

BOARD OF TRUSTEES

MARCH 23, 2017 UCAT BOARD OF TRUSTEES MEETING AGENDA

UTAH COLLEGE OF APPLIED TECHNOLOGY

BOARD OF TRUSTEES MEETING AGENDA

March 23, 2017 – 10:00 a.m. to 2:00 p.m.

Bridgerland Applied Technology College

1301 North 600 West, Room 840, Logan, UT 84321

I. Introduction

A. Call to Order – Chair Evans

B. Pledge of Allegiance – Chair Evans

C. Approval of Board Meeting Minutes – Chair Evans [12 January 2017 \(regular\) \(assets/docs/Agenda-Item-C-BOT-Meeting-1-12-17-Minutes-DRAFT.pdf\)](#) [3 February 2017 \(special\) \(assets/docs/Agenda-Item-C-BOT-Meeting-2-3-17-Minutes-DRAFT-1.pdf\)](#)

D. Introduction of New Executive Assistant/Board Secretary Sherry Harward – Commissioner Woolstenhulme [ITEM D \(assets/docs/Agenda-Item-D-Board-Secretary-S-Harward.pdf\)](#)

E. Recognition of Departing Board Member Jerry Taylor – Commissioner Woolstenhulme

F. Introduction of 2017 UCAT Students of the Year – Asst. Cmsr. Demma [ITEM F \(assets/docs/Agenda-Item-F-Students-of-the-Year.pdf\)](#)

G. Host College Highlights (BATC) – President Campbell

II. Action Items

H. Policy 113 (Applied Technology College Presidents – Compensation) – Chair Evans/Asst. Cmsr. Brinkerhoff [ITEM H \(assets/docs/Agenda-Item-H-Policy-113-Pres-Comp.pdf\)](#)

I. Policy 210 (Cross-College Title IX Investigation and Adjudication) – Asst. Cmsr. Barrus [ITEM I \(assets/docs/Agenda-Item-I-Policy-210.pdf\)](#)

J. Policy 304 (Capital Facilities Construction) – Asst. Cmsr. Brinkerhoff [ITEM J \(assets/docs/Agenda-Item-J-Policy-304.pdf\)](#)

K. Commissioner's Office Finance Policies – Asst. Cmsr. Brinkerhoff [ITEM K \(assets/docs/Agenda-Item-K-UCAT-Finance-Policies.pdf\)](#)

L. UCAT/Utah System of Technical Colleges Strategic Plan Update – Assoc. Cmsr. Haines [ITEM L \(assets/docs/Agenda-Item-L-UCAT-Strategic-Plan.pdf\)](#)

M. OWATC Proposed Easement and Land Sale to Ogden City – Asst. Cmsr. Brinkerhoff/President Mercier [ITEM M \(assets/docs/Agenda-Item-M-OWATC-Easement-Land-Sale.pdf\)](#)

N. DXATC-Washington County Lease-Purchase Agreement Authorization – Commissioner Woolstenhulme [ITEM N \(assets/docs/Agenda-Item-N-DXATC-Lease-Purchase-Agreement.pdf\)](#)

III. Information Items

O. Building Board Coordination – Commissioner Woolstenhulme/Asst. Cmsr. Brinkerhoff [ITEM O \(assets/docs/Agenda-Item-O-Building-Board-Coordination.pdf\)](#)

P. Alignment of Outcomes Reporting – Commissioner Woolstenhulme/Wendy Carter (BATC)/Kim Ziebarth (DATC) [ITEM P \(assets/docs/Agenda-Item-P-Outcomes-Reporting.pdf\)](#)

Q. Audit Committee Report – Trustee Cox [ITEM Q \(assets/docs/Agenda-Item-Q-Audit-Committee-Rpt.pdf\)](#)

R. ElevateHER Challenge – Commissioner Woolstenhulme [ITEM R \(assets/docs/Agenda-Item-R-ElevateHER-Challenge.pdf\)](#)

S. OWATC Presidential Search Committee and Process – Trustee Moore [ITEM S \(assets/docs/Agenda-Item-S-OWATC-Presidential-Search.pdf\)](#)

T. Nominations/Recommendations for UCAT Board Members 2017-2021 – Assoc. Cmsr. Haines ITEM T
([assets/docs/Agenda-Item-T-Board-Member-Appointments.pdf](#)).

U. Appointment of Nominating Committee for 2017-2019 Board Officers – Chair Evans ITEM U
([assets/docs/Agenda-Item-U-Nominating-Committee.pdf](#)).

V. 2017 Legislative Session Review – Commissioner Woolstenhulme/Asst. Cmsr. Demma ITEM V
([assets/docs/Agenda-Item-V-Legislative-Session-Review.pdf](#)).

W. Impact of Senate Bill 238 (Higher Education Governance Revisions) – Commissioner Woolstenhulme/Assoc. Cmsr. Haines ITEM W ([assets/docs/Agenda-Item-W-SB-238-Impact.pdf](#)).

X. Statewide CTE Initiatives and FY2019 UCAT Budget Request Process – Commissioner Woolstenhulme ITEM X ([assets/docs/Agenda-Item-X-CTE-Initiatives-FY19-Budget.pdf](#)).

Y. Programs Approved: TATC, SWATC – Assoc. Cmsr. Haines ITEM Y ([assets/docs/Agenda-Item-Y-Programs-Approved.pdf](#)).

Z. Office of the UCAT Commissioner Budget Report – Assoc. Cmsr. Brinkerhoff ITEM Z
([assets/docs/Agenda-Item-Z-Cmsr-Offc-Budget-Report.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 Bridgerland Applied Technology College (Main and West Campuses) provided by President Campbell

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

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

23 March 2017

ITEM: I.D

TOPIC: Introduction of New Executive Assistant/Board Secretary Sherry Harward

BACKGROUND

Sherry Harward has been hired as the new Executive Assistant to Commissioner Woolstenhulme and Secretary to the Board of Trustees. Ms. Harward has extensive experience in assisting educational leadership at Utah Valley University, and has been involved in education in Utah for 24 years (see attached résumé). UCAT administration is excited to welcome such a highly recommended individual. Ms. Harward will begin employment on April 1, 2017.

RECOMMENDATION

Information/discussion only.

Attachments: Résumé of Sherry Harward

SHERRY S. HARWARD

348 West Hills Drive
Saratoga Springs, Utah 84045
(801) 427-4410
sherryharward46@gmail.com

EDUCATION

Master's Degree

Masters of Science in Leadership
Grand Canyon University – July, 2014

Bachelor's Degree

Integrated Studies - Communications/Business Leadership
Utah Valley State College - April, 2004
Honors: Cum Laude

AAS Degrees

Executive Secretary
Information Processing Supervisor
Utah Valley Community College - April, 1985

ADMINISTRATIVE SKILL SET

- Administrative Assistant to 3 Associate Vice Presidents in Higher Education
- Expansive Event Planning, Management and Hosting
- Conference, Seminar and Workshop Development and Management
- Website Development and Content
- Budget, Labor and Fiscal Management
- Grant Writing and Administration
- Employee Performance Management, AAEO Training, Search Committees
- Recruiting, Hiring, and Retention Strategies Development
- Business Decision-Making Skills, Time Management, Interpersonal Skills
- Advanced Technical and Creative Writing
- Program Development/Design/Implementation/Management
- Adjunct Instructor/Trainer/Presenter/ Motivational Speaker
- Career Training/Counseling/Coaching/Curriculum
- Academic Counseling - Higher Education
- Sales and Incentive Program Development and Training
- Fundraising, Sponsor/Vendor Acquisition
- Administrative, Managerial and Supervisory Experience
- Charter School Academic Administrator
- Promotional Materials Design and Marketing Strategies
- Entrepreneurial Training/Counseling/Coaching/Consulting
- Professional/Personal Development Curriculum and Training
- Mentor Program Development, Training, Curriculum Development and Administration

RELATED EMPLOYMENT

Administrative Assistant IV

Associate VP of Student Advisement & Support Services (SASS) & Wasatch Campus

Utah Valley University

April 30, 2008 – August, 2011

- Maintained Associate Vice President's calendar.
- Corresponded/communicated with SASS directors and assisted with projects.
- Managed SASS/Wasatch budgets, financial records, purchases, paperwork, and supplies.
- Assisted with PBA process, strategic planning, accreditation, dashboard indicators, etc.
- Prepared travel arrangements, accommodations and conference registration for AVP.
- Managed conferences, retreats, workshops, visual/audio aids, menus, marketing and promotion, finances and assessment.
- Attended meetings/conferences, etc. in AVP's absence.
- Arranged meetings, took, prepared and distributed agendas and minutes.
- Composed correspondence, graphs, charts, reports, departmental materials.
- Provided administrative assistant support for Wasatch Campus Coordination meetings.
- Managed annual UVU K-16 Alliance minutes and UVU K-16 Alliance Counselor Conference.
- Created design and contents and maintained SASS, Advising, and IPE websites.
- Organized IPE grant process, create grant forms, presented applicant workshops, tracked budgets, created promotional materials, and provided administrative support for Steering Committee meetings.
- Managed move of 20 departments to newly remodeled Losee Building.
- Organized Losee Building Ribbon Cutting Ceremony.
- Organized and managed signage for Losee Center.
- Provided administrative support for several task forces, ad-hoc committees, etc.
- AAEO representative, search committee chair, and payroll coordinator.

Administrative Assistant to the Director

Human Resources Department

Utah Valley State College

October, 1999 - July, 2000

- Provided clerical support to HR Director and professional staff.
- Attended weekly staff meetings and prepared and distributed agendas and minutes.
- Prepared confidential documents, correspondence, reports, graphs and charts.
- Tracked college-wide performance appraisal system and prepared reports.
- Tracked and entered confidential employee data into college HRS System.
- Prepared agendas, minutes, budgets, reimbursements for Staff Education Fund.
- Assisted with monthly Supervisory Training Program.
- Assisted with scanning and filing of completed job applications.
- Performed archiving and record-keeping duties for the college's employee files.
- Prepared GRAMA reports.
- Supervised work study employees and assigned workloads.

Secretary to Associate Vice President

Academic Affairs Division

Utah Valley State College

February, 1993 - July, 1993

- Prepared correspondence, minutes, reports and tenure documents.
- Assisted with Teacher Certification Program.
- Prepared travel and conference arrangements.
- Assisted with class scheduling, curriculum development and catalog changes.
- Prepared Northwest Accreditation reports.

Secretary to Principal

Oak Canyon Junior High School

Alpine School District

June, 1993 - July, 1994

- Assisted principal with set up and opening of new junior high school.
- Create new forms, ordered classroom supplies and furniture, organized supply room and main office and reception area.
- Provided clerical support for principal and two assistant principals.
- Prepared school correspondence, reports, handbooks and manuals.
- Assisted instructors, students, parents and general public.
- Assisted with registration, class changes, and parent teacher conferences.
- Ordered and distributed supplies.
- Supervised receptionist and student aides.

Receptionist/Specialist

Human Resources Department

Utah Valley State College

June, 1999 - October, 1999

- Assisted faculty, staff, students and general public with employment inquiries.
- Assisted applicants with all aspects of job application process.
- Prepared and distributed weekly job opening announcements.
- Provided telephone coverage, distributed mail and prepared mass mailings.
- Entered confidential employee data into college HRS System.
- Assisted with filing of employee records in file room.
- Supervised work study students and assigned workloads.

Assistant Director

Career & Technical Education

Utah Valley State College

October 20, 2003 – December 31, 2005

- Represented 32 vocational departments on campus.
- Trained department chairs/faculty regarding program offerings and curriculum.
- Assisted with administration of \$1 million dollar federal Perkins grant.
- Ensured compliance of federal and state grant guidelines.
- Prepared federal and state reporting for Perkins grant and CTE departments.
- Assisted CTE Director in determining and awarding CTE departmental sub-grants.
- Created grant procedures, forms, guidelines; trained CTE departments on grant process.
- Created training curriculum and trained grant applicants on procedures and guidelines.
- Tracked 50+ CTE departments' Perkins grant budgets and expenditures annually.
- Managed CTE Department's budgets and expenditures.
- Created and managed auditing procedures/documentation and assisted with audits.
- Founded/managed Women in Technology organization.
- Developed and implemented nontraditional training programs and strategies.
- Created and distributed promotional materials for Women in Technology programs.
- Developed and managed college's Faculty in Business Externship Program.
- Managed multiple CTE department projects, meetings, and events.
- Served on CTECC Consortium, coordinating region's high school and college programs.
- Supervised full-time and part-time employees and assigned workloads.

Creator/Director - Women in Technology Program

Career & Technical Education

Utah Valley State College

July 01, 2003 – December 31, 2005 (Held position simultaneously with CTE Assist Director)

- Created and directed programs and strategies to recruit, advise and retain students in nontraditional careers/majors.
- Acquired state and federal grant funding for program.
- Managed and ensured compliance of federal grant guidelines.
- Prepared federal and state reports and budgets and managed program expenditures.
- Trained faculty, staff, administrators and students in non-traditional career dynamics
- Organized and directed conferences, workshops, and trainings.
- Created and directed monthly "Women's Work" Lecture Series.
- Created and co-hosted online career exploration radio show "Hey---I Can Do That!"
- Designed and implemented Algebra Mastery Course for nontraditional students.
- Designed and distributed promotional materials targeting women and minorities.
- Created and directed student organization/club and recruited/trained student officers.
- Directed monthly student organization/club events and activities.
- Provided training regarding program elements to faculty, staff, administration, community leaders, organizations, Business and Industry, national/state conferences.
- Created and directed mentoring, job-shadowing, and career exploration programs.
- Assisted female students interested in pursuing small business ownership.

SUPPORTING EMPLOYMENT

Secondary Administrator (7-12)

Lumen Scholar Institute Public Charter School

September, 2016 – Present

- Administrator for Junior High, Concurrent Enrollment, and High School Programs
- Supervise Concurrent Enrollment Coordinator and Events Coordinator
- Lead Jr. High Faculty Meetings
- Support Teachers with Classroom Management and Order
- Organize, Promote and Assist with Recruiting Open Houses
- Assist Potential Students with Questions, Inquiries, Tours
- Foster Parent/Student Relations
- Lead High School Ambassadors & JR High Ambassadors
- Organized and directed 2-Day High School Retreat at Aspen Grove
- Assist and Supervise JR High and High School Monthly Activities
- Supervised Graphic Designer to Create Marketing Tools
- Responsible for JR High and High School Academic Assessments (MAPS, SAGE)
- Lead Institutional Accreditation Preparations
- Supervise Lunch and Lunchroom Volunteers

Creator/Director, CareerPassport Program

Institute for Professional Engagement/ Career Development Center, Utah Valley University

August 16, 2011 – August, 2016

- Created/Direct CareerPassport Program to enhance student career selection, exploration, and preparation in an engaged learning environment.
- Train faculty, staff, administrators, advisors, and students in career preparation topics.
- Teach engaged learning courses for Engaged Learning University Distinction (ELUD).
- Created CareerPassport Mentoring Program (CPM) and procedures, customized mentoring software, train mentees/mentors, and recruit career professionals as mentors.
- Created/direct monthly CareerPassport Lecture Series and Career “Hot Topics” Series.
- Created CareerPassport Club, manage events, train student officers.
- Created/direct annual CareerPassport Engaged Learning Retreat at Aspen Grove.
- Developed Professional Engagement Engaged Learning University Distinction (ELUD).
- Developed student career excursions, and organize/manage quarterly networking events.
- Designed CareerPassport and CPM websites and content.
- Established systems for participant registration, orientation, and tracking processes.
- Created 6 career courses/content/trainings/activities, and e-portfolio process.
- Recruit and advise student participants, provide classroom and campus presentations.
- Create program promotional materials and manage internal marketing campaigns.
- Develop/manage internal/external partnerships and participant incentive donors/donations.
- Manage department, program and endowment funds.
- Hire, train and supervise part-time and student employees.

Academic Advisor/Office Manager

Multimedia/CTE Department

Utah Valley State College

July, 2000 - July, 2002

- Advised students in class scheduling, program and graduation requirements.
- Assisted with curriculum development, course objectives, and articulation.
- Administered departmental scholarship program.
- Tracked departmental budgets and expenditures.
- Coordinated recruiting efforts and maintained accurate student records.
- Assisted with annual Multimedia Fair.
- Administered faculty evaluations each semester.
- Provided clerical support to dean, department chair, faculty and staff.
- Assisted Dean with federal Perkins grant administration.
- Prepared state and federal Perkins reports.
- Tracked both department's sub-grants and expenditures.
- Prepared auditing documentation and budget information.
- Created grant application forms and provided training regarding grant procedures/regulations.
- Supervised departmental Administrative Assistant.

RELATED REFERENCES

James E. Barnes

Retired AVP, Career & Technical Education

Utah Valley University

(503) 620-5575

barnesja.e@gmail.com

Shad E. Sorenson

Previous AVP, SASS & Wasatch Campus

Current Superintendent, Summit County

Utah Valley University

(435) 376-0198

ssorenson@ssummitt.org

Wayne Mangelson

Retired AVP, SASS & Wasatch Campus

Utah Valley University

(801) 763-9091

wjhomesite@gmail.com

Karl Worthington

Retired AVP, Academic Affairs

Utah Valley University

(801) 225-8693

PROFESSIONAL ACHIEVEMENTS & ACTIVITY

Awards

- UVU Senior Executive Leadership Forum (UVSelf) Fellow, 2013-2014
- “Most Innovative Program – UVU CareerPassport,” Utah NASPA Conference, 2013
- UVU Student Affairs Division Vice President Award of Excellence Recipient, 2010
- National VOICES 100 Women Making a Difference Campaign Recipient, 2004
- UVSC Club Advisor of the Year (Women in Technology), 2004
- UVSC “We See You” Award Recipient, 1999
- UVSC Employee of the Quarter, 2000

Professional Leadership/Networking/Memberships

- President - UVU Professional Association of Campus Employees (PACE), 2015-2016
- President-Elect - UVU Professional Association of Campus Employees (PACE), 2014-2015
- President - Women’s Division of the Utah Valley Chamber, 2012/2013
- Vice President – UVU Professional Association of Campus Employees (PACE), 2002-2003
- Involvement Chair - UVU Professional Association of Campus Employees, 2010-2012
- Holiday Social Coordinator - PACE General Board, 2002-2003
- Salary, Benefits & Merit Bonus Committee Member - PACE General Board, 2002-2003
- Chair - Salary, Benefits & Merit Bonus Committee, PACE General Board, 2001-2002
- Academic Affairs Senator - PACE General Board, 2001-2002
- Holiday Social Host & Entertainment Coordinator, PACE General Board 2001-2002
- Scholarship Chair - Women’s Business Network, Utah Valley Chamber, 2015
- Member – Women in Business (Northern Utah County), 2015
- Member - Corporate Alliance, 2013-Present
- Member - International Association of Mentoring, 2013-Present
- Member - Women’s Business Network (Utah Valley Chamber), 2004-Present
- Member - National Association of Student Affairs Professionals (NASPA), 2011-Present
- Member - American Association of University Women (AAUW), 2003-2004
- Member - National Association for Women Business Owner (NAWBO), 2003-2004
- Member - Women in Leadership (WIL) Provo Division, 2003
- Member - Association for Career and Technical Education (ACTE), 2003-2005
- Member - Utah Career & Technical Education (UCTE), 2003-2005

Conference Event Management

- CareerPassport Engaged Learning Retreat, April, 2013, 2014, 2015, 2016
- UVU K-16 Alliance Counselor Conference, 2010, 2011
- UVU e-SEOP Pilot Program Excursion, 2011
- Shade Annual Personal Shopper Conference Event Director, March, 2007
- Women Celebrating Life Conference Event Director, January, 2006
- UVSC “You Go, Girl!” Women’s Conference Event Director, January, 2006
- UVSC “Inspire Me” Women’s Conference Event Director, April, 2005
- UVSC Statewide Nontraditional Careers Conference Event Director, July, 2004
- UVSC Nontraditional Careers Training Workshops Event Director, 2003-2004
- Women in Technology Conference Event Director, October, 2004

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

23 March 2017

ITEM: I.F

TOPIC: Introduction of 2017 UCAT Students of the Year

BACKGROUND

On Monday, January 30, 2017, Chair Evans, Vice-Chair Moore, and Commissioner Woolstenhulme hosted the eight 2016 Student of the Year (SOTY) nominees for dinner and an informational workshop. Activities continued on Tuesday, January 31st with the SOTYs participating in legislative committee discussion of UCAT, a tour of the Capitol, and lunch with the Commissioner and the eight college presidents. That evening, Governor Gary R. Herbert, Chairman Evans, and Commissioner Woolstenhulme hosted the 2016 Student of the Year Appreciation Dinner at the Joseph Smith Memorial Building. Over 180 guests from the eight colleges, members of the legislature, and others enjoyed a wonderful evening that culminated with the announcement of the SOTY-voted winners by a tie-vote, Bennett Olsen of Southwest Applied Technology College and Lindsey Smith of Dixie Applied Technology College.

