



## BOARD OF TRUSTEES MEETING | AGENDA

September 20, 2018 | 8:00 am to 1:00 pm

Dixie Technical College

610 South Tech Ridge Drive, Bldg. A – St. George, UT 84770

435-674-8400

8:01 a.m.	Welcome	Chair Evans
8:02 a.m.	Call to Order & Introduction of Guests	Chair Evans
8:03 a.m.	Pledge of Allegiance	Vice Chair Moore
8:04 a.m.	Roll Call	Chair Evans

### CONSENT CALENDAR:

1. Approval of Board of Trustees Meetings Minutes [ITEM 1](#)
2. Approval of Board Meeting Dates for 2018-2019 [ITEM 2](#)
3. USTC Office Budget [ITEM 3](#)
4. Approval of College Presidents Formal & Informal Evaluations 2019 Schedule [ITEM 4](#)
5. USTC FY2018 Annual Report [ITEM 5](#)
6. Adjustments to Policy 208, UTech Scholarship [ITEM 6](#)
7. Programs Approved [ITEM 7](#)

### COLLEGE HIGHLIGHTS

President Stephens

### ACTION ITEMS

Presenter/s:

A. Approval of FY2018 Student Enrollment and Outcomes Data <a href="#">ITEM A</a>	Zachary Barrus
B. Replacement of USTC Policy 102, Delegations of Authority <a href="#">ITEM B</a>	Zachary Barrus
C. Revisions to USTC Policy 112, Technical College Presidents – Review and Evaluation <a href="#">ITEM C</a>	Zachary Barrus
D. Approval of FY2020 Budget Request <a href="#">ITEM D</a>	Commissioner Bouwhuis
E. Custom Fit Program Report <a href="#">ITEM E</a>	Tyler Brinkerhoff
	Commissioner Bouwhuis
F. Custom Fit Software Development <a href="#">ITEM F</a>	Tyler Brinkerhoff
G. Appointment of Trustee(s) to Audit Committee <a href="#">ITEM G</a>	Zachary Barrus
	Chair Evans

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 Trustees members only by prior arrangement with the Board secretary. The Dixie Technical College shall be the anchor location for public attendance.

H. Davis Technical College Building Name  
Designation [ITEM H](#)

Trustee Jensen

### DISCUSSION ITEMS:

- |  |   |
|--|---|
| I. Higher Education Strategic Planning Commission – Update   | Vice Chair Moore                            |
| J. SUU/Southwest Technical College Governor’s Visit – Update                                       | President Wood                              |
| K. Trustee Participation in Year of Technical Education Regional Events – <a href="#">Calendar</a> | Jared Haines                                |
| L. 2018-2019 <a href="#">USTC Tactical Plan</a>  | Commissioner Bouwhuis<br>College Presidents |
| M. Commissioner’s Search – Update/ <a href="#">Timeline</a>  | Vice Chair Moore,<br>Search Committee Chair |
| N. Davis Technical College President Search – Update/ <a href="#">Timeline</a>                     | Trustee Jensen,<br>Search Committee Chair   |
| O. College Financial Reports <a href="#">ITEM O</a>  | Tyler Brinkerhoff                           |
| P. Commissioner’s Report   | Commissioner Bouwhuis                       |

### CLOSED SESSION:

- |  |                       |
|--|-----------------------|
| Roll Call                                      | Chair Evans           |
| Q. College Presidents’ 2018 Formal Evaluations | Commissioner Bouwhuis |

NOTE: Closed Session will not be open to the public, pursuant to Utah Code Title 52, Chapter 4, Sections 204, 205 and 206.

### CALENDAR:

- |   |                  |
|---|------------------|
| ➤ Final interviews, Commissioner’s Search, USTC Office, SLC   | October 12, 2018 |
| ➤ Final Interviews of Davis Technical College President and Board of Trustees Meeting, Davis Technical College, Kaysville | November 1, 2018 |
| ➤ Board of Trustees Meeting, Ogden-Weber Technical College, Ogden   | January 17, 2019 |

### ADJOURNMENT:

- |           |             |
|-----------|-------------|
| Roll Call | Chair Evans |
|-----------|-------------|

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### AGENDA ITEM

### USTC BOARD OF TRUSTEES

**September 20, 2018**

#### ITEM H

TOPIC: Davis Technical College Building Name Designation

#### BACKGROUND

The Davis Technical College was funded in 2018 Legislature for an Allied Health Building. Five years of Community fundraising netted 1.5 million in donations and financial commitment. Three donors specified in their gifts that they wanted to honor President Michael J. Bouwhuis by naming the building in his name.

The following donors made that request:

DONOR	AMOUNT	REQUESTOR
Zion's Bank	\$100,000	Scott Anderson
Haven J. & Bonnie Rae Barlow Family Foundation	\$131,500	Haven J. Barlow
Self Reliance Charity	\$10,000	Bart Warner

The Davis Technical College Board of Directors heard the proposal from the Foundation Director and approved it on July 26, 2018.

The authority to name buildings comes from the Administrative Services, Facilities Construction, and Management policy R23-10-1 which states:

The State Board of Regents will govern the naming of buildings in the Utah System of Higher Education.

The System of Technical Colleges Board of Trustees is the equivalent body to designate building at its member colleges.

#### RECOMMENDATION:

USTC Administration, in consultation with Chair Jim Evans, recommends the Board of Trustees endorse the Davis Technical College Board action and name the new building the Michael J. Bouwhuis Allied Health Building.

Attachments: Policy R23 -10-1

**R23. Administrative Services, Facilities Construction and Management.**

**R23-10. Naming of State Buildings.**

**R23-10-1. Purpose.**

This rule defines which entities have the authority to name state buildings.

**R23-10-2. Authority.**

This rule is authorized under Subsection 63A-5-103(2), which directs the Building Board to make rules necessary for the discharge of the duties of the Division of Facilities Construction and Management (hereinafter referred to as the Division).

**R23-10-3. Policy.**

It is the policy of the Utah State Building Board that the governmental entity that holds legal title to a given facility has the authority to determine an appropriate name for that facility, if the facility is of a significant size or function and the entity deems the naming of the facility to be appropriate. Specifically, the Building Board will have responsibility for naming those buildings for which title is held by the Division or the State Building Ownership Authority. The State Board of Regents will govern the naming of buildings in the Utah System of Higher Education.

**R23-10-4. Naming of Buildings Under the Authority of the Building Board.**

Buildings for which the Building Board has responsibility for naming as provided for in Section R23-10-3 shall be addressed as follows.

(1) Descriptive names, such as those identifying functions housed in the building or names based on geographic location, may be determined by the entity occupying the building. For buildings that house more than one agency, the Division shall be responsible for determining the building's name. Any concerns with names under this subsection (1) shall be raised with the Building Board for final resolution.

(2) Honorary names must be approved by the Building Board. Prior to consideration by the Building Board, information shall be provided demonstrating the appropriateness of the naming request. This may include information about the individual to be honored, the desires of the individual's family, and the basis for honoring the individual by naming the specific building.

**R23-10-5. Legislative Actions to Name a Building.**

Any legislative action to name a building supersedes the provisions of this rule.

**KEY:** buildings, naming process

**Date of Enactment or Last Substantive Amendment:** February 4, 2003

**Notice of Continuation:** September 7, 2017

**Authorizing, and Implemented or Interpreted Law:** 63A-5-103 et seq.



# DAVIS PRESIDENT SEARCH TIMELINE

✓	DATE/TIME	ACTION	INVOLVED	LOCATION
✓	7/30/2018	Board approval of process, selections of Interim President, and Search Committee	Board of Trustees	Via conference call
✓	8/1/2018	Post position (7 weeks)	Commissioner's Office	USTC
<input type="checkbox"/>	9/21/2018	Applications due @ 5:00 pm MDT	Commissioner's Office	USTC
<input type="checkbox"/>	9/28/2018	Send applications to Committee for scoring	Commissioner's Office	Via e-mail (PDF files)
<input type="checkbox"/>	10/12/2018	Applications' scores due to USTC Office	Search Committee	Via e-mail
<input type="checkbox"/>	10/16/2018	Scores to Search Committee, draft questions	Commissioner's Office	Via e-mail
<input type="checkbox"/>	10/19/2019	Review of scores, selection of eight candidates to interview; review draft questions; and interview logistics	Search Committee	Via conference call
<input type="checkbox"/>	11/1/2018	Interviews and selection of three-four finalists	Search Committee	Davis Technical College
<input type="checkbox"/>	11/5/2018	Notify finalists, background checks, and references check	Commissioner's Office	USTC Office
<input type="checkbox"/>	11/14/2018	Meetings w/ BOD – College Staff	Commissioner's Office	Davis Technical College
<input type="checkbox"/>	11/15/2018	Final Interviews (closed session), and appointment of President	Board of Trustees	Davis Technical College
<input type="checkbox"/>	1/1/2019	New President effective day of work		



# UTAH SYSTEM OF TECHNICAL COLLEGES

## AGENDA ITEM

### BOARD OF TRUSTEES – EXECUTIVE COMMITTEE

**December 18, 2019**

ITEM: 2

TOPIC: Approval of FY 2019 Student Enrollment and Outcomes Data

#### BACKGROUND

In accordance with UTech Policy 205.10.1.3 (Student Enrollment and Outcome Reporting), the Board of Trustees previously approved preliminary FY 2019 data and summaries thereof in September 2019 for use in reporting to the Utah State Legislature, the Governor's Office, and to the public. Those summaries and all reports based thereon were uniformly and clearly identified as *preliminary* and *subject to change* until annual accreditation reports are submitted in December.

In accordance with UTech Policy 205.10.1, technical colleges have submitted *final* data to the Office of the Commissioner from their student information systems pertinent to FY 2019. College presidents and administrative staff have certified that the data comply with all applicable statutes and UTech policies, and that UTech-produced data summaries concur with reports produced internally at each college. The Office of the Commissioner has reviewed all data submissions, and here presents a summary showing *final* membership hours, student headcounts, and completion, placement, and licensure rates for each technical college.

The FY 2019 UTech Annual Report will be revised to reflect the technical colleges' *final* performance summaries then distributed to legislative and other stakeholders.

#### RECOMMENDATION

UTech Administration recommends that the Executive Committee of the Board of Trustees approve of the technical colleges' final FY 2019 data submissions and the attached summaries thereof for use in all reporting to UTech and college stakeholders.

Attachments: Final FY 2019 Year-end Data Summary

Final FY 2019 technical college and system Student Enrollment and Outcomes Reports (9 pages)



## Utah System of Technical Colleges FY 2019 Year-end Data Summary July 1, 2018 - June 30, 2019

\*(Includes all campus instructional activity except assessment and "Below-the-Line" CIP codes.)

		MEMBERSHIP HOURS				STUDENT HEADCOUNT (DISTINCT)				PROGRAM GRADUATES (DISTINCT BY PROGRAM)			
		Prev Year	Current Yr	Growth		Prev Year	Current Yr	Growth		Prev Year	Current Yr	Growth	
BRIDGERLAND	Adult	781,812	809,499	27,687	3.54%	3,940	3,793	-147	-3.73%	743	808	65	8.75%
	High School	422,026	407,360	-14,666	-3.48%	2,142	2,031	-111	-5.18%	54	98	44	81.48%
	<b>College Total</b>	<b>1,203,838</b>	<b>1,216,859</b>	<b>13,022</b>	<b>1.08%</b>	<b>6,082</b>	<b>5,824</b>	<b>-258</b>	<b>-4.24%</b>	<b>797</b>	<b>906</b>	<b>109</b>	<b>13.68%</b>
DAVIS	Adult	1,104,218	1,089,183	-15,035	-1.36%	4,528	4,547	19	0.42%	1,081	1,187	106	9.81%
	High School	395,295	409,735	14,440	3.65%	1,313	1,464	151	11.50%	218	281	63	28.90%
	<b>College Total</b>	<b>1,499,513</b>	<b>1,498,918</b>	<b>-595</b>	<b>-0.04%</b>	<b>5,841</b>	<b>6,011</b>	<b>170</b>	<b>2.91%</b>	<b>1,299</b>	<b>1,468</b>	<b>169</b>	<b>13.01%</b>
DIXIE	Adult	257,503	339,852	82,349	31.98%	4,920	6,146	1,226	24.92%	245	302	57	23.27%
	High School	77,928	63,738	-14,190	-18.21%	292	296	4	1.37%	61	68	7	11.48%
	<b>College Total</b>	<b>335,431</b>	<b>403,590</b>	<b>68,159</b>	<b>20.32%</b>	<b>5,212</b>	<b>6,442</b>	<b>1,230</b>	<b>23.60%</b>	<b>306</b>	<b>370</b>	<b>64</b>	<b>20.92%</b>
MOUNTAINLAND	Adult	665,338	804,368	139,030	20.90%	2,919	3,442	523	17.92%	1,066	1,312	246	23.08%
	High School	524,637	547,546	22,909	4.37%	1,501	1,591	90	6.00%	646	866	220	34.06%
	<b>College Total</b>	<b>1,189,975</b>	<b>1,351,914</b>	<b>161,939</b>	<b>13.61%</b>	<b>4,420</b>	<b>5,033</b>	<b>613</b>	<b>13.87%</b>	<b>1,712</b>	<b>2,178</b>	<b>466</b>	<b>27.22%</b>
OGDEN-WEBER	Adult	905,422	893,881	-11,541	-1.27%	4,257	4,187	-70	-1.64%	707	812	105	14.85%
	High School	321,126	365,834	44,709	13.92%	1,384	1,828	444	32.08%	147	140	-7	-4.76%
	<b>College Total</b>	<b>1,226,548</b>	<b>1,259,715</b>	<b>33,168</b>	<b>2.70%</b>	<b>5,641</b>	<b>6,015</b>	<b>374</b>	<b>6.63%</b>	<b>854</b>	<b>952</b>	<b>98</b>	<b>11.48%</b>
SOUTHWEST	Adult	186,187	212,096	25,909	13.92%	1,351	1,515	164	12.14%	313	398	85	27.16%
	High School	99,708	79,295	-20,413	-20.47%	902	833	-69	-7.65%	58	53	-5	-8.62%
	<b>College Total</b>	<b>285,895</b>	<b>291,391</b>	<b>5,496</b>	<b>1.92%</b>	<b>2,253</b>	<b>2,348</b>	<b>95</b>	<b>4.22%</b>	<b>371</b>	<b>451</b>	<b>80</b>	<b>21.56%</b>
TOOELE	Adult	151,734	197,151	45,417	29.93%	721	840	119	16.50%	182	191	9	4.95%
	High School	21,289	35,254	13,965	65.60%	147	205	58	39.46%	14	31	17	121.43%
	<b>College Total</b>	<b>173,023</b>	<b>232,405</b>	<b>59,382</b>	<b>34.32%</b>	<b>868</b>	<b>1,045</b>	<b>177</b>	<b>20.39%</b>	<b>196</b>	<b>222</b>	<b>26</b>	<b>13.27%</b>
UINTAH BASIN	Adult	216,078	208,761	-7,317	-3.39%	2,450	2,356	-94	-3.84%	354	354	0	0.00%
	High School	259,170	263,124	3,954	1.53%	1,703	1,642	-61	-3.58%	188	220	32	17.02%
	<b>College Total</b>	<b>475,248</b>	<b>471,885</b>	<b>-3,363</b>	<b>-0.71%</b>	<b>4,153</b>	<b>3,998</b>	<b>-155</b>	<b>-3.73%</b>	<b>542</b>	<b>574</b>	<b>32</b>	<b>5.90%</b>
UTECH TOTALS	Adult	4,268,292	4,554,791	286,499	6.71%	25,086	26,826	1,740	6.94%	4,691	5,364	673	14.35%
	High School	2,121,178	2,171,886	50,708	2.39%	9,384	9,890	506	5.39%	1,386	1,757	371	26.77%
	<b>System Total</b>	<b>6,389,470</b>	<b>6,726,677</b>	<b>337,207</b>	<b>5.28%</b>	<b>34,470</b>	<b>36,716</b>	<b>2,246</b>	<b>6.52%</b>	<b>6,077</b>	<b>7,121</b>	<b>1,044</b>	<b>17.18%</b>

NOTES:

## Final Utah System of Technical Colleges FY 2019 Student Enrollment and Outcomes Report

12/17/19 Draft

Certificate-seeking Students					
	(Program Length)			Incarcerated Students	Total
	0-599 hours	600-899 hours	900+ hours		
Membership Hours	448,971	794,091	2,624,760	109,845	3,977,668
Distinct Student Headcount				369	13,673
Sum of Individual Program Headcounts (allowing enrollment in multiple programs) †	3,089	3,611	7,146	414	14,260
Still Enrolled	511	1,556	3,127	93	5,287
Graduates	2,145	1,000	2,126	82	5,353
Non-graduates	433	1,055	1,893	239	3,620
Graduation Rate‡	83%	49%	53%	26%	60%
Non-graduate Completers ("Early Hires") §	86	655	643	0	1,384
Allowable Subtractions	78	55	255	131	519
Withdrawn & Enrolled in Another Program	14	19	80	1	114
Unavailable to Earn a Credential	64	36	175	130	405
Completion Rate	89%	83%	74%	43%	80%
Placed Students (includes Non-graduate Completers)	1,688	1,434	2,427	38	5,587
Related Employment	1,148	1,281	2,073	2	4,504
Military Service	3	1	5	0	9
Continuing Education	537	152	349	36	1,074
Allowable Subtractions	177	60	135	20	392
Awaiting Licensure	135	32	29	0	196
Unavailable for Employment	18	21	68	20	127
Refused Employment	24	7	38	0	69
Unplaced Students	366	161	207	24	758
Placement Rate	82%	90%	92%	61%	88%
Graduates who Passed a Req'd Licensure Exam	833	213	568	0	1,614
Graduates who Took a Req'd Licensure Exam	853	214	571	0	1,638
Licensure Rate	98%	100%	99%	--	99%

<b>Total Postsecondary Membership Hours</b>	<b>4,554,791</b>
<b>Total Distinct Postsecondary Headcount</b>	<b>26,826</b>

Secondary Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	1,545,619	391,086	235,182	2,171,886
Distinct Student Headcount	9,124	565	201	9,890
Certificate Awardees (program length)	1,369	257	131	1,757
% Secondary Students Earning Certificate				18%

Job Upgrade Students ¶				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	51,111	0	0	51,111
Distinct Student Headcount	428	0	0	428
Additional Program Graduates	8	0	3	11

Continuing Occupational Education Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	297,197	39,614	0	336,811
Distinct Student Headcount	11,206	57	0	11,263

Students Enrolled in Other Training	
Membership Hours	189,201
Distinct Student Headcount	3,053
Basic Skills Students	1,431
Personal Interest Students	1,545
Job Re-entry Students	48
Senior Citizens	29

<b>Total Secondary Membership Hours</b>	<b>2,171,886</b>
<b>Total Distinct Secondary Headcount</b>	<b>9,890</b>

† Certificate-seeking students are counted once in each accredited program in which they enroll. Hence, a student who completes an accredited program and enrolls in a separate program (e.g., completion of Certified Nursing Assistant and subsequent enrollment in Surgical Technology) is counted twice herein.

‡ Note that graduation rates reported to the Council on Occupational Education differ from those shown here due to methodological differences. Whereas COE instructs accredited institutions to remove allowable subtractions prior to the calculation of graduation rates, the rates presented herein are calculated prior to the removal of allowable subtractions.

§ Non-graduate completers, under direction received from the Council on Occupational Education, include those students who exit their programs of study without obtaining an accredited certificate but obtain employment in a field related to instruction received consequent to the students' studies at the technical college. This category also includes students who leave a program unsuccessfully but enroll at another institution of higher education where an articulation agreement exists, allowing students' coursework to fulfill program requirements elsewhere.

|| Students documented to be unavailable to earn a credential in their program(s), or to be placed in employment, due to situations such as pregnancy, other serious health-related issues (physical/mental/behavioral), caring for ill family members, incarceration, death, service with a foreign aid organization of the U.S. Government (e.g., Peace Corps), an official church mission, military relocation, etc.

¶ All Job Upgrade students are currently employed in a field related to the instruction received, enrolling in (a) course(s) belonging to an accredited program with the intent to advance in the workplace. Because these students enroll in portions of accredited programs, they are included in annual completion and placement figures reported to the Council on Occupational Education. These students generally enroll in only small portions of programs, and thus are typically reported to COE as non-graduate completers due to their employment. Herein they are held separate from certificate-seeking students, or those students intending to complete a full program and earn a postsecondary credential. Because they are held separate from certificate-seekers, completion and placement rates displayed above are not equal to those reported to the college's accrediting body.



## Final Bridgerland Technical College FY 2019 Student Enrollment and Outcomes Report

12/17/19 Draft - *Confirmed by College Data Representative 12/17/19*

Certificate-seeking Students				
	(Program Length)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	47,370	111,975	523,330	682,675
Distinct Student Headcount				1,955
Sum of Individual Program Headcounts (allowing enrollment in multiple programs) †	389	398	1,233	2,020
Still Enrolled	49	219	536	804
Graduates	283	124	401	808
Non-graduates	57	55	296	408
Graduation Rate‡	83%	69%	58%	66%
Non-graduate Completers ("Early Hires") §	1	11	87	99
Allowable Subtractions	4	3	33	40
<i>Withdrew &amp; Enrolled in Another Program</i>	2	0	13	15
<i>Unavailable to Earn a Credential   </i>	2	3	20	25
Completion Rate	85%	77%	73%	77%
Placed Students (includes Non-graduate Completers)	215	121	429	765
<i>Related Employment</i>	144	91	363	598
<i>Military Service</i>	0	0	1	1
<i>Continuing Education</i>	71	30	65	166
Allowable Subtractions	28	8	19	55
<i>Awaiting Licensure</i>	24	4	0	28
<i>Unavailable for Employment   </i>	2	3	11	16
<i>Refused Employment</i>	2	1	8	11
Unplaced Students	41	6	40	87
Placement Rate	84%	95%	91%	90%
Graduates who Passed a Req'd Licensure Exam	170	31	78	279
Graduates who Took a Req'd Licensure Exam	189	31	80	300
Licensure Rate	90%	100%	98%	93%

Total Postsecondary Membership Hours	809,499
Total Distinct Postsecondary Headcount	3,793

Secondary Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	356,817	31,864	18,679	407,360
Distinct Student Headcount	1,968	46	17	2,031
Certificate Awardees (program length) ¶	79	1	18	98
% Secondary Students Earning Certificate				5%

Job Upgrade Students ¶I				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	7,335	0	0	7,335
Distinct Student Headcount	63	0	0	63

Continuing Occupational Education Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	64,094	18,630	0	82,724
Distinct Student Headcount	1,684	27	0	1,711

Students Enrolled in Other Training	
Membership Hours	36,765
Distinct Student Headcount	716
<i>Basic Skills Students</i>	628
<i>Personal Interest Students</i>	85
<i>Job Re-entry Students</i>	0
<i>Senior Citizens</i>	3

† Certificate-seeking students are counted once *in each accredited program* in which they enroll. Hence, a student who completes an accredited program and enrolls in a separate program (e.g., completion of Certified Nursing Assistant and subsequent enrollment in Surgical Technology) is counted twice herein.

‡ Note that graduation rates reported to the Council on Occupational Education differ from those shown here due to methodological differences. Whereas COE instructs accredited institutions to remove allowable subtractions prior to the calculation of graduation rates, the rates presented herein are calculated prior to the removal of allowable subtractions.

§ Non-graduate completers, under direction received from the Council on Occupational Education, include those students who exit their programs of study without obtaining an accredited certificate but obtain employment in a field related to instruction received consequent to the students' studies at the technical college. This category also includes students who leave a program unsuccessfully but enroll at another institution of higher education where an articulation agreement exists, allowing students' coursework to fulfill program requirements elsewhere.

|| Students documented to be unavailable to earn a credential in their program(s), or to be placed in employment, due to situations such as pregnancy, other serious health-related issues (physical/mental/behavioral), caring for ill family members, incarceration, death, service with a foreign aid organization of the U.S. Government (e.g., Peace Corps), an official church mission, military relocation, etc.

¶I All Job Upgrade students are currently employed in a field related to the instruction received, enrolling in (a) course(s) belonging to an accredited program with the intent to advance in the workplace. Because these students enroll in portions of accredited programs, they are included in annual completion and placement figures reported to the Council on Occupational Education. These students generally enroll in only small portions of programs, and thus are typically reported to COE as non-graduate completers due to their employment. Herein they are held separate from certificate-seeking students, or those students intending to complete a full program and earn a postsecondary credential. Because they are held separate from certificate-seekers, completion and placement rates displayed above are not equal to those reported to the college's accrediting body.

¶ Note that secondary headcounts displayed are stratified by the total hours accrued by students *within FY 2019*. Secondary certificate awardees, conversely, are stratified by the length of program completed, *irrespective of when the required hours were completed*. Since students began their certificate programs and accrued most of the required hours prior to FY 2019, but completed their certificate programs during the fiscal year. Hence, the number of secondary certificate awardees in a particular program length stratification may be greater than the headcount of students accruing the specified amount of hours during the fiscal year.

