

BOARD OF TRUSTEES

JUNE 22, 2017 BOARD OF TRUSTEES @ OGDEN-WEBER ATC (OGDEN, UT)

UTAH COLLEGE OF APPLIED TECHNOLOGY SPECIAL BOARD OF TRUSTEES MEETING AGENDA

June 22, 2017 – 8:30 am to 2:30 pm

Anchor Location: Ogden-Weber Applied Technology College

2000 North Washington Blvd. Ogden, UT 84404

I. Introduction

A. Call to Order – Chair Evans

II. Closed Session

B. Review of OWATC President Search Final Candidates – Commissioner Dave Woolstenhulme

C. Interviews of Final Candidates – UCAT Board of Trustees and OWATC Board of Directors

D. Final Review of Candidates – Chair Evans

III. Information Items

E. Utah System of Technical Colleges Logo/Wordmark – Assistant Commissioner Joseph Demma ([Item E \(assets/docs/E.Utah-System-of-Technical-Colleges-Logo-Wordmark.pdf\)](#))

IV. Open Session Potential Action Items (Time Certain, 2:00 pm)

F. Commissioner's Office SLC Lease & MATC Transition to Current Building – Commissioner Woolstenhulme ([Item F \(assets/docs/F.Commissioners-Office-SLC-Lease-MATC-Transition-to-Current-Building.pdf\)](#))

G. Search Committee for Tooele Technical College President – Commissioner Woolstenhulme ([Item G \(assets/docs/G.Search-Committee-for-Tooele-Technical-College-President.pdf\)](#))

H. Possible Appointment of Ogden-Weber Technical College President – Chair Evans ([Item H \(assets/docs/H.Possible-Appointment-of-Ogden-Weber-Technical-College-President.pdf\)](#))

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

V. Adjourn

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

22 June 2017

ITEM: II.E

TOPIC: Utah System of Technical Colleges Logo/Wordmark

BACKGROUND

With the official name-change to the Utah System of Technical Colleges, the Commissioner's Office has been working with designers to create a new logo/wordmark. Based on stakeholder feedback, the Office will continue to identify a representative logo and present it to the full Board in their September meeting.

In order to comply with state law, the Commissioner's Office will deploy letterhead and other official documents containing the new name of the System and will officially refer to the "Utah System of Technical Colleges" in the execution of any correspondence.

UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

22 June 2017

ITEM: III.F

TOPIC: Commissioner's Office SLC Lease & MATC Transition to Current Admin Building

BACKGROUND

On January 12, 2017, the Board authorized UCAT administration to seek a new location for the Office of the Commissioner at downtown Salt Lake City. Administration has identified a suitable location, and DFCM has facilitated negotiations at 310 South Main Street. The space is on the 12th floor of the building and includes sufficient office and meeting space. The rental rate for the space will be \$19.50 per square foot annually with escalation of 2.5% per year. The lease term will be for 86 months (7 years, 2 months) beginning October 1, 2017. The landlord is providing \$35 per square foot for tenant improvement.

In the January meeting, the Board also authorized MATC to occupy the current UCAT Administration Building at Thanksgiving Point in Lehi. The building was funded via a lease revenue bond issued to the State of Utah. The building is being leased from the State at \$95,544 per year until May 2031 at which time ownership will transfer to MATC. UCAT and MATC Administration have reached an agreement that existing equipment and furniture will remain at the building. MATC will pay the Commissioner's office \$100,000 for the identified equipment which UACT Administration will then use to help furnish and equip the downtown location. It is anticipated that an additional \$100,000 – \$150,000 from cash reserves will be needed to complete the tenant improvement and furnishing at the downtown location.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve the move for the Commissioner's Office to 310 South Main, Salt Lake City and for MATC to occupy the current UCAT Administration Building along with the associated expenditures. It is further recommended to authorize Commissioner Woolstenhulme and/or Chair Evans to enter into a lease agreement subject to the terms as outlined.

Attachments:

Letter of Intent to lease space at 310 S. Main

Draft floor plan

Photos

June 13, 2017

JLL

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

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

Dear Jami,

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

Building:	310 South Main SLC, Utah
Premises:	The south portion of the 12 th floor, comprising 5,017 rsf as determined by final office design layout.
Lease Term:	This proposal is based on an 86 month lease term.
Lease Commencement:	October 1, 2017.
Delivery Date:	October 1, 2017.
Rental Rate:	The rental rate for the building shall be at \$19.50 per rentable square foot, Full Service lease.
Escalation:	The lease rate shall increase by 2.5% annually starting in the second year of the lease.
Rent Abatement:	The Landlord will provide the Tenant with 2 months of rent abatement at the beginning of the term
Tenant Improvements:	Landlord shall provide a tenant improvement allowance of \$35 per rsf.
Signage:	Landlord shall provide directory and suite signage.
Lease Securitization:	Tenant will not be required to provide a security deposit

Lease Renewal:

Tenant will be granted one (1) five (5) year option with 2.5% annual increases. Tenant will provide six (6) months prior written notice for this right to renew.

