



**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**BOARD OF TRUSTEES MEETING**  
**MARCH 15, 2018**  
**LOCATION: UINTAH BASIN TECHNICAL COLLEGE**  
**1100 E. Lagoon St., Roosevelt, UT 84066**

**MINUTES**

Board of Trustees Present

Jim Evans, Chair – Mountainland Technical College  
Steve Moore, Vice-Chair – Ogden-Weber Technical College  
Scott Theurer – Bridgerland Technical College  
Dave Ulery – Tooele Technical College  
Mike Angus – Uintah Basin Technical College  
Aaron Osmond – Information Technology  
Susan Johnson – Manufacturing  
Chuck Taylor – Southwest Technical College

Present by Conference Call

Catherine Carter – Healthcare

Board of Trustees Absent

Michael Jensen, Davis Technical College  
Dale Cox – Union Trades  
Brad Tanner – Non-Union Trades  
Stephen Wade – Dixie Technical College  
Brecken Cox - Transportation  
Brian Florang, Snow College

USTC - Administration

Dave Woolstenhulme – Commissioner of Technical Education  
Jared Haines – Associate Commissioner of Instruction and Student Affairs  
Tyler Brinkerhoff – Assistant Commissioner of Planning, Finance & Facilities  
Zachary Barrus – Assistant Commissioner of Institutional Research & Analysis  
Joseph Demma – Assistant Commissioner of Public Affairs  
Eva A. Doolin – Board Secretary

## INTRODUCTION:

- A. Welcome, call to order, and Pledge of Allegiance by Chair Evans.
- B. Chair Evans welcomed and introduced Paul E. Hacking, President of Tooele Technical College who came on board January 2, 2018.  
Derek Hadlock was also welcomed and introduced as the acting President for the Dixie Technical College.  
Both Presidents took a few minutes to thank the Board of Trustees and College Presidents for their support.
- C. President Aaron Weight introduced his administrative staff and presented Uintah Basin Technical [College highlights](#).  
Uintah Basin Technical College is also celebrating its 50<sup>th</sup> Anniversary. President Weight noted that from the ten presidents that the college has had, three presidents are attending the meeting today.

## ACTION ITEMS:

- F. The Board of Trustees members present approved the following Board Meetings' minutes:  
November 16, 2017  
November 27, 2017  
December 8, 2017, and  
January 3, 2018  
Motion to approve the board meeting minutes: Dave Ulery, Second, Scott Theurer  
Voting: Unanimous

Some members of the Board of Trustees Executive Committee are not present today, therefore, the report and approval of the meetings' minutes dated: December 14, 2017, December 21, 2017, January 8, 2018, and, February 2, 2018, will be postponed for the next Board of Trustees Meeting scheduled for May 17, 2018.

- G. Revisions to USTC Policy 202, Custom Fit  
Commissioner Woolstenhulme stated that revisions to the policy will ensure that colleges are correctly appropriating the funds for Custom Fit.  
USTC Administration recommends that the Board of Trustees adopts the revisions to the Custom Fit Policy 202. Please see [updated policy](#).  
Motion to approve Policy 202: Mike Angus, Second, Steve Moore  
Voting: Unanimous
- H. Revisions to USTC Policy 111, Technical College Presidents Selection  
Commissioner Woolstenhulme and Assistant Commissioner Barrus stated that the reasons for the revisions are to comply with statute. The Board of Trustees discussed the Committee Composition ([Policy 111.5.1.2](#)) that describes the

number of committee search members to serve in a college presidential search committee since the policy requires equal number of committee members, those being three from each board.

The Board of Trustees voted to approve the recommendations from the Commissioners' office. Section 111.5.1.2, was amended to allow faculty staff to participate in numbers equal to the number of Board of Trustees.  
([see Policy 111](#)).

Motion: Chuck Taylor, Second, Aaron Osmond

Voting: Unanimous

- I. Appointment of additional Dixie Technical College President Search Committee  
Utah Code, Title 53B, Chapter 2a, Section 107, requires equal number of members for a USTC Presidential Search Committee. Chair Jim Evans requested two Trustees to volunteer to be part of the President Search Committee for the Dixie Technical College in addition to the Search Committee approved by the Executive Committee of the Board of Trustees on February 2, 2018.