RECOMMENDATION

Information/discussion only.

Attachments: 2016 Student of the Year Program
Links: [Bennett Olsen](#), Southwest ATC Video
[Lindsey Smith](#), Dixie ATC Video



The Utah College of Applied Technology would like to thank

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Special Thanks To

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JENNIFER FORBES	MILENNA RUSSELL
MELANIE HALL	

3RD ANNUAL **UCAT** STUDENT OF THE YEAR

Appreciation Dinner

AWARDING EXCELLENCE
— ◆ —
EXCEEDING EXPECTATIONS



UTAH COLLEGE
— of —
APPLIED TECHNOLOGY

Program

WELCOME

JIM T. EVANS
CHAIRMAN, BOARD OF TRUSTEES

REMARKS

GOVERNOR GARY R. HERBERT

DINNER

INTRODUCTIONS

STUDENTS OF THE YEAR

Tyler Beyeler Ben Olsen
Kendra Curtis Bennett Olsen
Gail McGraw Madison Potts
Roman Murga Lindsey Smith

STUDENT OF THE YEAR RECOGNITION

DR. DAVID R. WOOLSTENHULME
COMMISSIONER OF TECHNICAL EDUCATION

Students of the Year



TYLER BEYELER – PRACTICAL NURSING DAVIS ATC

Tyler is a graduate of Davis Applied Technology College's CNA and Surgical Technology programs and is now a student of the Practical Nurse program.

Tyler is currently employed as an emergency room technician, a job that comes with its share of stress, but luckily Tyler thrives on adrenaline. In the outdoors, Tyler is an avid mountain and road cyclist and loves the thrill of speed. At work, Tyler recognizes that his preparation, knowledge, and care for patients can mean the difference between life and death.

Tyler's leadership ability, academic strength, and clinical skills made him stand out as a winner to peers, staff, and administration. His instructor, Chantel Johnson, says, "Tyler has been identified already as a leader among his peers and has been elected the class president. He embodies all of the aspects of an amazing student and soon-to-be clinical professional."



KENDRA CURTIS – MEDICAL ASSISTANT UINTAH BASIN ATC

Kendra Curtis relocated to the Uintah Basin for a job opportunity. Two weeks later, she found herself unemployed like many others in the curtailing oil and gas economy. A single-mother, having full custody of two children, had reached a heart-breaking decision that she would have to give up custody because she could no longer provide for her children. Still driven to find an answer to her problems, she came to Uintah Basin Applied Technology College and enrolled into the Medical Assisting program.

Before graduating, she re-married, found employment, and regained custody of her children. When asked what her favorite part of the instruction at UBATC was, she replied, "the support staff and my new friend, Leigh Lloyd, my Medical Assistant instructor." Physicians at Uintah Basin Medical Center (UBMC) were so impressed with her newly trained skills, work ethic, and outgoing personality during her externship that it led to full-time employment in the urgent clinic at UBMC, where she fulfills her dream of helping people every day.



GAIL MCGRAW – I.T. TOOELE ATC

Gail is a unique student who spent the past 33 years in the armed forces and recently retired as a colonel. McGraw moved to Tooele County to support her husband in his job. As a young child, her parents instilled in her the importance of education, so she knew continuous learning and development was the path she should pursue. After some soul searching to decide

what she wanted to do in the next phase of her life, McGraw decided to enroll in the Information Technology program at TATC. She currently possesses two Master's degrees and could have chosen to get a Doctorate at a university, but decided to receive career training to work in an industry that has always fascinated her.

Technical training in the IT field will give McGraw the flexibility to start a small business repairing personal computers and networks or work as a network engineer for an established company.



ROMAN MURGA – MACHINING OGDEN-WEBER ATC

Starting at the Ogden-Weber Tech College as a high school student, Roman has completed Machinist I and Machinist II certificates. He is currently attending Weber State as a mechanical engineering major while working as a tool crib attendant at the college.

Bret Holmes, his machining instructor, says “As a high school senior, Roman chose to come to the Ogden-Weber Tech College because of our strong reputation for machining. Roman completed his Machinist Level 1 certificate only a few months after graduating from high school. Roman is a very good example of what a high school student who is motivated can accomplish.”

Roman's passion and dedication towards his program at the college is inspiring and contagious. He will represent the Ogden-Weber Tech College with enthusiasm and energy, and we look forward to being a part of his future success.



BEN OLSEN – AUTOMATED MANUFACTURING AND ROBOTICS BRIDGERLAND ATC

A veteran of the United States Army, Ben Olsen endured injuries that cut short his military service but inspired him to further his education through the Automated Manufacturing and Robotics program at BATC.

“My goal was to start on February 01, 2016 and finish no later than January 2017 with the smaller certificate,” he says. “Close to finishing this program, I adjusted my goals and am now pursuing the higher certificate at 1,410 hours – Controls Engineering, expecting to be done before July 2017.

“Robotics and Automation offers a wide field in which I can make a difference, from hospital work and automotive manufacturing, to robotics and automation work that supports the military and more. My favorite part about Robotics is the programming, because every part of a machine that works in conjunction with a computer to make a system function all have a foundation in programming. At BATC we prepare for all of it.”



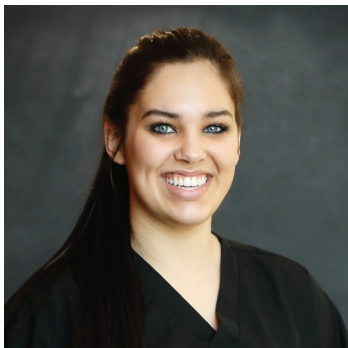
BENNETT OLSEN – AUTOMOTIVE TECHNICIAN SOUTHWEST ATC

Bennett Olsen was raised in St. George, Utah and is the youngest of five children. Growing up, Bennett was considered a model student. However, he didn't really enjoy high school and during his junior year Bennett withdrew from public school and enrolled in an alternative

high school where he could complete courses at his own pace. Four days later, he walked out with a high school diploma in hand.

Bennett wasn't sure what education and career path would be in his future. He knew an advanced education was an important part of his personal development and applied and was accepted into a local university, but he couldn't help but feel that it wasn't the correct route for him to take.

Bennett decided to join the SWATC and has been able to use the skills that he's gained while in the Automotive Program to secure part-time work while he finishes school. In January of 2017, Bennett will be graduating debt free, fully trained, certified, and prepared to start his career.



MADISON POTTS – MEDICAL ASSISTANT MOUNTAINLAND ATC

Madison Potts' dream to help people began during a scary week of her little brother's life. She intently observed the medical staff as they cared for and comforted him and their worried family. Fortunately, her brother recovered, and although it was a stressful time for all, Madison discovered her dream to work in the medical field and began her preparations.

Madison learned about MATC through her sister, who completed the Nurse Assistant program and absolutely loved being a CNA. Madison joined and finished the Medical Assistant program with a 180-hour externship at the Cardiovascular Center in the University of Utah Hospital. After assisting patients, procedures, and surgeries along with her clinical skills obtained from MATC received a job offer before the end of her externship!

Currently studying Sports Medicine at the U, Madison's ambition is to attend graduate school and become a Physician's Assistant. Not only is she already accumulating required direct patient care hours for P.A. School, she is following her passion with the fundamentals she learned at MATC.



LINDSEY SMITH – DRAFTING & DESIGN DIXIE ATC

Lindsey Smith likes to say that she is left handed and right mouthed. Born with Arthrogryposis amyoplasia multiplex congenita, a condition where her joints become permanently fixed in a bent or straightened position, she overcomes challenges every day. From her first day in the Drafting and Design program, she has taken learning to a new level and pushed others to rise to

that level, inspiring them with her humor, charm, and sheer determination.

As a teenager, she would sketch ideas and floor plans and ask herself "Why was this built this way? How is that practical for someone in a wheelchair, an elderly person, or a mother with a stroller?"

Instead of meeting the minimal requirement for her final project at DXATC, Lindsey designed and drafted hundreds of drawings, bringing to life a community where people with special needs could live and work independently. Through her creativity and experience, she has designed environments that go beyond ADA laws and that provide real solutions to what people with special needs struggle with daily.

Governor Gary R. Herbert



Governor Gary R. Herbert has led Utah's recovery from the Great Recession to a position of national economic prominence. His unwavering focus on economic development includes attracting businesses and investment to the state while helping homegrown businesses flourish.

The governor is focused on four cornerstones to strengthen Utah's economy: education, jobs, energy, and self-determination. As a result, Utah has become a premier destination for business, jobs, and an unsurpassed quality of life.

As Utah's 17th governor, he took the oath of office on August 11, 2009. Prior to becoming the state's chief executive, Governor Herbert served as lieutenant governor for five years. He is the past chair of the Western Governors Association and National Governors Association.

Governor Herbert and his wife, Jeanette, are the proud parents of six children and 16 grandchildren.

David R. Woolstenhulme



Dr. Dave Woolstenhulme became Utah's first Commissioner of Technical Education on November 1, 2016. As Commissioner, Dave leads the Utah College of Technology in support of eight regional technical colleges throughout the State of Utah.

Born and raised Oakley, Utah, Dave attended Utah State University, where he met his wife, Karen. They later moved to the Uintah Basin and Dave began a career teaching and coaching football and basketball at

Duchesne High School, as well as starting several businesses.

During a distinguished career that also includes holding leadership positions at Utah State University and as President of the Uintah Basin Applied Technology College, Dave has focused on creating and supporting initiatives that align education programs with the workforce needs of business and industry.

Dr. Woolstenhulme holds a Bachelor of Science degree and a Master of Science Degree, both from Utah State University and a Doctorate of Education degree from the University of Wyoming. He and his wife, Karen, are the proud parents of Jace and Emily, both students at Utah State University in Logan.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

23 March 2017

ITEM: II.H

TOPIC: Policy 113, "Applied Technology College Presidents – Compensation"

BACKGROUND

A committee appointed by the Board in its September 2016 meeting has completed work on developing a policy for Board consideration that addresses compensation of applied technology college presidents under the new statutory provisions of 2016 Senate Bill 131.

Policy 113, "Applied Technology College Presidents - Compensation", establishes the process by which the Board will set compensation for college presidents. The policy delegates annual compensation adjustments to a compensation committee appointed by the Board Chair, and provides for full Board action under extraordinary circumstances. Compensation for newly-appointed presidents in accordance with Policy 111 is also addressed.

Additionally, the policy discusses benefits provided to college presidents and outlines provisions related to vehicle allowances and personal vehicle mileage reimbursement.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve Policy 113, "Applied Technology College Presidents – Compensation", for immediate implementation. If the policy is approved, it is further recommended that the Board Chair assign a compensation committee as provided in 113.4.2 to address annual adjustments for FY 2018.

Attachments: Draft Policy 113, "Applied Technology College Presidents - Compensation"





POLICIES

Date: March 16, 2017
DRAFT

Page: 1 of 2

Subject:	Applied Technology College Presidents - Compensation
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113.1 Purpose

To establish protocol and procedures pertaining to compensation of college presidents.

113.2 References

[UCA 53B-2a-107\(2\)\(e\)](#), Applied Technology College Presidents

113.3 Approval

UCAT Board of Trustees approval: 23 March 2017 (pending).

113.4 Salary

- 4.1 **Board Sets Presidents' Salaries:** Per [UCA 53B-2a-107\(2\)\(e\)](#), the Board of Trustees, in cooperation with an applied technology college board of directors, sets the compensation for an applied technology college president. A college president's compensation and any associated increase is dependent upon college budget availability.
- 4.2 **Compensation Committee:** The Board Chair shall annually assign a compensation committee which shall include the Commissioner and at least two members of the Board of Trustees, but shall not constitute a quorum of either the Board or the Executive Committee of the Board. The compensation committee shall set the salary of each college president based on 4.3 through 4.6 below.
- 4.3 **Market Range for Presidents' Salaries:** The compensation committee shall employ methods and/or outside firms approved by the Board to determine a market range for the salary of each college president approximately once every three years. The compensation committee shall work within the range when determining the salary for each president.
- 4.4 **Target Salary:** The target salary for each president shall be the midpoint of his or her respective market range.
- 4.5 **Cooperation with College Board** College Boards of Directors are encouraged to provide compensation recommendations for their college presidents. Any such recommendations shall be communicated to the compensation committee via the Chair of the College Board of Directors.
- 4.6 **Annual Adjustments:** Each president's annual compensation adjustment, if applicable, may be an increase determined by the compensation committee toward the target. Presidents whose salaries are at or above the target may receive an increase equal to any compensation increases funded by the legislature for the fiscal year. If the committee finds that a president whose salary is above the target should be considered for a



POLICIES

Date: March 16, 2017
DRAFT

Page: 2 of 2

Subject:	Applied Technology College Presidents - Compensation
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compensation increase greater than the amount funded by the legislature, other recommendations may be brought to the Board of Trustees for consideration.

- 4.7 New Presidents:** The compensation of a new president shall, in accordance with Policy [111.6.5](#), be negotiated and finalized by the Chair and Vice Chair of the Board of Trustees, in cooperation with the Chair of the applied technology college Board of Directors and in consultation with the Commissioner, within and generally below the midpoint of the range established in 113.4.3 unless in an exceptional case a greater salary is authorized by the Board of Trustees.

113.5 Benefits

- 5.1 College-Provided Fringe Benefits:** Unless otherwise noted in this policy, a college president shall receive benefits commensurate with other professional/executive staff employed by the college with respect to health insurance, group life insurance, retirement, tuition waivers, etc.

113.6 Vehicles

- 6.1 Vehicle allowance and Mileage Reimbursement:** A college president shall receive a vehicle allowance set by the compensation committee, which may be adjusted annually based on the Consumer Price Index as reported by the U.S. Bureau of Labor Statistics (CPI-U). The vehicle allowance shall be considered wages but shall not be used to compute salary-driven benefits such as retirement contributions. Additionally, a president may receive mileage reimbursement for the use of his or her personal vehicle on college business in accordance with college policy at the same rate as other college employees.

- 113.7 Policy Applicable to the Commissioner of Technical Education:** Where appropriate, this policy shall apply to the Commissioner of Technical Education.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

23 March 2017

ITEM: II.I

TOPIC: Policy 210, "Cross-college Title IX Investigation/Adjudication"

BACKGROUND

Title IX of the Education Amendments of 1972 places educational programs and activities receiving federal financial assistance under obligation to provide students with an environment free from sexual discrimination and harassment. If a school determines that sexual discrimination or harassment that creates a hostile environment has occurred, the school must take immediate action to eliminate the hostile environment, prevent its recurrence, and address its effects.

For some UCAT colleges, the duty to investigate allegations of sexual discrimination/harassment and remediate its effects is difficult due to insufficient training, a small student/staff population (i.e., objectivity is difficult when all college staff know all students), etc. The Student Service Officers of each college have suggested that UCAT adopt a system whereby staff from one college may perform Title IX investigations/adjudications at another college upon request. UCAT administration has crafted Policy 210, "Cross-college Title IX Investigation/Adjudication", in response.

Policy 210, "Cross-college Title IX Investigation/Adjudication", includes the following provisions:

- The need for an outside investigator/adjudicator is determined solely by the Title IX Officer and/or president of the college at which a complaint originates (i.e., colleges are not forced to seek outside assistance where none is needed);
- The cross-college investigator/adjudicator is an individual authorized to view germane student information under the provisions of the Family Educational Rights and Privacy Act;
- A college requesting outside assistance is to treat investigative/adjudicative results as if they were produced by the college's own staff; and
- If college policy/procedural changes are recommended by the cross-college investigator/adjudicator, the college president shall issue an official response to the recommendations, to be delivered to the Commissioner of Technical Education within 30 days.

Policy 210 has been reviewed by the college Student Service Officers and the Presidents' Cabinet. Both groups have expressed support for the policy and recommend its adoption. The final draft of Policy 210, "Cross-college Title IX Investigation/Adjudication", is attached here.

RECOMMENDATION

UCAT administration recommends the Board of Trustees approve Policy 210, "Cross-college Title IX Investigation/Adjudication", for immediate implementation.

Attachments: Draft Policy 210, "Cross-college Title IX Investigation/Adjudication"





Subject:	Cross-college Title IX Investigation or Adjudication
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210.1 Purpose

To provide for the objective and equitable investigation, adjudication, and resolution of complaints against applied technology colleges, college faculty/staff, and students with respect to Title IX of the Education Amendments of 1972 ("Title IX").

210.2 Approval

UCAT Board of Trustees approval: March 23, 2017 (pending)

210.3 References

[20 USC 1681-1688](#), Title IX of the Education Amendments of 1972
[34 CFR 99](#), Family Educational Rights and Privacy Act

210.4 Definitions

- 4.1 **Title IX Officer:** A college's employee assigned and trained to perform complaint investigation or adjudication of or related to Title IX.
- 4.2 **Cross-college Investigator/Adjudicator:** An objective and competent individual employed by a college, who is trained in and requested to perform investigative or adjudicative activities related to Title IX at a different college.