## Final Davis Technical College FY 2019 Student Enrollment and Outcomes Report

12/12/19 Draft - Confirmed by College Data Steward 12/17/19

Certificate-seeking Students					
	(Program Length)			Incarcerated Students	Total
	0-599 hours	600-899 hours	900+ hours		
Membership Hours	115,666	142,449	649,155	105,165	1,012,434
Distinct Student Headcount				345	3,407
Sum of Individual Program Headcounts (allowing enrollment in multiple programs) †	660	640	1,882	390	3,572
Still Enrolled	97	348	814	87	1,346
Graduates	469	152	498	65	1,184
Non-graduates	94	140	570	238	1,042
Graduation Rate‡	83%	52%	47%	21%	53%
Non-graduate Completers ("Early Hires") §	3	61	162	0	226
Allowable Subtractions	33	2	44	131	210
Withdrew & Enrolled in Another Program	0	0	17	1	18
Unavailable to Earn a Credential	33	2	27	130	192
Completion Rate	89%	73%	64%	38%	70%
Placed Students (includes Non-graduate Completers)	307	156	578	38	1,079
Related Employment	162	128	437	2	729
Military Service	1	0	3	0	4
Continuing Education	144	28	138	36	346
Allowable Subtractions	32	9	25	3	69
Awaiting Licensure	18	8	7	0	33
Unavailable for Employment	3	1	15	3	22
Refused Employment	11	0	3	0	14
Unplaced Students	133	48	57	24	262
Placement Rate	70%	76%	91%	61%	80%
Graduates who Passed a Req'd Licensure Exam	148	84	158	0	390
Graduates who Took a Req'd Licensure Exam	148	84	158	0	390
Licensure Rate	100%	100%	100%	--	100%

Total Postsecondary Membership Hours	1,089,183
Total Distinct Postsecondary Headcount	4,547

Secondary Students				
	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	236,731	116,458	56,546	409,735
Distinct Student Headcount	1,248	165	51	1,464
Certificate Awardees (program length)	217	40	24	281
% Secondary Students Earning Certificate				19%

Job Upgrade Students ¶				
	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	26,343	0	0	26,343
Distinct Student Headcount	175	0	0	175
Additional Program Graduates	0	0	3	3

Continuing Occupational Education Students				
	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	11,404	0	0	11,404
Distinct Student Headcount	771	0	0	771

Students Enrolled in Other Training	
Membership Hours	39,002
Distinct Student Headcount	531
Basic Skills Students	371
Personal Interest Students	151
Job Re-entry Students	4
Senior Citizens	5

Total Secondary Membership Hours	409,735
Total Distinct Secondary Headcount	1,464

† Certificate-seeking students are counted once in each accredited program in which they enroll. Hence, a student who completes an accredited program and enrolls in a separate program (e.g., completion of Certified Nursing Assistant and subsequent enrollment in Surgical Technology) is counted twice herein.

‡ Note that graduation rates reported to the Council on Occupational Education differ from those shown here due to methodological differences. Whereas COE instructs accredited institutions to remove allowable subtractions prior to the calculation of graduation rates, the rates presented herein are calculated prior to the removal of allowable subtractions.

§ Non-graduate completers, under direction received from the Council on Occupational Education, include those students who exit their programs of study without obtaining an accredited certificate but obtain employment in a field related to instruction received consequent to the students' studies at the technical college. This category also includes students who leave a program unsuccessfully but enroll at another institution of higher education where an articulation agreement exists, allowing students' coursework to fulfill program requirements elsewhere.

|| Students documented to be unavailable to earn a credential in their program(s), or to be placed in employment, due to situations such as pregnancy, other serious health-related issues (physical/mental/behavioral), caring for ill family members, incarceration, death, service with a foreign aid organization of the U.S. Government (e.g., Peace Corps), an official church mission, military relocation, etc.

¶ All Job Upgrade students are currently employed in a field related to the instruction received, enrolling in specific courses belonging to an accredited program with the intent to advance in the workplace. Because these students enroll in portions of accredited programs, they are included in annual completion and placement figures reported to the Council on Occupational Education. These students generally enroll in only small portions of programs, and thus are typically reported to COE as non-graduate completers due to their related employment. Herein they are held separate from certificate-seeking students, or those students intending to complete a full program and earn a postsecondary credential. Because they are held separate from certificate-seekers, completion and placement rates displayed above are not equal to those reported to the college's accrediting body.

## Final Dixie Technical College FY 2019 Student Enrollment and Outcomes Report

12/6/19 Draft - *Certified by President Stephens 12/12/19*

Certificate-seeking Students				
	(Program Length)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	16,166	73,479	187,347	276,992
Distinct Student Headcount				933
Sum of Individual Program Headcounts (allowing enrollment in multiple programs) †	122	401	411	934
Still Enrolled	15	168	214	397
Graduates	98	70	130	298
Non-graduates	9	163	67	239
Graduation Rate‡	92%	30%	66%	55%
Non-graduate Completers ("Early Hires") §	4	147	32	183
Allowable Subtractions	2	2	11	15
<i>Withdrew &amp; Enrolled in Another Program</i>	0	0	0	0
<i>Unavailable to Earn a Credential   </i>	2	2	11	15
Completion Rate	97%	94%	87%	92%
Placed Students (includes Non-graduate Completers)	88	208	152	448
<i>Related Employment</i>	76	202	147	425
<i>Military Service</i>	0	1	0	1
<i>Continuing Education</i>	12	5	5	22
Allowable Subtractions	1	4	2	7
<i>Awaiting Licensure</i>	0	4	0	4
<i>Unavailable for Employment   </i>	1	0	1	2
<i>Refused Employment</i>	0	0	1	1
Unplaced Students	13	5	8	26
Placement Rate	87%	98%	95%	95%
Graduates who Passed a Req'd Licensure Exam	0	24	0	24
Graduates who Took a Req'd Licensure Exam	0	24	0	24
Licensure Rate	--	100%	--	100%

Total Postsecondary Membership Hours	339,852
Total Distinct Postsecondary Headcount	6,146

Secondary Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	40,576	12,241	10,921	63,738
Distinct Student Headcount	268	17	11	296
Certificate Awardees (program length) ¶	48	6	14	68
% Secondary Students Earning Certificate				23%

Job Upgrade Students ¶I				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	1,394	0	0	1,394
Distinct Student Headcount	10	0	0	10
Additional Program Graduates	4	0	0	4

Continuing Occupational Education Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	60,759	0	0	60,759
Distinct Student Headcount	5,257	0	0	5,257

Students Enrolled in Other Training	
Membership Hours	708
Distinct Student Headcount	13
<i>Basic Skills Students</i>	0
<i>Personal Interest Students</i>	10
<i>Job Re-entry Students</i>	2
<i>Senior Citizens</i>	1

Total Secondary Membership Hours	63,738
Total Distinct Secondary Headcount	296

† Certificate-seeking students are counted once *in each accredited program* in which they enroll. Hence, a student who completes an accredited program and enrolls in a separate program (e.g., completion of Certified Nursing Assistant and subsequent enrollment in Surgical Technology) is counted twice herein.

‡ Note that graduation rates reported to the Council on Occupational Education differ from those shown here due to methodological differences. Whereas COE instructs accredited institutions to remove allowable subtractions prior to the calculation of graduation rates, the rates presented herein are calculated prior to the removal of allowable subtractions.

§ Non-graduate completers, under direction received from the Council on Occupational Education, include those students who exit their programs of study without obtaining an accredited certificate but obtain employment in a field related to instruction received consequent to the students' studies at the technical college. This category also includes students who leave a program unsuccessfully but enroll at another institution of higher education where an articulation agreement exists, allowing students' coursework to fulfill program requirements elsewhere.

|| Students documented to be unavailable to earn a credential in their program(s), or to be placed in employment, due to situations such as pregnancy, other serious health-related issues (physical/mental/behavioral), caring for ill family members, incarceration, death, service with a foreign aid organization of the U.S. Government (e.g., Peace Corps), an official church mission, military relocation, etc.

¶I All Job Upgrade students are currently employed in a field related to the instruction received, enrolling in specific courses belonging to an accredited program with the intent to advance in the workplace. Because these students enroll in portions of accredited programs, they are included in annual completion and placement figures reported to the Council on Occupational Education. These students generally enroll in only small portions of programs, and thus are typically reported to COE as non-graduate completers due to their related employment. Herein they are held separate from certificate-seeking students, or those students intending to complete a full program and earn a postsecondary credential. Because they are held separate from certificate-seekers, completion and placement rates displayed above are not equal to those reported to the college's accrediting body.

¶ Note that secondary headcounts displayed are stratified by the total hours accrued by students *within FY 2019*. Secondary certificate awardees, conversely, are stratified by the length of program completed, *irrespective of when the required hours were completed*. Since students began their certificate programs and accrued most of the required hours prior to FY 2019, but completed their certificate programs during the fiscal year. Hence, the number of secondary certificate awardees in a particular program length stratification may be greater than the headcount of students accruing the specified amount of hours during the fiscal year.

## Final Mountainland Technical College FY 2019 Student Enrollment and Outcomes Report

12/12/19 Draft

Certificate-seeking Students				
	(Program Length)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	98,005	238,275	446,807	783,087
Distinct Student Headcount				2,981
Sum of Individual Program Headcounts (allowing enrollment in multiple programs) †	747	1,221	1,127	3,095
Still Enrolled	158	617	574	1,349
Graduates	526	356	430	1,312
Non-graduates	63	248	123	434
Graduation Rate‡	89%	59%	78%	75%
Non-graduate Completers ("Early Hires") §	14	141	24	179
Allowable Subtractions	10	14	23	47
Withdrawn & Enrolled in Another Program	0	0	1	1
Unavailable to Earn a Credential ¶	10	14	22	46
Completion Rate	93%	84%	86%	88%
Placed Students (includes Non-graduate Completers)	391	429	367	1,187
Related Employment	250	391	323	964
Military Service	0	0	1	1
Continuing Education	141	38	43	222
Allowable Subtractions	47	25	42	114
Awaiting Licensure	41	8	13	62
Unavailable for Employment ¶	6	15	28	49
Refused Employment	0	2	1	3
Unplaced Students	102	43	45	190
Placement Rate	79%	91%	89%	86%
Graduates who Passed a Req'd Licensure Exam	219	40	166	425
Graduates who Took a Req'd Licensure Exam	220	41	167	428
Licensure Rate	100%	98%	99%	99%

<b>Total Postsecondary Membership Hours</b>	<b>804,368</b>
<b>Total Distinct Postsecondary Headcount</b>	<b>3,442</b>

Secondary Students				
	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	307,619	136,856	103,071	547,546
Distinct Student Headcount	1,308	206	77	1,591
Certificate Awardees (program length)	707	136	23	866
% Secondary Students Earning Certificate				54%

Job Upgrade Students ¶				
	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	180	0	0	180
Distinct Student Headcount	2	0	0	2

Continuing Occupational Education Students				
	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	343	0	0	343
Distinct Student Headcount	14	0	0	14

Students Enrolled in Other Training	
Membership Hours	20,759
Distinct Student Headcount	654
Basic Skills Students	84
Personal Interest Students	569
Job Re-entry Students	0
Senior Citizens	1

<b>Total Secondary Membership Hours</b>	<b>547,546</b>
<b>Total Distinct Secondary Headcount</b>	<b>1,591</b>

† Certificate-seeking students are counted once in each accredited program in which they enroll. Hence, a student who completes an accredited program and enrolls in a separate program (e.g., completion of Certified Nursing Assistant and subsequent enrollment in Surgical Technology) is counted twice herein.

‡ Note that graduation rates reported to the Council on Occupational Education differ from those shown here due to methodological differences. Whereas COE instructs accredited institutions to remove allowable subtractions prior to the calculation of graduation rates, the rates presented herein are calculated prior to the removal of allowable subtractions.

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¶ Students documented to be unavailable to earn a credential in their program(s), or to be placed in employment, due to situations such as pregnancy, other serious health-related issues (physical/mental/behavioral), caring for ill family members, incarceration, death, service with a foreign aid organization of the U.S. Government (e.g., Peace Corps), an official church mission, military relocation, etc.

¶ All Job Upgrade students are currently employed in a field related to the instruction received, enrolling in (a) course(s) belonging to an accredited program with the intent to advance in the workplace. Because these students enroll in portions of accredited programs, they are included in annual completion and placement figures reported to the Council on Occupational Education. These students generally enroll in only small portions of programs, and thus are typically reported to COE as non-graduate completers due to their employment. Herein they are held separate from certificate-seeking students, or those students intending to complete a full program and earn a postsecondary credential. Because they are held separate from certificate-seekers, completion and placement rates displayed above are not equal to those reported to the college's accrediting body.

## Final Ogden-Weber Technical College FY 2019 Student Enrollment and Outcomes Report

12/9/19 Draft - *Certified by President Taggart 12/16/19*

Certificate-seeking Students				
	(Program Length)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	64,865	121,338	554,026	740,229
Distinct Student Headcount				2,851
Sum of Individual Program Headcounts (allowing enrollment in multiple programs) †	471	662	1,832	2,965
Still Enrolled	96	131	763	990
Graduates	269	134	409	812
Non-graduates	106	397	660	1,163
Graduation Rate‡	72%	25%	38%	41%
Non-graduate Completers ("Early Hires") §	30	274	253	557
Allowable Subtractions	8	21	114	143
Withdraw & Enrolled in Another Program	3	10	42	55
Unavailable to Earn a Credential ¶	5	11	72	88
Completion Rate	81%	80%	69%	75%
Placed Students (includes Non-graduate Completers)	225	352	586	1,163
Related Employment	164	335	523	1,022
Military Service	0	0	0	0
Continuing Education	61	17	63	141
Allowable Subtractions	49	10	38	97
Awaiting Licensure	43	7	9	59
Unavailable for Employment ¶	1	0	11	12
Refused Employment	5	3	18	26
Unplaced Students	25	46	38	109
Placement Rate	90%	88%	94%	91%
Graduates who Passed a Req'd Licensure Exam	57	30	102	189
Graduates who Took a Req'd Licensure Exam	57	30	102	189
Licensure Rate	100%	100%	100%	100%

Secondary Students				
	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	265,549	66,716	33,569	365,834
Distinct Student Headcount	1,702	93	33	1,828
Certificate Awardees (program length)	97	13	30	140
% Secondary Students Earning Certificate				8%

Job Upgrade Students ¶				
	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	5,519	0	0	5,519
Distinct Student Headcount	92	0	0	92

Continuing Occupational Education Students				
	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	113,350	0	0	113,350
Distinct Student Headcount	1,017	0	0	1,017

Students Enrolled in Other Training	
Membership Hours	34,783
Distinct Student Headcount	321
Basic Skills Students	169
Personal Interest Students	102
Job Re-entry Students	41
Senior Citizens	9

<b>Total Postsecondary Membership Hours</b>	<b>893,881</b>
<b>Total Distinct Postsecondary Headcount</b>	<b>4,187</b>

<b>Total Secondary Membership Hours</b>	<b>365,834</b>
<b>Total Distinct Secondary Headcount</b>	<b>1,828</b>

† Certificate-seeking students are counted once in each accredited program in which they enroll. Hence, a student who completes an accredited program and enrolls in a separate program (e.g., completion of Certified Nursing Assistant and subsequent enrollment in Surgical Technology) is counted twice herein.

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## Final Southwest Technical College FY 2019 Student Enrollment and Outcomes Report

12/13/19 Draft - *Certified by President Wood 12/16/19*

Certificate-seeking Students				
	(Program Length)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	29,475	79,673	82,707	191,855
Distinct Student Headcount				569
Sum of Individual Program Headcounts (allowing enrollment in multiple programs) †	207	182	218	607
Still Enrolled	7	42	69	118
Graduates	182	108	108	398
Non-graduates	18	32	41	91
Graduation Rate‡	91%	77%	72%	81%
Non-graduate Completers ("Early Hires") §	0	12	17	29
Allowable Subtractions	2	8	6	16
Withdrawn & Enrolled in Another Program	0	6	0	6
Unavailable to Earn a Credential	2	2	6	10
Completion Rate	92%	91%	87%	90%
Placed Students (includes Non-graduate Completers)	142	112	115	369
Related Employment	87	98	102	287
Military Service	2	0	0	2
Continuing Education	53	14	13	80
Allowable Subtractions	10	1	0	11
Awaiting Licensure	7	0	0	7
Unavailable for Employment	2	0	0	2
Refused Employment	1	1	0	2
Unplaced Students	30	7	10	47
Placement Rate	83%	94%	92%	89%
Graduates who Passed a Req'd Licensure Exam	129	0	6	135
Graduates who Took a Req'd Licensure Exam	129	0	6	135
Licensure Rate	100%	—	100%	100%

<b>Total Postsecondary Membership Hours</b>	<b>212,096</b>
<b>Total Distinct Postsecondary Headcount</b>	<b>1,515</b>

Secondary Students				
	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	74,859	3,491	945	79,295
Distinct Student Headcount	827	5	1	833
Certificate Awardees (program length)	51	1	1	53
% Secondary Students Earning Certificate				6%

Job Upgrade Students ¶				
	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	90	0	0	90
Distinct Student Headcount	1	0	0	1

Continuing Occupational Education Students				
	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	18,317	0	0	18,317
Distinct Student Headcount	765	0	0	765

Students Enrolled in Other Training	
Membership Hours	1,835
Distinct Student Headcount	253
Basic Skills Students	0
Personal Interest Students	252
Job Re-entry Students	0
Senior Citizens	1

<b>Total Secondary Membership Hours</b>	<b>79,295</b>
<b>Total Distinct Secondary Headcount</b>	<b>833</b>

† Certificate-seeking students are counted once *in each accredited program* in which they enroll. Hence, a student who completes an accredited program and enrolls in a separate program (e.g., completion of Certified Nursing Assistant and subsequent enrollment in Surgical Technology) is counted twice herein.

‡ Note that graduation rates reported to the Council on Occupational Education differ from those shown here due to methodological differences. Whereas COE instructs accredited institutions to remove allowable subtractions prior to the calculation of graduation rates, the rates presented herein are calculated prior to the removal of allowable subtractions.

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¶ All Job Upgrade students are currently employed in a field related to the instruction received, enrolling in specific courses belonging to an accredited program with the intent to advance in the workplace. Because these students enroll in portions of accredited programs, they are included in annual completion and placement figures reported to the Council on Occupational Education. These students generally enroll in only small portions of programs, and thus are typically reported to COE as non-graduate completers due to their related employment. Herein they are held separate from certificate-seeking students, or those students intending to complete a full program and earn a postsecondary credential. Because they are held separate from certificate-seekers, completion and placement rates displayed above are not equal to those reported to the college's accrediting body.

# Final Tooele Technical College FY 2019 Student Enrollment and Outcomes Report

12/12/19 Draft - *Certified by President Hacking 12/17/19*

Certificate-seeking Students				
	(Program Length)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	32,640	3,615	124,895	161,150
Distinct Student Headcount				510
Sum of Individual Program Headcounts (allowing enrollment in multiple programs) †	211	31	329	571
Still Enrolled	56	8	127	191
Graduates	90	11	86	187
Non-graduates	65	12	116	193
Graduation Rate‡	58%	48%	43%	49%
Non-graduate Completers ("Early Hires") §	24	3	56	83
Allowable Subtractions	18	5	23	46
Withdrew & Enrolled in Another Program	8	3	7	18
Unavailable to Earn a Credential ¶	10	2	16	28
Completion Rate	83%	78%	79%	81%
Placed Students (includes Non-graduate Completers)	105	14	132	251
Related Employment	77	5	121	203
Military Service	0	0	0	0
Continuing Education	28	9	11	48
Allowable Subtractions	9	0	8	17
Awaiting Licensure	2	0	0	2
Unavailable for Employment ¶	2	0	1	3
Refused Employment	5	0	7	12
Unplaced Students	0	0	2	2
Placement Rate	100%	100%	99%	99%
Graduates who Passed a Req'd Licensure Exam	47	0	38	85
Graduates who Took a Req'd Licensure Exam	47	0	38	85
Licensure Rate	100%	--	100%	100%

Total Postsecondary Membership Hours	197,151
Total Distinct Postsecondary Headcount	840

Secondary Students				
	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	29,830	2,088	3,336	35,254
Distinct Student Headcount	199	3	3	205
Certificate Awardees (program length) ¶¶	26	0	5	31
% Secondary Students Earning Certificate				15%

Job Upgrade Students ¶¶				
	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	4,577	0	0	4,577
Distinct Student Headcount	42	0	0	42
Additional Program Graduates	4	0	0	4

Continuing Occupational Education Students				
	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	5,224	0	0	5,224
Distinct Student Headcount	81	0	0	81

Students Enrolled in Other Training	
Membership Hours	26,200
Distinct Student Headcount	289
Basic Skills Students	127
Personal Interest Students	154
Job Re-entry Students	0
Senior Citizens	8

Total Secondary Membership Hours	35,254
Total Distinct Secondary Headcount	205

† Certificate-seeking students are counted once in each accredited program in which they enroll. Hence, a student who completes an accredited program and enrolls in a separate program (e.g., completion of Certified Nursing Assistant and subsequent enrollment in Surgical Technology) is counted twice herein.

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§ Non-graduate completers, under direction received from the Council on Occupational Education, include those students who exit their programs of study without obtaining an accredited certificate but obtain employment in a field related to instruction received consequent to the students' studies at the technical college. This category also includes students who leave a program unsuccessfully but enroll at another institution of higher education where an articulation agreement exists, allowing students' coursework to fulfill program requirements elsewhere.

¶ Students documented to be unavailable to earn a credential in their program(s), or to be placed in employment, due to situations such as pregnancy, other serious health-related issues (physical/mental/behavioral), caring for ill family members, incarceration, death, service with a foreign aid organization of the U.S. Government (e.g., Peace Corps), an official church mission, military relocation, etc.

¶¶ All Job Upgrade students are currently employed in a field related to the instruction received, enrolling in specific courses belonging to an accredited program with the intent to advance in the workplace. Because these students enroll in portions of accredited programs, they are included in annual completion and placement figures reported to the Council on Occupational Education. These students generally enroll in only small portions of programs, and thus are typically reported to COE as non-graduate completers due to their related employment. Herein they are held separate from certificate-seeking students, or those students intending to complete a full program and earn a postsecondary credential. Because they are held separate from certificate-seekers, completion and placement rates displayed above are not equal to those reported to the college's accrediting body.

¶¶ Note that secondary headcounts displayed are stratified by the total hours accrued by students within FY 2019. Secondary certificate awardees, conversely, are stratified by the length of program completed, irrespective of when the required hours were completed. Some students began their certificate programs and accrued most of the required hours prior to FY 2019, but completed their certificate programs during the fiscal year. Hence, the number of secondary certificate awardees in a particular program length stratification may be greater than the headcount of students accruing the specified amount of hours during the fiscal year.

## Final Uintah Basin Technical College FY 2019 Student Enrollment and Outcomes Report

12/6/19 Draft - *Certified by President Weight 12/9/19*

Certificate-seeking Students					
	(Program Length)			Incarcerated Students	Total
	0-599 hours	600-899 hours	900+ hours		
Membership Hours	44,785	23,287	56,494	4,680	129,246
Distinct Student Headcount				24	467
Sum of Individual Program Headcounts (allowing enrollment in multiple programs) †	282	76	114	24	496
Still Enrolled	33	23	30	6	92
Graduates	228	45	64	17	354
Non-graduates	21	8	20	1	50
Graduation Rate‡	92%	85%	76%	94%	88%
Non-graduate Completers ("Early Hiies") §	10	6	12	0	28
Allowable Subtractions	1	0	1	0	2
Withdrawn & Enrolled in Another Program	1	0	0	0	1
Unavailable to Earn a Credential ¶	0	0	1	0	1
Completion Rate	96%	96%	92%	94%	95%
Placed Students (includes Non-graduate Completers)	215	42	68	0	325
Related Employment	188	31	57	0	276
Military Service	0	0	0	0	0
Continuing Education	27	11	11	0	49
Allowable Subtractions	1	3	1	17	22
Awaiting Licensure	0	1	0	0	1
Unavailable for Employment ¶	1	2	1	17	21
Refused Employment	0	0	0	0	0
Unplaced Students	22	6	7	0	35
Placement Rate	91%	88%	91%	--	90%
Graduates who Passed a Req'd Licensure Exam	63	4	20	0	87
Graduates who Took a Req'd Licensure Exam	63	4	20	0	87
Licensure Rate	100%	--	100%	--	100%

<b>Total Postsecondary Membership Hours</b>	<b>208,761</b>
<b>Total Distinct Postsecondary Headcount</b>	<b>2,356</b>

Secondary Students				
	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	233,638	21,370	8,116	263,124
Distinct Student Headcount	1,604	30	8	1,642
Certificate Awardees (program length) ¶	144	60	16	220
% Secondary Students Earning Certificate				13%

Job Upgrade Students ¶				
	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	5,673	0	0	5,673
Distinct Student Headcount	43	0	0	43

Continuing Occupational Education Students				
	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	23,707	20,984	0	44,691
Distinct Student Headcount	1,617	30	0	1,647

Students Enrolled in Other Training	
Membership Hours	29,152
Distinct Student Headcount	276
Basic Skills Students	52
Personal Interest Students	222
Job Re-entry Students	1
Senior Citizens	1

† Certificate-seeking students are counted once in each accredited program in which they enroll. Hence, a student who completes an accredited program and enrolls in a separate program (e.g., completion of Certified Nursing Assistant and subsequent enrollment in Surgical Technology) is counted twice herein.

‡ Note that graduation rates reported to the Council on Occupational Education differ from those shown here due to methodological differences. Whereas COE instructs accredited institutions to remove allowable subtractions prior to the calculation of graduation rates, the rates presented herein are calculated prior to the removal of allowable subtractions.

§ Non-graduate completers, under direction received from the Council on Occupational Education, include those students who exit their programs of study without obtaining an accredited certificate but obtain employment in a field related to instruction received consequent to the students' studies at the technical college. This category also includes students who leave a program unsuccessfully but enroll at another institution of higher education where an articulation agreement exists, allowing students' coursework to fulfill program requirements elsewhere.

¶ Students documented to be unavailable to earn a credential in their program(s), or to be placed in employment, due to situations such as pregnancy, other serious health-related issues (physical/mental/behavioral), caring for ill family members, incarceration, death, service with a foreign aid organization of the U.S. Government (e.g., Peace Corps), an official church mission, military relocation, etc.