Parking:

Tenant shall be provided 1 unreserved parking stalls on site at a cost of \$95 per stall per month. In addition, Tenant can lease an additional parking stall on site on a month to month basis.

Representation:

No commission due for Tenant's representation.

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

Sincerely,

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

Agreed and Accepted:

Tenant

By

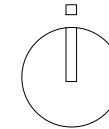
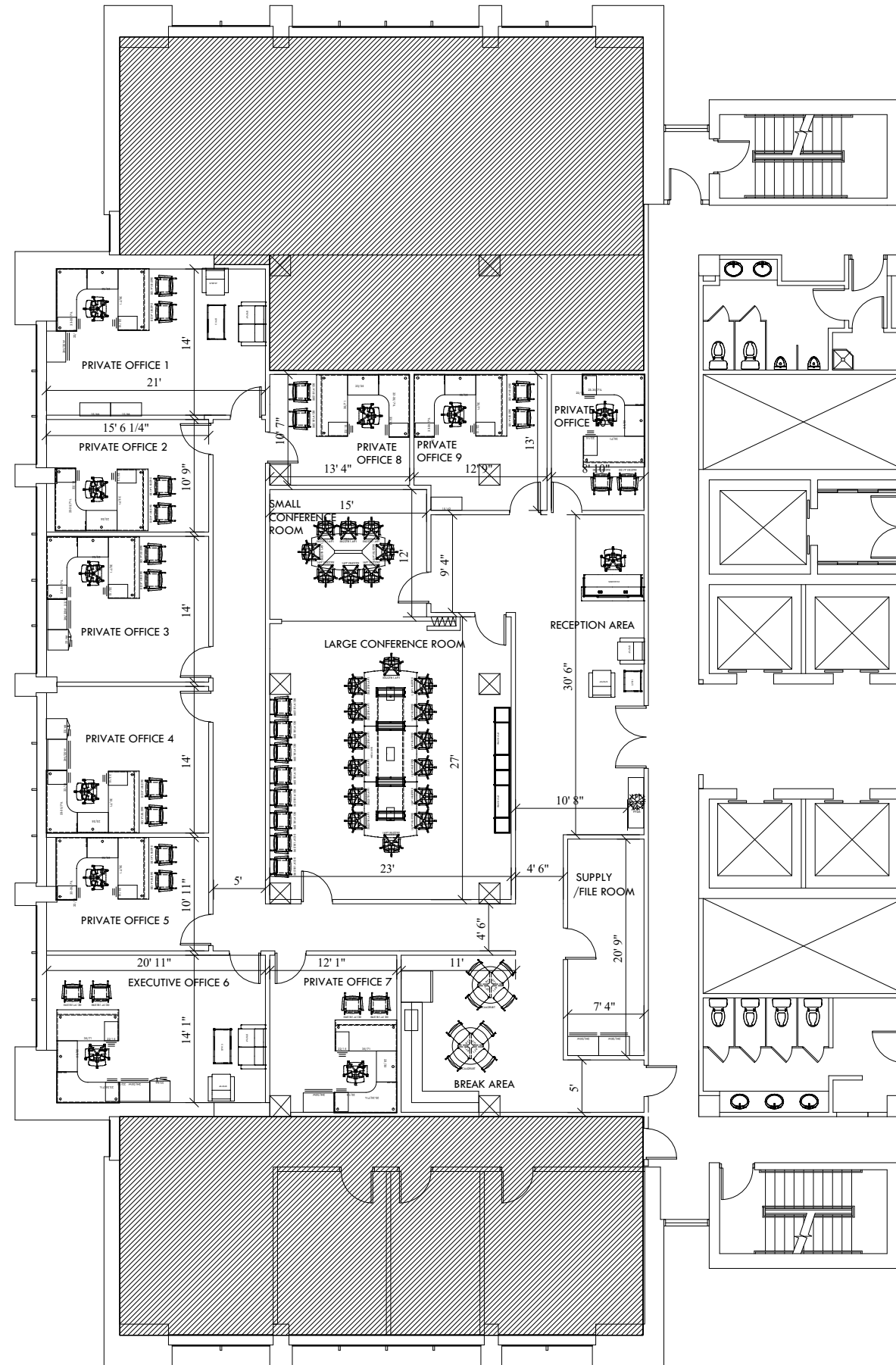
Date

Landlord

By

Date

CONDITIONS ON
AMERICAN ACADEMY
ROFR



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

SQUARE FOOTAGE:
+/- 4,265 SF

PROJECT:
301 S MAIN
12th Floor

DATE:
06/05/17

REVISIONS:

SHEET TITLE:
FLOOR PLAN
with Dimensions

SHEET NUMBER:



310

EXIT



UTAH COLLEGE OF APPLIED TECHNOLOGY

AGENDA ITEM

UCAT BOARD OF TRUSTEES

22 June 2017

ITEM: III.G

TOPIC: Search Committee for Tooele Technical College President

BACKGROUND

On June 7, 2017, President Scott J. Snelson of Tooele Applied Technology College announced his retirement, effective December 31, 2017. President Snelson'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 appointed by the Chair of the Board of Trustees, after consultation with the Commissioner and the Chair of the applied technology college Board of Directors, and with the approval of the Board of Trustees. The committee is to be 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, advisory boards, etc. The Search Committee is tasked with searching for qualified candidates for the college president position and recommending up to four finalists for consideration by the Board of Trustees.