210.5 Requesting Cross-college Assistance

- 5.1 Where a college's Title IX Officer is unable to adequately or appropriately investigate or adjudicate a complaint related to Title IX (due to lack of objectivity, conflict of interest, insufficient training or experience, desire for transparency, etc.), the Title IX Officer shall seek an objective and competent designee from another college (i.e., the "Cross-college Investigator/Adjudicator") to perform such activities.
- 5.2 The need for a Cross-college Investigator/Adjudicator is determined solely by the Title IX Officer and/or the president of the college, or his or her designee, at which the complaint originated.
- 5.3 The request for cross-college investigative/adjudicative assistance shall be made in writing to the president of the college employing the desired Cross-college Investigator/Adjudicator. This request shall be included in all files related to the specific complaint housed at the college at which the complaint originated.
- 5.4 A Cross-college Investigator/Adjudicator shall have the written consent of his or her college president before commencing any investigative or adjudicative activities at another college. This consent shall be included in all files related to the specific complaint housed at the college at which the complaint originated.



Subject:	Cross-college Title IX Investigation or Adjudication
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210.6 Performing a Cross-college Investigation/Adjudication

- 6.1** The college requesting cross-college assistance, by so doing, authorizes the Cross-college Investigator/Adjudicator to view germane student information belonging to parties involved in a specific complaint, as provided by 34 CFR 99.31 (a)(1)(i)(B).
- 6.2** A Cross-college Investigator/Adjudicator shall not be compensated for his or her service, except through the individual's normal salary and benefits paid by the college at which he or she is regularly employed. However, the Cross-college Investigator/Adjudicator may receive per diem and travel expenses paid by the college requesting investigative or adjudicative assistance. Per diem and travel expenses shall be determined in advance of the college president's consent (5.4).
- 6.3** The scope of Cross-college Investigator/Adjudicators' work shall be limited to the determination of responsibility for any breaches to college policies and/or student or employee codes of conduct. Determination of any disciplinary actions shall remain the purview of the college at which the complaint originated.

210.7 Final Report and Recommendations

- 7.1** Upon the conclusion of his or her investigation or adjudication, the Cross-college Investigator/Adjudicator shall document all findings in a report to be delivered to the president and Title IX Officer of the college at which the complaint originated, and the Commissioner of Technical Education. The report may also include recommendations to the college regarding policies and procedures applicable to the complaint at hand and its subsequent investigation or adjudication.
- 7.2** The college that requested investigative or adjudicative assistance shall treat the Cross-college Investigator/Adjudicator's final report (7.1) as if it were produced by the college's own staff. The report shall be subject to all provisions of Title IX (e.g., subject to appeal, made available to the complainant and alleged perpetrator, etc.).
- 7.3** In a letter to the Commissioner of Technical Education, the president of the college at which the complaint originated shall provide an official response to each recommendation identified by the Cross-college Investigator/Adjudicator in his or her final report (7.1). This letter shall be delivered within 30 days of the report's publication.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

23 March 2017

ITEM: II.J

TOPIC: Policy 304, "Capital Facilities Requests and Development"

BACKGROUND

Policy 304, "Capital Facilities Requests and Development", sets forth the guidelines by which capital development projects within UCAT are prioritized and submitted to the State Building Board and Legislature for consideration. The policy also describes the responsibilities of the Office of the Commissioner pertaining to capital facilities requests and the construction of funded projects.

The purpose of Policy 304 is to ensure that current and future capital development projects originate and proceed with collaboration, transparency, integrity, and operational clarity.

RECOMMENDATION

UCAT Administration recommends the Board of Trustees approve Policy 304, "Capital Facilities Requests and Development", for immediate implementation.

Attachments: Draft Policy 304, "Capital Facilities Requests and Development"





Subject:	Capital Facilities Requests and Development
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304.1 Purpose

To ensure current and future capital development projects originate and proceed with collaboration, transparency, integrity and operational clarity.

304.2 References

[UCA 53B-2a-104](#)

[UCA 53B-2a-112](#)

[UCA 63A-5-104](#)

304.3 Approval

UCAT Board of Trustees approval: March 23, 2017 (pending).

304.4 Definitions

- 4.1 **Capital Facilities:** Land, land improvements, and any property attached to land including, but not limited to buildings, other structures, parking lots, landscaping, etc.
- 4.1 **Capital Development and Capital Improvement:** The same definitions as in [UCA 63A-5-104](#)
- 4.2 **DFCM:** The Utah Division of Facilities Construction and Management
- 4.3 **Building Board:** The Utah State Building Board
- 4.4 **Board:** UCAT Board of Trustees

304.5 Capital Development Projects

- 5.1 **Board of Trustees Responsibility:** Per [UCA 53B-2a-104](#), the Board of Trustees shall receive funding requests pertaining to capital facilities and land purchases from each applied technology college, ensure that the requests comply with [UCA 53B-2a-112](#), prioritize the requests, and submit the prioritized requests to the Building Board.
- 5.2 **Office of the Commissioner:** The Office of the Commissioner shall be directly involved in all capital development projects within the UCAT system from ascertaining need through substantial completion.
 - 5.2.1 **Request Phase:** The Office of the Commissioner shall facilitate the process by which the Board of Trustees hears, prioritizes, and submits capital development projects.
 - 5.2.1.1 **Request Development:** The Office of the Commissioner shall receive any official documents pertaining to the official process for requesting



POLICIES

Subject:	Capital Facilities Requests and Development
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funding required by DFCM, the Building Board, or the legislature at the time such documents are submitted.

5.2.1.2 Board of Trustees Prioritization: The Office of the Commissioner shall facilitate the presentation of capital development priorities to the Board. In consultation with the Building Board, the Board shall develop and follow a scoring process to rank and prioritize projects annually. Once the Board has officially prioritized projects for the upcoming fiscal year, any changes proposed by a college to size, scope, or projected cost shall be provided to the Office of the Commissioner immediately to determine whether Board or other action is necessary.

5.2.1.3 Request Presentations: The Office of the Commissioner shall be represented whenever practical for capital development presentations to the Building Board and legislative committees and participate when appropriate.

5.2.1.4 Alternative Funding Sources: The Office of the Commissioner shall verify the existence and source of any funding outside of requested State-appropriated funds prior to the use of any such funding to promote a capital development project. Non-appropriated funding shall not create a future liability for the state or college and must be given to the college with no expectation of repayment.

5.2.2 Construction Phase: Once funding is obtained for a capital development project, the Office of the Commissioner shall continue to provide support by periodically attending construction meetings, visiting the capital development sites, and reporting progress and any issues to the Board of Trustees.

304.6 Capital Improvements: The Office of the Commissioner shall be apprised of all capital improvement projects presented to DFCM or the Building Board at the time any required documents are supplied to DFCM or the Building Board.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

23 March 2017

ITEM: II.K

TOPIC: Commissioner's Office Finance Policies

BACKGROUND

As part of the process of reviewing and updating policies/procedures at the Office of the Commissioner, staff has revised Policies 550, 555, 560, and 565, and drafted Policy 570, "Contract and Agreement Signing", to provide a greater level of guidance to staff members regarding accounting, budgeting, purchasing, travel, and contract signing within the office.

The revised policies include processes pertaining to budget revisions, expenditure of funds carried over from prior years, and budgeting and accounting for restricted funds. A greater level of detail is provided within purchasing policy including the use of cooperative contracts and related-party transactions, emergency purchases, administrative expenses, and equipment tracking. Extensive changes to the travel policy are suggested to address common issues for which policy was previously silent or unclear. Per diem and mileage rates are also updated and tied to widely accepted Federal rates.

RECOMMENDATION

UCAT Administration recommends the Board of Trustees approve Policies 550, 555, 560, 565, and 570 for immediate implementation.

Attachments: Draft Policies 550, 555, 560, 565, and 570
Credit card, cash receipts, and purchasing procedures





Subject:	Accounting Policies and Procedures
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550.1 Purpose

To define accounting policies and procedures for the Utah College of Applied Technology Office of the Commissioner.

550.2 Approval

UCAT Board of Trustees approval: September 22, 2011. Revised: June 8, 2016; March 23, 2017
(pending).

550.3 References

[UCA 51](#), Public Funds and Accounts

550.4 Approved Policies and Procedures

- 4.1 The office of the UCAT Commissioner will follow generally accepted accounting principles (GAAP) and applicable pronouncements set forth by the Governmental Accounting Standards Board (GASB) for all financial and accounting transactions and practices.
- 4.2 The Office of the UCAT Commissioner will follow all applicable federal and state laws and regulations pertaining to financial and accounting practices.
- 4.3 The ~~Associate Commissioner of Finance and Administrative Services of the Office of the UCAT Commissioner~~ Assistant Commissioner of Planning, Finance and Facilities, with the approval of the Commissioner, will establish financial and accounting procedures in accordance with this policy. These procedures may be revised as needed from time to time by the Assistant Commissioner of Planning, Finance and Facilities ~~Associate Commissioner of Finance and Administrative Services~~ with the approval of the Commissioner.

550.5 Receipt and Deposit of Funds

- 5.1 The ~~Assistant Commissioner of Planning, Finance and Facilities~~ ~~Associate Commissioner for Finance and Administrative Services~~ of the Office of the UCAT Commissioner will be responsible to ensure that an adequate record of all funds received by the Office of the UCAT Commissioner is maintained, and that the payer and purpose for which the funds were received are identified.
- 5.2 All funds received will be deposited intact in a designated depository daily whenever practical, but not later than three days after receipt, as required by UCA 51-4-2(2)(a).
- 5.3 Funds received from federal or other restricted sources will be separately accounted for and may be deposited in a bank account with other Office of the UCAT Commissioner funds, except where terms of the contractual agreement require that a separate depository account be maintained.



POLICIES

Subject:	Accounting Policies and Procedures
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- 5.4 Not less than two employees of the Office of the UCAT Commissioner shall be involved in the receipt and deposit of all funds received by the Office of the UCAT Commissioner.



Subject:	Budgeting and Budget Control
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555.1 Purpose

To define budgeting and budget control policies and procedures for the Utah College of Applied Technology Office of the Commissioner.

555.2 Approval

UCAT Board of Trustees approval: January 11, 2012. Revised: June 8, 2016; March 23, 2017 (pending).

555.3 Budget Preparation, Approval, and Modification

- 3.1 **Budget Officer:** The Assistant Commissioner of Planning, Finance and Facilities ~~Associate Commissioner of Finance and Administrative Services~~ shall serve as budget officer for the UCAT Office of the Commissioner.
- 3.2 **Budget Preparation:** Prior to June 1 of each year the budget officer, in consultation with ~~all department heads~~ executive staff, shall prepare and submit to the UCAT Commissioner a proposed budget for the new fiscal year.
- 3.3 **Budget Approval:** After review and approval by the UCAT Commissioner, the proposed budget shall be submitted to the UCAT Board of Trustees for final approval prior to the beginning of each fiscal year.
- 3.4 **Budget Modification or Revision:** The Commissioner may authorize budget changes between expense categories of up to \$10,000. New full-time employee positions and any budget changes greater than \$10,000 final approved budget may be modified or revised by require a majority vote of the Board of Trustees in any regular ~~meeting~~ or special meeting. ~~called for the purpose of budget revision or modification.~~
- 3.5 **Expenditure of Fund Balance:** The Commissioner may authorize the expenditure of unexpended funds carried over from prior years for amounts up to \$10,000. Amounts greater than \$10,000 must be authorized by a majority vote of the Board of Trustees in any regular or special meeting.
- 3.6 **Grants and Other Restricted Funds:** Occasionally the Office of the UCAT Commissioner is a recipient of grants, donations, and other funds designated for specific purposes. The Commissioner's office staff is responsible for ensuring these funds are spent appropriately and as intended. These funds will be reported to the Board as information items if not included in the approved annual office budget.

555.4 Budget Controls

- 4.1 **Expenditure Approval:** Expenditures from any budget category must be approved by the UCAT Commissioner, budget officer, or any employee designated by the UCAT Commissioner as a budget manager for a particular budget category from which the expenditure is requested.



POLICIES

Subject:	Budgeting and Budget Control
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- 4.2 **Monthly Review:** Revenue and expenditures shall be reviewed at least once a month by the UCAT Commissioner and budget officer.
- 4.3 **Over-Expenditure:** No expenditure may be approved for any budget category which exceeds projected revenue, except ~~by the UCAT Commissioner~~ as specified in 3.5 above.
- 4.4 **Zero-Base Budget:** Except as required by state or federal law or grant requirements, all budgeting for the UCAT Office of the Commissioner shall be zero-based.
- 4.5 **Budget/Financial Reports:** A report detailing revenue and expenditures for all budget categories and an investment report reflecting cash and investment balances as of the month most recently ended shall be presented to the Board of Trustees in all regular meetings of the Board.



Subject:	Procurement/Purchasing
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560.1 Purpose

To define procurement and purchasing policies and procedures for the Utah College of Applied Technology Office of the Commissioner.

560.2 Approval

UCAT Board of Trustees approval: September 22, 2011. Revised: June 8, 2016; March 23, 2017
(pending).

560.3 References

[UCA 63G-6a](#), Utah Procurement Code

560.4 Procurement/Purchasing

- 4.1 **Procurement/Purchasing Officer:** The ~~Associate Commissioner of Finance and Administrative Services~~ Assistant Commissioner of Finance, Facilities and Planning shall serve as the procurement/purchasing officer for the Utah College of Applied Technology Office of the Commissioner.
- 4.2 **Utah Procurement Code:** All procurement/purchasing for the Utah College of Applied Technology Office of the Commissioner shall conform to the provisions contained in the Utah Procurement Code (UCA 63G-6a) as well as any other applicable state and federal laws.
- 4.3 **Approval:** Individual employees designated as budget managers by the procurement/purchasing officer are authorized to make purchases within specific budget categories and within approved amounts as defined annually by the procurement/purchasing officer. All other purchases must be approved on a case by case basis by the Commissioner or procurement/purchasing officer. No purchase may be made without sufficient budgeted funds to cover the entire amount of the purchase cost and related expenses such as delivery, installation, etc. without prior approval of the Commissioner.
- 4.4 **Purchase/Credit Cards:** UCAT credit cards ~~are limited~~ may be issued to the following employees: The Commissioner; associate and assistant commissioners, ~~and~~ the Commissioner's executive assistant, and other employees approved by the Board of Trustees. The ~~Assistant Commissioner of Planning, Finance and Facilities~~ Associate Commissioner of Finance and Administrative Services shall prepare written procedures for controlling the use of UCAT credit cards. Such procedures shall be approved by the UCAT Commissioner.
- 4.5 **Contract Purchases:** Payments for goods or services related to contracts including ongoing utilities, leases, maintenance agreements, contracts for professional services,



POLICIES

Subject:	Procurement/Purchasing
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etc. do not require an additional purchase approval if a currently approved written agreement is in place.

- 4.6 ~~Small Purchases up to \$3,000:~~ No competitive quotes are required for purchases of goods or services up to \$3,000 in price. The purchaser may select the best source without seeking competitive quotes.
- 4.7 ~~Price Quotes Purchases Greater than \$3,000:~~ Purchases ~~of items over greater than \$3,000~~ should always involve the procurement/purchasing officer and not made on a state contract or similar agreement require two price quotes unless subject to any of the exceptions described in 4.8, 4.9, and 4.10 below. The quotes must either be obtained by or delivered to the procurement/purchasing officer prior to placing an order or entering an agreement to make a purchase over \$3,000. If the good or service required is available on a state contract or similar agreement but an alternate vendor offers a lower price, the state contract or similar agreement price ~~should may~~ be used for the second price quote. ~~If a vendor is a sole source and no reasonable alternative exists, a second price quote is not required. Procurement/purchasing officer approval is required for sole source purchases.~~
- 4.8 Cooperative Contracts and Related-Party Purchases: Price quotes are not required for purchases made using State cooperative contracts or purchases made from Applied Technology Colleges within the UCAT system, State-funded higher education institutions, State agencies, or other State-funded political subdivisions.
- 4.98 Sole-source Purchases: If at least two quotes cannot be obtained, the purchase is considered a sole-source purchase. Sole-source purchases require documented approval of the Commissioner or procurement/purchasing officer indicating why the purchase was declared a sole-source. Examples of circumstances which could necessitate a sole source purchase are as follows:
- 4.98.1 Compatibility of equipment;
- 4.98.2 Accessories;
- 4.98.3 Replacement parts;
- 4.98.4 Service is a paramount consideration; or
- 4.98.5 A vendor is the only available supplier of the good or service.
- 4.10 Emergency Purchases: If an emergency condition exists which creates an immediate threat to health, welfare, or safety as determined by the Commissioner or other executive officer and creates an immediate and serious need for supplies, services, or construction that cannot be met through normal procurement methods; only those supplies, services or construction items necessary to meet the emergency may be purchased without competitive bids if otherwise required. The employee responsible for making an



POLICIES

Subject:	Procurement/Purchasing
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emergency procurement shall make a written determination stating the basis for the emergency procurement and for the selection of the particular supplier.

4.119 Purchases over \$50,000: All purchases over \$50,000 are subject to a competitive, sealed bidding process or to a competitive, sealed proposal process as provided in the Utah Procurement Code, UCA 63G-6a.

4.120 Division of Purchases: Per Utah State Code 63-G-6a-408(8)(a) It is unlawful for a person to intentionally or knowingly divide a procurement in order to avoid the requirements of a larger purchase. Employees who intentionally or knowingly divide a purchase may be subject to prosecution and/or other disciplinary actions that may include termination of employment. Procurement shall not be artificially divided to avoid using the source selection methods and approval requirements set forth in this policy.

4.13 Administrative Expenses: Staff members of the Commissioner's Office are often called on to attend meetings and other functions with associated expenses outside the typical course of duties. UCAT will pay or reimburse expenses incurred by an employee at the Commissioner's Office that, within the professional judgement of that employee, would constitute an ordinary and necessary business expense (defined by the IRS as helpful and appropriate for your trade or business). Employees should seek to find a balance such that they do not receive undue personal benefits from their job while also not bearing undue personal expenses due to job responsibilities.

4.13.1 Guidelines Regarding Meals: For a meal to qualify as an expense to the Commissioner's Office budget, the meal should be directly related to the active conduct of UCAT business by being directly before or after a substantial and bona fide business discussion.

4.144 Capitalization Threshold: Capital assets are defined as property, equipment, and buildings with an initial individual cost of at least \$5,000 and a useful life in excess of one year.

4.152 Capital Assets Control: All capital assets will be recorded, tracked, and depreciated according to written procedures prepared by the UCAT procurement/purchasing officer. Such written procedures must conform to state and federal law.