¶ All Job Upgrade students are currently employed in a field related to the instruction received, enrolling in specific courses belonging to an accredited program with the intent to advance in the workplace. Because these students enroll in portions of accredited programs, they are included in annual completion and placement figures reported to the Council on Occupational Education. These students generally enroll in only small portions of programs, and thus are typically reported to COE as non-graduate completers due to their related employment. Herein they are held separate from certificate-seeking students, or those students intending to complete a full program and earn a postsecondary credential. Because they are held separate from certificate-seekers, completion and placement rates displayed above are not equal to those reported to the college's accrediting body.

¶ Note that secondary headcounts displayed are stratified by the total hours accrued by students within FY 2019. Secondary certificate awardees, conversely, are stratified by the length of program completed, irrespective of when the required hours were completed. Some students began their certificate programs and accrued most of the required hours prior to FY 2019, but completed their certificate programs during the fiscal year. Hence, the number of secondary certificate awardees in a particular program length stratification may be greater than the headcount of students accruing the specified amount of hours during the fiscal year.





# **UTAH SYSTEM OF TECHNICAL COLLEGES**

## **AGENDA ITEM**

### **BOARD OF TRUSTEES – EXECUTIVE COMMITTEE**

**December 18, 2019**

ITEM: 3

TOPIC: Approval of FY 2019 Performance-based Funding Report (College Scores and Allocations)

#### **BACKGROUND**

In accordance with UCA 53B-7-705(5)(b), the Board of Trustees must annually submit a report to the Higher Education Appropriations Subcommittee detailing each technical college's performance as measured by UTech's performance-based funding model. This report is to be submitted at least 30 days prior to the opening of the legislative general session. For the 2020 general session, this deadline is December 29, 2019.

Utah statute requires the Board to compare colleges' FY 2019 performance with their average performance over the prior four years. Where a college's growth exceeds 5% in one of the model's performance categories, the college may receive 100% of potential funding tied to that category. Where a college shows improvement of less than 5%, the college may receive a prorated portion of potential funding. And where a college fails to show any improvement over the prior four-year average, no money is awarded.

In 2019 UTech administration was appropriated \$1.65 million for performance awards, \$684,441 of which is already obligated to colleges due to improvements observed in FY 2018. In Fall 2019 Commissioner's staff noted a keystroke error in 2018's performance calculations that ultimately understated Southwest Tech's 2018 award by \$7,963. (This error is examined in the attached document called "Corrections to Approved FY 2018 Performance Funding Allocations".) The Office of the Commissioner recommends that STech's obligated funds be increased by this amount, leaving \$957,596 available in 2019 performance awards.

The Office of the Commissioner has produced the attached report scoring each college's FY 2019 performance and calculating funding awards consequent to improvements observed. Of the \$957,596 available in performance awards, \$720,088 (75.20%) were earned by technical colleges this year.

Legislative instruction is that UTech utilize the remaining \$237,508 rather than saving it until 2020's performance is calculated. Because Southwest Tech's performance award was understated in 2018, the Office of the Commissioner recommends that a one-time award of \$7,963 be given to the college to make up for the funds' absence last year.

Recommendations for using the remaining \$229,545 will be discussed in the Trustees' January 2020 meeting.

RECOMMENDATION

UTech administration recommends that the Executive Committee approve of the attached FY 2019 Performance-based Funding Report for submission to the Higher Education Appropriations Subcommittee. UTech Administration further recommends that the Board authorize the Office of the Commissioner to distribute performance-based funding awards to the technical colleges as outlined above and in the attached report.

Attachments:   FY 2019 Performance-based Funding Report  
                      Corrections to Approved FY 2018 Performance Funding Allocations

## FY 2020 Technical College Maximum Performance-based Funding Allocations

**Total Funding Available to UTech Institutions\***

**\$957,596**

**==12/17/2019 DRAFT**

*to be distributed based on total appropriated budget*  
*to be distributed based on total membership hours*

**50%**  
**50%**

College	Total Appropriated Budget			Membership Hours			Total Funding Available
	FY 2019 Actual	Share of Total	Funding Available	FY 2019 Actual	Share of Total	Funding Available	
Bridgerland Technical College	\$15,432,800	16.85%	\$80,665	1,216,709	18.09%	\$86,606	<b>\$167,271</b>
Davis Technical College	\$18,231,000	19.90%	\$95,290	1,498,918	22.28%	\$106,694	<b>\$201,984</b>
Dixie Technical College	\$8,047,300	8.78%	\$42,062	403,590	6.00%	\$28,728	<b>\$70,790</b>
Mountainland Technical College	\$13,388,200	14.62%	\$69,978	1,351,914	20.10%	\$96,230	<b>\$166,208</b>
Ogden-Weber Technical College	\$17,318,900	18.91%	\$90,523	1,259,715	18.73%	\$89,667	<b>\$180,190</b>
Southwest Technical College	\$6,031,500	6.58%	\$31,526	291,392	4.33%	\$20,741	<b>\$52,267</b>
Tooele Technical College	\$4,532,900	4.95%	\$23,693	232,405	3.46%	\$16,543	<b>\$40,235</b>
Uintah Basin Technical College	\$8,621,300	9.41%	\$45,062	471,885	7.02%	\$33,589	<b>\$78,651</b>
<b>Total</b>	<b>\$91,603,900</b>	<b>100.00%</b>	<b>\$478,798</b>	<b>6,726,528</b>	<b>100.00%</b>	<b>\$478,798</b>	<b>\$957,596</b>

\* In FY 2020 UTech was appropriated \$1.65 million to distribute to technical colleges consequent to performance improvements observed in FY 2018 and FY 2019. Awards totaling \$684,441 were previously approved by the Executive Committee of the Board of Trustees consequent to improvements observed in FY 2018, and are intended to be ongoing. In addition, a keystroke error in FY 2018's performance scoring resulted in an understatement of Southwest Technical College's award by \$7,963. Upon adding this amount to previously approved ongoing awards, \$957,596 of the original \$1.65 million remain to be distributed to technical colleges consequent to performance improvements observed in FY 2019.

## UTech System FY 2020 Performance-based Funding Summary

**==12/17/2019 DRAFT**

College	Funding Available	Funding Awarded	Percent Awarded	Share of System Funds Awarded	Residual Funds
Bridgerland Technical College	\$167,271	\$117,089	70.00%	16.26%	\$50,181
Davis Technical College	\$201,984	\$174,391	86.34%	24.22%	\$27,593
Dixie Technical College	\$70,790	\$52,727	74.48%	7.32%	\$18,062
Mountainland Technical College	\$166,208	\$116,345	70.00%	16.16%	\$49,862
Ogden-Weber Technical College	\$180,190	\$126,133	70.00%	17.52%	\$54,057
Southwest Technical College	\$52,267	\$44,427	85.00%	6.17%	\$7,840
Tooele Technical College	\$40,235	\$32,188	80.00%	4.47%	\$8,047
Uintah Basin Technical College	\$78,651	\$56,787	72.20%	7.89%	\$21,864
<b>Total</b>	<b>\$957,596</b>	<b>\$720,089</b>	<b>75.20%</b>	<b>100.00%</b>	<b>\$237,507</b>

## Technical College FY 2020 Performance Scores & Funding Summaries

Expected Performance Increase

5%

==12/17/2019 DRAFT

### Bridgerland Technical College

Category	Weight	Category Funding Available	'15-'18 Average Score	FY 2019 Score	Growth	Funding Awarded	Residual Funds
Certificate Programs	30%	\$50,181	2,357	3,374	43.15%	\$50,181	100.00%
Short-term Occupational Training	10%	\$16,727	194	169	-12.56%	\$0	0.00%
Secondary Completion	15%	\$25,091	12	56	349.35%	\$25,091	100.00%
Placement	25%	\$41,818	1,085	1,519	39.95%	\$41,818	100.00%
Efficiency	20%	\$33,454	212	204	-3.77%	\$0	0.00%
<b>Total Allocation</b>		\$167,271				\$117,089	70.00%
							\$50,181

### Davis Technical College

Category	Weight	Category Funding Available	'15-'18 Average Score	FY 2019 Score	Growth	Funding Awarded	Residual Funds
Certificate Programs	30%	\$60,595	3,847	4,559	18.51%	\$60,595	100.00%
Short-term Occupational Training	10%	\$20,198	86	77	-11.27%	\$0	0.00%
Secondary Completion	15%	\$30,298	164	180	9.54%	\$30,298	100.00%
Placement	25%	\$50,496	1,569	2,056	31.07%	\$50,496	100.00%
Efficiency	20%	\$40,397	173	180	4.08%	\$33,002	81.70%
<b>Total Allocation</b>		\$201,984				\$174,391	86.34%
							\$27,593

### Dixie Technical College

Category	Weight	Category Funding Available	'15-'18 Average Score	FY 2019 Score	Growth	Funding Awarded	Residual Funds
Certificate Programs	30%	\$21,237	761	1,387	82.26%	\$21,237	100.00%
Short-term Occupational Training	10%	\$7,079	525	537	2.24%	\$3,175	44.85%
Secondary Completion	15%	\$10,618	48	90	86.02%	\$10,618	100.00%
Placement	25%	\$17,697	387	1,045	170.01%	\$17,697	100.00%
Efficiency	20%	\$14,158	197	183	-7.28%	\$0	0.00%
<b>Total Allocation</b>		\$70,790				\$52,727	74.48%
							\$18,062

### Mountainland Technical College

Category	Weight	Category Funding Available	'15-'18 Average Score	FY 2019 Score	Growth	Funding Awarded	Residual Funds
Certificate Programs	30%	\$49,862	4,421	6,097	37.90%	\$49,862	100.00%
Short-term Occupational Training	10%	\$16,621	82	1	-98.42%	\$0	0.00%
Secondary Completion	15%	\$24,931	409	433	5.84%	\$24,931	100.00%
Placement	25%	\$41,552	1,236	2,304	86.34%	\$41,552	100.00%
Efficiency	20%	\$33,242	278	242	-12.92%	\$0	0.00%
<b>Total Allocation</b>		\$166,208				\$116,345	70.00%
							\$49,862

### Ogden-Weber Technical College

Category	Weight	Category Funding Available	'15-'18 Average Score	FY 2019 Score	Growth	Funding Awarded	Residual Funds
Certificate Programs	30%	\$54,057	3,095	3,578	15.61%	\$54,057	100.00%
Short-term Occupational Training	10%	\$18,019	100	95	-4.82%	\$0	0.00%
Secondary Completion	15%	\$27,029	98	109	10.52%	\$27,029	100.00%
Placement	25%	\$45,048	1,550	2,439	57.35%	\$45,048	100.00%
Efficiency	20%	\$36,038	163	142	-12.54%	\$0	0.00%
<b>Total Allocation</b>		\$180,190				\$126,133	70.00%
							\$54,057

### Southwest Technical College

Category	Weight	Category Funding Available	'15-'18 Average Score	FY 2019 Score	Growth	Funding Awarded	Residual Funds
Certificate Programs	30%	\$15,680	651	1,330	104.22%	\$15,680	100.00%
Short-term Occupational Training	10%	\$5,227	45	84	86.42%	\$5,227	100.00%
Secondary Completion	15%	\$7,840	52	49	-5.99%	\$0	0.00%
Placement	25%	\$13,067	403	772	91.72%	\$13,067	100.00%
Efficiency	20%	\$10,453	229	269	17.40%	\$10,453	100.00%
<b>Total Allocation</b>		\$52,267				\$44,427	85.00%
							\$7,840

### Tooele Technical College

Category	Weight	Category Funding Available	'15-'18 Average Score	FY 2019 Score	Growth	Funding Awarded	Residual Funds
Certificate Programs	30%	\$12,071	541	745	37.84%	\$12,071	100.00%
Short-term Occupational Training	10%	\$4,024	7	9	28.11%	\$4,024	100.00%
Secondary Completion	15%	\$6,035	57	72	26.50%	\$6,035	100.00%
Placement	25%	\$10,059	430	592	37.62%	\$10,059	100.00%
Efficiency	20%	\$8,047	218	160	-26.82%	\$0	0.00%
<b>Total Allocation</b>		\$40,235				\$32,188	80.00%
							\$8,047

### Utah Basin Technical College

Category	Weight	Category Funding Available	'15-'18 Average Score	FY 2019 Score	Growth	Funding Awarded	Residual Funds
Certificate Programs	30%	\$23,595	1,132	1,467	29.62%	\$23,595	100.00%
Short-term Occupational Training	10%	\$7,865	211	167	-20.93%	\$0	0.00%
Secondary Completion	15%	\$11,798	111	149	34.77%	\$11,798	100.00%
Placement	25%	\$19,663	632	641	1.44%	\$5,663	28.80%
Efficiency	20%	\$15,730	257	309	20.40%	\$15,730	100.00%
<b>Total Allocation</b>		\$78,651				\$56,787	72.20%
							\$21,864

### System Totals

Category	Weight	Category Funding Available	'15-'18 Average Score	FY 2019 Score	Growth	Funding Awarded	Residual Funds
Certificate Programs	30%	\$287,279				\$287,279	100.00%
Short-term Occupational Training	10%	\$95,760				\$12,425	12.98%
Secondary Completion	15%	\$143,639				\$135,799	94.54%
Placement	25%	\$239,399				\$225,400	94.15%
Efficiency	20%	\$191,519				\$59,186	30.90%
<b>Total Allocation</b>		\$957,596				\$720,089	75.20%
							\$237,507

# Bridgerland Technical College FY 2015-19 Performance Scores

==12/17/2019 DRAFT

				FY 2015		FY 2016		FY 2017		FY 2018		FY 2019	
				Count	Attainment	Count	Attainment	Count	Attainment	Count	Attainment	Count	Attainment
				Weighting Per Unit	Multiplier								
<b>Certificate Programs</b>				<b>30%</b>									
COE-approved Program Graduates (includes postsecondary & secondary awardees by program length)													
≤ 599 Hours				1.00		412	412	474	474	464	464	277	277
600 - 899 Hours				3.00		104	312	36	108	88	264	96	288
≥ 900 Hours				5.00		265	1,325	277	1,385	295	1,475	370	1,850
Additional Points for Graduates from High Demand/High Impact Programs*				1.00		165	165	163	163	198	198	268	268
<b>Category Total</b>						<b>2,214</b>		<b>2,130</b>		<b>2,401</b>		<b>2,683</b>	
<b>Short-term Occupational Training</b>				<b>10%</b>									
Job Upgrade & Continuing Occupational Education Course Completers (course lengths)													
≥ 60 Hours				0.20		387	77	264	53	190	38	150	30
< 60 Hours				0.10		1,399	140	1,573	157	1,526	153	1,265	127
<b>Category Total</b>						<b>217</b>		<b>210</b>		<b>191</b>		<b>157</b>	
<b>Secondary Completion</b>				<b>15%</b>									
Additional Points for Secondary Program Graduates (program lengths)													
≤ 599 Hours				0.25		-	-	-	-	4	1	45	11
600 - 899 Hours				0.50		-	-	-	-	-	-	-	-
≥ 900 Hours				1.00		1	1	-	-	4	4	9	9
% of Enrollees from Current Yr's HS Graduating Class Earning Cert. before HS Graduation†‡					200	0%	0	0%	-	1%	1	2%	4
% of Enrollees from Prior Yr's HS Graduating Class Earning Cert. before/within 1 Yr. of HS Graduation†‡					100	4%	4	4%	4	3%	3	5%	5
<b>Category Total</b>						<b>5</b>		<b>4</b>		<b>10</b>		<b>30</b>	
<b>Placement</b>				<b>25%</b>									
Total Certificate-seeking Student Placements				1.00		545	545	701	701	723	723	749	749
<i>Related Employment</i>						396		504		553		628	
<i>Military Service</i>						1		-		1		-	
<i>Continuing Education</i>						148		197		169		121	
Additional Points for Under-served/At-risk Student Placements§				0.50		177	89	216	108	254	127	205	103
Additional Points for Placements from High Demand/High Impact Programs*				1.00		152	152	209	209	223	223	271	271
Placement Rate (includes Graduates & Early Hires)†					100	84%	84	86%	86	81%	81	90%	90
<b>Category Total</b>						<b>870</b>		<b>1,104</b>		<b>1,154</b>		<b>1,213</b>	
<b>Efficiency</b>				<b>20%</b>									
Graduation Rates (program lengths)†													
≤ 599 Hours				50		98%	49	88%	44	93%	47	86%	43
600 - 899 Hours				75		65%	49	59%	44	67%	50	55%	41
≥ 900 Hours				100		70%	70	70%	70	50%	50	51%	51
Certificate-seeking Graduates per FTE				50		1.35	68	1.25	62	1.22	61	1.00	50
<i>Certificate-seeking Graduates</i>						780		787		839		743	
<i>Certificate-seeking Membership Hours</i>						518,915		566,720		616,982		665,472	
<b>Category Total</b>						<b>235</b>		<b>221</b>		<b>208</b>		<b>185</b>	

\* Specific programs are identified by DWS.

† All rate calculations shall be multiplied by the multipliers shown above. For example, where a college has a 77% placement rate, this value is multiplied by 100, resulting in 77 points added to the college's subscore for the model's placement portion.

‡ The percent of the current year's enrolled high school seniors who earn a certificate before high school graduation requires examination of the previous three years of data to capture certificates awarded while students were underclassmen. The prior year's high school seniors earning a certificate within one year of high school graduation analyzes the proportion of high school seniors from the prior year who: (1) earned a credential at any time while in high school (the previous four years of data are analyzed to capture certificates awarded while students were underclassmen); or (2) became postsecondary students within the last year and earned a credential within twelve months of high school graduation.

§ Please see the UTech Data Dictionary for the Board-approved definition of "underserved student".

# Davis Technical College FY 2015-19 Performance Scores

==12/17/2019 DRAFT

==12/17/2019 DRAFT

			FY 2015		FY 2016		FY 2017		FY 2018		FY 2019		
	Weighting Per Unit	Multiplier	Count	Attainment	Count	Attainment	Count	Attainment	Count	Attainment	Count	Attainment	
Certificate Programs			30%										
COE-approved Program Graduates (includes postsecondary & secondary awardees by program length)													
≤ 599 Hours	1.00		589	589	490	490	644	644	532	532	686	686	
600 - 899 Hours	3.00		173	519	211	633	179	537	176	528	192	576	
≥ 900 Hours	5.00		369	1,845	460	2,300	580	2,900	591	2,955	525	2,625	
Additional Points for Graduates from High Demand/High Impact Programs*	1.00		201	201	221	221	243	243	251	251	672	672	
Category Total			3,154		3,644		4,324		4,266		4,559		
Short-term Occupational Training			10%										
Job Upgrade & Continuing Occupational Education Course Completers (course lengths)													
≥ 60 Hours	0.20		140	28	192	38	107	21	141	28	17	3	
< 60 Hours	0.10		417	42	551	55	637	64	688	69	732	73	
Category Total			70		94		85		97		77		
Secondary Completion			15%										
Additional Points for Secondary Program Graduates (program lengths)													
≤ 599 Hours	0.25		165	41	175	44	209	52	147	37	217	54	
600 - 899 Hours	0.50		21	11	44	22	24	12	40	20	40	20	
≥ 900 Hours	1.00		9	9	14	14	20	20	31	31	24	24	
% of Enrollees from Current Yr's HS Graduating Class Earning Cert. before HS Graduation†‡		200	22%	45	29%	58	24%	47	24%	47	22%	44	
% of Enrollees from Prior Yr's HS Graduating Class Earning Cert. before/within 1 Yr. of HS Graduation†‡		100	28%	28	38%	38	42%	42	38%	38	38%	38	
Category Total			134		175		174		173		180		
Placement			25%										
Total Certificate-seeking Student Placements			1.00	984	984	1,021	1,021	982	982	1,000	1,000	1,079	1,079
Related Employment				782		842		773		789		729	
Military Service				1		4		6		3		4	
Continuing Education				201		175		203		208		346	
Additional Points for Under-served/At-risk Student Placements§	0.50		343	172	374	187	388	194	399	200	403	202	
Additional Points for Placements from High Demand/High Impact Programs*	1.00		283	283	302	302	282	282	325	325	695	695	
Placement Rate (includes Graduates & Early Hires)†		100	88%	88	88%	88	82%	82	85%	85	80%	80	
Category Total			1,527		1,598		1,540		1,610		2,056		
Efficiency			20%										
Graduation Rates (program lengths)†													
≤ 599 Hours		50	82%	41	79%	40	78%	39	77%	38	83%	42	
600 - 899 Hours		75	55%	41	58%	43	57%	43	64%	48	52%	39	
≥ 900 Hours		100	42%	42	43%	43	43%	43	39%	39	47%	47	
Certificate-seeking Graduates per FTE		50	0.92	46	0.87	43	1.09	54	0.95	47	1.05	53	
Certificate-seeking Graduates			936		928		1,150		1,081		1,184		
Certificate-seeking Membership Hours			915,287		960,423		953,826		1,027,271		1,012,434		
Category Total			170		170		179		173		180		

\* Specific programs are identified by DWS.

† All rate calculations shall be multiplied by the multipliers shown above. For example, where a college has a 77% placement rate, this value is multiplied by 100, resulting in 77 points added to the college's subscore for the model's placement portion.

‡ The percent of the current year's enrolled high school seniors who earn a certificate before high school graduation requires examination of the previous three years of data to capture certificates awarded while students were underclassmen. The prior year's high school seniors earning a certificate within one year of high school graduation analyzes the proportion of high school seniors from the prior year who: (1) earned a credential at any time while in high school (the previous four years of data are analyzed to capture certificates awarded while students were underclassmen); or (2) became postsecondary students within the last year and earned a credential within twelve months of high school graduation.

§ Please see the UTech Data Dictionary for the Board-approved definition of "underserved student".

# Dixie Technical College FY 2015-19 Performance Scores

==12/17/2019 DRAFT

==12/17/2019 DRAFT			FY 2015		FY 2016		FY 2017		FY 2018		FY 2019		
	Weighting Per Unit	Multiplier	Count	Attainment	Count	Attainment	Count	Attainment	Count	Attainment	Count	Attainment	
Certificate Programs			30%										
COE-approved Program Graduates (includes postsecondary & secondary awardees by program length)													
≤ 599 Hours	1.00		99	99	107	107	140	140	138	138	150	150	
600 - 899 Hours	3.00		33	99	39	117	50	150	58	174	76	228	
≥ 900 Hours	5.00		60	300	108	540	102	510	110	550	144	720	
Additional Points for Graduates from High Demand/High Impact Programs*	1.00		3	3	34	34	28	28	55	55	289	289	
Category Total				501		798		828		917		1,387	
Short-term Occupational Training			10%										
Job Upgrade & Continuing Occupational Education Course Completers (course lengths)													
≥ 60 Hours	0.20		184	37	203	41	40	8	18	4	125	25	
< 60 Hours	0.10		5,908	591	6,424	642	3,608	361	4,175	418	5,119	512	
Category Total				628		683		369		421		537	
Secondary Completion			15%										
Additional Points for Secondary Program Graduates (program lengths)													
≤ 599 Hours	0.25		51	13	44	11	62	16	48	12	48	12	
600 - 899 Hours	0.50		5	3	3	2	4	2	6	3	6	3	
≥ 900 Hours	1.00		3	3	4	4	11	11	7	7	14	14	
% of Enrollees from Current Yr's HS Graduating Class Earning Cert. before HS Graduation†‡		200	9%	18	9%	18	8%	16	6%	12	25%	51	
% of Enrollees from Prior Yr's HS Graduating Class Earning Cert. before/within 1 Yr. of HS Graduation†‡		100	7%	7	13%	13	12%	12	11%	11	10%	10	
Category Total				43		47		57		45		90	
Placement			25%										
Total Certificate-seeking Student Placements			1.00	144	144	161	161	243	243	291	291	448	448
Related Employment			134		140		221		261		425		
Military Service			-		-		-		1		1		
Continuing Education			10		21		22		29		22		
Additional Points for Under-served/At-risk Student Placements§	0.50		68	34	56	28	93	47	140	70	182	91	
Additional Points for Placements from High Demand/High Impact Programs*	1.00		18	18	31	31	42	42	68	68	411	411	
Placement Rate (includes Graduates & Early Hires)†		100	96%	96	92%	92	94%	94	88%	88	95%	95	
Category Total				292		312		426		517		1,045	
Efficiency			20%										
Graduation Rates (program lengths)†													
≤ 599 Hours		50	95%	47	100%	50	91%	46	84%	42	92%	46	
600 - 899 Hours		75	73%	54	85%	64	44%	33	34%	26	30%	23	
≥ 900 Hours		100	56%	56	73%	73	56%	56	61%	61	66%	66	
Certificate-seeking Graduates per FTE		50	0.62	31	0.96	48	1.02	51	1.01	51	0.97	48	
Certificate-seeking Graduates			133		203		215		245		298		
Certificate-seeking Membership Hours			191,529		190,508		189,808		217,931		276,992		
Category Total				189		235		185		179		183	

\* Specific programs are identified by DWS.

† All rate calculations shall be multiplied by the multipliers shown above. For example, where a college has a 77% placement rate, this value is multiplied by 100, resulting in 77 points added to the college's subscore for the model's placement portion.

‡ The percent of the current year's enrolled high school seniors who earn a certificate before high school graduation requires examination of the previous three years of data to capture certificates awarded while students were underclassmen. The prior year's high school seniors earning a certificate within one year of high school graduation analyzes the proportion of high school seniors from the prior year who: (1) earned a credential at any time while in high school (the previous four years of data are analyzed to capture certificates awarded while students were underclassmen); or (2) became postsecondary students within the last year and earned a credential within twelve months of high school graduation.

§ Please see the UTech Data Dictionary for the Board-approved definition of "underserved student".