Volunteers: Trustee Scott Theurer and Trustee Steve Moore

Motion to appoint two additional members as well as additional specified faculty, students or other individuals to the Dixie Technical College Search Committee

[see complete list](#)

Susan Johnson, Second, Chuck Taylor

Vote: Unanimous

- J. Revisions to USTC Policies 101 and 580

Assistant Commissioner Barrus explained the revisions to Policies 101 and 580.

USTC Administration recommends that the Board of Trustees adopt the proposed revisions to USTC Policy 101, Bylaws, and Policy 580, USTC

Administration Office Acceptable Use. Updated [Policy 101](#) and [Policy 580](#).

Motion: Aaron Osmond, Second, Dave Ulery

Voting: Unanimous

- K. Adoption of USTC Policy 114 -Council of Presidents

Commissioner Woolstenhulme and Assistant Commissioner Barrus explained that this policy enhances the efficiency of the USTC Council of Presidents by serving as an advisory panel to the Commissioner, the Board of Trustees and the college presidents. [See Policy 114](#)

Motion to adopt the proposed USTC Policy 114, Council of Presidents

Susan Johnson, Second, Steve Moore

Voting: Unanimous

- L. Replacement of USTC Certificate Attainment Goal

Assistant Commissioner Barrus explained the changes on the certificate (using graduate numbers instead of certificates). USTC recommends the Board of Trustees that the certificate be superseded where it is used by the current USTC Goals and Metrics.

Motion Scott Theurer, Second, Chuck Taylor

Voting: Unanimous

M. CTE Scholarship Application Process (HB437)

Commissioner Woolstenhulme thanked Senators Evan J. Vickers and Keith Grover for this bill, which provides opportunities for scholarships. Associate Commissioner Haines mentioned line 78 and 79 (6): “In accordance to Title 63G, Chapter 3, Utah Administrating Rulemaking Act, the Board of Trustees shall make rules that establish requirements related to a technical college’s administration of a scholarship.”

Therefore, the USTC administration recommends the Board of Trustees to authorize the Commissioner in consultation with the college presidents to develop and implement the scholarship application.

Motion: Susan Johnson, Second, Chuck Taylor

Voting: Unanimous

Trustee Aaron Osmond thanked Commissioner Woolstenhulme and Assistant Commissioner Joseph Demma for their leadership and work during the 2018 General Session of the Utah Legislature. He proposed a commendation and motion regarding their work.

Motion: Aaron Osmond, Second, Susan Johnson

Voting: Unanimous

Commissioner Woolstenhulme also mentioned that it was an amazing session. USTC received funds for scholarships and two buildings funded (Mountainland Technical College and Davis Technical College). He applauded the eight presidents for their efforts and stated that now it is our responsibility to make sure that the seats are full of students.

**INFORMATION ITEMS:**

N. Programs Approved. Associate Commissioner Haines stated that USTC Policy 200.5.2.3 authorizes the Commissioner to approve college programs of 900 hours or longer or are seeking federal financial aid eligibility. The following colleges received USTC programs approved from 9/13/2017 through 3/5/2018: Dixie Technical College, Mountainland Technical College, Ogden-Weber Technical College, Bridgerland Technical College, Tooele Technical College, and Southwest Technical College.

O. USTC Commissioner’s Office Budget Report

Assistant Commissioner Brinkerhoff included in the report the Budget progress report, Check/Disbursement register and Cash and Investment Balances per USTC [Policy 555.4.5](#).

P. 2018 General Session of the Utah Legislature

Assistant Commissioner Demma stated that it was an extraordinary session and showed the highlights pertaining to the USTC through [this presentation](#).