4.16 Equipment Tracking: All capital assets and any other piece of tangible property with an acquisition cost greater than \$500 (especially laptops, projectors and other portable electronics) and a useful life of greater than one year will be tracked by the UCAT procurement/purchasing officer on a list including the name and brief description of the item, the acquisition cost, and the employee with primary custody of the item.



Subject:	Travel Authorization and Reimbursement
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565.1 Purpose

To define policy and procedures for obtaining authorization and reimbursement for official travel by employees, trustees, and approved agents of the Utah College of Applied Technology Office of the Commissioner.

565.2 Approval

UCAT Board of Trustees approval: January 11, 2012. Revised: June 8, 2016; March 23, 2017 (pending).

565.3 Definitions

- 3.1 **Official Travel:** Official travel means authorized travel by an employee, trustee, or approved agent of the Office of the UCAT Commissioner on UCAT business ~~which has been approved in advance~~. This does not include travel commuting from home to ~~the traveler's~~ an employee's regular place of employment.
- 3.2 **~~Extended Single-Day~~ Travel:** ~~Extended day travel means e~~Official travel that requires the employee to be away from his or her normal place of employment ~~ten hours or longer and a distance of at least 100 miles (one way)~~, but not requiring an overnight stay.
- 3.3 **Overnight Travel:** Official travel ~~which is in excess of 100 miles (one way) and that~~ requires an overnight stay by the traveler.
- ~~3.4 **Approved Reimbursement Rate:** The approved reimbursement rates shall be the current rates as approved by the UCAT Board of Trustees. The UCAT Commissioner may, for a specific trip, set a rate which is higher or lower than the approved rate if it is determined that unusual circumstances exist.~~
- 3.45 **In-lieu-of-airfare Rate:** In-lieu-of-airfare rate means a rate of reimbursement for use of a personal vehicle for official travel, which is based upon the lowest practical airline fare (including applicable discounts, special fares, charters, etc.) available for airline flights which will reasonably accommodate the traveler's schedule. The in-lieu-of-airfare rate will only be approved when the total cost is less than approved mileage rates.
- 3.5 **Incidental Expenses:** Incidental expenses include fees and tips for porters, hotel maids, baggage handlers, and other personal service employees. These expenses are to be covered by the traveler's per diem.
- ~~3.6 **Per Diem:** A reimbursement rate established by the Office of the UCAT Commissioner and approved by the UCAT Board of Trustees to cover the cost of meals and incidental expenses.~~



POLICIES

Subject:	Travel Authorization and Reimbursement
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565.4 Policy

- 4.1 **Advanced Approval Requirement:** All travel for which reimbursement is expected must be approved in advance by the UCAT Commissioner or immediate supervisor after determining sufficient budget exists. No traveler may approve travel for himself or herself. Travel by the UCAT Commissioner will be reviewed by the Assistant Commissioner of Planning, Finance and Facilities.

~~4.1.1 — All travel for which reimbursement is expected must be approved in advance.~~

~~4.1.2 — Approval may be obtained from the UCAT Commissioner or an immediate supervisor who is a budget officer for the account from which reimbursement will be made. However, no traveler may approve travel for himself or herself. Such approval must be obtained from the UCAT Commissioner or immediate supervisor. In the case of travel by the UCAT Commissioner, travel authorization will be reviewed by the Associate Commissioner of Finance and Administrative Services.~~

- ~~4.1.32~~ Travel authorizations ~~requests and requests for reimbursement~~ shall be made using procedures and forms approved by the Assistant Commissioner of Planning, Finance and Facilities ~~Associate Commissioner of Finance and Administrative Services.~~

- 4.23 **Expense Payment and Reimbursement:** UCAT will pay reasonable costs associated with official travel including transportation, lodging, and per diem for meals and incidental expenses.

4.3.1 Payment of Travel Expense: Travelers are encouraged to utilize UCAT credit cards and other procurement options to pay for approved travel expenses to avoid needing large reimbursements or creating undue financial burdens on travelers until reimbursements are available.

~~4.2.13.2~~ **Private Vehicles:** A traveler involved in ~~non-extended day~~, official travel using a private vehicle will be reimbursed for mileage at the current IRS business mileage rate ~~Office of the UCAT Commissioner approved rate.~~ When traveling within an area that allows the traveler to return to work or home the same day, reimbursable mileage must be supported by a mileage log using procedures and forms approved by the the Assistant Commissioner of Planning, Finance and Facilities. UCAT insurance does not provide coverage for damage to any private vehicle regardless of business or personal use. If more than one person travels in a private vehicle, mileage reimbursement is limited to one person.

4.3.3 UCAT-Owned Vehicles: Use of UCAT vehicles is encouraged for official travel when practical and available. UCAT pays all expenses relative to its vehicles, therefore mileage reimbursement is not available to employees utilizing UCAT vehicles.



POLICIES

Subject:	Travel Authorization and Reimbursement
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4.3.4 Rental Vehicles: Vehicle rentals, when needed, should be booked using the State of Utah Travel Office following the guidelines provided by that office to ensure proper coverage under the State Division of Risk Management.

4.3.5 Air Travel: Travelers are encouraged to utilize the services of the Utah State Travel Office to arrange airfare. Documentation justifying other means of arranging travel must be provided otherwise.

4.3.6 Other Transportation Expenses: Reimbursement for other reasonably necessary transportation expenses such as for public transit or taxi cabs must be documented by receipts, tickets or a written summary of expenses. Transportation expenses for personal reasons even while on a business trip shall not be reimbursed.

4.2.23.7 Per Diem: A traveler involved in official ~~extended day or overnight travel~~ shall will be reimbursed for ~~mileage or airfare and meals not otherwise provided at approved rates.~~ meals and incidental expenses at the applicable M&IE rates found on the U.S. General Services Administration web site using the Per Diem Rates Look-up tool. Amounts for business meals paid by UCAT while traveling should be deducted from that day's per diem request. For partial day per diem, use the following table; At the discretion of the UCAT Commissioner or the immediate supervisor, a per diem may be paid in place of meal reimbursement and the in lieu of airfare may be paid in place of mileage reimbursement.

For Overnight Travel				Single-Day Travel	
Depart on First Day	Per Diem Allowed	Return on Last Day	Per Diem Allowed	Time Spent Traveling	Per Diem Allowed
12:00 AM - 5:59 AM	100%	12:00 AM - 5:59 AM	25%	Less than 4 hours	0%
6:00 AM - 11:59 AM	75%	6:00 AM - 11:59 AM	50%	At least 4 hours, but less than 8 hours	33%
12:00 PM - 5:59 PM	50%	12:00 PM - 5:59 PM	75%	At least 8 hours, but less than 12 hours	66%
6:00 PM - 11:59 PM	25%	6:00 PM - 11:59 PM	100%	12 hours or greater	100%

4.2.33.8 Event Registrations: Pertinent brochures, agendas, meeting schedules, or some other document verifying the event are required for payment or reimbursement of registration fees associated with conferences or other events. Reimbursement for expenses such as conference registration, ground transportation, etc. will be based on actual costs and will be approved on a case by case basis by the immediate supervisor or UCAT Commissioner. Receipts must accompany any such requests for reimbursement.

4.3.9 Lodging: Reasonable and necessary lodging expenses will be reimbursed or paid for stays at a hotel or motel. Overnight stays at locations other than a hotel or motel such as with friends or relatives, vacation rentals, personal camping facilities, etc. may be reimbursed at \$25 per night.



Subject:	Contract and Agreement Signing
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570.1 Purpose

To ensure that all contracts and agreements of the Office of the Commissioner of Technical Education are signed only after coordination and communication with appropriate staff members.

570.2 Approval

UCAT Board of Trustees approval: March 23, 2017 (pending)

570.3 Policy

- 3.1 **Contract/Agreement Approval:** All contracts, agreements, memorandums of understanding, etc. shall be signed by the Commissioner of Technical Education or by his or her expressed designee.
- 3.2 **Staff Vetting Prior to Final Approval:** All contracts, agreements, memorandums of understanding, etc. shall be carefully discussed, reviewed and approved by the appropriate members of the Commissioner's Office staff prior to submitting the document to the Commissioner for final approval.
- 3.3 **Contracts/Agreements with Financial Implications:** Any contract or agreement that presents financial implications to UCAT shall be reviewed and approved by the Assistant Commissioner of Planning, Finance and Facilities prior to submitting the contract or agreement to the Commissioner for approval. Contracts which are for the purchase of goods or services that are under \$1,000, within the current fiscal year, and for items included in the approved budget are not subject to this policy. All contracts for the purchase of goods or services must follow the requirements of all other applicable policies and procedures.
- 3.4 **Legal Counsel:** Contracts that provoke questions that cannot be easily answered to the satisfaction of involved staff members should be referred to legal counsel to ensure UCAT and its interests are well-protected.



***Utah College of Applied Technology Office of the Commissioner
Credit Card Use Procedures and Agreement***

The Utah College of Applied Technology Office of the Commissioner (UCAT), to facilitate the procurement of goods and services, supplies certain employees with credit cards in accordance with UCAT policy. UCAT cards may be used only for official UCAT business purposes, including but not limited to the following:

- Official travel expenses (hotels/motels, vehicle rentals, airfare, etc.)
- Books, materials, registration fees, etc. associated with professional development
- Operation and maintenance of UCAT owned vehicles and rental vehicles (Generally, fuel should be purchased using UCAT fuel cards assigned to UCAT-owned vehicles. The use of a credit card for fuel should be rare and include an explanation with the receipt)
- Office supplies and expenses
- Equipment
- Advertisements and publications
- Professional dues and subscriptions
- Business meals and hospitality

Employees to whom UCAT credit cards are issued are accordingly assigned stewardship over pre-determined budget amounts at the beginning of each fiscal year. Cardholders are expected to be familiar with the budgets and to manage their respective budgets within those parameters. Employees making purchases for UCAT are also expected to exercise prudence in the disposition of public funds.

Cardholders are required to follow purchasing and other pertinent policies and should become familiar with applicable policies to ensure compliance when making purchases, traveling on business, etc. UCAT is exempt from Utah Sales Tax, therefore reasonable effort shall be taken to ensure Utah Sales Tax is not paid. If an employee pays Utah sales tax with a UCAT card, he or she may be asked to return to the vendor for a refund of the tax. UCAT's [tax exemption certificate](#) is available online or from the Assistant Commissioner of Planning, Finance and Facilities. Card purchases of \$1,000 or more require advance approval of the Commissioner.

Purchases of a personal nature are improper and should not be made using a UCAT credit card even if the employee intends to repay the purchase. If a personal purchase is inadvertently charged to a UCAT card, the cardholder should report the purchase to the UCAT Commissioner or Assistant Commissioner of Planning, Finance and Facilities as soon as possible to arrange repayment. As certain travel expenses are reimbursed using standard rates such as meals and personal vehicle mileage, UCAT cards should not be used for these expenses except where a legitimate business reason exists (ex. a business meal

while away on UCAT business). In accordance with travel policy, if a UCAT card is used to pay for a business meal while traveling, the cost of that meal should be deducted from that day's per diem request.

The safeguarding of each card is the responsibility of the custodial employee who is also accountable to UCAT for all charges on his/her card. Receipts should be kept and attached to each monthly statement along with documentation of the business purpose for each purchase (documentation may be on the receipt itself or attached). A log of purchases shall also be kept to reconcile the credit cards monthly. The statements, logs and receipts will be filed together for easy reference and review. Keeping receipts is very important, but if a receipt is lost, a short memo detailing the purchase should be attached in lieu. Memos in lieu of receipts should be a rare exception. A pattern of lost receipts is grounds for disciplinary action including, but not limited to the loss of card privileges. The Commissioner or his or her designee shall review the statements and charges made by all other cardholders monthly, and the Assistant Commissioner of Planning, Finance and Facilities shall review the statement and charges made by the Commissioner. These reviews are intended to encourage and ensure proper use of UCAT credit cards.

A lost or stolen card should be reported to the bank and the Commissioner or Assistant Commissioner of Planning, Finance and Facilities immediately.

I, the undersigned, hereby acknowledge receipt of a UCAT credit card. As an authorized cardholder, I agree to comply with the terms and conditions of this agreement and with the provisions of pertinent UCAT policy. I understand that UCAT is liable for all charges I make using this card, and I am therefore accountable to UCAT for said charges. I accept the responsibility for the protection and proper use of the credit card as outlined in this agreement and policy. I understand that the card may be used only for authorized UCAT business and that no personal expenses are to be charged to the card. I further understand that improper or fraudulent use of the card may result in credit card revocation and/or disciplinary action up to and including termination. I agree that UCAT may collect from me any amounts improperly charged to the card even if I am no longer employed by UCAT. I understand that whatever legal means necessary may be taken to recover an amount equal to any improper charges. If legal costs are incurred, I agree to pay those costs. I understand that UCAT may terminate my right to use the credit card at any time for any reason. I agree to surrender the card immediately upon request or upon termination of my employment.

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

Signed: _____ Date: _____

Printed Name: _____ Last 4 digits of Card: _____



***Utah College of Applied Technology Office of the Commissioner
Cash Receipts Procedure***

This procedure is a supplement to UCAT Policy 550. This procedure may be updated at any time with the approval of the Commissioner and Assistant Commissioner of Planning, Finance and Facilities.

The procedure for the receipt and deposit of funds is as follows:

- Any checks payable to UCAT will be received by the Executive Assistant to the Commissioner or another designated person in the absence of the Executive Assistant.
 - The Assistant Commissioner of Planning, Finance and Facilities should not be involved in the receipt or deposit of funds except entering the transaction into the accounting system after the fact.
- Receipt of currency and coin is very rare at UCAT but should be included in the deposit when received along with a brief written explanation of its source and purpose.
- The Executive Assistant or designee prepares the deposit ticket in the presence of one other UCAT employee (generally not the Assistant Commissioner of Planning, Finance and Facilities). Both employees will initial the deposit ticket after verifying it is prepared correctly.
- The Executive Assistant or designee makes copies of the prepared deposit ticket and any checks received including any attached check stubs and stamps each copy with the current date.
- The Executive Assistant or designee stamps the original checks with the UCAT check endorsement stamp.
- The Executive Assistant or designee will take the prepared deposit ticket, checks and any currency and coin together to a Wells Fargo Bank branch during regular business hours for deposit into the UCAT checking account.
- The Executive Assistant or designee will bring the deposit receipt back to the office and attach it to the copy of the deposit ticket, copies of deposited checks, and explanation of any cash or coin received and deposited.
- The stack of attached documents including a deposit receipt, copy of deposit ticket, copies of any checks, and explanation of any cash or coin should then be given to the Assistant Commissioner of Planning, Finance and Facilities for entry into the accounting system.



Utah College of Applied Technology Office of the Commissioner
Purchasing Procedures

This procedure is a supplement to UCAT Policy 560. This procedure may be updated at any time with the approval of the Commissioner and Assistant Commissioner of Planning, Finance and Facilities. This document is distinct from the document entitled *“Credit Card Use Procedures and Agreement.”* For holders of UCAT credit cards who intend to make purchases with a UCAT card, please refer to that document.

To procure goods and services for business use at the Office of the Commissioner of Technical Education:

- Submit a written request to your immediate supervisor, the Assistant Commissioner of Planning, Finance and Facilities or the Commissioner. This request may be a hard copy or emailed and should describe in as much detail as necessary to ensure the correct purchase is made including item description, suggested vendors, approximate cost, etc.
- The Assistant Commissioner of Planning, Finance and Facilities will
 - Identify the funding source
 - Verify or obtain any necessary approvals
 - Verify the availability of budget
 - Verify or obtain quotes/bids if required
 - Make final vendor selection
 - Ensure the vendor has [tax exemption certificate](#) or make sure it is provided
- The Assistant Commissioner of Planning, Finance and Facilities or Executive Assistant to the Commissioner shall make the purchase or place the order.
- The purchase may be charged to a UCAT card or be billed to UCAT and paid via check at the discretion of the Assistant Commissioner of Planning, Finance and Facilities or the Executive Assistant to the Commissioner.
 - When checks are issued for payment for goods or services, the Assistant Commissioner of Planning, Finance and Facilities shall process the bill for payment within the accounting system. The Executive Assistant to the Commissioner shall print the checks using a third-party application (The Assistant Commissioner of Planning, Finance and Facilities shall not have access to the check printing software, and the Executive Assistant shall not have access to the accounting system).
- Upon receipt of goods, the Assistant Commissioner of Planning, Finance and Facilities shall determine whether any items are subject to capitalization and/or tracking under Policy 560.4.14 – 560.4.16.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

23 March 2017

ITEM: II.L

TOPIC: UCAT/Utah System of Technical Colleges Strategic Plan Update

BACKGROUND

In its 17 September 2015 meeting, the Board of Trustees approved a UCAT Strategic Planning 2015-2025 draft, with authorization to the UCAT President to further develop and finalize the plan for inclusion in the Governor's Utah Statewide Education Plan in consultation with the Presidents' Cabinet and the Governor's Education Excellence Commission. The draft that was approved can be [viewed here](#).

The Governor's Commission has continued work on the Education Plan, and the UCAT Commissioner, in consultation with the Presidents' Cabinet, has further updated the Strategic Plan draft. The naming conventions for the System and colleges which will become effective July 1st under Senate Bill 238 have also been incorporated into the draft. The attached plan has been forwarded to the staff of the Governor's Commission, which is in the process of finalizing the Education Plan. The updated Strategic Plan is provided for review, discussion, and approval by the Board.

RECOMMENDATION

UCAT administration recommends the Board of Trustees review and approve the updated UCAT Strategic Plan.

Attachments: UCAT/Utah System of Technical Colleges Strategic Plan 2017-2025



UTAH SYSTEM OF TECHNICAL COLLEGES

Strategic Plan 2017-2025

*Integrated with Governor Gary R. Herbert's
Utah Statewide Education Plan
March 16, 2017*



Anchor 1: Increase Content Proficiency and Achievement for Every Student

The Utah System of Technical Colleges will increase student achievement and content proficiency by:

- A. Assuring that all technical college programs and courses align with current and future career competencies needed by Utah's employers, through direct employer involvement with employer advisory committees, and in cooperation with the Department of Workforce Services, the Governor's Office of Economic Development, and Economic Development Corporation of Utah.
- B. Increasing the numbers and enhancing the role of employer representatives who participate in each program employer advisory committee, validate program competencies and employment demand, and provide appropriate and accountable work-based learning that leads to employment opportunities.
- C. Engaging K-12 and USHE education providers in employer advisory committees to develop educational and career pathways and stackable credentials.
- D. Developing appropriate and accountable work-based learning opportunities (e.g., externships, work-site experiences, clinical, etc.) with supportive and rigorous parameters for every accredited certificate program. Some continuing occupational education courses may involve work-based learning opportunities.
- E. Continuous improvement of the tracking of competency mastery in UCAT's student information system.
- F. Achievement of completion rates that meet or exceed accreditation standards for each certificate program.
- G. Achievement of placement rates that meet or exceed accreditation standards for completers of each certificate program.