# Mountainland Technical College FY 2015-19 Performance Scores

==12/17/2019 DRAFT

==12/17/2019 DRAFT				FY 2015		FY 2016		FY 2017		FY 2018		FY 2019	
	Weighting Per Unit	Multiplier	Count	Attainment	Count	Attainment	Count	Attainment	Count	Attainment	Count	Attainment	
Certificate Programs				30%									
COE-approved Program Graduates (includes postsecondary & secondary awardees by program length)													
≤ 599 Hours	1.00		1,359	1,359	1,225	1,225	961	961	876	876	1,233	1,233	
600 - 899 Hours	3.00		127	381	188	564	261	783	331	993	492	1,476	
≥ 900 Hours	5.00		266	1,330	321	1,605	703	3,515	505	2,525	453	2,265	
Additional Points for Graduates from High Demand/High Impact Programs*	1.00		403	403	401	401	464	464	300	300	1,123	1,123	
Category Total				3,473		3,795		5,723		4,694		6,097	
Short-term Occupational Training				10%									
Job Upgrade & Continuing Occupational Education Course Completers (course lengths)													
≥ 60 Hours	0.20		286	57	406	81	441	88	482	96	-	-	
< 60 Hours	0.10		43	4	10	1	3	0	4	0	13	1	
Category Total				62		82		89		97		1	
Secondary Completion				15%									
Additional Points for Secondary Program Graduates (program lengths)													
≤ 599 Hours	0.25		580	145	504	126	572	143	481	120	707	177	
600 - 899 Hours	0.50		31	16	87	44	83	42	91	46	136	68	
≥ 900 Hours	1.00		12	12	20	20	113	113	74	74	23	23	
% of Enrollees from Current Yr's HS Graduating Class Earning Cert. before HS Graduation†‡		200	61%	121	56%	111	58%	116	52%	104	48%	96	
% of Enrollees from Prior Yr's HS Graduating Class Earning Cert. before/within 1 Yr. of HS Graduation†‡		100	69%	69	73%	73	70%	70	72%	72	69%	69	
Category Total				363		374		484		416		433	
Placement				25%									
Total Certificate-seeking Student Placements	1.00		758	758	747	747	999	999	826	826	1,187	1,187	
Related Employment			591		621		845		695		964		
Military Service			-		-		1		1		1		
Continuing Education			167		126		153		130		222		
Additional Points for Under-served/At-risk Student Placements§	0.50		175	88	191	96	290	145	236	118	353	177	
Additional Points for Placements from High Demand/High Impact Programs*	1.00		131	131	143	143	361	361	189	189	854	854	
Placement Rate (includes Graduates & Early Hires)†		100	87%	87	90%	90	88%	88	80%	80	86%	86	
Category Total				1,064		1,076		1,593		1,213		2,304	
Efficiency				20%									
Graduation Rates (program lengths)†													
≤ 599 Hours		50	90%	45	92%	46	91%	46	92%	46	89%	45	
600 - 899 Hours		75	90%	68	89%	67	75%	56	75%	56	59%	44	
≥ 900 Hours		100	83%	83	85%	85	78%	78	73%	73	78%	78	
Certificate-seeking Graduates per FTE		50	1.91	95	1.84	92	1.83	91	1.69	85	1.51	75	
Certificate-seeking Graduates			1,129		1,123		1,157		1,066		1,312		
Certificate-seeking Membership Hours			533,091		549,676		569,099		566,848		783,087		
Category Total				291		289		271		260		242	

\* Specific programs are identified by DWS.

† All rate calculations shall be multiplied by the multipliers shown above. For example, where a college has a 77% placement rate, this value is multiplied by 100, resulting in 77 points added to the college's subscore for the model's placement portion.

‡ The percent of the current year's enrolled high school seniors who earn a certificate before high school graduation requires examination of the previous three years of data to capture certificates awarded while students were underclassmen. The prior year's high school seniors earning a certificate within one year of high school graduation analyzes the proportion of high school seniors from the prior year who: (1) earned a credential at any time while in high school (the previous four years of data are analyzed to capture certificates awarded while students were underclassmen); or (2) became postsecondary students within the last year and earned a credential within twelve months of high school graduation.

§ Please see the UTech Data Dictionary for the Board-approved definition of "underserved student".

# Ogden-Weber Technical College FY 2015-19 Performance Scores

==12/17/2019 DRAFT

==12/17/2019 DRAFT				FY 2015		FY 2016		FY 2017		FY 2018		FY 2019	
	Weighting Per Unit	Multiplier	Count	Attainment	Count	Attainment	Count	Attainment	Count	Attainment	Count	Attainment	
Certificate Programs30%													
COE-approved Program Graduates (includes postsecondary & secondary awardees by program length)													
≤ 599 Hours	1.00		685	685	827	827	369	369	364	364	366	366	
600 - 899 Hours	3.00		139	417	122	366	133	399	101	303	147	441	
≥ 900 Hours	5.00		416	2,080	399	1,995	389	1,945	389	1,945	439	2,195	
Additional Points for Graduates from High Demand/High Impact Programs*	1.00		159	159	230	230	140	140	156	156	576	576	
Category Total				3,341		3,418		2,853		2,768		3,578	
Short-term Occupational Training10%													
Job Upgrade & Continuing Occupational Education Course Completers (course lengths)													
≥ 60 Hours	0.20		79	16	90	18	622	124	565	113	270	54	
< 60 Hours	0.10		154	15	161	16	511	51	463	46	412	41	
Category Total				31		34		176		159		95	
Secondary Completion15%													
Additional Points for Secondary Program Graduates (program lengths)													
≤ 599 Hours	0.25		84	21	138	35	104	26	119	30	97	24	
600 - 899 Hours	0.50		12	6	10	5	9	5	6	3	13	7	
≥ 900 Hours	1.00		16	16	10	10	20	20	22	22	30	30	
% of Enrollees from Current Yr's HS Graduating Class Earning Cert. before HS Graduation†‡		200	12%	25	14%	29	13%	26	14%	27	12%	23	
% of Enrollees from Prior Yr's HS Graduating Class Earning Cert. before/within 1 Yr. of HS Graduation†‡		100	22%	22	21%	21	24%	24	20%	20	25%	25	
Category Total				90		99		100		103		109	
Placement25%													
Total Certificate-seeking Student Placements	1.00		995	995	1,111	1,111	855	855	1,105	1,105	1,164	1,164	
Related Employment			848		949		729		981		1,023		
Military Service			3		3		9		6		-		
Continuing Education			144		159		117		118		141		
Additional Points for Under-served/At-risk Student Placements§	0.50		398	199	475	238	378	189	484	242	515	258	
Additional Points for Placements from High Demand/High Impact Programs*	1.00		170	170	206	206	211	211	311	311	926	926	
Placement Rate (includes Graduates & Early Hires)†		100	91%	91	93%	93	92%	92	93%	93	91%	91	
Category Total				1,455		1,648		1,347		1,751		2,439	
Efficiency20%													
Graduation Rates (program lengths)†													
≤ 599 Hours		50	92%	46	83%	42	83%	42	77%	39	72%	36	
600 - 899 Hours		75	40%	30	29%	22	41%	31	22%	17	25%	19	
≥ 900 Hours		100	47%	47	38%	38	38%	38	31%	31	38%	38	
Certificate-seeking Graduates per FTE		50	1.33	66	1.38	69	1.01	51	0.86	43	0.99	49	
Certificate-seeking Graduates			1,128		1,190		758		707		812		
Certificate-seeking Membership Hours			764,255		778,644		673,846		738,108		740,229		
Category Total				190		171		161		129		142	

\* Specific programs are identified by DWS.

† All rate calculations shall be multiplied by the multipliers shown above. For example, where a college has a 77% placement rate, this value is multiplied by 100, resulting in 77 points added to the college's subscore for the model's placement portion.

‡ The percent of the current year's enrolled high school seniors who earn a certificate before high school graduation requires examination of the previous three years of data to capture certificates awarded while students were underclassmen. The prior year's high school seniors earning a certificate within one year of high school graduation analyzes the proportion of high school seniors from the prior year who: (1) earned a credential at any time while in high school (the previous four years of data are analyzed to capture certificates awarded while students were underclassmen); or (2) became postsecondary students within the last year and earned a credential within twelve months of high school graduation.

§ Please see the UTech Data Dictionary for the Board-approved definition of "underserved student".

# Southwest Technical College FY 2015-19 Performance Scores

==12/17/2019 DRAFT

==12/17/2019 DRAFT

			FY 2015		FY 2016		FY 2017		FY 2018		FY 2019	
	Weighting Per Unit	Multiplier	Count	Attainment	Count	Attainment	Count	Attainment	Count	Attainment	Count	Attainment
Certificate Programs			30%									
COE-approved Program Graduates (includes postsecondary & secondary awardees by program length)												
≤ 599 Hours	1.00		142	142	253	253	223	223	222	222	233	233
600 - 899 Hours	3.00		44	132	58	174	48	144	87	261	109	327
≥ 900 Hours	5.00		25	125	30	150	48	240	62	310	109	545
Additional Points for Graduates from High Demand/High Impact Programs*	1.00		48	48	31	31	59	59	91	91	225	225
Category Total			447		608		666		884		1,330	
Short-term Occupational Training			10%									
Job Upgrade & Continuing Occupational Education Course Completers (course lengths)												
≥ 60 Hours	0.20		21	4	38	8	70	14	69	14	86	17
< 60 Hours	0.10		85	9	304	30	619	62	407	41	672	67
Category Total			13		38		76		55		84	
Secondary Completion			15%									
Additional Points for Secondary Program Graduates (program lengths)												
≤ 599 Hours	0.25		34	9	118	30	59	15	58	15	51	13
600 - 899 Hours	0.50		-	-	-	-	-	-	-	-	1	1
≥ 900 Hours	1.00		-	-	1	1	1	1	-	-	1	1
% of Enrollees from Current Yr's HS Graduating Class Earning Cert. before HS Graduation†‡		200	5%	10	15%	29	14%	29	12%	24	10%	21
% of Enrollees from Prior Yr's HS Graduating Class Earning Cert. before/within 1 Yr. of HS Graduation†‡		100	7%	7	9%	9	16%	16	17%	17	14%	14
Category Total			25		69		60		56		49	
Placement			25%									
Total Certificate-seeking Student Placements			1.00		162	162	191	191	219	219	260	260
Related Employment					139		151		175		206	
Military Service					-		-		1		-	
Continuing Education					23		40		43		54	
Additional Points for Under-served/At-risk Student Placements§			0.50		84	42	103	52	110	55	142	71
Additional Points for Placements from High Demand/High Impact Programs*			1.00		47	47	32	32	54	54	77	77
Placement Rate (includes Graduates & Early Hires)†			100		83%	83	93%	93	87%	87	86%	86
Category Total					334		368		415		494	
Efficiency			20%									
Graduation Rates (program lengths)†												
≤ 599 Hours		50	88%	44	90%	45	94%	47	91%	46	91%	46
600 - 899 Hours		75	76%	57	83%	62	63%	47	70%	53	77%	58
≥ 900 Hours		100	37%	37	49%	49	47%	47	58%	58	72%	72
Certificate-seeking Graduates per FTE		50	1.33	66	1.89	95	1.62	81	1.66	83	1.87	93
Certificate-seeking Graduates			177		222		259		313		398	
Certificate-seeking Membership Hours			120,101		105,525		143,500		169,365		191,855	
Category Total					204		250		222		240	

\* Specific programs are identified by DWS.

† All rate calculations shall be multiplied by the multipliers shown above. For example, where a college has a 77% placement rate, this value is multiplied by 100, resulting in 77 points added to the college's subscore for the model's placement portion.

‡ The percent of the current year's enrolled high school seniors who earn a certificate before high school graduation requires examination of the previous three years of data to capture certificates awarded while students were underclassmen. The prior year's high school seniors earning a certificate within one year of high school graduation analyzes the proportion of high school seniors from the prior year who: (1) earned a credential at any time while in high school (the previous four years of data are analyzed to capture certificates awarded while students were underclassmen); or (2) became postsecondary students within the last year and earned a credential within twelve months of high school graduation.

§ Please see the UTech Data Dictionary for the Board-approved definition of "underserved student".

|| In scoring summaries approved in December 2018, Southwest Technical College was erroneously shown to have awarded certificates to 10% of its students who are members of the high school graduating class of 2018 before they even completed high school. In actuality STech awarded certificates to 12% of these students before they completed high school. This correction is reflected herein under the column "FY 2018 Count".

# Tooele Technical College FY 2015-19 Performance Scores

==12/17/2019 DRAFT

				FY 2015		FY 2016		FY 2017		FY 2018		FY 2019	
Weighting Per Unit Multiplier				Count	Attainment	Count	Attainment	Count	Attainment	Count	Attainment	Count	Attainment
<b>Certificate Programs</b>				<b>30%</b>									
COE-approved Program Graduates (includes postsecondary & secondary awardees by program length)													
≤ 599 Hours	1.00			140	140	162	162	147	147	108	108	120	120
600 - 899 Hours	3.00			17	51	13	39	18	54	19	57	11	33
≥ 900 Hours	5.00			49	245	53	265	56	280	69	345	91	455
Additional Points for Graduates from High Demand/High Impact Programs*	1.00			58	58	66	66	63	63	82	82	137	137
<b>Category Total</b>				<b>494</b>		<b>532</b>		<b>544</b>		<b>592</b>		<b>745</b>	
<b>Short-term Occupational Training</b>				<b>10%</b>									
Job Upgrade & Continuing Occupational Education Course Completers (course lengths)													
≥ 60 Hours	0.20			9	2	30	6	25	5	16	3	35	7
< 60 Hours	0.10			12	1	22	2	33	3	54	5	20	2
<b>Category Total</b>				<b>3</b>		<b>8</b>		<b>8</b>		<b>9</b>		<b>9</b>	
<b>Secondary Completion</b>				<b>15%</b>									
Additional Points for Secondary Program Graduates (program lengths)													
≤ 599 Hours	0.25			11	3	17	4	14	4	12	3	26	7
600 - 899 Hours	0.50			-	-	1	1	-	-	-	-	-	-
≥ 900 Hours	1.00			1	1	1	1	-	-	2	2	5	5
% of Enrollees from Current Yr's HS Graduating Class Earning Cert. before HS Graduation†‡		200		12%	24	16%	31	9%	19	12%	24	15%	29
% of Enrollees from Prior Yr's HS Graduating Class Earning Cert. before/within 1 Yr. of HS Graduation†‡		100		26%	26	35%	35	26%	26	24%	24	31%	31
<b>Category Total</b>				<b>54</b>		<b>72</b>		<b>48</b>		<b>53</b>		<b>72</b>	
<b>Placement</b>				<b>25%</b>									
Total Certificate-seeking Student Placements				1.00		195	195	201	201	228	228	220	220
Related Employment						91		85		138		143	
Military Service						-		-		-		1	
Continuing Education						104		116		90		76	
Additional Points for Under-served/At-risk Student Placements§	0.50			103	52	108	54	115	58	105	53	104	52
Additional Points for Placements from High Demand/High Impact Programs*	1.00			50	50	57	57	75	75	95	95	190	190
Placement Rate (includes Graduates & Early Hires)†		100		92%	92	97%	97	97%	97	99%	99	99%	99
<b>Category Total</b>				<b>389</b>		<b>409</b>		<b>458</b>		<b>466</b>		<b>592</b>	
<b>Efficiency</b>				<b>20%</b>									
Graduation Rates (program lengths)†													
≤ 599 Hours		50		94%	47	81%	41	60%	30	63%	31	58%	29
600 - 899 Hours		75		100%	75	55%	41	62%	47	58%	43	48%	36
≥ 900 Hours		100		63%	63	66%	66	40%	40	44%	44	43%	43
Certificate-seeking Graduates per FTE		50		1.58	79	1.71	85	1.57	78	1.25	63	1.04	52
Certificate-seeking Graduates				194		209		207		182		187	
Certificate-seeking Membership Hours				110,803		110,254		118,875		130,635		161,150	
<b>Category Total</b>				<b>263</b>		<b>233</b>		<b>195</b>		<b>182</b>		<b>160</b>	

\* Specific programs are identified by DWS.

† All rate calculations shall be multiplied by the multipliers shown above. For example, where a college has a 77% placement rate, this value is multiplied by 100, resulting in 77 points added to the college's subscore for the model's placement portion.

‡ The percent of the current year's enrolled high school seniors who earn a certificate before high school graduation requires examination of the previous three years of data to capture certificates awarded while students were underclassmen. The prior year's high school seniors earning a certificate within one year of high school graduation analyzes the proportion of high school seniors from the prior year who: (1) earned a credential at any time while in high school (the previous four years of data are analyzed to capture certificates awarded while students were underclassmen); or (2) became postsecondary students within the last year and earned a credential within twelve months of high school graduation.

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# Uintah Basin Technical College FY 2015-19 Performance Scores

==12/17/2019 DRAFT

==12/17/2019 DRAFT

			FY 2015		FY 2016		FY 2017		FY 2018		FY 2019		
	Weighting Per Unit	Multiplier	Count	Attainment	Count	Attainment	Count	Attainment	Count	Attainment	Count	Attainment	
Certificate Programs30%													
COE-approved Program Graduates (includes postsecondary & secondary awardees by program length)													
≤ 599 Hours	1.00		689	689	422	422	399	399	425	425	389	389	
600 - 899 Hours	3.00		51	153	86	258	46	138	33	99	105	315	
≥ 900 Hours	5.00		41	205	63	315	77	385	84	420	80	400	
Additional Points for Graduates from High Demand/High Impact Programs*			1.00	197	197	152	152	136	136	134	134	363	363
Category Total			1,244		1,147		1,058		1,078		1,467		
Short-term Occupational Training10%													
Job Upgrade & Continuing Occupational Education Course Completers (course lengths)													
≥ 60 Hours	0.20		90	18	57	11	45	9	31	6	33	7	
< 60 Hours	0.10		2,703	270	1,943	194	1,595	160	1,771	177	1,606	161	
Category Total			288		206		169		183		167		
Secondary Completion15%													
Additional Points for Secondary Program Graduates (program lengths)													
≤ 599 Hours	0.25		115	29	131	33	122	31	153	38	144	36	
600 - 899 Hours	0.50		19	10	26	13	32	16	28	14	60	30	
≥ 900 Hours	1.00		-	-	11	11	3	3	7	7	16	16	
% of Enrollees from Current Yr's HS Graduating Class Earning Cert. before HS Graduation†‡		200	19%	38	18%	35	20%	40	22%	43	21%	43	
% of Enrollees from Prior Yr's HS Graduating Class Earning Cert. before/within 1 Yr. of HS Graduation†‡		100	19%	19	21%	21	20%	20	22%	22	25%	25	
Category Total			96		114		110		125		149		
Placement25%													
Total Certificate-seeking Student Placements			1.00	570	312	312	319	319	335	335	325	325	
Related Employment				545	273		288		304		276		
Military Service				-	-		-		-		-		
Continuing Education				25	39		31		31		49		
Additional Points for Under-served/At-risk Student Placements§			0.50	139	70	92	46	102	51	78	39	82	41
Additional Points for Placements from High Demand/High Impact Programs*			1.00	124	124	97	97	104	104	94	94	185	185
Placement Rate (includes Graduates & Early Hires)†			100	95%	95	87%	87	91%	91	95%	95	90%	90
Category Total			859		542		565		563		641		
Efficiency20%													
Graduation Rates (program lengths)†													
≤ 599 Hours		50	96%	48	89%	44	87%	44	95%	48	92%	46	
600 - 899 Hours		75	47%	35	58%	43	56%	42	56%	42	85%	64	
≥ 900 Hours		100	57%	57	55%	55	46%	46	68%	68	76%	76	
Certificate-seeking Graduates per FTE			50	2.95	147	1.81	90	1.96	98	2.37	119	2.47	123
Certificate-seeking Graduates				647		403		365		354		354	
Certificate-seeking Membership Hours				197,634		200,531		167,246		134,206		129,246	
Category Total			287		233		230		276		309		

\* Specific programs are identified by DWS.

† All rate calculations shall be multiplied by the multipliers shown above. For example, where a college has a 77% placement rate, this value is multiplied by 100, resulting in 77 points added to the college's subscore for the model's placement portion.

‡ The percent of the current year's enrolled high school seniors who earn a certificate before high school graduation requires examination of the previous three years of data to capture certificates awarded while students were underclassmen. The prior year's high school seniors earning a certificate within one year of high school graduation analyzes the proportion of high school seniors from the prior year who: (1) earned a credential at any time while in high school (the previous four years of data are analyzed to capture certificates awarded while students were underclassmen); or (2) became postsecondary students within the last year and earned a credential within twelve months of high school graduation.

§ Please see the UTech Data Dictionary for the Board-approved definition of "underserved student".

# Corrections to Approved FY 2018 Performance Funding Allocations

December 17, 2019

Upon calculating year-to-date performance-based funding allocations for 2019, UTech staff found an error in 2018's scoring and allocations as approved by the Executive Committee of the Board of Trustees on December 20, 2018. In FY 2018 12% of secondary students at Southwest Technical College graduated with a certificate prior to completing high school, but due to a keystroke error, UTech reports listed this figure at only 10%. In the Board-approved performance-based funding model, this rate is multiplied by 200, meaning that the keystroke error resulted in an understatement of the college's "Secondary Completion" score by 4 points (see Figure 1).

Figure 1: Secondary Completion Keystroke Error (highlighted)

	FY 2015		FY 2016		FY 2017		FY 2018	
	Count	Attainment	Count	Attainment	Count	Attainment	Count	Attainment
<b>Secondary Completion</b>	<b>15%</b>							
Additional Points for Secondary Program Graduates (program lengths)								
≤ 599 Hours	34	9	118	30	59	15	58	15
600 - 899 Hours	-	-	-	-	-	-	-	-
≥ 900 Hours	-	-	1	1	1	1	-	-
% of Enrollees from Current Yr's HS Graduating Class Earning Cert. before HS Graduation**	5%	10	15%	29	14%	29	10%	20
% of Enrollees from Prior Yr's HS Graduating Class Earning Cert. before/within 1 Yr. of HS Graduation**	7%	7	9%	9	16%	16	17%	17
<b>Category Total</b>		<b>25</b>		<b>69</b>		<b>60</b>		<b>52</b>

Though seeming a small number, 4 points proved the difference between 0.59% growth and 9.15% growth over the college's prior 3-year average output in the Secondary Completion category. Where 5% improvement is the statutorily defined threshold for full funding, this error resulted in \$7,963 being withheld from the college (see Figure 2).

Figure 2: Southwest Technical College FY 2018 Funding Allocation (error and correction are highlighted)

## Southwest Technical College Funding Awards - Approved by Executive Committee of the Board of Trustees, 12/20/2018

Category	Weight	Category Funding Available	'15-'17 Average Score	FY 2018 Score	Growth	Funding Awarded
Certificate Programs	30%	\$18,076	574	884	54.10%	\$18,076
Short-term Occupational Training	10%	\$6,025	42	55	29.15%	\$6,025
Secondary Completion	15%	\$9,038	51	52	0.59%	\$1,075
Placement	25%	\$15,064	372	494	32.61%	\$15,064
Efficiency	20%	\$12,051	226	240	6.22%	\$12,051
<b>Total Allocation</b>		<b>\$60,254</b>				<b>\$52,291</b>

## Southwest Technical College Funding Awards - Correcting for Keystroke Error Discovered September 2019

Category	Weight	Category Funding Available	'15-'17 Average Score	FY 2018 Score	Growth	Funding Awarded
Certificate Programs	30%	\$18,076	574	884	54.10%	\$18,076
Short-term Occupational Training	10%	\$6,025	42	55	29.15%	\$6,025
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Placement	25%	\$15,064	372	494	32.61%	\$15,064
Efficiency	20%	\$12,051	226	240	6.22%	\$12,051
<b>Total Allocation</b>		<b>\$60,254</b>				<b>\$60,254</b>

**Difference** **\$7,963**

In 2019 UTech was appropriated \$1.65 million in performance-based funding, \$684,441 of which is obligated to technical colleges for performance improvements observed in FY 2018. Commissioner's staff recommends that Southwest Tech's portion of the obligated funds be increased by \$7,963, resulting in \$692,404 being distributed to the colleges consequent to performance improvements in 2018 and \$957,596 being made available in awards for FY 2019. In FY 2019 the colleges qualified for \$720,089 in performance awards consequent to improvements observed last year, leaving \$237,507 unearned. UTech staff further recommends that Southwest Tech be given \$7,963 in one-time funding sourced from these residual funds to make up for not receiving this amount in 2018. The remaining \$229,544 would then be spent on system-wide initiatives as approved by the Trustees.



## UTAH SYSTEM OF TECHNICAL COLLEGES

### AGENDA ITEM

#### USTC BOARD OF TRUSTEES

March 21, 2019

#### ITEM 4: Appointment of Nominating Committee for Board Officers

##### BACKGROUND

Under UTech Bylaws (Policy 101.9) "Officers of the Board of Trustees," the term of office of the current Chair and Vice Chair of the Board of Trustees will expire June 30, 2019.

The process of 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 the positions of Chair and Vice Chair, to be considered by the full Board in open meeting.

Accordingly, Chair Evans will appoint a Nominating Committee that will contact all voting members and prepare nominations for the May 9, 2019 Board meeting, during which the Board will consider action to elect a Board Chair and Vice Chair for the two-year, 2019-2021 term.

Under the attachments, please see a chart showing the terms of office for all current Board members for reference in determining availability for the 2019-2021 term.