- Q. Open and Public Meetings Training  
Doug Richards, USTC Counsel, provided a presentation to the Board of Trustees titled: Open and Public Meeting Training that includes: Public Policy, General Rule, Definitions, Notice and Agendas requirements, Minutes/Recording of Open Meetings, Closing Meetings, Record of Closed Meetings, Electronic Communication Outside of Meetings, Training and Enforcement, etc.
- R. 2018 Year of Technical Education  
Assistant Commissioner Demma mentioned that Governor Herbert declared this year to be the Year of Technical Education and it will be a year-long effort to raise awareness of the technical education throughout the State of Utah. He stated that the town halls throughout the state will drive media opportunities. Assistant Commissioner Demma is working on a proposal for a massive marketing campaign through Talent Ready Utah to highlight the USTC programs. Colleges will also enforce the campaign locally. The Commissioner's Office will include a proposal to the Board of Trustees at the meeting scheduled for May 17, 2018.
- S. USTC website [www.utech.edu](http://www.utech.edu)  
Assistant Commissioner Demma stated that the new USTC website is under development and thanked the IT team at the Davis Technical College for working with this project. Through the new website, we will be able to manage Board of Trustees Meetings information, view and search data, financial reports, system news, and information.
- T. Review of Board of Trustees Meeting Dates for 2018  
The schedule for the next Board of Trustees meetings for this year was included in the meeting agenda as an attachment, and Chair Jim Evans mentioned the dates.
- U. USTC Master Calendar and Updated Contact List  
Commissioner Woolstenhulme indicated that the purpose of the master calendar is to inform the Board of Trustees of the different college' activities and asked to please review the contact list and let his office know of any changes.
- V. Reimbursements to Board of Trustees Members  
Assistant Commissioner Brinkerhoff informed that this will facilitate reimbursements for mileage and other expenses to Board of Trustees members through the direct deposit authorization form.
- W. 310 So. Main Relocation  
Assistant Commissioner Brinkerhoff distributed the relocation costs of the office of the Commissioner from Lehi, Utah to Salt Lake City, Utah. USTC is using surplus furniture from Dixie Technical College and through other negotiations with the tenant have successfully acquired significant savings.
- X. Transfer of State-owned property to Ogden-Weber Technical College

President Jim Taggard informed that the Utah Division of Juvenile Justice is vacating a 5-acre land adjacent to Ogden-Weber Technical College and asked for approval from the Board of Trustees to proceed in working with the DFCM to transfer the property and building to the Ogden-Weber Technical College.

Y. Mountainland Technical College (MTEC) and Utah County Academy of Sciences (UCAS) -Partnership

President Christensen from MTEC informed that he has been approached by UCAS to expand their partnership with UVU, Alpine School District, Nebo School District and Provo City School District. This will allow to teach college programs at the new UCAS location.

President Brennan Wood, President of the Southwest Technical College, shared with the Board of Trustees the Memorandum of Understanding (MOU) between him and President Scott Wyatt, President of SUU (Southern Utah University).

[See MOU](#)

Commissioner Woolstenhulme thanked President Wood for his efforts and the great work he is doing at STECH.

Z. Dixie Technical College Ribbon Cutting Ceremony, March 28, 2018, at 11:00 am  
Acting President Derek Hadlock apologized for not sending invitations yet but invited all to attend the ceremony.

AA. Davis Technical College Ruby Gala Celebration, March 29, 2018, from 6:00 pm to 9:00 pm at the Davis Technical College Conference Center.

President Bouwhuis informed that there are 610 people attending this event, including 7 tables purchased by Legislators. President Bouwhuis thanked Haven J. Barlow, DATC Founder, former Utah Senator, and major contributor.

BB. USTC Professional Development Conference, June 15, 2018, at the Uintah Basin Technical College.

Assistant Commissioner Demma and President Aaron Weight encouraged attendance and suggested to reserve rooms through President Weight's office.

CC. Uintah Basin Technical College Groundbreaking Welding Building Ceremony.

President Weight thanked everyone for attending.

**CLOSED SESSION:**

Motion to go into closed session, pursuant to Utah Code Title 52, Chapter 4, Sections 204, 205 and 206.

Motion: Steven Moore, Second, Mike Angus

Voting: Unanimous

A roll-call was conducted:

Jim Evans, Chair – yes

Steve Moore, Vice-Chair – yes

Scott Theurer – yes  
Dave Ulery – yes  
Mike Angus – yes  
Aaron Osmond – yes  
Susan Johnson – yes  
Chuck Taylor – yes  
Catherine Carter – yes (by conference call)

Michael Jensen – (absent for the vote)  
Dale Cox – (absent for the vote)  
Brad Tanner – (absent for the vote)  
Stephen Wade – (absent for the vote)  
Brecken Cox – (absent for the vote)  
Brian Florang – (absent for the vote)

The Board entered closed session at 1:35 pm

The Board reconvened at 2:10 pm

Motion to adjourn: Susan Johnson, Second, Scott Theurer  
Voting: Unanimous

Meeting adjourned at 2:35 pm, followed by the Groundbreaking Ceremony of the Welding Building of the Uintah Basin Technical College.