Anchor 2: Expand Access, Participation, and Completion

The Utah System of Technical Colleges, in conjunction with its technical colleges, will expand opportunities for access, participation, and completion of postsecondary education by:

- A. Continuing and enhancing focus on the System's role in providing career and technical education culminating in a postsecondary certificate.
- B. Increasing the awareness and improving the perception of the value of career and technical education by Utah stakeholders, industry and government, citizens, parents, and students.
- C. Increase annual attainment of board-approved technical college postsecondary certificates from 8,150 in FY 2016 to 11,492 in FY 2020, in support of Governor Herbert's Utah Education Plan.
- D. Maintaining an annual certificate award rate from FY 2021 to FY 2025 consistent with annual population growth and statewide certificate-level workforce needs in the population.
- E. Increasing the number of secondary students who complete and are awarded postsecondary certificates by UCAT colleges prior to or following their high school graduation.
- F. Increasing the numbers of certificate programs offered as market-driven postsecondary pathways for students to: (1) obtain gainful and skilled employment; and (2) obtain stackable credentials through USHE institution affiliations with linkages to associate's, bachelor's, and master's degrees.
- G. In conjunction with secondary education providers, providing increased opportunities and encouragement for high school students to participate in, complete, and continue articulated pathways and stackable credentials that lead to employment, experience, and degrees.
- H. Expanding opportunities, resources, and encouragement for individuals challenged by intergenerational poverty, underemployment, or other disadvantages to enroll, complete certificates, and obtain gainful and secure employment; and enhancing the tracking and reporting of services and outcomes for disadvantaged students.
- I. Developing and expanding access to courses and programs at nontraditional times and through nontraditional methods.

Anchor 3: Enhance Educator Preparation and Professional Practice

The Utah System of Technical Colleges, with its technical colleges, will increase the effectiveness of educators, administrators, and staff who support education by:

- A. Developing discipline-specific faculty and staff networks across all colleges that collaborate throughout the year in sharing best industry, teaching, and professional practices.
- B. Continuous improvement of System-wide professional development conferences and college professional development activities.
- C. Developing and increasing opportunities for faculty experiences in the industries they teach.
- D. Developing opportunities in every program for current industry practitioners to participate in mentoring faculty and in teaching and mentoring students through classroom and lab-based instruction, job shadowing, and work-based learning opportunities (e.g., externships, work-site experiences, clinicals, etc.).
- E. Creating and expanding internal and external programs, opportunities, and credentials for technical educator development.
- F. Utilizing instructional designers throughout the System to help colleges and programs develop curriculum, faculty, and staff.

Anchor 4: Identify and Target Resources to Maximize Outcomes

The Utah System of Technical Colleges and its colleges will target and efficiently use resources to maximize identified outcomes by:

- A. Working with legislators, partners, and stakeholders to identify needs and secure state funding for budget and capital priorities consistent with strategic planning and state needs.
- B. Implementing performance-based funding focused on setting and achieving rigorous college-specific goals for continuous improvement.
- C. Developing partnerships with businesses and industry to help provide equipment, funding, and instruction.
- D. Developing statewide career and technical education funding initiatives in collaboration with industry, USHE, public education, DWS, GOED, the Governor's Office, and the Legislature to identify and secure resources needed for specific high-priority industry or economic sectors.
- E. Developing and securing funding through grants and initiatives such as TalentReady Utah, Strategic Workforce Initiatives, and federal grants and programs.

Anchor 5: Meet Critical Economic and Employer Needs

The Utah System of Technical Colleges and its colleges will respond to state and local economic needs, supply necessary workers, and meet changing requirements of a skilled workforce by:

- A. Assuring that all college programs and courses align with current and future career competencies needed by Utah's employers, through direct employer involvement with employer advisory committees, and in collaboration with the Department of Workforce Services, the Governor's Office of Economic Development, and Economic Development Corporation of Utah.
- B. Increasing the numbers and enhancing the role of employer representatives who participate in each program employer advisory committee, validate program competencies, and provide appropriate and accountable work-based learning that leads to employment opportunities.
- C. Facilitating placement opportunities for completers of each certificate program to enter related employment.
- D. Targeting program development and funding to meet needs of specific industry sectors through CTE initiatives, Strategic Workforce Initiatives, etc.
- E. Promoting and increasing the awareness and broadened use of the Custom Fit program to serve new clients each year; to support economic development targeted to information technology, manufacturing, and other sectors with critical economic impact in partnership with the Utah Technology Council, the Utah Manufacturers Association, and other industry associations; and to assist Utah employers in all sectors in continuous improvement of skills of their employees.
- F. Working with industry, legislators, and partners to secure additional state Custom Fit funding to meet identified statewide needs.

Anchor 6: Enhance Partnerships

The Utah System of Technical Colleges, in conjunction with its colleges, will establish or enhance partnerships with other education agencies, non-profit organizations, communities, business and industry, and families by:

- A. Promoting acceptance within the Utah culture to create and reinforce a dual path that begins in high school and can lead directly to gainful and quality employment within a year of high school completion and into stackable credentials beyond through the achievement of technical college postsecondary certificates.

- B. Collaborating systematically with industry, USHE and its institutions, public education, DWS, GOED, the Governor's Office, and the Legislature to best meet the needs of Utah citizens for education, workforce development, and a healthy economy.
- C. Accelerating public awareness efforts to reach increased numbers of employers, students and parents with a goal of increasing participation of high school and adult students in career and technical education programs.
- D. Working with the State Board of Education and Local Education Agencies to increase the number of secondary students who enroll in technical college courses and who complete and are awarded postsecondary certificates prior to or following their high school graduation.
- E. Working with the State Board of Regents and USHE institutions to articulate technical college postsecondary certificates with postsecondary degree programs while maintaining a primary focus on market-driven postsecondary pathways for students to obtain gainful and skilled employment.
- F. Increasing the engagement of employers and business/industry organizations in college program employer advisory committees, enhancement of Custom Fit, and identification and utilization of industry certifications and licensures.
- G. Establishing additional partnerships with Utah companies which will promote curriculum that targets the immediate and specific needs of those companies for technically-skilled workers.

Anchor 7: Adopt Innovative and Evidence-Based Practices

The Utah System of Technical Colleges, working with its technical colleges, will adopt innovative and evidence-based practices by:

- A. Enhancing Northstar integration with college testing software, CANVAS learning management system, and other information systems.
- B. Enhancing the delivery model for colleges to promote technical training and leveraging of highly-compensated, difficult-to-hire instructors across the state which includes Custom Fit, use of remote delivery technology, online delivery, blended learning etc.
- C. Increasing the use of technology-enhanced instruction and blended learning, including availability of tools required for attendance and assessment verification.

Anchor 8: Enhance Outcome Reporting

The Utah System of Technical Colleges will enhance reporting of outcomes to all stakeholders by:

- A. Enhancing the richness and accuracy of outcome reporting for the certificate-seeking, job upgrade, secondary, continuing occupational education, and “other training” categories of student enrollment.
- B. Developing placement practices that provide consistency for and enhance the richness of college reporting of employment, additional education, and other outcomes for students.
- C. Continuous improvement in processes for developing and reporting on applicable licensure and industry certifications for completers of technical college programs and courses.
- D. Continuous improvement in accuracy, completeness, and consistency of System and college data reported to accrediting agencies, federal agencies (e.g., IPEDS, Perkins, Gainful Employment, etc.), and the State of Utah; and leveraging of the college student information systems in the improvement of reporting.
- E. Enhancement of institutional research processes and results utilizing System and collaborative statewide education, workforce, and economic data for data-driven college and System improvement.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

23 March 2017

ITEM: II.M

TOPIC: OWATC Proposed Easement and Land Sale to Ogden City

BACKGROUND

Ogden City wants to purchase a small piece of land along the north perimeter of the OWATC main campus as part of a road improvement project. Improvements include the installation of a curb and gutter, a deceleration lane, and a traffic signal at Monroe Blvd and North Street.

The college believes these improvements will help with traffic flow and safety around the college. The proposed action was approved by the OWATC Board of Directors in its February 23, 2017 meeting. The project has also been reviewed and approved by the Utah Division of Facilities Construction and Management.

More detail and a campus map highlighting the impacted areas is attached.

RECOMMENDATION

UCAT Administration recommends the Board of Trustees approve OWATC's sale of land to Ogden City.

Attachments: Memo from President Mercier
OWATC campus map



**MEMORANDUM**

TO: UCAT Board of Trustees

FROM: Collette Mercier
President – Ogden Weber Tech College

DATE: March 7, 2017

RE: Approval of proposed land purchase and easement to Ogden City on North Street

The Ogden Weber Tech College has been approached by Ogden City to purchase a small piece of land along the north perimeter of our main campus as part of a road improvement project. The improvements would include the installation of curb and gutter, a 250 foot deceleration lane, and a traffic signal at Monroe Blvd and North Street.

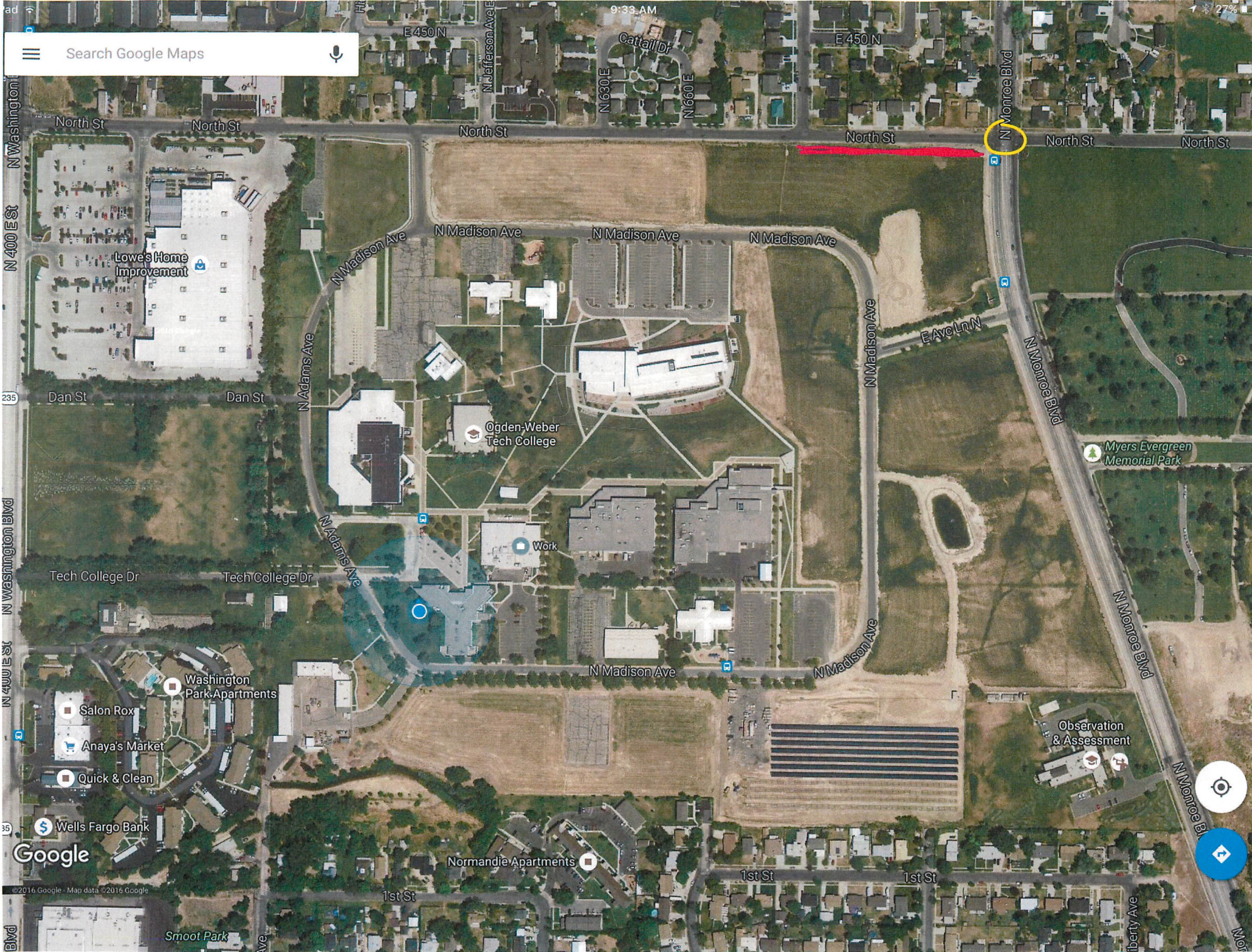
The college believes these improvements will help with traffic flow and safety around the college and is supportive of this sale. The details are as follows:

- Purchase of 1310 square feet at a price of 3.25 per unit for a total of \$4,250 for installation of a deceleration lane.
- Easement on 183 square feet at a price of 3.25 per unit for a total of \$298 for installation of a traffic signal on North Street and Monroe Blvd.

The proposed land purchase and easement by Ogden City was approved by our local board of directors during their February 23rd meeting. The project has also been reviewed and approved by the Utah Division of Facilities Construction and Management (DFCM).

A campus map which highlights the areas impacted is attached to this memo and copies of the contract are available upon request.

/btc



 deceleration lane  traffic signal

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

23 March 2017

ITEM: II.N

TOPIC: DXATC-Washington County Lease-Purchase Agreement Authorization

BACKGROUND

Legislative intent language found in Senate Bill 9 passed during the 2017 legislative session, authorizes Dixie Applied Technology College to *“enter into or arrange for a lease-purchase agreement in which participation interests may be created, to provide up to \$9,505,300 together with additional amounts necessary to pay costs of issuance, pay capitalized interest, and fund any existing debt service reserve requirements, for the planning, design, and construction of the Industrial Building for the Dixie Applied Technology College permanent main campus building with up to 64,000 square feet.”*

The Board of Trustees has authorized DXATC to receive bond proceeds from Washington County in the amount of \$9,000,000, but since the repayment plan will constitute a capital lease, Board approval for DXATC to enter into the lease-purchase arrangement with Washington County is necessary.

RECOMMENDATION

UCAT Administration recommends the Board of Trustees approve a lease-purchase agreement in which participation interests may be created, to provide up to \$9,505,300 together with additional amounts necessary to pay costs of issuance, pay capitalized interest, and fund any existing debt service reserve requirements, for the planning, design, and construction of the Industrial Building for the Dixie Applied Technology College permanent main campus building with up to 64,000 square feet.



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

23 March 2017

ITEM: III.O

TOPIC: Building Board Coordination

BACKGROUND

Chair Ned Carnahan, Fred Hunsaker, and Jeff Reddoor from the Utah State Building Board are joining the Board meeting to provide suggestions and feedback regarding the capital development request process, to assist UCAT administrative staff and the Board in aligning its prioritization and ranking process more closely with Building Board expectations.

RECOMMENDATION

Information/discussion only.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

23 March 2017

ITEM: III.P

TOPIC: Alignment of Outcomes Reporting

BACKGROUND

In its September 14, 2016 meeting, the Board of Trustees directed UCAT administration to continue working to align UCAT policies 205 and 206 with the policies and definitions of the Council on Occupational Education, the colleges' accrediting body. This work is to be completed by June 30, 2017.

Beginning in January and continuing to the present time, college presidents and instructional officers have collaborated on definitional questions and developed a framework for legislative reporting that will be consistent with reports submitted to the colleges' accrediting body. These efforts are on-going.

Vice Presidents Wendy Carter (Bridgerland ATC) and Kim Ziebarth (Davis ATC) have been asked by the Instructional Officers Committee to summarize decisions made, through recommendations for policy revisions and future legislative reporting. Their report is attached here and will be presented by Vice Presidents Carter and Ziebarth. In the coming weeks, Commissioner Woolstenhulme intends to present the attached report to legislative and other stakeholders, soliciting feedback in how to improve the clarity of UCAT reporting.

Work to incorporate the Instructional Officers' recommendations into UCAT policy has already begun. Revisions to applicable policies will be presented to the Board of Trustees for approval at the May 18, 2017 meeting.

RECOMMENDATION

Information/discussion only.

Attachments: Outcome Reporting Alignment General Recommendations



General Recommendations

1. Discontinue use of the term “completer” to eliminate confusion about combined data. Communicate the same information with graduation and placement data.
2. Graduates will be counted once per distinct student and distinct program regardless of the number of credentials earned.
3. Secondary programs may be approved by COE but will be reported legislatively as only head count and membership hours.
4. Post-Secondary student classifications reported to COE should include Certificate Seekers and Job Upgrade students. While Job Upgrade instruction may be approved as independent programs or integrated with regular approved programs, data reported (headcount and membership hours) for these within the state will be combined.
5. Withdrawals for both secondary and post-secondary students will be in accordance with terms defined in the Student Refund Policy, which must comply with COE criteria and may differ between colleges. Enrollment for withdrawals within refund period is not included in reported data.
6. Community participation in workshops, lunch-and-learn activities, and college events will not be recorded or reported.
7. Definitions between UCAT policy and the Data Dictionary should be aligned.

Proposed Draft Definitions

Program: An educational program designed to provide a sequence of educational and skill development experiences that lead to workplace competencies. This mission related post-secondary training is approved by and reported to the accrediting agency. *(COE)*

Graduate: A post-secondary or secondary student who has demonstrated competencies for an accredited post-secondary program and has been awarded the appropriate credential by the institution. *(COE)*

Placement: A post-secondary student employed in a field related to their instruction; graduates who continue their education internal or external to the institution or enlist in military service; and non-graduates who receive credit for courses included in a written academic agreement to continue their education at an external institution. *(COE)*

Licensure: A state or federal industry licensure exam required in order to become employed in the field of instruction pursued. *(COE)*

Job Upgrade Training: Educational activities or experiences designed to enhance existing knowledge and skills offered with the goal of providing persons in specific occupations the credentials, knowledge, and skills needed for career advancement (as opposed to maintaining one's current occupation). This mission related post-secondary training is approved by and reported to the accrediting agency. *(COE)*

Continuing Occupational Education: Educational activities or experiences designed to assist in the development of knowledge and skills with the goal of maintaining one's current professional occupation (as opposed to advancing one's career). Participants are assumed to have previously attained a basic level of education, training, or experience in the occupational area in which they are enrolling. Continuing occupational education courses are approved by the College. This mission related post-secondary training is not approved by or reported to the accrediting agency. *(COE)*

Secondary Training: Educational activities or experiences for secondary students in approved post-secondary programs with minimum enrollment of one term as defined by the secondary education provider. This mission related training is designed to direct students toward an accredited program credential. Exceptions must be approved by the Commissioner's office. This training may be approved by and reported to the accrediting agency.

Other Training: Mission related educational activities including basic skills instruction in reading, language arts, and mathematics necessary for student success in a chosen career and technical education or job-related program (53B-2a-106(2)(b)). Also includes students who enroll in courses in accredited programs or Continuing Occupational Education as space is available to enhance skills for personal interest unrelated to a person's career. Training is not approved by or reported to the accrediting agency but is reported to the State.