##### RECOMMENDATIONS

Information/discussion only

##### Attachments:

Board of Trustees Appointments and Terms

USTC Policy 101.9

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 Technical College		Scott Theurer	June 8, 2016	June 30, 2021																
Davis Technical College		Mike Jensen <sup>1</sup>	April 18, 2012	June 30, 2021																
Dixie Technical College		Stephen Wade	June 12, 2014	June 30, 2019																
Mountainland Technical College		Jim Evans <sup>1, 2</sup>	April 3, 2008	June 30, 2019																
Ogden-Weber Technical College		Steve Moore <sup>1, 3</sup>	September 22, 2011	June 30, 2021																
Southwest Technical College		Chuck Taylor	June 30, 2017	June 30, 2019																
Tooele Technical College		Charles Hansen	October 2, 2018	June 30, 2021																
Uintah Basin Technical College		Mike Angus	January 15, 2015	June 30, 2019																
Industry/Other Representatives		Region <sup>4</sup>																		
Snow College <sup>5</sup>		--	Brian Florang	January 15, 2015	June 30, 2019															
Information Technology		--	Aaron Osmond	June 30, 2017	June 30, 2021															
Manufacturing		Ogden-Weber	Susan Johnson	June 30, 2017	June 30, 2021															
Health Care		Tooele	Catherine Carter	June 30, 2017	June 30, 2021															
Transportation		Dixie	Brecken Cox	June 30, 2017	June 30, 2019															
Union Craft, Trade, or Apprenticeship		Mountainland	Russell Lamoreaux	November 14, 2018	June 30, 2019															
Non-union Craft, Trade, or Apprenticeship		Mountainland	Brad Tanner <sup>1</sup>	June 15, 2010	June 30, 2021															

<sup>1</sup> Not eligible for Board reappointment due to term limits.

<sup>2</sup> Elected to serve 2nd consecutive full term as Board Chair from 7/1/2017 to 6/30/2019 (not eligible for re-election)

<sup>3</sup> Elected to serve 2nd consecutive full term as Board Vice Chair from 7/1/2017 to 6/30/2019 (not eligible for re-election)

<sup>4</sup> At least 4 industry representatives must reside in a geographic region served by a technical college. No more than 2 industry representatives may reside in a single geographic region served by a technical college.

<sup>5</sup> Upon the expiration of Mr. Florang's term, the Board representative from Snow College will be replaced with an industry representative from the Life Sciences sector.





## POLICIES

<b>Subject:</b>	<b>Bylaws</b>
-----------------	---------------

### 101.9 Officers of the Board of Trustees

- 9.1 Officers and Qualifications:** The Board of Trustees shall elect a Chair and Vice Chair who serve two-year terms and until their successors are elected and qualified. The Chair and Vice Chair shall be current and active voting members of the Board of Trustees.
- 9.2 Election of Officers:** The Chair and Vice Chair shall be elected on April 6, 2016, and thereafter in a regular meeting of the Board of Trustees prior to July 1 of each odd-numbered year. The Chair and Vice Chair shall be elected by majority vote of the voting members present in the meeting. The election shall be conducted according to the following procedures:
- 9.2.1** The Chair shall appoint a nominating committee consisting of three current members of the Board of Trustees not later than May 1 of each odd-numbered year.
- 9.2.2** The members of the nominating committee shall contact each member who meets the eligibility requirements provided in 101.9.1 and determine those who are interested in being considered to serve as Chair or Vice Chair for the upcoming two-year period.
- 9.2.3** The members of the nominating committee shall nominate at least one candidate for both Chair and Vice Chair of the Board of Trustees from among those members who expressed interest in being considered to serve as Chair or Vice Chair.
- 9.2.4** The Chair shall call upon the members of the nominating committee to place in nomination the names of those Trustees selected by the nominating committee. The Chair shall then declare nominations open for any further nominations. Any voting member of the Board of Trustees who is present in the meeting may nominate any eligible member of the Board of Trustees for Chair or Vice Chair providing the member nominated has given consent for his or her name to be placed in nomination.
- 9.2.5** Election shall be conducted in an open meeting of the Board of Trustees with each voting member of the Board of Trustees who is present having one vote and each Board member's vote recorded in the minutes of the meeting.
- 9.2.6** If in the event there are more than two candidates for an office and no candidate receives a majority of the votes, a second vote will be conducted between the two candidates with the most votes.
- 9.2.7** At the conclusion of the vote, the Chair shall announce the elected officers.

**9.2.8** The terms of office for Board officers elected on April 6, 2016 shall be from April 6, 2016 until June 30, 2017. The terms of office for officers elected thereafter shall begin July 1 of each odd-numbered year and end on June 30 two years later.

**9.2.9** The Chair and Vice chair shall not serve for more than two consecutive full terms in one position.

**9.3** **Resignation or Removal from Office:** An officer may resign at any time by giving written notice to the Board of Trustees. An officer elected by the Board of Trustees may be removed, either with or without cause, by majority vote of the seated, voting members of the Board of Trustees whenever, in the Board of Trustees' judgment, the best interests of the Utah System of Technical Colleges would be served by such removal.

**9.4** **Vacancies:** A vacancy in any office shall be filled by the Board of Trustees at the next regular or special meeting of the Board of Trustees for the unexpired portion of the term of such office, providing that Trustees have been informed in advance of such proposed action.

**9.5** **Duties of Officers:** The duties and powers of the officers of the Board of Trustees shall be as follows:

**9.5.1** The Chair shall preside at all meetings of the Board of Trustees.

**9.5.2** The Chair shall appoint members to standing and ad hoc committees.

**9.5.3** The Chair shall assume other duties which may from time to time be assigned by the Board of Trustees.

**9.5.4** The Vice Chair shall, in the absence of the chair, preside at meetings of the Board of Trustees.

**9.5.5** The Vice Chair shall assume such other duties as may be assigned by the Chair and/or the Board of Trustees.

Board of Trustees Appointments & Terms																		
Constituency		Name	Appointment	Term Expiration	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
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<sup>4</sup> At least 4 industry representatives must reside in a geographic region served by a technical college. No more than 2 industry representatives may reside in a single geographic region served by a technical college.

<sup>5</sup> Upon the expiration of Mr. Florang's term, the Board representative from Snow College will be replaced with an industry representative from the Life Sciences sector.



# Utah System of Technical Colleges

## Nomination of Board of Trustees Member/s

### Replacement or Resignation

(Trustee Representing a UTech College)

Utah Code 53B-2a-103 Effective 5/8/2018

#		Time	Recommendations	Notes
#1	<input type="checkbox"/>	6 months before	College President consults with the college's current UTech Trustee six months before the term of office expires. If they have served two full-terms, inform them this will be the end of their term. If they have <b>not</b> served two-full terms, they can be nominated for an additional term. Ascertain their willingness and interest in serving an additional four-year term. If they are willing and interested, make it clear that the college board of directors is required to submit at least two nominees to the governor, and whether or not the Trustee is appointed to be the representative for the next term is up to the governor.	
#2	<input type="checkbox"/>		The college board of directors should consider possible names to nominate, and vote in a board of directors meeting on at least two nominees that will be forwarded to the Governor's Office. The incumbent Trustee, if eligible for another term, may be nominated at the Board of Directors discretion.	
#3	<input type="checkbox"/>		The statute <a href="#">53B-2a-103(3)(a)(1)</a> does not specify particular requirements for the nominees. They can be a current local board of directors member, or they can be anyone else the board of directors decides to nominate. If a current member of the college board of directors ends up being appointed, they must vacate their local board position as soon as the term of office begins for the Board of Trustees.	
#4	<input type="checkbox"/>		The college should prepare and scan a letter similar to the sample letters provided, and email it to Cherilyn Bradford, Director of Boards and Commissions, Office of the Governor, <a href="mailto:cbradford@utah.gov">cbradford@utah.gov</a> with a copy to Jim Evans <a href="mailto:jtevans@verisk.com">jtevans@verisk.com</a> , Jared Haines <a href="mailto:jhaines@utech.edu">jhaines@utech.edu</a> , and Eva Doolin <a href="mailto:edoolin@utech.edu">edoolin@utech.edu</a> . If the local board has a preference for any one of the nominees, they can make it known in the letter or leave it for the Governor's discretion.	
#5	<input type="checkbox"/>		Each of the nominees <i>must</i> submit an application on the Governor's Boards and Commission website <a href="https://boards.utah.gov/Board">https://boards.utah.gov/Board</a> , as outlined in the attached instructions. The application can be submitted before or after the local board forwards the nominees' names but must be done before the nominee can be considered by the Governor.	

#6	<input type="checkbox"/>	One week	Nominations will be considered in a meeting of the Governor and his staff. Nominations and applications should be submitted at least one week before this meeting – much sooner if possible.	
#7	<input type="checkbox"/>	One month before	The Governor will select the final appointees, and the Governor's office will communicate the appointments in a letter to the Senate at least one month before a scheduled Senate session. A copy will be provided to the UTech office and the college to communicate the appointment to the nominee.	
#8	<input type="checkbox"/>		The Senate will assign the appointment to the confirmation committee, which will schedule a committee hearing with the candidate.	
#9	<input type="checkbox"/>		Upon recommendation by the confirmation committee, the full Senate will vote to confirm (or not to confirm) the Governor's appointment in a Senate session. UTech staff will guide the nominee through this process.	
#10	<input type="checkbox"/>		The Senate will notify the Governor of the confirmation in a letter, which will be forwarded to UTech and the college to communicate to the appointee.	
#11	<input type="checkbox"/>		UTech will give the new Trustee an orientation. The Trustee begins his/her term of office on July 1 <sup>st</sup> and will take the Oath of Office at the first Board of Trustees' meeting.	

2/2019

***Effective 5/8/2018***

**53B-2a-103 UTech Board of Trustees -- Membership -- Terms -- Vacancies -- Oath -- Officers -- Quorum -- Committees -- Compensation.**

- (1) There is created the UTech Board of Trustees.
- (2) Except as provided in Subsections (3) and (4), the board of trustees is composed of the following members:
  - (a) one member, representing business and industry employers from each technical college board of directors, appointed by a majority vote of the business and industry employer members of the technical college board of directors;
  - (b) one member representing business and industry employers from the Snow College Economic Development and Workforce Preparation Advisory Committee appointed by a majority of the business and industry employer members of the advisory committee;
  - (c) one member representing business and industry employers from the Utah State University Eastern career and technical education advisory committee appointed by a majority of the business and industry employer members of the advisory committee;
  - (d) one member representing business and industry employers from the Salt Lake Community College School of Applied Technology Board of Directors appointed by a majority of the business and industry employer members of the board of directors;
  - (e) one business or industry employer representative appointed by the governor with the consent of the Senate from nominations submitted by the speaker of the House of Representatives and president of the Senate;
  - (f) one representative of union craft, trade, or apprenticeship programs that prepare workers for employment in career and technical education fields, appointed by the governor with the consent of the Senate;
  - (g) one representative of non-union craft, trade, or apprenticeship programs that prepare workers for employment in career and technical education fields, appointed by the governor with the consent of the Senate; and
  - (h) the executive director of the Governor's Office of Economic Development or the executive director's designee.
- (3)
  - (a) Beginning on July 1, 2019, the board of trustees is composed of 15 members appointed by the governor with the consent of the Senate, as follows:
    - (i) one member selected from at least two nominees presented to the governor by the board of directors of each technical college, for a total of eight members; and
    - (ii) one member who is employed in and represents each of the following sectors:
      - (A) information technology;
      - (B) manufacturing;
      - (C) life sciences;
      - (D) health care;
      - (E) transportation;
      - (F) union craft, trade, or apprenticeship; and
      - (G) non-union craft, trade, or apprenticeship.
  - (b) The seven members described in Subsection (3)(a)(ii) shall be selected from the state at large, subject to the following conditions:
    - (i) at least four members shall reside in a geographic area served by a technical college; and
    - (ii) no more than two members may reside in a single geographic area served by a technical college.
  - (c) The governor shall make appointments to the board of trustees on a nonpartisan basis.

- (d) An individual may not serve on the board of trustees and a technical college board of directors simultaneously.
- (4)
  - (a) To transition from the composition of the board of trustees described in Subsection (2) to the composition described in Subsection (3), for a member who was appointed to the board of trustees on or before May 10, 2016, the governor shall appoint a replacement:
    - (i) when the member's current term expires, for a member who, on May 10, 2016, has served less than two consecutive full terms on the board of trustees; or
    - (ii) on May 10, 2016, for a member who, on May 10, 2016, has served two or more consecutive full terms on the board of trustees.
  - (b) In replacing a member who was appointed under Subsection (2)(a), the governor shall appoint a member for the technical college represented by the member whose term expires by:
    - (i) soliciting the technical college's board of directors to nominate at least two individuals for the position; and
    - (ii) selecting from the nominees presented.
  - (c) In replacing a member who was appointed under Subsections (2)(b) through (2)(h), the governor shall appoint a new member at large, ensuring representation from the sectors described in Subsection (3)(a)(ii).
  - (d) In making an appointment under this Subsection (4), the governor:
    - (i) shall appoint a member on a nonpartisan basis; and
    - (ii) may not reappoint the member who is being replaced if the member has served on the board of trustees for at least two consecutive full terms.
- (5)
  - (a)
    - (i) Except as provided under Subsection (5)(a)(ii), a member shall be appointed commencing on July 1 of each odd-numbered year to a four-year term.
    - (ii) The governor shall ensure that member terms are staggered so that approximately one-half of the members' terms expire in any odd-numbered year.
  - (b) A member may not hold office for more than two consecutive full terms.
  - (c)
    - (i) The governor may remove a member of the board of trustees for cause.
    - (ii) The governor shall consult with the president of the Senate before removing a member of the board of trustees.
- (6) When a vacancy occurs on the board of trustees for any reason, the governor shall appoint a replacement for the unexpired term.
- (7)
  - (a) Each member shall take the official oath of office prior to assuming the office.
  - (b) The oath shall be filed with the Division of Archives and Records Services.
- (8)
  - (a) The board of trustees shall elect a chair and vice chair, who serve for two years and until their successors are elected and qualified.
  - (b) A member may not serve more than two consecutive terms as the chair or vice chair.
- (9)
  - (a) The board of trustees shall enact bylaws for the board of trustees' own government, including provisions for regular meetings.
  - (b)

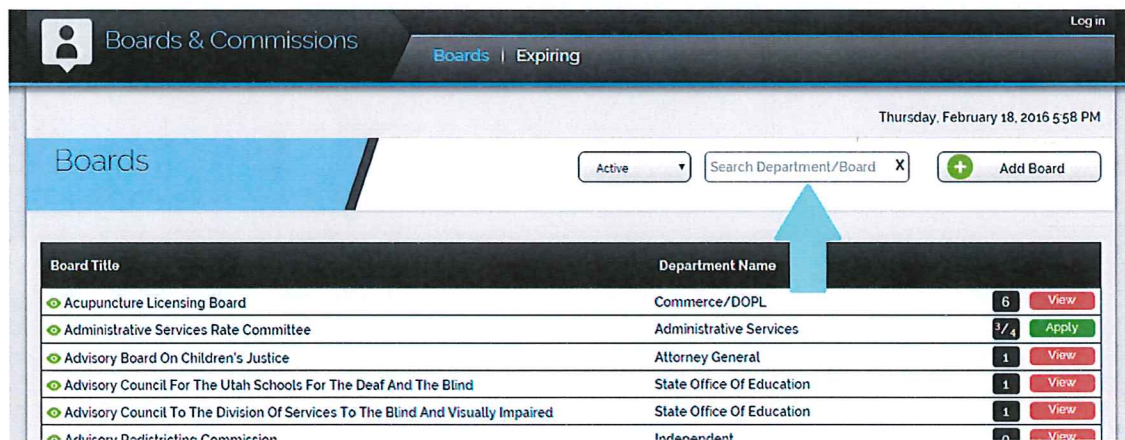
- (i) The board of trustees shall provide for an executive committee in the board of trustees' bylaws.
  - (ii) The executive committee shall have full authority of the board of trustees to act upon routine matters during the interim between board of trustees meetings.
  - (iii) The executive committee may act on nonroutine matters only under extraordinary and emergency circumstances.
  - (iv) The executive committee shall report the executive committee's activities to the board of trustees at the board of trustees' next regular meeting following the executive committee's activities.
- (10) A quorum shall be required to conduct business which shall consist of a majority of board of trustee members.
- (11) The board of trustees may establish advisory committees.
- (12) A member may not receive compensation or benefits for the member's service, but may receive per diem and travel expenses in accordance with:
- (a) Section 63A-3-106;
  - (b) Section 63A-3-107; and
  - (c) rules made by the Division of Finance pursuant to Sections 63A-3-106 and 63A-3-107.

Amended by Chapter 382, 2018 General Session

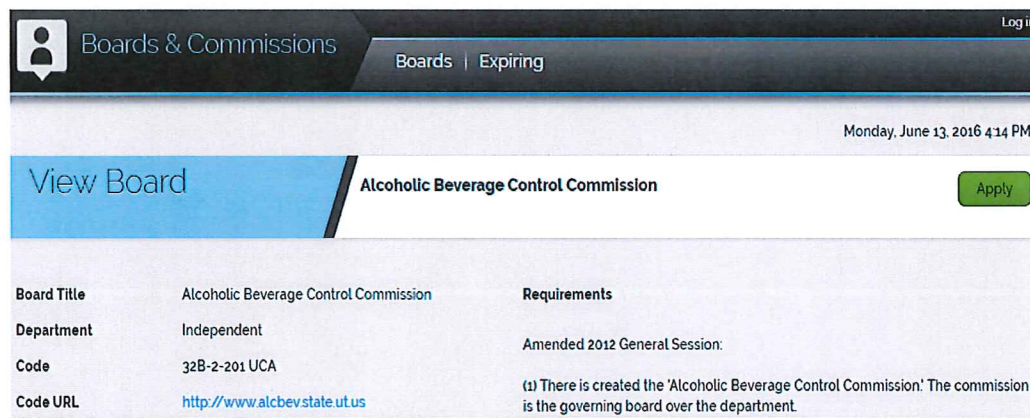


## How to Apply on the Boards and Commissions Website

- To access the Boards and Commissions system, navigate to boards.utah.gov, and then click “Boards” along the top of the page
- To quickly find the board to which you want to apply, in the search bar, type in the name of the board for which you are searching, then press enter. (see picture below)
- Once you have found the board, click on the board’s name to navigate to the board details page.



- Then click on the green “apply” button on the top right of the page



- Check to see if you are already in the system and to avoid a duplicate account by typing in your first and last name OR email address. If the database can't find you, click on "create a new account"

The screenshot shows the 'Create Application' page. At the top, there is a header with a user icon, 'Boards & Commissions', and a 'Log in' link. Below the header, there is a navigation bar with 'Boards' and 'Expiring'. The main content area has a blue banner that says 'Create Application'. Below the banner, there is a message: 'If you have applied for a Utah Board in the past, please apply by providing your information. If this is your first time, please [create a new account](#).' A blue arrow points to the 'create a new account' link. Below the message, there is a form with the following fields: 'Board' (Alcoholic Beverage Control Commission), 'Email' (text input), 'OR', 'First Name' (text input), and 'Last Name' (text input). At the bottom of the form, there are two buttons: '« Board Details' and 'Apply'.

- Then you will enter your name and contact information in the form provided

The screenshot shows the 'Add User' page. At the top, there is a header with a user icon, 'Boards & Commissions', and a 'Log in' link. Below the header, there is a navigation bar with 'Boards' and 'Expiring'. The main content area has a blue banner that says 'Add User'. Below the banner, there is a form with the following fields: 'Board' (Alcoholic Beverage Control Commission), 'First Name' (text input), 'Middle Initial' (text input), 'Last Name' (text input), 'Title' (text input), 'Address' (text input), 'City' (text input), 'Zip' (text input), 'State' (dropdown menu with 'Utah' selected), 'County' (dropdown menu with '- Select County -' selected), 'Ethnicity' (dropdown menu with '- Select Ethnicity -' selected), 'Party' (dropdown menu with '- Select Party -' selected), 'Email' (text input), and 'Phone Number' (text input). At the bottom of the form, there are two buttons: '« Find User' and 'Create User'. A blue arrow points to the 'Create User' button.

- If you are already in the database (current board member), this screen will pop up to verify that is you—click the green button “yes” and make sure your information is current

Boards & Commissions

Boards | Expiring

Monday, June 13, 2016 4:27 PM

### Verify Applicant

Name	Email	City	
Bradford, Cheryl	cbradford@utah.gov	Salt Lake City	Yes
			None of the above!

< Back

- Once you “create user” you will be able to add your resume and answer whether there is a conflict of interest or criminal charges. Please do not start an application unless you have your resume ready to attach. There is a glitch in the database that will not let you modify your application or add a resume if you close out of the program and try to get back in. Don’t forget to check your email account to obtain your username and password so you can check on the status of your application later.

### Application Details

Please provide a résumé in order to complete this application.

Please check your email for your username and password in order to check the status of this application.

Board **Utah Humanities Council**

Applicant **Prince, Diana**

Date Applied **09/26/2017**

Application Status **Applicant**

Conflict of Interest ☒ **NO**

Criminal/Professional Misconduct Charges ☒ **NO**

<< Board Details

Documents [+ Add Document](#)

Please upload your résumé or any other necessary documents.



- Then you should receive this confirmation page that you have successfully applied

Boards & Commissions | Boards | Expiring

Monday, June 13, 2016 5:41 PM

### Application Details

✓ Successfully applied for Athletic Trainers Licensing Board

Board: Athletic Trainers Licensing Board

Applicant: Bradford, Cheryl

Date Applied: 06/13/2016

Application Status: Applicant

Conflict of Interest: ☐ NO

Criminal/Professional Misconduct Charges: ☐ NO

[Board Details](#)

Documents: [Add Document](#)

Title	Type	Created
Resume on 05/18/2016 (Athletic Trainers Licensing Board)	Resume	6/13/2016 5:41:08 PM

### Status Update:

- Here are instructions if you would like to get an update on where your application is in the process. You can log on and look along the top of the page and click on your name. It should list your applications. Here is a breakdown of what the statuses mean:
  - Applicant=name has not gone to the Governor. Waiting for next meeting.
  - Withdrawn=applicant has withdrawn name.
  - Not Selected=Governor has not selected this person to serve on the board.
  - Approved=Governor has approved this person to serve on the board. Go ahead and tell the person they have been selected.
  - Senate=this person's name has been sent to the Senate and is awaiting confirmation.
  - Appointed=this person has been appointed to the board and a letter & certificate have been sent.

Applicant	Applied	Status	Appointed	
Andrew, Jennie	06/29/2017	Applicant		<a href="#">Edit</a>
Ewing, Dean	06/29/2017	Withdrawn		<a href="#">Edit</a>
Franks, Esther	06/29/2017	Not Selected		<a href="#">Edit</a>
Grant, Sarah	06/29/2017	Approved		<a href="#">Edit</a>
Merrill, Grace	06/29/2017	Senate		<a href="#">Edit</a>
Smith, Jacob	06/29/2017	Appointed	7/1/2017	<a href="#">Edit</a>

# Board of Directors Nomination to Governor for UTech Board of Trustees (EXPIRATION)

**Note:** Please make sure that after the nominations, each candidate submits an application on the Governor's Board and Commissions website.

-----

[College -letterhead]

[Date]

The Honorable Governor Gary R. Herbert  
Utah State Capitol Complex  
350 North State Street, Suite 200  
PO Box 142220  
Salt Lake City, UT 84114-2220

Subject: [College's name] – Nominations for UTech Board of Trustees

Dear Governor Herbert:

Current statute, as amended by Senate Bill 131 (2016 General Session) provides that the governor shall appoint to the Board of Trustees of the Utah System of Technical Colleges, with the consent of the Senate, "one member representing each technical college, selected from at least two nominees presented to the governor by the board of directors of each technical college. (UCA 53B-2a-103(3)(a)(i)).

The current term of office for UTech Trustee [Full name], who represents [College name] Technical College and was appointed on [date], will expire on June 30, [year]. In accordance with the statute, the [College name] Technical College Board of Directors, which met on [date], nominates the following [number] individuals for you to consider in appointment of a UTech Trustee to fill the new four-year term of office for the

[College name] Technical College representative, which begins July 1 [year], and expires June 30 [year]. The nominations were not/were prioritized by the Board of Directors, and are listed [without/in order of] preference.

First choice (if prioritized):

Full name

Title

Company

Address

Mailing Address (if different)

Phone number

Email

(Short biography 2-3 sentences), indicating relevant background and/or reason the Board of Directors nominated this person.

Second choice (if prioritized)

Full name

Title

Company

Address

Mailing Address (if different)

Phone number

Email

(Short biography 2-3 sentences), indicating relevant background and/or reason the Board of Directors nominated this person.

Additional Nominees (if more than two)

We appreciate your time and consideration in making this appointment to fill this position on the UTech Board of Trustees. If you have any questions or would like additional information, please contact [Name, and contact information].

Sincerely,

[Name and signature]

Board of Directors, Chair

[College name] Technical College

C: Jim Evans, Chair, Utah System of Technical Colleges Board of Trustees

[Name], Commissioner of Technical Education

[Name], UTech Board of Trustees Secretary

# Board of Directors Nomination to Governor for UTech Board of Trustees (RESIGNATION)

**Note:** Please make sure that after the nominations, each candidate submits an application on the Governor's Board and Commissions website.

-----  
[College -letterhead]

[Date]

The Honorable Governor Gary R. Herbert  
Utah State Capitol Complex  
350 North State Street, Suite 200  
PO Box 142220  
Salt Lake City, UT 84114-2220

Subject: [College's name] – Nominations for UTech Board of Trustees due to Resignation

Dear Governor Herbert:

[Full name], a member of the Utah System of Technical Colleges (UTech) Board of Trustees who represent [College name] Technical College and was appointed to a term of office beginning [date], has resigned from the UTech Board of Trustees. It is necessary to replace Trustee [last name] for the remainder of his term of office.

Current statute provides that “when a vacancy occurs on the UTech Board of Trustees for any reason, the governor shall appoint a replacement for the unexpired term” (53B-2a-103(6)).

In accordance with the statute, the [College name] Technical College Board of Directors which met on [date] nominates the following [number] individuals for you to consider in the appointment of a UTech Trustee to fill the remainder of the current term of office for the [College name] Technical College representative, which will expire [June 30, 20\_\_]. The nominations were not/were prioritized by the Board of Directors, and are listed [without/in order of] preference.

