the members of the committee, with one of the Trustees serving as the chair, and the Chair of the college Board of Directors as the vice chair. The Commissioner shall appoint one or more members of the Commissioner’s staff to serve as staff support to the committee.
- 5.1.4 Committee Duties:** The responsibility of the presidential search committee shall be, as detailed in this policy, to search for qualified candidates for the college president position, and to recommend up to four finalists for consideration by the Board of Trustees. The Committee shall meet within two weeks of its appointment to: (1) finalize the position posting and application requirements using a template similar to 111.7; (2) develop the schedule for the search and selection process set forth in this policy, to be completed in three to four months (or as determined by the search committee) at a regular or special meeting of the Board of Trustees scheduled with the Chair of the Board of Trustees; and (3) determine the criteria for which applications and interviews will be scored by the search committee in 111.5.3 and 111.5.4.
- 5.1.5 Confidentiality:** The search committee shall keep all information about applicants and nominees strictly confidential during and after the search process.

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



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

5.3 Screening of Applications

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

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

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

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

111.6 Consideration of Finalists and President Appointment

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

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



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

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

6.4 Finalist Interviews

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

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

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

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

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



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

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

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

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



POLICIES

Subject:	Applied Technology College Presidents – Selection
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College Logo Here

(College Name)
PRESIDENT SEARCH

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

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

PRESIDENT PROFILE

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

Required Qualifications:

- Extensive experience in career and technical education.
- A _____ degree is _____ [preferred or required, as determined by local Board – or consideration of related experience].
- Proven record of administrative and leadership experience at a senior management level.



Subject:	Applied Technology College Presidents – Selection
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- Successful experience in budgeting, strategic and long-range planning, and managing fiscal resources.
- An understanding and commitment to the mission of an established, multi-campus applied technology college.
- Strong communication and interpersonal skills, and a demonstrated ability to interact effectively with faculty, students, staff, Board of Directors, the UCAT Commissioner, and the UCAT Board of Trustees, government and education officials, employers, and the community at large.

Primary Responsibilities:

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

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

APPLICATION PROCESS:

To be considered, each applicant must submit the following:

- Cover Letter
- Current Resume
- Written description of how the candidate meets each of the required qualifications and primary responsibilities listed above, using specific examples.
- List the names and phone numbers of six references who can be contacted.

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

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

For further information visit: www.ucat.edu

Please submit completed applications by e-mail to:

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

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES 12 January 2017

ITEM: III.Q

TOPIC: Expiring Terms of Office for Board Members

BACKGROUND

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

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

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

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

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

RECOMMENDATIONS

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

Attachments: Board of Trustees Appointments and Terms



Board of Trustees Appointments & Terms

Constituency	Name	Appointment	Term Expiration	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
College Representatives																	
Bridgerland Applied Technology College	Scott Theurer	June 8, 2016	June 30, 2017														
Davis Applied Technology College	Mike Jensen	April 18, 2012	June 30, 2017														
Dixie Applied Technology College	Stephen Wade	June 12, 2014	June 30, 2019														
Mountainland Applied Technology College	Jim Evans ^{1,3}	April 3, 2008	June 30, 2019														
Ogden-Weber Applied Technology College	Steve Moore ²	September 22, 2011	June 30, 2017														
Southwest Applied Technology College	Jerry Taylor	September 17, 2015	June 30, 2019														
Tooele Applied Technology College	Dave Ulery	June 8, 2016	June 30, 2017														
Uintah Basin Applied Technology College	Mike Angus	January 15, 2015	June 30, 2019														
External Partner Representatives																	
Salt Lake Community College	Tim Miller	April 4, 2016	June 30, 2017														
Snow College	Brian Florang	January 15, 2015	June 30, 2019														
Utah State University - Eastern			June 30, 2019														
Governor's Office of Economic Development	Val Hale	September 18, 2014	June 30, 2017														
Business or Industry Employer Representative	Jim Olsen	November 30, 2009	June 30, 2017														
Industry Representatives																	
Region⁴																	
Information Technology																	
Manufacturing																	
Life Sciences																	
Health Care																	
Transportation																	
Union Craft, Trade, or Apprenticeship	-- Dale Cox ³	June 15, 2010	June 30, 2019														
Non-union Craft, Trade, or Apprenticeship	MATC Brad Tanner	June 15, 2010	June 30, 2017														
Non-voting Members																	
Utah State Board of Regents ⁵	Jesslie Anderson	April 10, 2014	June 30, 2019														
Utah State Board of Education ⁶	Barbara Corry	March 26, 2015	June 30, 2017														

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

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

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

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

⁵ Not subject to term limits.

⁶ Position shall be discontinued June 30, 2019.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

12 January 2017

ITEM: III.T

TOPIC: Office of the UCAT Commissioner Budget Report

BACKGROUND

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

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

RECOMMENDATIONS

Information/discussion only

Attachments:

Check/Disbursement register

Budget progress report



Utah College of Applied Technology Check Listing

September through December 2016

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

Utah College of Applied Technology Check Listing

September through December 2016

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



Utah College of Applied Technology
Office of the Commissioner

Fiscal Year 2017 Office Budget

as of December 31, 2016

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

Expenditures

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

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES 12 January 2017

ITEM: III.U

TOPIC: 2017 Legislative Planning Discussion

BACKGROUND

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

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

RECOMMENDATIONS

Information/discussion only.