Self-Support Community Interest: Non-mission related educational experiences or activities intended to enhance student skills for personal interest and to introduce the community to training opportunities at the College. These courses are self-supported through tuition and fees and are not approved by or reported to the accrediting agency or the State.

Draft UCAT Reporting to State

Hour Length	COE Accredited Training		Secondary Training		Continuing Occupational Education	Other Training	Self-Support Community Interest
	Certificate Seeker	Job Upgrade					
1-599	GPL HC / MH	HC / MH	G*	HC / MH	HC / MH	HC / MH	Not Reported
600-899	GPL HC / MH	HC / MH	G*	HC / MH	HC / MH		
900-2000	GPL HC / MH	HC / MH	G*	HC / MH	HC / MH		

* Secondary students who earn COE Accredited Post-Secondary Program Certificates

G = Graduate

P = Placement

L = Licensure

HC = Head Count

MH = Membership Hours

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES 23 March 2017

ITEM: III.Q

TOPIC: Audit Committee Report

BACKGROUND

UCAT Policy 301, "Audit Committees", provides for the Trustees Audit Committee "to assist the Board in fulfilling its oversight responsibilities for financial matters". The Audit Committee will be meeting prior to the Board meeting on March 23rd, and Trustee Dale Cox, who chairs the committee, will report on the committee's meeting.

RECOMMENDATION

Information/discussion only.



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

23 March 2017

ITEM: III.R

TOPIC: ElevateHER Challenge

BACKGROUND

The ElevateHER Challenge is an initiative from the Women's Leadership Institute and the Salt Lake Chamber of Commerce. By accepting the ElevateHER Challenge, organizations pledge to elevate the stature of women's leadership. Each organization may adapt its own policies within its unique structure to meet its commitments. WLI suggests focusing on the following areas in order to reap the full benefit of enhancing women's leadership:

1. Increase the percentage of women in senior leadership positions in your organization;
2. Increase the retention rate of women at all levels of your organization;
3. Increase the number of women on your organization's board of directors, extend the influence of women in your industry, and encourage women to serve on community and corporate boards;
4. Monitor pay by gender and close identified gaps;
5. Establish a leadership development and/or mentoring program for women or enhance existing programs;
6. Recruit women to run for public office and give follow-up support; and
7. Create your own innovative ways to elevate the stature of women's leadership in your organization.

The eight college presidents and the UCAT Commissioner will be accepting the ElevateHER Challenge at the third annual ElevateHER Challenge luncheon on May 9, 2017 in the Zions Bank Founder's Room at 11:30 AM. Information about the ElevateHER Challenge can be [viewed here](#).

RECOMMENDATION

Information/discussion only.



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

23 March 2017

ITEM: III.S

TOPIC: OWATC Presidential Search Committee and Process

BACKGROUND

On February 22, 2017, President Collette Mercier of Ogden-Weber Applied Technology College announced her retirement, effective July 1, 2017. President Mercier's impending departure necessitates the search for and selection of a new president of the college.

UCAT Policy 111 establishes procedures for the selection of a new applied technology college president. The policy mandates that a Search Committee be formed and comprised of individuals representing the Board of Trustees, the local Board of Directors, the Commissioner of Technical Education, and up to five additional members representing college stakeholders such as faculty/staff, students, community leaders, education partners, etc. The Search Committee is tasked with developing a schedule for the presidential search and selection process, and determining the criteria by which applications and interviews shall be scored.

Upon the release of the position posting, applicants have 30 days to submit all required materials, after which the Search Committee shall score them and interview up to eight candidates. Of those interviewed, the Search Committee shall identify up to four finalists to be interviewed by the Board of Trustees. After the Board completes its interviews, and upon consultation with the Chair of the college Board of Directors, the Board of Trustees shall appoint a new college president.

Search Committee members are listed in the attached committee roster. Also attached is a timeline for the search and selection process, and the final position posting, released publicly on March 17, 2017.

RECOMMENDATION

Information/discussion only.

Attachments: OWATC Presidential Search Committee Roster and Timeline
OWATC Presidential Search Position Posting



Ogden Weber Applied Technology College
President Search Committee and Proposed timeline
Trustee Moore (Search Committee Chair)

Committee Member	Organization	Phone Number	EMAIL
Dave Woolstenhulme	UCAT Commissioner	435-823-2294	dave@ucat.edu
Steve Moore	UCAT Trustee (Chair of Committee)	801-388-1734	srmoore48@gmail.com
Scott Theurer	UCAT Trustee	435-757-7742	sltheurer@gmail.com
Dale Cox	UCAT Trustee	801-971-5568	dalecox@utahaflcio.org
Matt Wardle	OWATC BOD	801-782-4274	mdwardle@jdmachine.com
Joyce Wilson	OWATC BOD	801-644-5712	wilsonj@ogdensd.org
Jerry Ropelato	OWATC BOD	801-721-6277	jerry@whiteclouds.com
Chad Burchell	OWATC Employee	801-627-8388	burchelc@owatc.edu
Tina Smith	OWATC Employee	801-627-8304	smitht@owatc.edu
Nalley Ruiz	OWATC Employee	801-627-8324	ruizn@owatc.edu
Dr. Dave Ferro	WSU Dean of Engineering & Applied Science	801-626-6304	dferro@weber.edu
Cindy Purcell	OWATC Foundation Board	801-540-4535	cindy@swanfound.org

Proposed Timeline

DATE	ACTION	INVOLVED	LOCATION
3/17/17	Post Announcement	Commissioner's Office	Commissioner's Office
4/14/17	Applications Due	Commissioner's Office	Commissioner's Office
4/21/17	Applications Sent to Committee	Commissioner's Office	
4/21/17 to 4/28/17	Scoring of Applicants	Search Committee	
4/28/17 to 5/5/17	Scoring of Applications Completed	Commissioner's Office	Commissioner's Office
5/5/17	Select Candidates to Interview and Interview Details	Search Committee	Conference Call or OWATC
5/18/17	Interviews	Search Committee	OWATC
5/18/17	Search Committee Complete		
5/26/17	Notify Finalists	Commissioner's Office	Commissioner's Office
6/2/17	Background and Reference Checks Complete	Commissioner's Office	Commissioner's Office
6/15/17	Final Interviews	Board of Trustees and OWATC Board of Directors	OWATC



Ogden-Weber Applied Technology College **PRESIDENT SEARCH**

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

In support of the Ogden-Weber Applied Technology College's mission, "We build a prosperous community by creating a technically-skilled workforce one student at a time," the institution serves Weber County from a main campus in Ogden and a branch campus at the Business Depot. The college provides upwards of 1,186,392 hours of instruction each year to more than 5,835 part-time, full-time, adult, and secondary students. Ogden-Weber Applied Technology College offers 53 accredited occupational certificate programs and many other skills training courses.

PRESIDENT PROFILE

The Ogden-Weber Applied Technology College President is the executive officer of the OWATC 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 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.
- Master's degree is required.
- Proven record of administrative and leadership experience at a senior management level.
- 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:

For a complete list of College President duties and functions, refer to [UCAT Policy 110](#) at <http://ucat.edu/ucat/policies-procedures/>.

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 referenced 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) April 14, 2017.**

For further information visit: www.ucat.edu and www.owatc.edu.

Please submit completed applications by e-mail to:

Tyler Brinkerhoff, Assistant Commissioner
tbrinkerhoff@ucat.edu | Phone: (801) 341-6003

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

23 March 2017

ITEM: III.T

TOPIC: Nominations/Recommendations for UCAT Board Members 2017-2021

BACKGROUND

The attached table details the terms of office for all Board positions as provided in [Utah Code 53B-2a-103\(5\)](#). It has been updated since the January Board meeting to reflect the removal of non-voting positions effective July 1, 2017, as provided in Senate Bill 238 which passed during the 2017 legislative session.

The Boards of Directors for BATC, DATC, OWATC, and TATC have each submitted two nominations to Governor Herbert to fill the new four-year terms of office which begin July 1, 2017, for their representatives on the Board of Trustees. The SWATC Board of Directors is also in the process of submitting nominations to complete the current term of office for their recently-resigned Trustee, which will expire in 2019.

The Commissioner's Office is in the process of forwarding names to Governor Herbert to be considered for four industry sector positions which will begin serving four-year terms of office on July 1, 2017. Names will also be forwarded from an additional sector to fill the unexpired two years of a fifth position on the Board, which has been vacant since 2015.

It is anticipated that the Governor's Office will begin consideration of names on March 28, 2017 and will forward appointments to the Senate in the middle of April. The Senate would then conduct committee hearings to consider the Governor's appointments, for consideration and consent by the full Senate in the middle of May.

RECOMMENDATION

Information/discussion only.

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																			
Region ⁴																			
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 ⁵																			
Utah State Board of Regents			Jessellie Anderson	April 10, 2014	June 30, 2019														
Utah State Board of Education			Michelle Boulter	January 1, 2017	June 30, 2017														

To be filled by industry representatives upon expiration of Trustees' current terms.

¹ Elected Board of Trustees Chair on April 6, 2016. Board Officer 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. Board Officer 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 after current term expires, 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 Positions shall be discontinued July 1, 2017 per S.B. 238 (2017 General Session).

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

23 March 2017

ITEM: III.U

TOPIC: Appointment of Nominating Committee for Board Officers

BACKGROUND

Under UCAT Bylaws (Policy 101.9), the terms of office for the current Board officers expire June 30, 2017. The process for electing Board officers calls for the Board Chair to appoint a nominating committee. The committee is to contact each current voting Board member, determine those who are interested in having their name considered, and nominate at least one candidate for each of the positions of Chair and Vice-Chair, to be considered by the full Board in open meeting along with any other nominations by Trustees.

Accordingly, Chair Evans will appoint a nominating committee that will contact all voting members and prepare nominations for the May 18, 2017 Board meeting, during which the Board will consider action to elect Board officers for the two-year, 2017-2019 term.

RECOMMENDATION

Information/discussion only.



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

23 March 2017

ITEM: III.V

TOPIC: 2017 Legislative Session Review

BACKGROUND

The General Session of the Utah State Legislature concluded on March 9, 2017. A review of the impact of legislative action on UCAT and the eight colleges will be led by Commissioner Woolstenhulme.

- **Funding (Summary Attached):**
 - H.B. 1, the base budget bill, moves ongoing system equipment money from system administration to the various colleges.
 - S.B. 2 funds ongoing increases of **\$3,000,000** in FY 2018 for market demanded programs and **\$1,000,000** for equipment; and one-time funding of **\$1,000,000** for equipment.
 - H.B. 8 funds a 2% compensation increase and an 8% increase in health insurance benefits rates.
 - S.B. 3 funds **\$4,475,100** for the UBATC Welding Technology Building and provides **\$1,500,000** ongoing for statewide Strategic Workforce Investment initiatives which include two applied technology colleges.
- **Base Budget Performance Measures (Summary Attached):**
 - H.B. 1 includes intent language that the Utah College of Applied Technology report to the Higher Education Appropriations Subcommittee by October 2018 on performance measures related to base budget line items, including the following for each college:
 - Membership hours of technical education provided;
 - Certificates awarded to students for completion of accredited programs;
 - Certificate-seeking adult students placed in related employment, continued education, or military;
 - Continuing Occupational Education students enrolled; and
 - Secondary students enrolled.
- **DXATC Lease-Purchase Authorization (S.B. 9, Line 575):**
 - The Legislature intends that: (1) the Dixie Applied Technology College, subject to the requirements in Title 63A, Chapter 5, State Building Board - Division of Facilities Construction and Management, enter into or arrange for a lease-purchase agreement in which participation interests may be created, to provide up to \$9,505,300, together with additional amounts necessary to pay costs of issuance, pay capitalized interest, and fund any existing debt service reserve requirements, for the planning, design, and construction of the Industrial Building for the Dixie Applied Technology College permanent main campus building with up to 64,000 square feet; and (2) the college may request state funds for operation and maintenance costs, but not for capital improvements for the leased building during the term of the lease-purchase agreement.
- **Senate Bill 238 (Complete Summary Provided in Agenda Item V):**
 - Renames the Utah College of Applied Technology the Utah System of Technical Colleges;



changes the name of each member college of the Utah System of Technical Colleges from an applied technology college to a technical college; removes the nonvoting members from the State Board of Regents; requires coordination between state entities involved in education; amends a list of institutions of higher education that are bodies corporate to remove the Utah College of Applied Technology, and to add each technical college; removes the nonvoting members from the Utah System of Technical College Board of Trustees; and prohibits an individual from serving simultaneously on the Utah System of Technical Colleges Board of Trustees and a technical college board of directors.

- **Legislation:**

- Senate Bill 117, "Higher Education Performance Funding", establishes a restricted fund and requires the Board to develop a performance model with metrics. A summary of the bill is attached.
- In addition to S.B. 117 and S.B. 238, a summary of selected bills that have some relevance to UCAT and the colleges is provided for Board members to review.

RECOMMENDATION

Information/discussion only.

Attachments: Legislative Budget Summary – FY 2018
 Base Budget Performance Measures
 Senate Bill 117 – Summary of Provisions
 2017 Legislative Session – Summary of Bills Relevant to UCAT



FY 2018 UCAT Appropriations

		Admin	Custom Fit	BATC	DATC	DXATC	MATC	OWATC	SWATC	TATC	UBATC	Totals
HB 1 - Higher Ed Base Budget	General Line Item (2% cut)	1,861,100	3,880,000	11,945,900	13,682,000	6,238,600	10,209,000	13,539,600	4,465,700	3,310,800	6,990,300	76,123,000
	Equipment Line Item (2% cut)	14,500	-	186,600	219,100	85,200	147,800	204,200	76,300	78,700	125,500	1,137,900
	Dedicated Credits	-	-	1,330,900	1,891,000	252,000	1,037,400	1,695,500	184,300	203,000	487,000	7,081,100
	One-time O&M Holdback	-	-	-	-	(374,400)	-	(14,000)	-	-	-	(388,400)
SB 2 - New FY Appropriations	2% Restoration	38,000	79,200	239,900	275,000	96,900	208,300	268,800	91,100	67,600	142,700	1,507,500
	2% Equipment Restoration	3,200	-	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	23,200
	One-time Equipment	-	-	165,400	193,800	76,700	131,500	180,800	68,900	71,000	111,900	1,000,000
	Ongoing Equipment	-	-	165,400	193,800	76,700	131,500	180,800	68,900	71,000	111,900	1,000,000
	Market Demand	-	-	383,300	507,700	422,600	523,100	531,900	187,500	183,800	260,100	3,000,000
SB 3 - Appropriations Adjustments*	Ongoing (State Workforce Initiative)	-	-	-	-	-	-	220,400	-	250,000	-	470,400
	One-time (State Workforce Initiative)	-	-	-	-	-	-	340,600	-	-	-	340,600
HB 8 - Comp	Tax Funding	35,200	-	336,300	344,100	110,000	233,600	288,400	84,400	82,400	155,000	1,669,400
SB 8 - ISF Rate Changes	Tax Funding	16,200	-	69,400	(12,900)	3,400	4,700	(5,200)	1,400	(8,800)	10,600	78,800
	Dedicated Credits	-	-	4,400	(1,600)	100	500	(600)	100	(500)	700	3,100
FY 2018 Line Item Totals	FY 2018 General Line Item (tax approps)	1,950,500	3,959,200	12,974,800	14,795,900	6,497,100	11,178,700	15,170,500	4,830,100	3,885,800	7,558,700	82,801,300
	FY 2018 Equipment (tax approps)	17,700	-	519,900	609,200	241,100	413,300	568,300	216,600	223,200	351,800	3,161,100
	FY 2018 Dedicated Credits	-	-	1,335,300	1,889,400	252,100	1,037,900	1,694,900	184,400	202,500	487,700	7,084,200
	FY 2018 Total Approps	1,968,200	3,959,200	14,830,000	17,294,500	6,990,300	12,629,900	17,433,700	5,231,100	4,311,500	8,398,200	93,046,600

* SB 3 also funded \$4,475,100 for UBATC's Welding Technology Building. Associated O&M of \$97,300 was also funded and held back pending project completion

		Admin	Custom Fit	BATC	DATC	DXATC	MATC	OWATC	SWATC	TATC	UBATC	Totals
HB 1	FY 2017 1X Supplemental (SWIA)	-	-	190,000	450,000	125,000	-	30,000	-	-	-	795,000

Utah College of Applied Technology
House Bill 1 Intent Language
March 23, 2017

The FY 2018 base budget bills passed during the 2017 legislative session include intent language for all state agencies to report on mission-based performance targets for each budget line item. The Utah College of Applied Technology line item targets are summarized below.

(link to H.B. 1: <http://le.utah.gov/~2017/bills/static/HB0001.html> – see Items 59-67)

Intent language wording:

The Legislature intends that the Utah College of Applied Technology report on the following performance measures for the _____ line item, the mission of which is, " _____ ": (1) _____ [performance measure] (target = _____); (2) _____ [performance measure] (target = _____); (3) _____ [performance measure] (target = _____), by October 15, 2018 to the Higher Education Appropriations Subcommittee.

Line Item 59 – Utah College of Applied Technology – Administration

Mission: To support career and technical education throughout the State of Utah.

- (1) Alignment of UCAT Policy with that of the Council on Occupational Education (target = completion and continued enforcement);
- (2) Annual analysis of alignment of UCAT offerings with Department of Workforce Services' job projections (target = 100% alignment);
- (3) Companies served by Custom Fit training (target = 2% increase from FY 2016);
- (4) Trainees served by Custom Fit training (target = 8% increase from FY 2016); and
- (5) Hours of instruction provided by Custom Fit (target = 6% increase from FY 2016)

Line Items 60-67 – Utah College of Applied Technology – Applied Technology Colleges

Mission: To meet the needs of Utah's employers for technically-skilled workers and to promote local and statewide economic development by providing market-driven technical education to secondary and adult students.

Performance Measures and Targets (% increase from FY 2016)

BATC	DATC	DXATC	MATC	OWATC	SWATC	TATC	UBATC
------	------	-------	------	-------	-------	------	-------

(1) Membership hours of technical education provided

3%	2%	3%	7%	2%	3%	18%	8%
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(2) Certificates awarded to students for completion of accredited programs

3%	10%	3%	3%	2%	4%	13%	10%
----	-----	----	----	----	----	-----	-----

(3) Certificate-seeking adult students placed in related employment, continued education, or military service

3%	1%	3%	6%	2%	6%	20%	15%
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(4) Continuing occupational education students enrolled (target = 3% increase from FY 2016)

3%	(maintain)	3%	(maintain)	5%	3%	18%	5%
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(5) Secondary students enrolled

3%	3%	(maintain)	2%	10%	3%	13%	5%
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Senate Bill 117 (2017 General Session)
Higher Education Performance Funding
Summary of Provisions March 10, 2017

This bill amends and enacts provisions related to performance funding for higher education institutions and technical colleges.