Chair Evans, after consultation with Commissioner Woolstenhulme and Tooele Applied Technology College Board Chair Joyce Hogan, has proposed the appointment of the search committee shown on the attached roster. A timeline that the committee will consider and finalize after it convenes is also included for reference.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees approve the appointment of the Tooele Technical College President Search Committee as recommended by Chair Evans in the attached roster.

Attachment: Tooele Technical College President Search Committee and Proposed Timeline

Tooele Technical College
President Search Committee and Proposed Timeline
Trustee Ulery (Search Committee Chair)

Committee Member	Organization	Phone Number	EMAIL
Dave Woolstenhulme	System Commissioner	435-823-2294	dave@ucat.edu
*Dave Ulery (Committee Chair)	System Trustee	435-843-2450	ulery@syntec.carlisle.com
Catherine Carter	System Trustee	801-598-1060	fourcartersut@gmail.com
Brad Tanner	System Trustee	801-420-1342	btanner@tripletheating.com
*Joyce Hogan (Com. Vice Chair)	TTC BOD Chair	435-849-7046	Hoganjr49@gmail.com
Tom Bingham	TTC BOD Vice Chair	801-573-0715	tom@umaweb.org
Dave Haskell	TTC BOD	435-884-5172	David.haskell@walmart.com
Suzanne Anderson	TTC Employee	435-248-1848	ssanderson@tatc.edu
Kent Thygerson	TTC Employee	435-248-1810	kthygerson@tatc.edu
Jay Olson	TTC Employee	435-248-1808	jolson@tatc.edu
Jennifer VanCott	USU Tooele Executive Director	435-797-8463	Jennifer.vancott@usu.edu
Ed Dalton	Community	435-830 - 8551	eadalton01@gmail.com

Proposed Timeline

DATE	ACTION	INVOLVED	LOCATION
7/14/17	Post Announcement	Commissioner's Office	Commissioner's Office
9/1/17	Applications Due	Commissioner's Office	Commissioner's Office
9/7/17	Applications Sent to Committee	Commissioner's Office	
9/21/17 to 9/28/17	Scoring of Applicants	Search Committee	
9/28/17 to 10/5/17	Scoring of Applications Completed	Commissioner's Office	Commissioner's Office
10/5/17 to 10/10/17	Select Candidates to Interview and Interview Details	Search Committee	Conference Call or TTC
10/17/17 to 10/24/17	Interviews	Search Committee	TTC
10/24/17	Search Committee Complete		
10/30/17	Notify Finalists	Commissioner's Office	Commissioner's Office
10/30/17 to 11/7/17	Background and Reference Checks Complete	Commissioner's Office	Commissioner's Office
11/7/17 to 11/20/17	Final Interviews	Board of Trustees and TTC Board of Directors	TTC

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ITEM: III.H

TOPIC: Possible Appointment of Ogden-Weber Technical College President

BACKGROUND

In accordance with [UCAT Policy 111](#) (Applied Technology College Presidents – Selection), a search committee has identified finalists for the position of Ogden-Weber Technical College President, to fill the vacancy which will occur on July 1, 2017, following the retirement of President Collette Mercier (see UCAT Board of Trustees meeting agenda, [18 May 2017, Item S](#)).

In closed session, as specified in Policy 111.6.4, the Commissioner will review information about each finalist's character and professional competence with the Board of Trustees and the Ogden-Weber Technical College Board of Directors. The respective boards will separately interview each finalist and discuss their character and professional competence. The chair or designee of the Ogden-Weber Board of Directors will then consult with the Board of Trustees on behalf of the Ogden-Weber board members regarding each finalist's character and professional competence.

The Board of Trustees will then return to open meeting to vote on the appointment and compensation of a new college president.

RECOMMENDATIONS

UCAT Administration recommends the Board of Trustees and the Ogden-Weber Technical College Board of Directors each vote to enter closed session pursuant to Utah Code Section 52-4-204-206 to discuss the character, professional competence, or physical or mental health of individuals. Upon conclusion of any discussion appropriate to the closed sessions, it is recommended that the Boards return to open session, and that the Board of Trustees:

- (1) Appoint one of the finalists as President of Ogden-Weber Technical College, effective July 1, 2017; and
- (2) Authorize the Chair and Vice Chair of the Board of Trustees, in cooperation with the Chair of the Ogden-Weber Technical College Board of Directors and in consultation with the Commissioner, to negotiate and finalize the president's compensation within the range and parameters provided in UCAT Policy 113, with consideration to the college's budget.

Attachments: None