First choice (if prioritized):

Full name

Title

Company

Address

Mailing Address (if different)

Phone number

Email

(Short biography 2-3 sentences), indicating relevant background and/or reason the Board of Directors nominated this person.

Second choice (if prioritized)

Full name

Title

Company

Address

Mailing Address (if different)

Phone number

Email

(Short biography 2-3 sentences), indicating relevant background and/or reason the Board of Directors nominated this person.

Additional Nominees (if more than two)

(Final paragraph could suggest the timing of the appointment to begin as soon as practicable to fill the vacancy)

We appreciate your time and consideration in making this appointment to fill the vacancy on the UTech Board of Trustees. If you have any questions or would like additional information, please contact [Name, and contact information].

Sincerely,

[Name and signature]

Board of Directors, Chair

[College name] Technical College

C: Jim Evans, Chair, Utah System of Technical Colleges Board of Trustees

[Name], Commissioner of Technical Education

[Name], UTech Board of Trustees Secretary



# **UTAH SYSTEM OF TECHNICAL COLLEGES**

## **AGENDA ITEM**

### **USTC BOARD OF TRUSTEES**

**20 September 2018**



#### **ITEM 6**

TOPIC: Adjustments to Policy 208, UTech Scholarship

#### **BACKGROUND**

In its 17 May 2018 meeting, the Board of Trustees approved Policy 208, "UTech Scholarships" as the basis for an administrative rule required by statute. The Board also authorized the Commissioner, in consultation with the college presidents, to complete the administrative rulemaking process within the parameters of the policy and make nonsubstantive changes to the policy as necessary for administrative rulemaking.

The administrative rulemaking process has been completed for UAC R945-1, effective September 7, 2018. Nonsubstantive adjustments have been made to Policy 208 to reflect language that was necessary for administrative rulemaking, thereby aligning the policy with the administrative rule.

#### **RECOMMENDATIONS**

USTC Administration recommends that the Board approve the adjustments shown in the attached draft to Policy 208, "Career and Technical Education Scholarships".

#### **Attachments:**

Draft Policy 208, "UTech Scholarship"

Utah Administrative Code R945-1, "UTech Scholarship"



# POLICIES

<b>Subject:</b>	UTech Scholarship
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## 208.1 Purpose and Authority

To establish requirements related to the technical college scholarships described in UCA 53B-2a-116 (~~herein named the "UTech Scholarship"~~), including a college's administration of the scholarships, student eligibility and priority, application processes, and determination of satisfactory progress.

## 208.2 Approval

USTC Board of Trustees approval: May 17, 2018 (Approved as basis for Administrative Rulemaking).  
Administrative Rulemaking: September 7, 2018. Revision September 20, 2018, to align with UAC R945-1 (pending).

## 208.3 References

UCA 53B-1-102, State System of Higher Education  
UCA 53B-2a-116, Technical College Scholarships  
UAC R277-705, Secondary School Completion and Diplomas  
UAC R945-1, UTech Scholarship

## 208.4 Definitions

### 4.1 Career and Technical Education Pathway:

- 4.1.1 For a technical college, ~~an approved a~~ certificate-granting program ~~described in~~ approved in accordance with USTC Policy 200.4.1;
- 4.1.2 For an institution of higher education, a program approved in accordance with State Board of Regents policy that leads to a certificate and/or associate degree and that prepares students for an occupation; or
- 4.1.3 For a school district or charter school, a sequence of courses that leads to a secondary school credential of labor market value approved by the State Board of Education.

### 4.2 Deferral: the carrying forward of a UTech Scholarship, as described in section 208.8.4.

### 4.23 Graduate from High School: to qualify for a high school diploma as specified in UAC R277-705-2(3).

### 4.34 High Demand Program: the same as that term is defined in UCA 53B-2a-116(1)(a).

### 4.45 Institution of Higher Education: an institution within the Utah System of Higher Education described in UCA 53B-1-102(1)(a).

### 4.56 Satisfactory Progress: completion of any course, as included in an official transcript from the ~~pathway~~ provider of a career and technical education pathway, that is specific to a career and technical education pathway discipline defined in section 208.4.1. Courses in



## POLICIES

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a career and technical education pathway that are not specific to ~~the~~ a pathway discipline, such as general education courses, are not eligible.

**4.67 Secondary School:** grades 7-12 in whatever kind of school the grade levels exist, as provided in UAC R277-705-2(5).

**4.8 Technical College:** an institution within the Utah System of Technical Colleges described in UCA 53B-2a-105.

**4.79 Underserved Population:** any individual of ethnic or racial minority status; any individual with a disability; any individual identified as a displaced homemaker, single parent, economically disadvantaged, or of limited English proficiency under Carl D. Perkins Grant reporting procedures; or any individual receiving Pell Grant, BIA Bureau of Indian Affairs, or Department of Workforce Services benefits.

~~4.8 UTech: the Utah System of Technical Colleges.~~

**4.910 UTech Scholarship:** a financial award provided by a technical college in accordance with UCA 53B-2a-116, UAC R941-1, and this policy to a student enrolled in a technical college.

**208.5 Award Requirements:** To use-receive a UTech Scholarship ~~provided by a technical college~~, an applicant shall satisfy the following criteria:

- 5.1 Graduate from high school within the seven months prior to receiving a scholarship;
- 5.2 Enroll in, or show intent to enroll in, a high demand program at a technical college within the seven months after high school graduation, except as granted in a deferral ~~provided in section 208.8.4~~; and
- 5.3 While enrolled in a secondary school, make satisfactory progress in a career and technical education pathway offered by a technical college, an institution of higher education, or a school district or charter school.

**208.6 Application Process:** The process for an individual to apply to a technical college to receive a UTech Scholarship shall be administered by the technical college, and shall include the following:

- 6.1 **College Application:** The technical college shall provide an application form, process, and instructions which include the elements provided in this policy, and which may be integrated with other scholarship application forms and processes administered by the college.
- 6.2 **UTech Scholarship Specificity:** In its application forms and processes, the technical college shall clearly identify the UTech Scholarship's name, award requirements, use, and application process, and shall provide for the applicant to specify that ~~he or she~~ the applicant is applying to be considered for the UTech Scholarship.



## POLICIES

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- 6.3 Application Deadline:** The technical college shall establish deadlines for submission of applications in accordance with the college's scholarship application processes.
- 6.4 Required Documentation:** The technical college shall require and retain the following information from each applicant in its application forms and accompanying documents:
- 6.4.1** Identity and contact information consistent with the college's regular scholarship applications, such as name, address, and date of birth, ~~etc.~~
- 6.4.2** Application date.
- 6.4.3** UTech Scholarship specificity as described in section 208.6.2.
- 6.4.4** Demographic information to include ~~the~~ underserved population identification described in 208.4.79.
- 6.4.5** high school information, on transcripts or otherwise documented, to include ~~(on transcripts or otherwise documented)~~:
- (a) Name of high school attended;
  - (b) Expected or actual High school graduation date ~~(expected or actual)~~; and
  - (c) ~~Actual or e~~Expected or actual satisfactory progress (208.4.56) in a career and technical education pathway (208.4.1) offered by a technical college, an institution of higher education, or a school district or charter school.
- 6.4.6** Technical college enrollment intentions to include:
- (a) Name of technical college;
  - (b) High demand program (208.4.34) in which the student is enrolled or intends to enroll;
  - (c) Date on which the student began or expects to begin the high demand program;
  - (d) Intended enrollment hours per week;
  - (e) Expected program completion date; and
  - (f) If a deferral is requested, justification for the deferral in accordance with 208.8.4.
- 208.7 Determination of Scholarship Awards and Amounts:** A technical college shall determine scholarship eligibility, prioritize selection of award recipients and the amount of each award, and grant scholarships according to the following provisions and sequence.



## POLICIES

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**7.1 Determination of Eligibility:** For each application deadline in 208.6.3, the college shall identify from the application documentation:

**7.1.1 Eligible Applicant:** Each applicant that satisfies or is expected to satisfy all award requirements in 208.5.

**7.1.2 Eligible Award Period:** For each eligible applicant, the period determined by:

(a) **Start Date:** The date on which the applicant expects to begin a high demand program (208.6.4.6[c]), or, in the case of an applicant who has previously begun the intended high demand program, the day after the high school graduation date ~~of high school graduation~~ (208.6.4.45[b]); and

(b) **End Date:** Seven months after the high school graduation date ~~of high school graduation~~ (208.6.4.45[b]), or, in the case of a requested deferral ~~meeting the provisions of 208.8.4~~, seven months after the start date.

**7.1.3 Eligible Award Amount:** For each eligible applicant, the total cost of tuition, program fees, and required textbooks projected to accrue for the high demand program (208.6.4.6[b]) in which the applicant intends to be enrolled during the eligible award period, informed by the applicant's intended enrollment hours per week (208.6.4.6[d]).

**7.2 Prioritizing and Awarding of Scholarships:** The college shall award scholarships within an application deadline group as follows:

**7.2.1 Underserved Populations:** The college shall first award a scholarship to each eligible applicant who is a member of an underserved population defined in 208.4.79, in the amounts ~~s~~ provided in 208.7.3.

**7.2.2 Remaining Applicants:** The college shall, with any funds remaining after awarding scholarships to members of underserved populations, award scholarships to all other eligible applicants in the amounts provided in 208.7.3.

**7.3 Calculation of Award Amounts:** The college shall determine award amounts for each scholarship recipient identified in 208.7.2 as follows:

**7.3.1 Full Eligible Award Amount:** If available funds ~~(provided in 208.9)~~ are sufficient for the total of all eligible award amounts ~~(identified in 208.7.1.3)~~ in a given priority group ~~(designated in 208.7.2)~~, then each eligible applicant in the group shall be awarded 100% of ~~his or her~~ the applicant's eligible award amount.

**7.3.2 Partial Eligible Award Amount:** If available funds are less than the total of all eligible award amounts for the priority group, the available funds shall be divided by the number of eligible applicants in the group to determine the maximum award per recipient. Each eligible applicant shall be awarded up to the maximum



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award, not to exceed 100% of ~~his or her~~ the applicant's eligible award amount. Any unobligated funds remaining for applicants awarded less than the maximum award shall be retained in the scholarship fund for future applicants.

**7.3.3 Unavailability of Funds:** If there are no available scholarship funds remaining after awards have been determined for a higher priority group, no scholarships shall be awarded for remaining applicants.

## 208.8 Conditions and Utilization of Scholarship

**8.1 Eligibility Verification:** Before applying funds for a scholarship awarded in 208.7.2 to a student, a technical college shall verify that all award requirements in 208.5 have been met by obtaining and retaining additional documentation of actual qualifications which at the time of application (208.6.4) were ~~"expected"~~ or ~~"intended"~~ to have been met.

**8.2 Use of Funds:** Scholarship funds may be used only for tuition, program fees, and required textbooks in a high demand program in which the recipient is enrolled, up to the recipient's award amount ~~(determined in 208.7.3)~~. Funds shall be applied by the college directly to authorized costs and shall not be issued to a recipient in cash.

**8.3 Time Limitation:** Except in the case of a granted deferral ~~provided in 208.8.4~~, a technical college may only apply a scholarship toward a recipient's costs described in 208.8.2 from the day on which the college awards the scholarship ~~(as identified in 208.7.2)~~ until seven months after the day on which the recipient graduates from high school.

**8.4 Deferral:** A college may, by request from the recipient at any time before or during the recipient's award period, defer all or any portion of a scholarship for up to three years after the day on which the recipient graduates from high school.

**8.4.1** Deferrals may be granted at the discretion of the college for military service, humanitarian/religious service, documented medical reasons, or other exigent reasons.

**8.4.2** The duration of a deferred scholarship shall be for the time remaining in the recipient's award period, not to exceed seven months.

**8.5 Cancellation:** A college may cancel a scholarship if the recipient does not, as determined by the college:

**8.5.1** Maintain enrollment in the college on at least a half-time basis; or

**8.5.2** Make satisfactory progress toward the completion of a certificate in a high demand program.

**8.6 Unused Funds:** Upon termination of a recipient's scholarship due to non-acceptance, completion, cancellation, or any other reason, any unused award amounts shall be



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removed from liability/obligated status (under 208.9.4) and retained in the college's restricted UTech Scholarship account.

## 208.9 UTech Scholarship Funds

- 9.1 Distribution of Award Funds:** ~~The annual distribution of UTech Scholarship award funds to technical colleges by the Board of Trustees shall be As provided in UCA 53B-2a-116(2), the Board of Trustees shall, from annual legislative appropriation for the UTech Scholarship, distribute 50% of the appropriation to each technical college in an equal amount, and 50% of the appropriation to each technical college based on the college's prior year systemwide share of secondary student membership hours completed.~~
- 9.2 Restricted Funds:** UTech Scholarship funds shall be considered restricted funds by a technical college, shall be recorded only in restricted UTech Scholarship accounts, and shall be used only for scholarship recipients' tuition, program fees, and required textbooks during their award periods.
- 9.3 Unused/Carryover Funds:** Each technical college is encouraged to annually utilize all UTech Scholarship funds for qualified students. Surplus funds (i.e., fund balance or net assets) shall be retained in the restricted fund and carried over from one fiscal year to the next.
- 9.4 Obligated Funds:** The projected value of a given student's scholarship award shall be recorded as a liability from the time of the student's selection until the student's scholarship ends, and shall be regarded as utilized funds ~~for purposes of when~~ determining unused/carryover funds (208.9.3). Obligated funds remaining after the student's scholarship ends shall be returned to unused/carryover funds.

## 208.10 Appeals

A technical college shall provide a process and criteria, to be referenced in application materials, by which an applicant may appeal a decision made by a the college that is related to this policy, to include provision for any unresolved appeal to be submitted to the Commissioner of Technical Education for final agency action.

## 208.11 Reporting

A technical college shall submit calendar year-end data regarding its UTech Scholarships to the Office of the USTC Commissioner by January 15 of each year, and at other times as required by the Office of the Commissioner, to include information pertaining to the provisions of this policy with respect to applications, awards, enrollments, utilization, funding, or other information as directed by the Commissioner.

**R945. UTech Board of Trustees.**

**R945-1. UTech Scholarship.**

**R945-1-1. Purpose and Authority.**

(1) The purpose of this rule is to establish requirements related to the technical college scholarships described in Section 53B-2a-116, including a college's administration of the scholarships, student eligibility and priority, application processes, and determination of satisfactory progress.

(2) This rule is authorized and directed by Subsection 53B-2a-116(6).

**R945-1-2. Definitions.**

As used in this rule:

(1) "Career and Technical Education Pathway" means:

(a) For a technical college, a certificate-granting program approved in accordance with Utah System of Technical Colleges (USTC) policy;

(b) For an institution of higher education, a program approved in accordance with State Board of Regents policy that leads to a certificate and/or associate degree and that prepares students for an occupation; or

(c) For a school district or charter school, a sequence of courses that leads to a secondary school credential of labor market value approved by the State Board of Education.

(2) "Deferral" means the carrying forward of a UTech Scholarship, as described in Subsection R945-1-6(4).

(3) "Graduate from High School" means to qualify for a high school diploma as specified in Subsection R277-705-2(3).

(4) "High Demand Program" means the same as that term is defined in Subsection 53B-2a-116(1)(a).

(5) "Institution of Higher Education" means an institution within the Utah System of Higher Education described in Subsection 53B-1-102(1)(a).

(6) "Satisfactory Progress" means completion of any course, as included in an official transcript from the provider of a career and technical education pathway, that is specific to a career and technical education pathway discipline. Courses in a career and technical education pathway that are not specific to a pathway discipline, such as general education courses, are not eligible.

(7) "Secondary School" means grades 7-12 in whatever kind of school the grade levels exist, as provided in Subsection R277-705-2(5).

(8) "Technical College" means an institution within the Utah System of Technical Colleges described in Section 53B-2a-105.

(9) "Underserved Population" means any individual of ethnic or racial minority status; any individual with a disability; any



individual identified as a displaced homemaker, single parent, economically disadvantaged, or of limited English proficiency under Carl D. Perkins Grant reporting procedures; or any individual receiving Pell Grant, Bureau of Indian Affairs, or Department of Workforce Services benefits.

(10) "UTech Scholarship" means a financial award provided by a technical college in accordance with Section 53B-2a-116 and this rule to a student enrolled in a technical college.

#### **R945-1-3. Award Requirements.**

To receive a UTech Scholarship, an applicant shall satisfy the following criteria:

(1) Graduate from high school within the seven months prior to receiving a scholarship;

(2) Enroll in, or show intent to enroll in, a high demand program at a technical college within the seven months after high school graduation, except as granted in a deferral; and

(3) While enrolled in a secondary school, make satisfactory progress in a career and technical education pathway offered by a technical college, an institution of higher education, or a school district or charter school.

#### **R945-1-4. Application Process.**

The process for an individual to apply to a technical college to receive a UTech Scholarship shall be administered by the technical college, and shall include the following:

(1) College Application: The technical college shall provide an application form, process, and instructions which include the elements provided in this rule, and which may be integrated with other scholarship application forms and processes administered by the college.

(2) UTech Scholarship Specificity: In its application forms and processes, the technical college shall clearly identify the UTech Scholarship's name, award requirements, use, and application process, and shall provide for the applicant to specify that the applicant is applying to be considered for the UTech Scholarship.

(3) Application Deadline: The technical college shall establish deadlines for submission of applications in accordance with the college's scholarship application processes.

(4) Required Documentation: The technical college shall require and retain the following information from each applicant in its application forms and accompanying documents:

(a) Identity and contact information consistent with the college's regular scholarship applications, such as name, address, and date of birth.

(b) Application date.

(c) UTech Scholarship specificity as described in Subsection

R945-1-4(2).

(d) Demographic information to include underserved population identification.

(e) High school information, on transcripts or otherwise documented, to include:

(i) Name of high school attended;

(ii) Expected or actual high school graduation date; and

(iii) Expected or actual satisfactory progress in a career and technical education pathway offered by a technical college, an institution of higher education, or a school district or charter school.

(f) Technical college enrollment intentions to include:

(i) Name of technical college;

(ii) High demand program in which the student is enrolled or intends to enroll;

(iii) Date on which the student began or expects to begin the high demand program;

(iv) Intended enrollment hours per week;

(v) Expected program completion date; and

(vi) If a deferral is requested, justification for the deferral in accordance with 945-1-6(4)(a).

#### **R945-1-5. Determination of Scholarship Awards and Amounts.**

A technical college shall determine scholarship eligibility, prioritize selection of award recipients and the amount of each award, and grant scholarships according to the following provisions and sequence.

(1) Determination of Eligibility: For each application deadline in Subsection R945-1-4(3), the college shall identify from the application documentation:

(a) Eligible Applicant: Each applicant that satisfies or is expected to satisfy all award requirements in Section R945-1-3.

(b) Eligible Award Period: For each eligible applicant, the period determined by:

(i) Start Date: The date on which the applicant expects to begin a high demand program, or, in the case of an applicant who has previously begun the intended high demand program, the day after the high school graduation date; and

(ii) End Date: Seven months after the high school graduation date, or, in the case of a requested deferral, seven months after the start date.

(c) Eligible Award Amount: For each eligible applicant, the total cost of tuition, program fees, and required textbooks projected to accrue for the high demand program in which the applicant intends to be enrolled during the eligible award period, informed by the applicant's intended enrollment hours per week.

(2) Prioritizing and Awarding of Scholarships: The college

shall award scholarships within an application deadline group as follows:

(a) Underserved Populations: The college shall first award a scholarship to each eligible applicant who is a member of an underserved population, in the amount provided in Subsection R945-1-5(3).

(b) Remaining Applicants: The college shall, with any funds remaining after awarding scholarships to members of underserved populations, award scholarships to all other eligible applicants in the amounts provided in Subsection R945-1-5(3).

(3) Calculation of Award Amounts: The college shall determine award amounts for each scholarship recipient identified in Subsection R945-1-5(2) as follows:

(a) Full Eligible Award Amount: If available funds provided in Section R945-1-7 are sufficient for the total of all eligible award amounts identified in Subsection R945-1-5(1)(c) in a given priority group designated in Subsection R945-1-5(2), then each eligible applicant in the group shall be awarded 100% of the applicant's eligible award amount.

(b) Partial Eligible Award Amount: If available funds are less than the total of all eligible award amounts for the priority group, the available funds shall be divided by the number of eligible applicants in the group to determine the maximum award per recipient. Each eligible applicant shall be awarded up to the maximum award, not to exceed 100% of the applicant's eligible award amount. Any unobligated funds remaining for applicants awarded less than the maximum award shall be retained in the scholarship fund for future applicants.

(c) Unavailability of Funds: If there are no available scholarship funds remaining after awards have been determined for a higher priority group, no scholarships shall be awarded for remaining applicants.

#### **R945-1-6. Conditions and Utilization of Scholarship.**

(1) Eligibility Verification: Before applying funds for a scholarship awarded in Subsection R945-1-5(2) to a student, a technical college shall verify that all award requirements in Section R945-1-3 have been met by obtaining and retaining additional documentation of actual qualifications which at the time of application were expected or intended to have been met.

(2) Use of Funds: Scholarship funds may be used only for tuition, program fees, and required textbooks in a high demand program in which the recipient is enrolled, up to the recipient's award amount determined in Subsection R945-1-5(3). Funds shall be applied by the college directly to authorized costs and shall not be issued to a recipient in cash.

(3) Time Limitation: Except in the case of a granted deferral,

a technical college may only apply a scholarship toward a recipient's costs described in Subsection R945-1-6(2) from the day on which the college awards the scholarship as identified in Subsection R945-1-5(2) until seven months after the day on which the recipient graduates from high school.

(4) Deferral: A college may, by request from the recipient at any time before or during the recipient's award period, defer all or any portion of a scholarship for up to three years after the day on which the recipient graduates from high school.

(a) Deferrals may be granted at the discretion of the college for military service, humanitarian/religious service, documented medical reasons, or other exigent reasons.

(b) The duration of a deferred scholarship shall be for the time remaining in the recipient's award period, not to exceed seven months.

(5) Cancellation: A technical college may cancel a scholarship if the recipient does not, as determined by the college:

(a) Maintain enrollment in the college on at least a half-time basis; or

(b) Make satisfactory progress toward the completion of a certificate in a high demand program.

(6) Unused Funds: Upon termination of a recipient's scholarship due to non-acceptance, completion, cancellation, or any other reason, any unused award amounts shall be removed from liability/obligated status under Subsection R945-1-7(4) and retained in the college's restricted UTech Scholarship account.

#### **R945-1-7. UTech Scholarship Funds.**

(1) Distribution of Award Funds: The annual distribution of UTech Scholarship award funds to technical colleges by the Board of Trustees shall be as provided in Subsection 53B-2a-116(2).

(2) Restricted Funds: UTech Scholarship funds shall be considered restricted funds by a technical college, shall be recorded only in restricted UTech Scholarship accounts, and shall be used only for scholarship recipients' tuition, program fees, and required textbooks during their award periods.

(3) Unused/Carryover Funds: Each technical college is encouraged to annually utilize all UTech Scholarship funds for qualified students. Surplus funds (i.e., fund balance or net assets) shall be retained in the restricted fund and carried over from one fiscal year to the next.

(4) Obligated Funds: The projected value of a given student's scholarship award shall be recorded as a liability from the time of the student's selection until the student's scholarship ends, and shall be regarded as utilized funds when determining unused/carryover funds. Obligated funds remaining after the student's scholarship ends shall be returned to unused/carryover

funds.

**R945-1-8. Appeals.**

A technical college shall provide a process and criteria, to be referenced in application materials, by which an applicant may appeal a decision made by the college that is related to this rule, to include provision for any unresolved appeal to be submitted to the Commissioner of Technical Education for final agency action.

**R945-1-9. Reporting.**

A technical college shall submit calendar year-end data regarding its UTech Scholarships to the Office of the USTC Commissioner by January 15 of each year, and at other times as required by the Office of the Commissioner, to include information pertaining to the provisions of this rule with respect to applications, awards, enrollments, utilization, funding, or other information as directed by the Commissioner.

# UTAH SYSTEM OF TECHNICAL COLLEGES

## AGENDA ITEM

### USTC BOARD OF TRUSTEES

9 May 2019



#### ITEM 7

TOPIC: Recognition of Departing Board Members

#### BACKGROUND

The term of office for Trustee Jim Evans will expire June 30, 2019. Having served two full terms, he will be leaving the Board after eleven years of service since April 3, 2008. Trustee Evans is the representative for Mountainland Technical College, is currently the Board Chair, and has previously served as Vice Chair.

Trustee Brian Florang's term of office also expires June 30, 2019. He is the representative for Snow College, which position will be replaced by an industry sector position by statute. Trustee Florang has served on the Board for four years since January 15, 2015.

Due to increased responsibilities, Trustee Catherine Carter has resigned her position as the Board member representing the health care sector. Trustee Carter served on the Board for two years since July 1, 2017.

#### RECOMMENDATIONS

It is recommended that the Board of Trustees recognize the service and contributions of Trustees Evans, Florang, and Carter.



# UTAH SYSTEM OF TECHNICAL COLLEGES

## AGENDA ITEM

### USTC BOARD OF TRUSTEES

September 20, 2018

#### ITEM A

TOPIC: Approval of FY 2018 Student Enrollment and Outcomes Data

#### BACKGROUND

In accordance with USTC Policy 205.10.1 (Student Enrollment and Outcome Reporting), technical colleges have submitted data to the Office of the Commissioner from their student information systems pertinent to fiscal year 2018. College presidents and administrative staff have certified that the data comply with all applicable statutes and USTC policies, and that USTC-produced data summaries concur with reports produced internally at each college. The Office of the Commissioner has reviewed all data submissions, and here presents a draft summary showing membership hours, student headcounts, and completion, placement, and licensure rates for each technical college.