Provisions Related to Funding:

1. Establishes a restricted account in the state budgets.
2. Requires that, up to a limit, certain individual income tax revenue be deposited in the restricted account.
3. Restricts the use of money in the restricted account to performance funding for higher education institutions and technical colleges.
4. Requires the Department of Workforce Services to estimate the amount of growth, over a baseline amount, in individual income tax revenue generated by targeted jobs.
5. Directs the Legislature to determine appropriations from the restricted account for higher education institutions and technical colleges based on performance.
6. Requires the State Board of Regents and the Utah System of Technical College Board of Trustees to:
 - Develop models for measuring the performance of higher education institutions and technical colleges; and
 - Report annually to the Higher Education appropriations Subcommittee on the performance of higher education institutions and technical colleges.

Provisions related to Performance Factors for the Utah System of Technical Colleges:

1. The eligible new performance funding amount for technical colleges shall be based on the technical college's prior year share of :
 - i. membership hours for all technical colleges; and
 - ii. the total state-funded appropriated budget for all technical colleges.
2. A technical college earns the full new performance funding amount if the technical college has a positive change in the technical college's performance of at least 5% compared to the technical college's average performance over the previous five years.
3. The Utah System of Technical College Board of Trustees shall establish a model for determining technical college performance. The model shall include metrics, including:
 - i. completions, measured by certificates awarded;
 - ii. short-term occupational training, measured by completions of:
 - A. short-term occupational training that takes less than 60 hours to complete; and
 - B. short-term occupational training that takes at least 60 hours to complete.
 - iii. secondary completions, measured by:
 - A. completions of competencies sufficient to be recommended for high school credits;
 - B. certificates awarded to secondary students; and
 - C. retention of certificate-seeking high school graduates as certificate-seeking postsecondary students.

- iv. placements, measured by:
 - A. total placements in related employment, military service, or continuing education;
 - B. placements for underserved students; and
 - C. placements from high impact programs.
- v. institutional efficiency, measured by the number of technical college graduates per 900 membership hours.

Utah College of Applied Technology
Legislative Bills of Interest
March 23, 2017

Appropriations Bills

<u>Bill</u>	<u>Title</u>	<u>Sponsor</u>
H.B. 1	Higher Education Base Budget	Grover
H.B. 8	State Agency and Higher Education Compensation Appropriations	Last
S.B. 2	New Fiscal Year Supplemental Appropriations Act	Stevenson
S.B. 3	Appropriations Adjustments	Stevenson
S.B. 8	State Agency Fees and Internal Service Fund Rate Authorization and Appropriations	Van Tassell
S.B. 9	Revenue Bond and Capital Facilities Amendments	Harper

Notes on Appropriations Bills

- H.B. 1 Higher Education Base Budget – This bill sets the base budget for FY 2018. It also provides additional FY 2017 supplemental and FY 2018 on-going funds related to the Strategic Workforce Initiative. It moves on-going System equipment money from System Administration to the various Colleges.
- H.B. 8 State Agency and Higher Education Compensation Appropriations – This bill funds a **2% Labor Market Adjustment** and an 8% increase in health insurance benefits rates for Colleges. These increases are fully funded through an increase in State appropriations.
- S.B. 2 New Fiscal Year Supplemental Appropriations Act – This bill provides System-wide funds of \$3 million for Market Demand Programs, \$1 million for on-going equipment funds, and \$1 million for one-time equipment money.
- S.B. 3 Appropriations Adjustments – This bill funds \$4,475,100 for the Uintah Basin ATC Welding Technology Building. It also provides Strategic Workforce Initiative funds for various Colleges.
- S.B. 8 State Agency Fees and Internal Service Fund Rate Authorization and Appropriations – This bill reduces the appropriations for Risk Management coverage for certain UCAT colleges. According to Fiscal Analyst, Jill Curry, this is related to a corresponding decreases in the premiums charged by Risk Management.
- S.B. 9 Revenue Bond Capital Facilities Amendments – This bill authorizes the Dixie ATC to enter into a lease-purchase agreement to provide up to \$9,505,300 for the Industrial Building for Dixie Tech.

Approved Bills

<u>Bill</u>	<u>Title</u>	<u>Sponsor</u>
H.B. 28	Public Employees Long-Term Disability Act Amendments	Duckworth
H.B. 54	Campus Free Speech Amendments	Coleman
H.B. 55	Governmental Nonprofit Entity Compliance Amendments	Coleman
H.B. 100	Institutions of Higher Education Disclosure Requirements	Coleman
H.B. 165	Higher Education Retirement Amendments	Westwood
H.B. 240	Employability to Careers Program	Schultz
H.B. 251	Campus Advocate Confidentiality Amendments	Romero
H.B. 265	Safety Inspection Amendments	McCay
H.B. 268	Money Management Act Amendments	Knotwell
H.B. 287	Cosmetology Licensing Act Amendments	Dunnigan
H.B. 398	Procurement Code Amendments	Froerer
H.B. 431	Government Employees Reimbursement Amendments	Quinn
H.C.R. 13	Concurrent Resolution for Public Employees' Benefit and Insurance Program	Dunnigan
H.C.R. 16	Concurrent Resolution Declaring Mental Health Issues to be a Public Health Crisis at Utah Higher Education Institutions	Redd
S.B. 21	Retirement Systems Amendments	Hemmert
S.B. 48	Nurse Licensure Compact	Vickers
S.B. 97	Public Meeting Minutes Amendments	Van Tassell
S.B. 117	Higher Education Performance Funding	Millner
S.B. 125	Authorization to Modify Charter School Charter Agreements	Stephenson
S.B. 133	Procurement Process Amendments	Mayne
S.B. 145	Nail Salon Amendments	Weiler
S.B. 190	Education Computing Partnerships	Okerland
S.B.194	Utah Data Research Center Act	Anderegg
S.B. 238	Higher Education Governance Revisions	Millner
S.J.R. 1	Joint Rules Resolution on Funding Mix Determinations	Stevenson

Notes on Approved Bills

H.B. 54 Campus Free Speech Amendments – This bill designates outdoor areas of campuses as traditional public forums and creates requirements related to expressive activity.

H.B. 251 Campus Advocate Confidentiality Amendments – This bill prohibits the disclosure of confidential communications related to advocacy services.

H.B. 265 Safety Inspection Amendments – This bill repeals the requirement that certain vehicles obtain a safety inspection certificate. This will eliminate the need for training for safety inspectors which has previously been done by the Colleges.

H.B. 287 Cosmetology Licensing Act Amendments – This bill creates a license for a hair designer which is different than the existing Cosmetology license which will continue to be available.

- S.B. 117 Higher Education Performance Funding – This is Senator Millner’s bill that funds a Performance Based Funding program for the Utah System of Higher Education and the Utah College of Applied Technology.
- S.B. 145 Nail Salon Amendments – This bill requires a nail salon to be equipped with a source capture system for salons that remodel after July 1, 2017 or all salons beginning July1, 2020.
- S.B. 194 Utah Data Research Center Act - Senator Anderegg’s legislation re-names the Utah Data Alliance the Utah Data Research Center and makes it a new program within the Workforce Research and Analysis Division (WRA) within the Department of Workforce Services. It requires the State Board of Education, the State Board of Regents, the Utah College of Applied Technology, the Department of Workforce Services, and the Department of Health to contribute data. The Director of WRA serves as the day-to-day manager of the Center and reports to a Board that consists of the Commissioners of Technical and Higher Education, the Executive Directors of the Utah Department of Health and Workforce Services, and the State Superintendent of the State Board of Education.
- S.B. 238 Higher Education Governance Revisions – This is Senator Millner’s bill that was promoted as a clean-up bill after last year’s UCAT governance bill. This bill includes numerous changes to the Board of Regents and the authority of the Regents. It renames UCAT to the Utah System of Technical Colleges and changes the names of the UCAT Colleges to Technical Colleges. It makes each individual Technical College a body corporate. The bill also requires coordination between state entities involved in education.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

23 March 2017

ITEM: III.W

TOPIC: Impact of Senate Bill 238 (Higher Education Governance Revisions)

BACKGROUND

During the 2017 General Legislative Session, the Utah Legislature passed Senate Bill 238, "Higher Education Governance Revisions". The bill, which will become effective July 1, 2017, among other things provides for changes in the names of the Utah College of Applied Technology and the applied technology colleges, institutional designations for the colleges, state and local board membership and coordination.

A summary of the bill's provisions is attached to assist the Board in awareness and discussion of its impact. After discussion by the Board, the Commissioner, staff, and presidents will proceed to develop plans for consideration by the Board in its May meeting related to:

- UCAT policy revisions;
- Branding and logos;
- Bodies politic and corporate;
- System and local board membership; and
- Other identified issues related to implementation of the bill.

RECOMMENDATION

Information/discussion only.

Attachment: Senate Bill 238 – Summary of Provisions



SENATE BILL 238 (2017 GENERAL SESSION)
UTAH COLLEGE OF APPLIED TECHNOLOGY
GOVERNANCE AMENDMENTS
SUMMARY OF PROVISIONS

March 23, 2017

(link to S.B. 238: <http://le.utah.gov/~2017/bills/static/SB0238.html>)

Effective Date: Except as noted, all provisions are effective **July 1, 2017** (Lines 5344-5347).

1. Name Changes:

- a. Renames the Utah College of Applied Technology to the Utah System of Technical Colleges, beginning July 1, 2017 (53B-2a-115(1) and throughout statute).
- b. Renames the applied technology colleges to technical colleges, as in “Uintah Basin Technical College” (53B-2a-115).

2. Institutional Designations:

- a. Designates the Board of Trustees and the technical colleges as institutions of the Utah System of Technical Colleges within the state system of higher education (53B-1-102(1)), and defines them as state institutions of higher education (53B-3-102).
- b. Designates each of the technical colleges as bodies politic and corporate (53B-2-101(1)).*

3. State and Local Board Membership and Coordination:

- a. Removes nonvoting members from Utah System of Technical Colleges (53B-2a-103(2)). Removes non-voting representatives of UCAT Board from Board of Regents, effective May 10, 2017 (53B-1-104(1)).
- b. Prohibits an individual from serving concurrently on the Utah System of Technical Colleges Board of Trustees and a technical college board of directors (53B-2a-103(3)(d)).
- c. Requires meetings at least quarterly between state entities involved in education, to include the Commissioner and the Board Chair (53B-1-112).

4. Other – Commissioner Qualifications, Tuition Waivers, USHE Institutional Roles:

- a. Requires the Commissioner of Technical Education to have at least a master’s degree (53B-2a-102(1)(b)).
- b. Authorizes a technical college president, upon recommendation of the Board of Trustees, to grant additional tuition waivers to encourage students to enroll in programs for shortage occupations critical to the state (53B-8-101(3)). Requires the Board of Trustees to include coverage of estimated tuition waivers in its annual request for technical college appropriations (53B-8-101(5)).
- c. Describes the primary institutional role for each institution of higher education under the Board of Regents, including career and technical education (53B-16-101).

* “Bodies politic and corporate” in Utah Code includes provision to have and use a corporate seal; take, hold, lease, and sell real and personal property; enter into contracts with their respective obligations and liabilities; public corporations; legal subdivision of the State of Utah; with powers and duties of a governmental entity. SB-238 also provides that the System and each college “is a continuation of its predecessor and has all rights and responsibilities of its predecessor” (Line 1867).

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

23 March 2017

ITEM: III.X

TOPIC: Statewide CTE Initiatives and FY-2019 UCAT Budget Request Process

BACKGROUND

Commissioner Woolstenhulme has had discussions with legislators, partners in education and government, and other stakeholders during and prior to the 2017 legislative session regarding development of statewide and regional career and technical education initiatives. The initiatives would be used as a model for approaching funding needs for targeted industry workforce priorities. The Commissioner will brief the Board on those conversations and discuss approaches for identifying and developing the initiatives and other elements of the FY-2019 budget request over the next few months.

RECOMMENDATION

Information/discussion only.



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

23 March 2017

ITEM: III.Y

TOPIC: Programs Approved: TATC, SWATC

BACKGROUND

The UCAT Board of Trustees, as provided in UCAT Policy 200.5.2.3, directs and authorizes the Commissioner of Technical Education to approve college programs that are 900 hours or longer or are seeking federal financial aid eligibility, and substantive changes thereto, if the Commissioner concurs that the proposals meet the agreed-upon UCAT criteria established by the Board in [Policy 200.6](#). The Commissioner's approval is considered final, and program documentation is to be submitted to the Board in its next regularly scheduled meeting as an information item. Accordingly, the Commissioner's Office has reviewed requests for approval of the following certificate programs and concurred that the proposals satisfy the agreed-upon criteria, and Commissioner Woolstenhulme has approved the programs:

<u>Campus</u>	<u>Program Title</u>	<u>Length (hours)</u>	<u>Approval Date</u>
TATC	Diesel Technician (New Program)	900	2/16/2017
SWATC	Business (New Program) ¹	630	3/6/2017
	Business Specialist (New Program) ¹	930	3/6/2017
	¹ Will replace Business Administrative Support (630 hrs.), Business Administrative Support II (1200), Entrepreneurship (1200)		
	Digital Media (New Program) ²	630	3/6/2017
	Digital Media Specialist (New Program) ²	930	3/6/2017
	² Will replace Digital Media Graphic Design (930), Multimedia (930), Web Design (930)		
	Practical Nursing (New Program)	930	3/6/2017

Documentation for the approved programs is attached for the information of the Board.

RECOMMENDATIONS

None - information only.

Attachments: Program descriptions and outlines for the programs approved



UTAH COLLEGE OF APPLIED TECHNOLOGY

PROGRAM AND PROGRAM CHANGE APPROVAL TEMPLATE

(11/14/2014)

INSTRUCTIONS/SUGGESTIONS

1. Use the following template as a guide to preparing and compiling documentation for campus instructional officer, campus board of directors, and UCAT president approval of all certificate programs and changes to programs. Replace or type in information as applicable. Where existing documents clearly provide the needed information, simply attach the document (marking the relevant information if needed), and refer to it in the template.
2. The completed template and its attachments may be submitted to the campus board of directors as the document for their approval, and then to the Office of the UCAT President.
3. Submit the proposal to the UCAT president for final approval and/or inclusion in the UCAT inventory by scanning the template and attached documents (PDF format preferred) and emailing to Jared Haines, jhaines@ucat.edu.

PROGRAM INFORMATION

Campus: Tooele Applied Technology College

Program Title: Diesel Technician

Program Length: 900 hours

Program CIP Code: 47.0605

Approvals:

See Policy 200.7.4. Possible wording for recommending campus board of directors approval motion: "It is recommended that the Board approve the program, with attestation that it fully satisfies the mission, non-duplication, employer-driven, and campus resource criteria specified in UCAT Policy 200.6."

(For each approval level, indicate the date approved, or indicate "pending", or "NA". Attach minutes, board memo, or other documentation of each required approval.)

- **College Instructional Officer** (date): October 4, 2016
- **College Board of Directors** (date): November 2, 2016
- **UCAT Commissioner:** Pending

Program Description:

The Diesel Technician Program consists of 900 clock hours. The Diesel Technician Program trains students to repair and perform maintenance on different types of engines. Students will learn about safety and shop skills, heavy duty brake diagnosis and repair, suspension and steering, electrical and electronic systems, heavy duty HVAC, drive trains, preventive maintenance and inspection, and how to troubleshoot and repair engines.

The College currently offers an advanced program called Heavy Duty Diesel Technician (HDDT). HDDT is 1150 hours and requires students to complete the courses outlined in the Diesel Technician program along with 5 additional advanced courses to understand and apply techniques needed to diagnose and complete advanced engine and hydraulic repairs. HDDT has been enrolling students for three years. During this time period, many of the students exited training directly into related employment *prior to completing the full program*. This is due, in part, to a high demand for technicians and also by the desire of students needing to return to the workforce as quickly as feasible.

In light of student activity in the HDDT program and the requests by the HDDT Employer Advisory Committee (EAC), the College has developed an additional program in this field of study called Diesel Technician. The Diesel Technician Program provides students an option to learn enough basic skills to be employable. Providing the basic program, Diesel Technician, and the more advanced program, HDDT, allows the College to better serve employers in the region who hire both basic (Diesel Technicians) and advanced technicians (Heavy-Duty Diesel Technicians).

The Diesel Technician Program is organized into 20 courses, each with specific objectives and learning activities. The learning activities include: lecture, skills and simulation labs, written assignments, and exams. The program's purpose is to prepare students to be competent heavy duty diesel technicians that meet regional employer's needs. Students will be trained to master essential core competencies relevant to each course and aligned with the professional standards of the ASE.

Certificate Titles and Lengths: Certificate of Completion – 900 hours

Program Outline:

Courses	Hours
Basic Computer Skills for Professionals	30
Workplace Relations	20
Safety and Shop Skills	5
Tool Usage in the Diesel Profession	45
Welding in the Diesel Profession	65
Math for the Automotive/Diesel Trades	60
Heavy Duty Brakes 1	45
Heavy Duty Brakes 2	45
Steering/Suspension 1	77
Steering/Suspension 2	24
Electrical/Electronic Systems 1	62
Electrical/Electronic Systems 2	63
Heavy Duty HVAC 1	48
Heavy Duty HVAC 2	63
Drive Train 1	34
Drive Train 2	61
Preventive Maintenance/Inspection 1	34
Preventive Maintenance/Inspection 2	33
Preventive Maintenance/Inspection 3	41
Preventive Maintenance/Inspection 4	45
Total	900

Course Descriptions: (attached)

PROGRAM JUSTIFICATION & EMPLOYER SUPPORT

Market Demand/Need:

The Diesel Technician Program has been requested to meet the needs of regional employers as advised by the Heavy Duty Diesel Technician Employer Advisory Committee (HDDT EAC).

Available labor market data from the Utah Department of Workforce Services does not currently specify differences between bus and truck mechanics and engine specialists; however, a Detroit Diesel representative from Tooele County has presented information to the College's Board of Directors explaining these two distinct occupations called diesel and heavy-duty diesel technicians. The Board approved the new Diesel Technician Program at that meeting.

Labor market data for "bus and truck mechanics and engine specialists":

Wages/Area	Hourly	Annually	Annual Openings
SL Metro	\$21.69	\$45,110	80
Utah	\$20.66	\$42,897	140
U.S.	\$21.40	\$44,520	7,690

Source: Utah Department of Workforce Services, on the internet at <http://jobs.utah.gov/jsp/almiswage/basic/basic-search> and <https://jobs.utah.gov/jsp/wi/utalmis/oidoreport.do>
(Visited February 8, 2017)

Labor market data for "heavy vehicle and mobile equipment service technicians":

Pay – median annual wage	Job Outlook - good
\$47,120 (May 2015)	5% projected growth (2014-2024)

Source: Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2016-17 Edition*, Heavy Vehicle and Mobile Equipment Service Technicians, on the Internet at <https://www.bls.gov/ooh/installation-maintenance-and-repair/heavy-vehicle-and-mobile-equipment-service-technicians.htm> (visited February 08, 2017).

Labor market data for "diesel service technicians and mechanics":

Pay – median annual wage	Job Outlook – faster than average
\$44,520 (May 2015)	12% projected growth (2014-2024)

Source: Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2016-17 Edition*, Diesel Service Technicians and Mechanics, on the Internet at <https://www.bls.gov/ooh/installation-maintenance-and-repair/diesel-service-technicians-and-mechanics.htm> (visited February 08, 2017).

The HDDT EAC has requested this program be made available as quickly as possible due to the demand for immediate employees in this area. This demand has contributed to students leaving the HDDT Program prior to completing and has resulted in lower completion rates for that program.

Adding this program will complement the existing programs at the TATC and meet employer and student demand in this region.

Program Duplication:

N/A – There are no other Diesel Technician Programs being offered in this region.

Employer Advisory Committee:

An appropriate Employer Advisory Committee (EAC) has been formed for this program. The EAC met on March 14, 2016, and agreed with the length, pre-requisites, and basic program content of this program. Meeting notes are attached.

UCAT Program Approval Application

Program Title: Business

Program Length: 630 Hours

Approvals:

- Campus Instructional Officer: January 12, 2017
- SWATC Board of Directors: January 10, 2017
- UCAT Administration: Pending

Program CIP Code: 52.0401

Program Description:

SWATC working with its respective advisory committees has undertaken a complete reorganization of its existing business and entrepreneurship programs. While the same content is preserved, Basic Business Administrative Support, Business Administrative Support II, and Entrepreneurship have been reworked as Business and Business Specialist.

Business is a 630 hour program that contains the core skills and knowledge for those seeking entry level employment in as short a time frame as possible. Our advisory committee confirmed that Business-630 hours will allow for entry level employment. For students who have time and desire more comprehensive training, Business Specialist-930 hours will also be an option. The program covers keyboarding skills, current business software, customer service, and workplace professionalism.

The Business-630 hours and Business Specialist-930 hours programs will replace three current programs: Basic Business Administrative Support-630 hours, Business Administrative Support II-1200 hours, and Entrepreneurship-1200 hours. The change will streamline the programs to make them more efficient, facilitate marketing, and make the training options easier for students to understand. The advisory committee was excited by the changes. They felt it makes the programs easier to understand for both students and employers. Students in the current programs will be able to transfer into the new programs or have the option to teach out by June 2018. No students will be disadvantaged by the change.

The Business-630 hours and Business Specialist-930 hours programs are separate programs, but they are stackable. A student who completes the 630 hour program could return and enroll in the 930 hour program without repeating coursework. If a student began the 930 hour program and then needed to leave at 700 hours, he/she could transfer into the 630 hour program and receive a certificate. If a student enrolls in and completes the 930 hour program, only a certificate for Business Specialist-930 hours would be awarded.

Certificate Title & Length: Business 630 Hours

Course Descriptions: See Attached Program Sheet

Program Outline: See Attached Program Sheet

Market Demand/Need:

Because these programs are replacing existing programs, we anticipate similar market demand. The goal is 10-15 annual enrollments and to meet CPL standards in Business and Business Specialist. The OE/OE format of our business department is efficient, and the new programs will require no additional resources. The programs that are being replaced are currently meeting COE CPL standards. The new stackable structure will allow the program CPL to be reported in aggregate which is always a benefit for our small programs.

- DWS Occupational Report Attached
- Employer Advisory Committee Minutes Attached

Program Duplication:

There are no other business certificate programs offered in our region. We coordinate with our local school districts to avoid duplication of courses and programs. We do not offer business courses to high school students in our region.

Employer Advisory Committee:

This proposed program has an active advisory committee composed of members from local industry as well as a local Department of Workforce Services representative.

UCAT Program Approval Application

Program Title: Business Specialist

Program Length: 930 Hours

Approvals:

- Campus Instructional Officer: January 12, 2017
- SWATC Board of Directors: January 10, 2017
- UCAT Administration: Pending

Program CIP Code: 52.0401

Program Description:

SWATC working with its respective advisory committees has undertaken a complete reorganization of its existing business and entrepreneurship programs. While the same content is preserved, Basic Business Administrative Support, Business Administrative Support II, and Entrepreneurship have been reworked as Business and Business Specialist.

Business Specialist is a 930 hour program that contains not only the core skills of the Business program, but an additional 300 hours in an area of specialization selected by the student. Those areas of specialization are Administrative Support Specialist, Management Specialist and Entrepreneurship Specialist, each incorporating courses reflective of their industry requirements. Our advisory committee confirmed that Business-630 hours will allow for entry level employment. The committee stated that while Business will allow for entry level employment in positions similar to Business Specialist, the longer program will result in higher entry salaries for those who complete one of the Business Specialist tracks.

The Business-630 hours and Business Specialist-930 hours programs will replace three current programs: Basic Business Administrative Support-630 hours, Business Administrative Support II-1200 hours, and Entrepreneurship-1200 hours. The change will streamline the programs to make them more efficient, facilitate marketing, and make the training options easier for students to understand. The advisory committee was excited by the changes. They felt it makes the programs easier to understand for both students and employers. Students in the current programs will be able to transfer into the new programs or have the option to teach out by June 2018. No students will be disadvantaged by the change.

The Business-630 hours and Business Specialist-930 hours programs are separate programs, but they are stackable. A student who completes the 630 hour program could return and enroll in the 930 hour program without repeating coursework. If a student began the 930 hour program and then needed to leave at 700 hours, he/she could transfer into the 630 hour program and receive a certificate. If a student enrolls in and completes the 930 hour program, only a certificate for Business Specialist-930 hours would be awarded.

Certificate Title & Length: Business Specialist 930 Hours

Course Descriptions: See Attached Program Sheet

Program Outline: See Attached Program Sheet

Market Demand/Need:

Because these programs are replacing existing programs, we anticipate similar market demand. The goal is 10-15 annual enrollments and to meet CPL standards in Business and Business Specialist. The OE/OE format of our business department is efficient, and the new programs will require no additional resources. The programs that are being replaced are currently meeting COE CPL standards. The new stackable structure will allow the program CPL to be reported in aggregate which is always a benefit for our small programs.

- DWS Occupational Report Attached
- Employer Advisory Committee Minutes Attached

Program Duplication:

There are no other business certificate programs offered in our region. We coordinate with our local school districts to avoid duplication of courses and programs. We do not offer business courses to high school students in our region.

Employer Advisory Committee:

This proposed program has an active advisory committee composed of members from local industry as well as a local Department of Workforce Services representative.



UCAT Program Approval Application

Program Title: Digital Media

Program Length: 630 Hours

Approvals:

- Campus Instructional Officer: January 12, 2017
- SWATC Board of Directors: January 10, 2017
- UCAT Administration: Pending

Program CIP Code: 11.0801

Program Description:

SWATC working with its respective advisory committees has undertaken a reorganization of its existing digital media programs. While the same content is preserved, Digital Media Graphic Design, Digital Media Multimedia, and Digital Media Web Design have been reworked as Digital Media Specialist.

Digital Media is a 630 hour program that contains the core skills and knowledge for those seeking entry level employment in as short a time frame as possible. The program covers basic fundamentals of computer and internet usage, design principles, current digital design software, typography, and workplace professionalism.

Certificate Title & Length: Digital Media 630 Hours

Course Descriptions: See Attached Program Sheet

Program Outline: See Attached Program Sheet

Market Demand/Need:

- DWS Occupational Report Attached
- Employer Advisory Committee Minutes Attached

**Program Duplication:**

There are no other digital media certificate programs offered in our region. We coordinate with our local school districts to avoid duplication of courses and programs. We do not offer digital media courses to high school students in our region.

Employer Advisory Committee:

This proposed program has an active advisory committee composed of members from local industry as well as a local Department of Workforce Services representative.

UCAT Program Approval Application

Program Title: Digital Media Specialist

Program Length: 930 Hours

Approvals:

- Campus Instructional Officer: January 12, 2017
- SWATC Board of Directors: January 10, 2017
- UCAT Administration: Pending

Program CIP Code: 11.0801

Program Description:

SWATC working with its respective advisory committees has undertaken a reorganization of its existing digital media programs. While the same content is preserved, Digital Media Graphic Design, Digital Media Multimedia, and Digital Media Web Design have been reworked as Digital Media Specialist.

Digital Media Specialist is a 930 hour program that contains not only the core skills of the Digital Media program, but an additional 300 hours in an area of specialization selected by the student. Those areas of specialization are Graphic Design Specialist, Multi Media Specialist, and Web Design Specialist, each incorporating courses reflective of their industry requirements. Our advisory committee confirmed that, while the Digital Media – 630 hours program will allow for entry level employment in positions similar to Digital Media Specialist, the longer program will result in higher entry salaries for those who complete one of the Digital Media Specialist tracks.

The Digital Media – 630 hours and Digital Media Specialist – 930 hours programs will replace three current programs: Digital Media Graphic Design – 930 hours, Digital Media Multimedia – 930 hours, and Digital Media Web Design – 930 hours. The change will streamline the programs to make them more efficient, facilitate marketing, and make the training options easier for the students to understand. The advisory committee was excited by the changes. They felt it makes the programs easier to understand for both the students and employers. Students in the current programs will be able to transfer into the new programs or have the option to teach out by June 2018. No students will be disadvantaged by the change.

The Digital Media – 630 hours and Digital Media Specialist – 930 hours programs are separate programs, but they are stackable. A student who completes the 630 hours program could return and enroll in the 930 hour program without repeating coursework. If a student began the 930 hour program and then needed to leave at 700 hours, he/she could transfer into the 630 hour program and receive a certificate. If a student enrolls in and completes the 930 hour program, only a certificate for the Digital Media Specialist – 930 hours would be awarded.

Certificate Title & Length: Digital Media Specialist 930 Hours

Course Descriptions: See Attached Program Sheet

Program Outline: See Attached Program Sheet

Market Demand/Need:

Because these programs are replacing existing programs, we anticipate similar market demand. The goal is 10-15 annual enrollments and to meet CPL standards in Digital Media and Digital Media Specialist. The OE/OE format of our business department is efficient, and the new programs will require no additional resources. The programs that are being replaced are currently meeting COE CPL standards. The new stackable structure will allow the program CPL to be reported in aggregate which is always a benefit for our small programs.

- DWS Occupational Report Attached
- Employer Advisory Committee Minutes Attached

Program Duplication:

There are no other digital media certificate programs offered in our region. We coordinate with our local school districts to avoid duplication of courses and programs. We do not offer digital media courses to high school students in our region.

Employer Advisory Committee:

This proposed program has an active advisory committee composed of members from local industry as well as a local Department of Workforce Services representative.

UCAT Program Approval Application

Program Title: Practical Nursing

Program Length: 930 Hours

Approvals:

- Campus Instructional Officer: January 12, 2017
- SWATC Board of Directors: January 10, 2017
- UCAT Administration: Pending

Program CIP Code: 51.3901

Program Description:

SWATC has worked with its advisory committee, local industry, and educational partners to create a 930 hour practical nursing program. Student will be trained in industry standard nursing care and practices, and participate in appropriate clinical experiences to prepare them to pass the licensed practical nurse exam and work as practical nurses. The program will also articulate directly to an AAS pathway with Utah State University for those students who desire to continue working toward an RN credential. The USU AAS program will be co-located with the SWATC PN program. When we surveyed potential students and other UCAT programs, we discovered that it is likely 80 percent or more of the students who complete the PN program will directly enter the Utah State AAS/RN program. The initial cohort will be 16 students with an annual cohort of 24 students thereafter.

The PN program will require 11 credits of pre-requisite courses, with additional credits recommended for students who intend to track directly into the AAS/RN program after completing the PN program. Credit will be accepted from accredited colleges and universities. We have also collaborated with Southern Utah University so that students who need to take some or all of the pre-requisite courses can take them locally. The collaboration will also highlight SUU's RN to BSN program for students who want to obtain a BSN once they complete an RN and begin working. For students who already have or desire to attend SUU for a full year while completing pre-requisites, an AAS with an emphasis in Integrated Health Science will be available upon completion of the PN program at SWATC.

Certificate Title & Length: Practical Nursing 930 Hours

Course Descriptions: See Attached Program Sheet

Program Outline: See Attached Program Sheet

Market Demand/Need:

While many of the students who complete the PN program will continue into the USU AAS/RN program, there is demand locally for Practical Nurses. Some students will choose to practice at the PN level and others may choose to work while completing an RN credential. Our advisory committee reported that there is demand for Practical Nurses. We also worked with our DWS representative to look at current and past openings in our region. Based on this analysis, we believe there 8-15 annual openings in our region for Practical Nursing with significantly more openings for those willing to travel or relocate. The demand should well exceed the number of students who choose to seek employment with a PN credential each year.

- DWS Occupational Report Attached
- Employer Demand Letter Attached
- Employer Advisory Committee Minutes Attached

Program Duplication:

This program will be the only practical nursing program in the region. We have worked closely with Southern Utah University to ensure there is not duplication of the SUU BSN program. SUU and Utah State University have completed an R-315 agreement to facilitate the collaboration between USU and SWATC on this project.

Employer Advisory Committee:

This proposed program has an active advisory committee composed of members several local care and nursing facilities, Utah State University, SUU Nursing and SUU Rural Health as well as a local Department of Workforce Services representative.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

23 March 2017

ITEM: III.Z

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 Feb 28, 2017, as well as the check register for January through Feb 2017.

RECOMMENDATION

Information/discussion only.

Attachments: Check/Disbursement register
Budget progress report



Utah College of Applied Technology
Check Register
January through February 2017

Type	Date	Num	Name	Amount
Bill Pmt -Check	01/18/2017	11217	AT&T	-45.70
Bill Pmt -Check	01/18/2017	11218	BATC	-187,275.00
Bill Pmt -Check	01/18/2017	11219	DATC	-195,400.00
Bill Pmt -Check	01/18/2017	11220	Dave Ulery	-51.00
Bill Pmt -Check	01/18/2017	11221	Dave Woolstenhulme	-3,175.25
Bill Pmt -Check	01/18/2017	11222	DXATC	-119,175.00
Bill Pmt -Check	01/18/2017	11223	Fuelman	-332.65
Bill Pmt -Check	01/18/2017	11224	James Olsen	-50.00
Bill Pmt -Check	01/18/2017	11225	Joseph Demma	-97.45
Bill Pmt -Check	01/18/2017	11226	MATC	-177,575.00
Bill Pmt -Check	01/18/2017	11227	Mike Angus	-164.00
Bill Pmt -Check	01/18/2017	11228	OWATC	-191,675.00
Bill Pmt -Check	01/18/2017	11229	Scott Theurer	-67.00
Bill Pmt -Check	01/18/2017	11230	Snow College	-68,750.00
Bill Pmt -Check	01/18/2017	11231	Steve Moore	-38.00
Bill Pmt -Check	01/18/2017	11232	SWATC	-116,950.00
Bill Pmt -Check	01/18/2017	11233	TATC	-112,150.00
Bill Pmt -Check	01/18/2017	11234	UBATC	-149,500.00
Bill Pmt -Check	01/18/2017	11235	USU Eastern	-62,500.00
Bill Pmt -Check	01/18/2017	11236	Zachary Barrus	-101.70
Bill Pmt -Check	02/01/2017	EFT	WF Card - 0010	-104.95
Bill Pmt -Check	02/01/2017	EFT	WF Card - 4403	-7,387.44
Bill Pmt -Check	02/01/2017	EFT	WF Card - 4617	-535.58
Bill Pmt -Check	02/01/2017	EFT	WF Card - 4625	-880.28
Bill Pmt -Check	02/07/2017	11237	Automated Business Products	-135.00
Bill Pmt -Check	02/07/2017	11238	DATC	-750.00
Bill Pmt -Check	02/07/2017	11239	Jonathan Clark	-421.08
Bill Pmt -Check	02/07/2017	11240	Joseph Demma	-980.86
Bill Pmt -Check	02/07/2017	11241	Utah Business Magazine	-5,000.00
Bill Pmt -Check	02/07/2017	11242	Utah Dept of Admin Services	-10.90
Bill Pmt -Check	02/17/2017	11243	Ken Garff West Valley Chrysler	-38,516.00
Bill Pmt -Check	02/24/2017	11244	Aubrey Schrag	-32.60
Bill Pmt -Check	02/24/2017	11245	BATC	-88.30
Bill Pmt -Check	02/24/2017	11246	edcUTAH	-2,500.00
Bill Pmt -Check	02/24/2017	11247	Fuelman	-315.70
Bill Pmt -Check	02/24/2017	11248	Joseph Demma	-300.50
Bill Pmt -Check	02/24/2017	11249	MATC	-1,500.00
Bill Pmt -Check	02/24/2017	11250	Williams Visual	-3,125.00



Utah College of Applied Technology

Office of the Commissioner

Fiscal Year 2017 Office Budget

Revenue	<u>Budgeted</u>	<u>Year to Date</u>	<u>%</u>
UCAT Administration Ongoing Appropriation	1,868,900	1,401,675	75.0%
Equipment Appropriation	1,161,100	870,825	75.0%
Custom Fit Appropriation	3,959,200	2,969,400	75.0%
Perkins Leadership Fund for Professional Development	30,000	-	0.0%
Campus Support for Northstar	170,000	85,000	50.0%
SLDS Grant	135,000	38,202	28.3%
Equipment Flow Through to Campuses	(1,143,400)	(857,550)	75.0%
Custom Fit Flow Through to Campuses	(3,950,000)	(2,962,500)	75.0%
Admin Line Item to Campuses	<u>(400,000)</u>	<u>(300,000)</u>	<u>75.0%</u>
Total State Budget for President's Office	<u><u>1,830,800</u></u>	<u><u>1,245,052</u></u>	<u><u>68.0%</u></u>

Expenditures

Salaries, Payroll Tax & Benefits	1,410,011	884,532	62.7%
Building Occupancy Costs	131,000	104,538	79.8%
Professional Development Conference	40,000	-	0.0%
Equipment Purchases*	17,700	49,814	281.4%
Employee Travel	15,000	12,463	83.1%
Board Expenses	9,000	2,437	27.1%
UCAT System Meetings	11,000	7,494	68.1%
Marketing	84,000	20,741	24.7%
Automobile Expenses	12,000	3,413	28.4%
Annual Report	7,500	-	0.0%
Supplies & Misc. Expenses	65,240	40,469	62.0%
Memberships	22,200	19,700	88.7%
Unallocated/(Covered by Reserves)	<u>6,149</u>	<u>-</u>	<u>0.0%</u>
Total Expenditures	<u><u>1,830,800</u></u>	<u><u>1,145,601</u></u>	<u><u>62.6%</u></u>

*Includes vehicle purchase as discussed in January meeting