Under USTC Policy 205.10.1.3, the Board of Trustees is to approve of the year-end data and summaries thereof for use in all reporting to the Utah State Legislature, the Governor's Office, and to the public. These data are to be clearly identified in all reports as *preliminary* and *subject to change*. As provided in Policy 205.10.2, colleges continue to track the placement outcomes of certificate-seeking students after the fiscal year has ended, until annual accreditation reports are due to the Council on Occupational Education in early December. The technical colleges will provide a follow-up data submission in December reporting additional student completions, placements, and licensures pertaining to FY 2018 students. Data provided in December will be presented to the Trustees in summary form and will be approved as *final* for all future reports pertaining to FY 2018.

#### RECOMMENDATION

USTC Administration recommends that the Board of Trustees approve of the technical college data submissions and the attached summaries thereof for use in all reporting to USTC and college stakeholders, pending the final data submission in early December 2018.

Attachments:     Preliminary FY 2018 Year-end Data Summary  
                         Preliminary technical college and system Student Enrollment and Outcomes Reports (9 pages)



# Utah System of Technical Colleges FY 2018 Year-end Data Summary July 1, 2017 - June 30, 2018

\*(Includes all campus instructional activity except assessment and "Below-the-Line" CIP codes.)

		MEMBERSHIP HOURS				STUDENT HEADCOUNT (DISTINCT)				PROGRAM GRADUATES (DISTINCT BY PROGRAM)			
		Prev Year	Current Yr	Growth		Prev Year	Current Yr	Growth		Prev Year	Current Yr	Growth	
BRIDGERLAND	Adult	708,536	781,812	73,276	10.34%	3,815	3,938	123	3.22%	839	731	-108	-12.87%
	High School	363,821	422,026	58,205	16.00%	1,875	2,142	267	14.24%	8	54	46	575.00%
	College Total	1,072,357	1,203,838	131,481	12.26%	5,690	6,080	390	6.85%	847	785	-62	-7.32%
DAVIS	Adult	1,048,844	1,104,176	55,332	5.28%	4,604	4,528	-76	-1.65%	1,150	1,045	-105	-9.13%
	High School	368,834	395,287	26,453	7.17%	1,435	1,313	-122	-8.50%	253	216	-37	-14.62%
	College Total	1,417,677	1,499,463	81,786	5.77%	6,039	5,841	-198	-3.28%	1,403	1,261	-142	-10.12%
DIXIE	Adult	223,595	247,544	23,948	10.71%	4,333	4,387	54	1.25%	215	243	28	13.02%
	High School	65,353	78,110	12,756	19.52%	301	294	-7	-2.33%	77	61	-16	-20.78%
	College Total	288,949	325,653	36,705	12.70%	4,634	4,681	47	1.01%	292	304	12	4.11%
MOUNTAINLAND	Adult	662,803	664,712	1,909	0.29%	2,840	2,913	73	2.57%	1,157	1,109	-48	-4.15%
	High School	475,174	524,193	49,019	10.32%	1,453	1,502	49	3.37%	768	699	-69	-8.98%
	College Total	1,137,977	1,188,905	50,928	4.48%	4,293	4,415	122	2.84%	1,925	1,808	-117	-6.08%
OGDEN-WEBER	Adult	860,724	905,374	44,650	5.19%	4,173	4,257	84	2.01%	758	707	-51	-6.73%
	High School	261,891	321,126	59,235	22.62%	1,327	1,384	57	4.30%	133	147	14	10.53%
	College Total	1,122,615	1,226,500	103,885	9.25%	5,500	5,641	141	2.56%	891	854	-37	-4.15%
SOUTHWEST	Adult	165,867	185,870	20,003	12.06%	1,452	1,243	-209	-14.39%	259	313	54	20.85%
	High School	93,208	99,701	6,493	6.97%	856	900	44	5.14%	60	58	-2	-3.33%
	College Total	259,075	285,571	26,496	10.23%	2,308	2,143	-165	-7.15%	319	371	52	16.30%
TOOELE	Adult	135,823	151,734	15,911	11.71%	661	721	60	9.08%	207	179	-28	-13.53%
	High School	22,438	21,289	-1,149	-5.12%	144	147	3	2.08%	14	14	0	0.00%
	College Total	158,261	173,023	14,762	9.33%	805	868	63	7.83%	221	193	-28	-12.67%
UINTAH BASIN	Adult	235,938	215,587	-20,351	-8.63%	2,324	2,450	126	5.42%	365	354	-11	-3.01%
	High School	260,484	259,114	-1,370	-0.53%	1,643	1,703	60	3.65%	157	187	30	19.11%
	College Total	496,422	474,701	-21,722	-4.38%	3,967	4,153	186	4.69%	522	541	19	3.64%
USTC TOTALS	Adult	4,042,131	4,256,809	214,678	5.31%	24,202	24,437	235	0.97%	4,950	4,681	-269	-5.43%
	High School	1,911,202	2,120,844	209,642	10.97%	9,034	9,385	351	3.89%	1,470	1,436	-34	-2.31%
	System Total	5,953,333	6,377,653	424,320	7.13%	33,236	33,822	586	1.76%	6,420	6,117	-303	-4.72%

NOTES:



## Preliminary Utah System of Technical Colleges FY 2018 Student Enrollment and Outcomes Report\*

9/13/18 Draft - *Certified by All Presidents, Accepted by USTC Commissioner*

Certificate-seeking Students				
	(Program Length)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	377,208	582,761	2,686,721	3,646,690
Distinct Student Headcount				12,168
Sum of Individual Program Headcounts (allowing enrollment in multiple programs) †	2,836	2,437	7,393	12,666
Still Enrolled	434	984	2,931	4,349
Graduates	2,015	740	1,926	4,681
Non-graduates	387	713	2,536	3,636
Graduation Rate‡	84%	51%	43%	56%
Non-graduate Completers ("Early Hires") §	31	280	612	923
Allowable Subtractions	36	70	567	673
Withdraw & Enrolled in Another Program	14	23	98	135
Unavailable to Earn a Credential ¶	22	47	469	538
Completion Rate	86%	74%	65%	73%
Placed Students (includes Non-graduate Completers)	1,030	700	1,872	3,602
Related Employment	760	628	1,661	3,049
Military Service	0	3	8	11
Continuing Education	270	69	203	542
Allowable Subtractions	428	43	261	732
Unavailable for Employment ¶	32	8	93	133
Refused Employment	11	6	17	34
Awaiting Licensure	385	29	151	565
Unplaced Students	588	277	405	1,270
Placement Rate	64%	72%	82%	74%
Graduates who Took a Req'd Licensure Exam	708	152	431	1,291
Graduates who Passed a Req'd Licensure Exam	686	152	431	1,269
Licensure Rate	97%	100%	100%	98%

Secondary Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	1,494,150	382,722	243,972	2,120,844
Distinct Student Headcount	8,624	554	207	9,385
Certificate Awardees (program length)	1,157	170	109	1,436
% Secondary Students Earning Certificate				15%

Job Upgrade Students ¶				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	44,340	4,200	0	48,540
Distinct Student Headcount	415	6	0	421

Continuing Occupational Education Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	342,823	38,936	0	381,759
Distinct Student Headcount	10,181	56	0	10,237

Students Enrolled in Other Training	
Membership Hours	179,821
Distinct Student Headcount	2,973
Basic Skills Students	1,273
Personal Interest Students	1,612
Job Re-entry Students	50
Senior Citizens	38

Total Postsecondary Membership Hours	4,256,809
Total Distinct Postsecondary Headcount	24,437

Total Secondary Membership Hours	2,120,844
Total Distinct Secondary Headcount	9,385

\* Data summaries herein are preliminary and are pending updated data submissions due to the USTC Commissioner's Office annually in December, allowing technical colleges approximately five months to ascertain the placement statuses of recent graduates.

† Certificate-seeking students are counted once in *each accredited program* in which they enroll. Hence, a student who completes an accredited program and enrolls in a separate program (e.g., completion of Certified Nursing Assistant and subsequent enrollment in Surgical Technology) is counted twice herein.

‡ Note that graduation rates reported to the Council on Occupational Education differ from those shown here due to methodological differences. Whereas COE instructs accredited institutions to remove allowable subtractions prior to the calculation of graduation rates, the rates presented herein are calculated prior to the removal of allowable subtractions.

§ Non-graduate completers, under direction received from the Council on Occupational Education, include those students who exit their programs of study without obtaining an accredited certificate but obtain employment in a field related to instruction received consequent to the students' studies at the technical college. This category also includes students who leave a program unsuccessfully but enroll at another institution of higher education where an articulation agreement exists, allowing students' coursework to fulfill program requirements elsewhere.

¶ Students documented to be unavailable to earn a credential in their program(s), or to be placed in employment, due to situations such as pregnancy, other serious health-related issues (physical/mental/behavioral), caring for ill family members, incarceration, death, service with a foreign aid organization of the U.S. Government (e.g., Peace Corps), an official church mission, military relocation, etc.

¶ All Job Upgrade students are currently employed in a field related to the instruction received, enrolling in (a) course(s) belonging to an accredited program with the intent to advance in the workplace. Because these students enroll in portions of accredited programs, they are included in annual completion and placement figures reported to the Council on Occupational Education. These students generally enroll in only small portions of programs, and thus are typically reported to COE as non-graduate completers due to their employment. Herein they are held separate from certificate-seeking students, or those students intending to complete a full program and earn a postsecondary credential. Because they are held separate from certificate-seekers, completion and placement rates displayed above are not equal to those reported to the college's accrediting body.

## Preliminary Bridgerland Technical College FY 2018 Student Enrollment and Outcomes Report\*

9/10/18 Draft - *Certified by President Campbell*

Certificate-seeking Students				
	(Program Length)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	43,272	92,035	529,955	665,262
Distinct Student Headcount				1,852
Sum of Individual Program Headcounts (allowing enrollment in multiple programs) †	350	324	1,222	1,896
Still Enrolled	38	164	519	721
Graduates	274	99	358	731
Non-graduates	38	61	345	444
Graduation Rate‡	88%	62%	51%	62%
Non-graduate Completers ("Early Hires") §	1	4	78	83
Allowable Subtractions	0	8	37	45
Withdraw & Enrolled in Another Program	0	0	18	18
Unavailable to Earn a Credential ¶	0	8	19	27
Completion Rate	88%	68%	65%	72%
Placed Students (includes Non-graduate Completers)	190	72	321	583
Related Employment	134	55	294	483
Military Service	0	0	0	0
Continuing Education	56	17	27	100
Allowable Subtractions	34	4	22	60
Unavailable for Employment ¶	1	3	12	16
Refused Employment	1	1	4	6
Awaiting Licensure	32	0	6	38
Unplaced Students	51	27	93	171
Placement Rate	79%	73%	78%	77%
Graduates who Took a Req'd Licensure Exam	174	30	34	238
Graduates who Passed a Req'd Licensure Exam	157	30	34	221
Licensure Rate	90%	100%	100%	93%

Secondary Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	376,666	32,082	13,278	422,026
Distinct Student Headcount	2,081	48	13	2,142
Certificate Awardees (program length)	45	0	9	54
% Secondary Students Earning Certificate				3%

Job Upgrade Students ¶				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	555	0	0	555
Distinct Student Headcount	8	0	0	8

Continuing Occupational Education Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	60,871	17,925	0	78,796
Distinct Student Headcount	1,807	26	0	1,833

Students Enrolled in Other Training	
Membership Hours	37,199
Distinct Student Headcount	785
Basic Skills Students	571
Personal Interest Students	200
Job Re-entry Students	0
Senior Citizens	14

Total Postsecondary Membership Hours	781,812
Total Distinct Postsecondary Headcount	3,938

Total Secondary Membership Hours	422,026
Total Distinct Secondary Headcount	2,142

\* Data summaries herein are preliminary and are pending updated data submissions due to the USTC Commissioner's Office annually in December, allowing technical colleges approximately five months to ascertain the placement statuses of recent graduates.

† Certificate-seeking students are counted once in *each accredited program* in which they enroll. Hence, a student who completes an accredited program and enrolls in a separate program (e.g., completion of Certified Nursing Assistant and subsequent enrollment in Surgical Technology) is counted twice herein.

‡ Note that graduation rates reported to the Council on Occupational Education differ from those shown here due to methodological differences. Whereas COE instructs accredited institutions to remove allowable subtractions prior to the calculation of graduation rates, the rates presented herein are calculated prior to the removal of allowable subtractions.

§ Non-graduate completers, under direction received from the Council on Occupational Education, include those students who exit their programs of study without obtaining an accredited certificate but obtain employment in a field related to instruction received consequent to the students' studies at the technical college. This category also includes students who leave a program unsuccessfully but enroll at another institution of higher education where an articulation agreement exists, allowing students' coursework to fulfill program requirements elsewhere.

¶ Students documented to be unavailable to earn a credential in their program(s), or to be placed in employment, due to situations such as pregnancy, other serious health-related issues (physical/mental/behavioral), caring for ill family members, incarceration, death, service with a foreign aid organization of the U.S. Government (e.g., Peace Corps), an official church mission, military relocation, etc.

¶ All Job Upgrade students are currently employed in a field related to the instruction received, enrolling in (a) course(s) belonging to an accredited program with the intent to advance in the workplace. Because these students enroll in portions of accredited programs, they are included in annual completion and placement figures reported to the Council on Occupational Education. These students generally enroll in only small portions of programs, and thus are typically reported to COE as non-graduate completers due to their employment. Herein they are held separate from certificate-seeking students, or those students intending to complete a full program and earn a postsecondary credential. Because they are held separate from certificate-seekers, completion and placement rates displayed above are not equal to those reported to the college's accrediting body.

## Preliminary Davis Technical College FY 2018 Student Enrollment and Outcomes Report\*

9/13/18 Draft - *Certified by President Ziberth*

Certificate-seeking Students				
	(Program Length)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	75,325	117,664	833,490	1,026,479
Distinct Student Headcount				3,339
Sum of Individual Program Headcounts (allowing enrollment in multiple programs) †	579	529	2,383	3,491
Still Enrolled	76	314	852	1,242
Graduates	384	134	527	1,045
Non-graduates	119	81	1,004	1,204
Graduation Rate‡	76%	62%	34%	46%
Non-graduate Completers ("Early Hires") §	6	25	224	255
Allowable Subtractions	2	2	313	317
<i>Withdraw &amp; Enrolled in Another Program</i>	1	2	7	10
<i>Unavailable to Earn a Credential ¶</i>	1	0	306	307
Completion Rate	78%	75%	62%	67%
Placed Students (includes Non-graduate Completers)	125	106	634	865
<i>Related Employment</i>	95	97	530	722
<i>Military Service</i>	0	1	2	3
<i>Continuing Education</i>	30	8	102	140
Allowable Subtractions	103	8	72	183
<i>Unavailable for Employment ¶</i>	2	0	58	60
<i>Refused Employment</i>	0	1	2	3
<i>Awaiting Licensure</i>	101	7	12	120
Unplaced Students	162	45	45	252
Placement Rate	44%	70%	93%	77%
Graduates who Took a Req'd Licensure Exam	202	64	168	434
Graduates who Passed a Req'd Licensure Exam	202	64	168	434
Licensure Rate	100%	100%	100%	100%

Secondary Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	207,545	124,824	62,918	395,287
Distinct Student Headcount	1,081	177	55	1,313
Certificate Awardees (program length)	146	39	31	216
% Secondary Students Earning Certificate				16%

Job Upgrade Students ¶				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	25,948	3,510	0	29,458
Distinct Student Headcount	166	5	0	171

Continuing Occupational Education Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	10,445	0	0	10,445
Distinct Student Headcount	715	0	0	715

Students Enrolled in Other Training	
Membership Hours	37,794
Distinct Student Headcount	579
<i>Basic Skills Students</i>	340
<i>Personal Interest Students</i>	233
<i>Job Re-entry Students</i>	0
<i>Senior Citizens</i>	6

Total Postsecondary Membership Hours	1,104,176
Total Distinct Postsecondary Headcount	4,528

Total Secondary Membership Hours	395,287
Total Distinct Secondary Headcount	1,313

\* Data summaries herein are preliminary and are pending updated data submissions due to the USTC Commissioner's Office annually in December, allowing technical colleges approximately five months to ascertain the placement statuses of recent graduates.

† Certificate-seeking students are counted once in *each accredited program* in which they enroll. Hence, a student who completes an accredited program and enrolls in a separate program (e.g., completion of Certified Nursing Assistant and subsequent enrollment in Surgical Technology) is counted twice herein.

‡ Note that graduation rates reported to the Council on Occupational Education differ from those shown here due to methodological differences. Whereas COE instructs accredited institutions to remove allowable subtractions prior to the calculation of graduation rates, the rates presented herein are calculated prior to the removal of allowable subtractions.

§ Non-graduate completers, under direction received from the Council on Occupational Education, include those students who exit their programs of study without obtaining an accredited certificate but obtain employment in a field related to instruction received consequent to the students' studies at the technical college. This category also includes students who leave a program unsuccessfully but enroll at another institution of higher education where an articulation agreement exists, allowing students' coursework to fulfill program requirements elsewhere.

¶ Students documented to be unavailable to earn a credential in their program(s), or to be placed in employment, due to situations such as pregnancy, other serious health-related issues (physical/mental/behavioral), caring for ill family members, incarceration, death, service with a foreign aid organization of the U.S. Government (e.g., Peace Corps), an official church mission, military relocation, etc.

¶ All Job Upgrade students are currently employed in a field related to the instruction received, enrolling in (a) course(s) belonging to an accredited program with the intent to advance in the workplace. Because these students enroll in portions of accredited programs, they are included in annual completion and placement figures reported to the Council on Occupational Education. These students generally enroll in only small portions of programs, and thus are typically reported to COE as non-graduate completers due to their employment. Herein they are held separate from certificate-seeking students, or those students intending to complete a full program and earn a postsecondary credential. Because they are held separate from certificate-seekers, completion and placement rates displayed above are not equal to those reported to the college's accrediting body.

## Preliminary Dixie Technical College FY 2018 Student Enrollment and Outcomes Report\*

8/24/18 Draft - *Certified by President Stephens*

Certificate-seeking Students				
	(Program Length)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	16,782	63,232	136,446	216,460
Distinct Student Headcount				746
Sum of Individual Program Headcounts (allowing enrollment in multiple programs) †	118	317	320	755
Still Enrolled	11	193	154	358
Graduates	90	51	102	243
Non-graduates	17	73	64	154
Graduation Rate‡	84%	41%	61%	61%
Non-graduate Completers ("Early Hires") §	2	28	15	45
Allowable Subtractions	1	1	2	4
Withdraw & Enrolled in Another Program	1	0	0	1
Unavailable to Earn a Credential ¶	0	1	2	3
Completion Rate	87%	64%	71%	73%
Placed Students (includes Non-graduate Completers)	52	70	91	213
Related Employment	44	62	85	191
Military Service	0	0	1	1
Continuing Education	8	8	5	21
Allowable Subtractions	2	3	3	8
Unavailable for Employment ¶	1	0	2	3
Refused Employment	1	0	1	2
Awaiting Licensure	0	3	0	3
Unplaced Students	38	6	23	67
Placement Rate	58%	92%	80%	76%
Graduates who Took a Req'd Licensure Exam	0	20	0	20
Graduates who Passed a Req'd Licensure Exam	0	20	0	20
Licensure Rate	--	100%	--	100%

Secondary Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	53,776	11,714	12,620	78,110
Distinct Student Headcount	265	17	12	294
Certificate Awardees (program length)	48	6	7	61
% Secondary Students Earning Certificate				21%

Job Upgrade Students ¶				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	1,279	0	0	1,279
Distinct Student Headcount	6	0	0	6

Continuing Occupational Education Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	29,755	0	0	29,755
Distinct Student Headcount	3,681	0	0	3,681

Students Enrolled in Other Training	
Membership Hours	50
Distinct Student Headcount	1
Basic Skills Students	0
Personal Interest Students	0
Job Re-entry Students	1
Senior Citizens	0

Total Postsecondary Membership Hours	247,544
Total Distinct Postsecondary Headcount	4,387

Total Secondary Membership Hours	78,110
Total Distinct Secondary Headcount	294

\* Data summaries herein are preliminary and are pending updated data submissions due to the USTC Commissioner's Office annually in December, allowing technical colleges approximately five months to ascertain the placement statuses of recent graduates.

† Certificate-seeking students are counted once in *each accredited program* in which they enroll. Hence, a student who completes an accredited program and enrolls in a separate program (e.g., completion of Certified Nursing Assistant and subsequent enrollment in Surgical Technology) is counted twice herein.

‡ Note that graduation rates reported to the Council on Occupational Education differ from those shown here due to methodological differences. Whereas COE instructs accredited institutions to remove allowable subtractions prior to the calculation of graduation rates, the rates presented herein are calculated prior to the removal of allowable subtractions.

§ Non-graduate completers, under direction received from the Council on Occupational Education, include those students who exit their programs of study without obtaining an accredited certificate but obtain employment in a field related to instruction received consequent to the students' studies at the technical college. This category also includes students who leave a program unsuccessfully but enroll at another institution of higher education where an articulation agreement exists, allowing students' coursework to fulfill program requirements elsewhere.

¶ Students documented to be unavailable to earn a credential in their program(s), or to be placed in employment, due to situations such as pregnancy, other serious health-related issues (physical/mental/behavioral), caring for ill family members, incarceration, death, service with a foreign aid organization of the U.S. Government (e.g., Peace Corps), an official church mission, military relocation, etc.

¶ All Job Upgrade students are currently employed in a field related to the instruction received, enrolling in (a) course(s) belonging to an accredited program with the intent to advance in the workplace. Because these students enroll in portions of accredited programs, they are included in annual completion and placement figures reported to the Council on Occupational Education. These students generally enroll in only small portions of programs, and thus are typically reported to COE as non-graduate completers due to their employment. Herein they are held separate from certificate-seeking students, or those students intending to complete a full program and earn a postsecondary credential. Because they are held separate from certificate-seekers, completion and placement rates displayed above are not equal to those reported to the college's accrediting body.

## Preliminary Mountainland Technical College FY 2018 Student Enrollment and Outcomes Report\*

8/20/18 Draft - *Certified by President Christensen*

Certificate-seeking Students				
	(Program Length)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	75,136	131,819	359,351	566,305
Distinct Student Headcount				2,037
Sum of Individual Program Headcounts (allowing enrollment in multiple programs) †	635	550	951	2,136
Still Enrolled	92	195	463	750
Graduates	492	251	366	1,109
Non-graduates	51	104	122	277
Graduation Rate‡	91%	71%	75%	80%
Non-graduate Completers ("Early Hires") §	4	8	16	28
Allowable Subtractions	11	24	50	85
Withdraw & Enrolled in Another Program	3	1	4	8
Unavailable to Earn a Credential ¶	8	23	46	77
Completion Rate	93%	78%	87%	87%
Placed Students (includes Non-graduate Completers)	194	84	181	459
Related Employment	128	72	164	364
Military Service	0	0	0	0
Continuing Education	66	12	17	95
Allowable Subtractions	177	22	128	327
Unavailable for Employment ¶	4	2	11	17
Refused Employment	2	1	2	5
Awaiting Licensure	171	19	115	305
Unplaced Students	125	153	73	351
Placement Rate	61%	35%	71%	57%
Graduates who Took a Req'd Licensure Exam	94	25	112	231
Graduates who Passed a Req'd Licensure Exam	89	25	112	226
Licensure Rate	95%	100%	100%	98%

Secondary Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	300,033	118,278	105,882	524,193
Distinct Student Headcount	1,243	179	80	1,502
Certificate Awardees (program length)	576	91	32	699
% Secondary Students Earning Certificate				47%

Job Upgrade Students ¶				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	0	0	0	0
Distinct Student Headcount	0	0	0	0

Continuing Occupational Education Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	84,489	0	0	84,489
Distinct Student Headcount	521	0	0	521

Students Enrolled in Other Training	
Membership Hours	13,918
Distinct Student Headcount	476
Basic Skills Students	63
Personal Interest Students	412
Job Re-entry Students	0
Senior Citizens	1

Total Postsecondary Membership Hours	664,712
Total Distinct Postsecondary Headcount	2,913

Total Secondary Membership Hours	524,193
Total Distinct Secondary Headcount	1,502

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¶ Students documented to be unavailable to earn a credential in their program(s), or to be placed in employment, due to situations such as pregnancy, other serious health-related issues (physical/mental/behavioral), caring for ill family members, incarceration, death, service with a foreign aid organization of the U.S. Government (e.g., Peace Corps), an official church mission, military relocation, etc.

¶ All Job Upgrade students are currently employed in a field related to the instruction received, enrolling in (a) course(s) belonging to an accredited program with the intent to advance in the workplace. Because these students enroll in portions of accredited programs, they are included in annual completion and placement figures reported to the Council on Occupational Education. These students generally enroll in only small portions of programs, and thus are typically reported to COE as non-graduate completers due to their employment. Herein they are held separate from certificate-seeking students, or those students intending to complete a full program and earn a postsecondary credential. Because they are held separate from certificate-seekers, completion and placement rates displayed above are not equal to those reported to the college's accrediting body.

## Preliminary Ogden-Weber Technical College FY 2018 Student Enrollment and Outcomes Report\*

9/11/18 Draft - *Certified by President Taggart*

Certificate-seeking Students				
	(Program Length)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	48,763	98,633	590,754	738,150
Distinct Student Headcount				2,752
Sum of Individual Program Headcounts (allowing enrollment in multiple programs) †	389	508	1,932	2,829
Still Enrolled	71	76	731	878
Graduates	245	95	367	707
Non-graduates	73	337	834	1,244
Graduation Rate‡	77%	22%	31%	36%
Non-graduate Completers ("Early Hires") §	5	208	234	447
Allowable Subtractions	6	22	124	152
Withdraw & Enrolled in Another Program	3	10	52	65
Unavailable to Earn a Credential ¶	3	12	72	87
Completion Rate	80%	74%	56%	64%
Placed Students (includes Non-graduate Completers)	155	279	452	886
Related Employment	116	272	422	810
Military Service	0	2	4	6
Continuing Education	39	5	26	70
Allowable Subtractions	43	1	26	70
Unavailable for Employment ¶	2	1	6	9
Refused Employment	2	0	6	8
Awaiting Licensure	39	0	14	53
Unplaced Students	52	23	123	198
Placement Rate	75%	92%	79%	82%
Graduates who Took a Req'd Licensure Exam	47	13	75	135
Graduates who Passed a Req'd Licensure Exam	47	13	75	135
Licensure Rate	100%	100%	100%	100%

Secondary Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	209,397	69,850	41,879	321,126
Distinct Student Headcount	1,248	96	40	1,384
Certificate Awardees (program length)	119	6	22	147
% Secondary Students Earning Certificate				11%

Job Upgrade Students ¶				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	10,702	0	0	10,702
Distinct Student Headcount	149	0	0	149

Continuing Occupational Education Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	113,675	0	0	113,675
Distinct Student Headcount	1,146	0	0	1,146

Students Enrolled in Other Training	
Membership Hours	42,847
Distinct Student Headcount	345
Basic Skills Students	167
Personal Interest Students	132
Job Re-entry Students	41
Senior Citizens	5

Total Postsecondary Membership Hours	905,374
Total Distinct Postsecondary Headcount	4,257

Total Secondary Membership Hours	321,126
Total Distinct Secondary Headcount	1,384

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† Certificate-seeking students are counted once in *each accredited program* in which they enroll. Hence, a student who completes an accredited program and enrolls in a separate program (e.g., completion of Certified Nursing Assistant and subsequent enrollment in Surgical Technology) is counted twice herein.

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¶ Students documented to be unavailable to earn a credential in their program(s), or to be placed in employment, due to situations such as pregnancy, other serious health-related issues (physical/mental/behavioral), caring for ill family members, incarceration, death, service with a foreign aid organization of the U.S. Government (e.g., Peace Corps), an official church mission, military relocation, etc.

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## Preliminary Southwest Technical College FY 2018 Student Enrollment and Outcomes Report\*

9/11/18 Draft - *Certified by President Wood*

Certificate-seeking Students				
	(Program Length)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	27,810	68,988	72,926	169,724
Distinct Student Headcount				491
Sum of Individual Program Headcounts (allowing enrollment in multiple programs) †	194	152	165	511
Still Enrolled	14	28	59	101
Graduates	164	87	62	313
Non-graduates	16	37	44	97
Graduation Rate‡	91%	70%	58%	76%
Non-graduate Completers ("Early Hires") §	0	2	7	9
Allowable Subtractions	0	9	15	24
Withdraw & Enrolled in Another Program	0	8	4	12
Unavailable to Earn a Credential ¶	0	1	11	12
Completion Rate	91%	77%	76%	83%
Placed Students (includes Non-graduate Completers)	70	66	54	190
Related Employment	52	58	49	159
Military Service	0	0	0	0
Continuing Education	18	8	5	31
Allowable Subtractions	34	2	2	38
Unavailable for Employment ¶	0	1	1	2
Refused Employment	1	1	1	3
Awaiting Licensure	33	0	0	33
Unplaced Students	60	21	13	94
Placement Rate	54%	76%	81%	67%
Graduates who Took a Req'd Licensure Exam	90	0	0	90
Graduates who Passed a Req'd Licensure Exam	90	0	0	90
Licensure Rate	100%	--	--	100%

Secondary Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	94,403	5,298	0	99,701
Distinct Student Headcount	892	8	0	900
Certificate Awardees (program length)	58	0	0	58
% Secondary Students Earning Certificate				6%

Job Upgrade Students ¶				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	0	0	0	0
Distinct Student Headcount	0	0	0	0

Continuing Occupational Education Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	13,799	0	0	13,799
Distinct Student Headcount	488	0	0	488

Students Enrolled in Other Training	
Membership Hours	2,347
Distinct Student Headcount	343
Basic Skills Students	0
Personal Interest Students	343
Job Re-entry Students	0
Senior Citizens	0

Total Postsecondary Membership Hours	185,870
Total Distinct Postsecondary Headcount	1,243

Total Secondary Membership Hours	99,701
Total Distinct Secondary Headcount	900

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## Preliminary Tooele Technical College FY 2018 Student Enrollment and Outcomes Report\*

9/4/18 Draft - *Certified by President Hacking*

Certificate-seeking Students				
	(Program Length)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	33,737	5,926	91,880	131,543
Distinct Student Headcount				477
Sum of Individual Program Headcounts (allowing enrollment in multiple programs) †	228	44	280	552
Still Enrolled	75	11	124	210
Graduates	94	18	67	179
Non-graduates	59	15	89	163
Graduation Rate‡	61%	55%	43%	52%
Non-graduate Completers ("Early Hires") §	11	4	31	46
Allowable Subtractions	14	3	15	32
Withdraw & Enrolled in Another Program	6	2	5	13
Unavailable to Earn a Credential	8	1	10	19
Completion Rate	76%	73%	70%	73%
Placed Students (includes Non-graduate Completers)	98	18	94	210
Related Employment	50	7	77	134
Military Service	0	0	1	1
Continuing Education	48	11	16	75
Allowable Subtractions	5	3	4	12
Unavailable for Employment	2	1	3	6
Refused Employment	3	2	0	5
Awaiting Licensure	0	0	1	1
Unplaced Students	2	1	0	3
Placement Rate	98%	95%	100%	99%
Graduates who Took a Req'd Licensure Exam	35	0	23	58
Graduates who Passed a Req'd Licensure Exam	35	0	23	58
Licensure Rate	100%	--	100%	100%

Secondary Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	12,959	4,415	3,915	21,289
Distinct Student Headcount	137	6	4	147
Certificate Awardees (program length)	12	0	2	14
% Secondary Students Earning Certificate				10%

Job Upgrade Students ¶				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	4,416	0	0	4,416
Distinct Student Headcount	73	0	0	73

Continuing Occupational Education Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	1,941	0	0	1,941
Distinct Student Headcount	33	0	0	33

Students Enrolled in Other Training	
Membership Hours	13,834
Distinct Student Headcount	199
Basic Skills Students	106
Personal Interest Students	82
Job Re-entry Students	2
Senior Citizens	9

Total Postsecondary Membership Hours	151,734
Total Distinct Postsecondary Headcount	721

Total Secondary Membership Hours	21,289
Total Distinct Secondary Headcount	147

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# Preliminary Uintah Basin Technical College FY 2018 Student Enrollment and Outcomes Report\*

8/24/18 Draft - *Certified by President Weight*

Certificate-seeking Students				
	(Program Length)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	56,383	4,464	71,920	132,767
Distinct Student Headcount				474
Sum of Individual Program Headcounts (allowing enrollment in multiple programs) †	343	13	140	496
Still Enrolled	57	3	29	89
Graduates	272	5	77	354
Non-graduates	14	5	34	53
Graduation Rate‡	95%	50%	69%	87%
Non-graduate Completers ("Early Hires") §	2	1	7	10
Allowable Subtractions	2	1	11	14
<i>Withdrew &amp; Enrolled in Another Program</i>	0	0	8	8
<i>Unavailable to Earn a Credential   </i>	2	1	3	6
Completion Rate	96%	67%	84%	93%
Placed Students (includes Non-graduate Completers)	146	5	45	196
<i>Related Employment</i>	141	5	40	186
<i>Military Service</i>	0	0	0	0
<i>Continuing Education</i>	5	0	5	10
Allowable Subtractions	30	0	4	34
<i>Unavailable for Employment   </i>	20	0	0	20
<i>Refused Employment</i>	1	0	1	2
<i>Awaiting Licensure</i>	9	0	3	12
Unplaced Students	98	1	35	134
Placement Rate	60%	83%	56%	59%
Graduates who Took a Req'd Licensure Exam	66	0	19	85
Graduates who Passed a Req'd Licensure Exam	66	0	19	85
Licensure Rate	100%	--	100%	100%

Secondary Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	239,372	16,262	3,480	259,114
Distinct Student Headcount	1,677	23	3	1,703
Certificate Awardees (program length) ¶	153	28	6	187
% Secondary Students Earning Certificate				11%

Job Upgrade Students ¶				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	1,440	690	0	2,130
Distinct Student Headcount	13	1	0	14

Continuing Occupational Education Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	27,848	21,011	0	48,859
Distinct Student Headcount	1,790	30	0	1,820

Students Enrolled in Other Training	
Membership Hours	31,831
Distinct Student Headcount	245
<i>Basic Skills Students</i>	26
<i>Personal Interest Students</i>	210
<i>Job Re-entry Students</i>	6
<i>Senior Citizens</i>	3

Total Postsecondary Membership Hours	215,587
Total Distinct Postsecondary Headcount	2,450

Total Secondary Membership Hours	259,114
Total Distinct Secondary Headcount	1,703

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|| Students documented to be unavailable to earn a credential in their program(s), or to be placed in employment, due to situations such as pregnancy, other serious health-related issues (physical/mental/behavioral), caring for ill family members, incarceration, death, service with a foreign aid organization of the U.S. Government (e.g., Peace Corps), an official church mission, military relocation, etc.

¶ All Job Upgrade students are currently employed in a field related to the instruction received, enrolling in (a) course(s) belonging to an accredited program with the intent to advance in the workplace. Because these students enroll in portions of accredited programs, they are included in annual completion and placement figures reported to the Council on Occupational Education. These students generally enroll in only small portions of programs, and thus are typically reported to COE as non-graduate completers due to their employment. Herein they are held separate from certificate-seeking students, or those students intending to complete a full program and earn a postsecondary credential. Because they are held separate from certificate-seekers, completion and placement rates displayed above are not equal to those reported to the college's accrediting body.

¶ Note that secondary headcounts displayed are stratified by the total hours accrued by students within FY 2018. For example, in FY 2018 there were 23 students who completed 600 hours or greater but less than 900 hours during the year, totaling 16,262 hours. However, secondary certificate awardees are stratified by the length of program completed, irrespective of when the required hours were completed. Some students began their certificate programs and accrued most of the required hours prior to FY 2018, but completed their certificate programs during the fiscal year. Hence, the number of secondary certificate awardees in a particular program length stratification may be greater than the headcount of students completing the specified amount of hours during the fiscal year.

# UTAH SYSTEM OF TECHNICAL COLLEGES



## AGENDA ITEM USTC BOARD OF TRUSTEES EXECUTIVE COMMITTEE January 17, 2019

### ITEM B

TOPIC: Strategic Workforce Investment Proposals

### BACKGROUND

The Strategic Workforce Investment (SWI), created and funded by Utah statute, provides resources to establish educational pathway partnerships that serve regional industry workforce needs. Pathway programs are intended to provide workforce for high demand and high wage occupations.

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

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

The following SWI FY-2019 proposals involving technical colleges have been submitted to GOED with complete proposals attached. Evidence of Board support is required for proposals to be considered by GOED and the legislature. Budget amounts are shown as (\$one-time + \$annual on-going).

### **Please click each link:**

- [Bridgerland, Davis, Mountainland, and Ogden-Weber – with USU: Software and IT \(\\$0 + \\$370,000\)](#)
- [Bridgerland and Uintah Basin – with USU: Life Sciences \(Veterinarian Technology\) \(\\$0 + \\$350,000\)](#)
- [Davis – with USU: Outdoor Products and Recreation \(\\$300,000 + \\$140,000\)](#)
- [Dixie – with DSU: Life Sciences \(Nursing\) \(\\$0 + \\$220,000\)](#)
- [Ogden-Weber and Davis – with WSU and Davis, Morgan, Ogden, and Weber School Districts: Construction \(Construction and Building Design\) \(\\$100,000 + \\$260,000\)](#)
- [Ogden-Weber and Davis – with WSU and Davis, Morgan, Ogden, and Weber School Districts: Software and IT \(\\$70,000 + \\$295,000\)](#)
- [Tooele – with Tooele School District: Aerospace and Defense \(Industrial Maintenance and Automation Technology\) \(\\$159,000 + \\$187,500\)](#)
- [Uintah Basin – with USU: Energy \(Geoscience Technology\) \(\\$92,800 + \\$197,775\)](#)

### RECOMMENDATIONS

UTech administration recommends that approval of the attached Strategic Workforce Investment proposals as listed above. Total request is \$2,742,075.

Attachments: SWI Proposals (8) -linked above

# UTAH SYSTEM OF TECHNICAL COLLEGES

## AGENDA ITEM

### USTC BOARD OF TRUSTEES

17 January 2019



#### ITEM C

TOPIC: Board of Trustees Meeting Scheduling Considerations

#### BACKGROUND

With the active schedules of Board members, many have been unable to attend recent meetings. While a minimum quorum of eight allows the Board to legally act in meetings, a meeting schedule that will accommodate most of the members will assure that a quorum will always be present, provide quality consideration and decisions for System issues and decisions, and best utilize the time of members and participants who do attend.

In accordance with USTC Policy 101.8.8, meetings are called by the Chair, the Vice Chair, or a majority of the members. The following are the remaining regular meetings that have been scheduled for the Board.

**March 21, 2019 – 10:00-2:00 @ Uintah Basin Technical College**

**May 9, 2019 – 10:00-2:00 @Southwest Technical College**

*(Previously May 16, 2019 – rescheduled)*

**September 19, 2019 – 10:00-2:00 @Bridgerland Technical College**

**November 21, 2019 – 10:00-2:00 @Mountainland Technical College**

#### RECOMMENDATIONS

Board leadership recommends that Board members consider and discuss the dates, days of the week, times of day, locations, and other factors that would facilitate maximum participation, and recommend any changes to the current schedule and future years for consideration by the Chair.

No attachments

# UTAH SYSTEM OF TECHNICAL COLLEGES

## AGENDA ITEM

### BOARD OF TRUSTEES

September 19, 2019



ITEM: 8D

TOPIC: UTech Commissioner's Office Budget Report

#### BACKGROUND

Per UTech policy 555.4.5, *"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."* The attachments include a report detailing appropriated revenues and expenditures by category for the Office of the Commissioner for the current fiscal year through August 31, 2019, a check register for July – August 2019, and a cash and investment report as of August 31, 2019.

#### Attachments:

Budget progress report

Check/Disbursement register

Cash & Investment Balances



*Utah System of Technology Colleges*  
*Office of the Commissioner*

*FY 2020 Office Budget as of August 31, 2019*

<b>Budget</b>	<b>Budget</b>	<b>Year to Date</b>	<b>%</b>
Total Budget for the Commissioner's Office	2,078,300	451,200	21.7%
<b>Expenditures</b>			
Salaries, Payroll Tax & Benefits	1,579,952	221,745	14.0%
Building Occupancy Costs	118,310	19,444	16.4%
Legal Services	150,000	17,430	11.6%
Equipment Purchases	17,700	5,413	30.6%
Employee Travel	35,000	1,780	5.1%
Board Meetings	25,000	-	0.0%
Staff & System Meetings	15,000	312	2.1%
Public Relations/Marketing	20,000	-	0.0%
Automobile Expenses	10,000	309	3.1%
Supplies & Misc. Expenses	41,844	2,728	6.5%
IT Support & Upgrades	14,000	589	4.2%
Memberships	30,000	-	0.0%
Contingency	21,494	-	0.0%
<b>Total Expenditures</b>	<b>2,078,300</b>	<b>269,749</b>	<b>13.0%</b>

**Utah System of Technical Colleges**  
**Check Register**  
**July - August 2019**

<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
Bill Pmt -Check	07/03/2019	11673	ABM	-350.00
Bill Pmt -Check	07/03/2019	11674	Bridgerland Tech	-254,600.00
Bill Pmt -Check	07/03/2019	11675	Cushman Wakefield	-9,372.00
Bill Pmt -Check	07/03/2019	11676	Davis Tech	-295,650.00
Bill Pmt -Check	07/03/2019	11677	Dixie Tech	-150,950.00
Bill Pmt -Check	07/03/2019	11678	Fuelman	-164.95
Bill Pmt -Check	07/03/2019	11679	Mount Olympus	-25.58
Bill Pmt -Check	07/03/2019	11680	Mountainland Tech	-320,050.00
Bill Pmt -Check	07/03/2019	11681	Ogden-Weber Tech	-281,750.00
Bill Pmt -Check	07/03/2019	11682	Penna Powers	-117,483.20
Bill Pmt -Check	07/03/2019	11683	Snow College	-74,525.00
Bill Pmt -Check	07/03/2019	11684	Southwest Tech	-155,050.00
Bill Pmt -Check	07/03/2019	11685	Tooele Tech	-135,250.00
Bill Pmt -Check	07/03/2019	11686	UETN	-513.90
Bill Pmt -Check	07/03/2019	11687	Uintah Basin Tech	-201,400.00
Bill Pmt -Check	07/03/2019	11688	USU Eastern	-68,275.00

# ***Utah System of Technical Colleges***

*Office of the Commissioner*

*Fiscal Year 2019 Office Budget*

*CASH AND INVESTMENTS*

*as of*

*August 31, 2019*

Name of Bank	Type of account	Rate %		Dollar Amount
Utah PTIF	Savings	2.726	\$	1,505,857.73
Wells Fargo	Checking	0.020	\$	283,537.89
			\$	1,789,395.62



# UTAH SYSTEM OF TECHNICAL COLLEGES

## AGENDA ITEM

### USTC BOARD OF TRUSTEES

September 20, 2018



#### ITEM E

TOPIC: Custom Fit Program Report

#### BACKGROUND

The USTC Custom Fit Policy ([Policy 202](#)) was updated last spring, and some of the reports for the program were updated accordingly. The policy provided for more unified methods of reporting and will allow for greater ease in explaining reports to the legislature and other stakeholders.

The first of the attached reports reflects a breakout of Custom Fit activity across each of the service regions governed by the Board of Trustees. The report indicates system-wide increases over the following metrics:

- Companies served, +15.08%
- Unduplicated Trainees, +8.61%
- Instructional Hours, +14.66%

The second report is a graphical representation comparing the same metrics over three years and against target increases prescribed in legislative intent language. The system performed very well based on the established targets.

Finally, the third report provides a picture of the financial performance of the Custom Fit program across the system. This report is new this year and provides more detail than has previously been presented. Policy encourages each region to utilize annual allocations within the program. Unused funds may be carried over to the new fiscal year for use in the program and are subject to review by the Commissioner who may recommend that the Board of Trustees modify allocations as deemed appropriate.

#### RECOMMENDATIONS

USTC Administration recommends that the Board of Trustees approve the Custom Fit reports and defer any possible reallocation to future years.

#### Attachments:

Custom Fit Program Performance

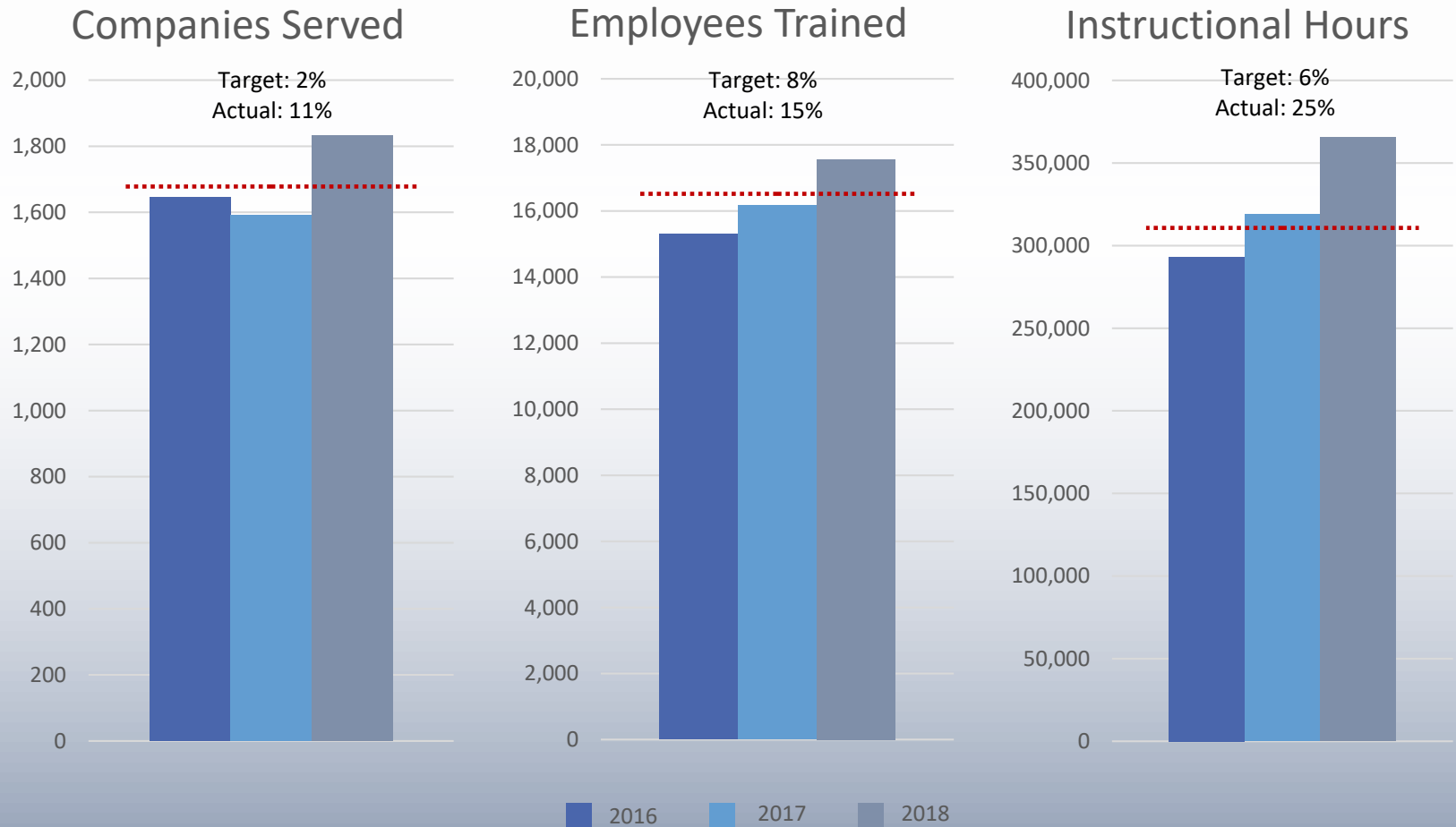
Custom Fit Program Performance (graphical representation)

Custom Fit Financial Report



Custom Fit Program Performance, FY 2018			
	Companies Served	Unduplicated Trainees	Instructional Hours
Bridgerland	181	4,856	67,119
Davis	198	1,888	69,815
Dixie	428	1,071	18,226
Mountainland	251	3,101	43,366
Ogden-Weber	141	2,018	66,386
Snow College	61	479	12,915
Southwest	233	1,038	29,804
Tooele	75	609	12,103
Uintah Basin	131	1,953	26,185
USU Eastern	133	550	19,591
<b>Grand Total</b>	<b>1,832</b>	<b>17,563</b>	<b>365,510</b>
FY 2017 Total	1,592	16,170	318,767
Growth	240	1,393	46,743
	15.08%	8.61%	14.66%

# Custom Fit Program Performance



### Custom Fit Budget, FY 2018

Service Region	Revenue				Expenditures						Carried Over to Next FY
	Carried Over from Prior FY	State Appropriation	Company Contributions	Total Funds Available	Direct Training Costs	Salaries/Benefits	Equipment	Other Expenses	(Specify Other Expenses)	Total Expenditures	
Bridgerland Technical College	\$247,781	\$500,000	\$383,574	\$1,131,355	\$746,298	\$208,001	\$90,210	\$79,971		\$1,124,480	\$6,875
Davis Technical College	\$35,814	\$500,000	\$384,596	\$920,410	\$620,826	\$203,137	\$30,511	\$33,870	advertising, supp	\$888,344	\$32,066
Dixie Technical College	\$29,398	\$345,000	\$181,921.46	\$556,319	\$347,681	\$187,517	\$3,192	\$2,667		\$541,057	\$15,262
Mountainland Technical College	\$108,000	\$500,000	\$641,724	\$1,249,724	\$1,009,715	\$211,629	\$0	\$4,510	Travel/Training	\$1,225,854	\$23,870
Ogden-Weber Technical College	\$0	\$500,000	\$414,554	\$914,554	\$568,008	\$316,175	\$16,326	\$1,843		\$902,352	\$12,202
Snow College	\$24,376	\$275,000	\$148,397	\$447,773	\$268,624	\$117,923	\$2,277	\$13,079	Supplies, Travel, -	\$401,903	\$45,871
Southwest Technical College	\$6,239	\$345,000	\$220,352	\$571,591	\$367,553	\$180,840		\$19,979		\$568,372	\$3,219
Tooele Technical College	\$110,926	\$325,000	\$174,377	\$610,303	\$341,678	\$154,091	\$23,886	\$1,987		\$521,642	\$88,661
Uintah Basin Technical College	\$0	\$408,628	\$241,804	\$650,432	\$408,628	\$237,093	\$0	\$1,879	Supp & Travel	\$647,600	\$2,832
Utah State University - Eastern	\$308,559	\$250,000	\$193,145	\$751,704	\$361,740	\$96,179		\$14,236		\$472,156	\$279,548
Utah System of Technical Colleges Admin.	\$0	\$9,200	\$0	\$9,200	\$0	\$9,200	\$0	\$0		\$9,200	\$0
<b>Total</b>	<b>\$871,093</b>	<b>\$3,957,828</b>	<b>\$2,984,444</b>	<b>\$7,813,366</b>	<b>\$5,040,751</b>	<b>\$1,921,785</b>	<b>\$166,402</b>	<b>\$174,021</b>		<b>\$7,302,959</b>	<b>\$510,407</b>

# UTAH SYSTEM OF TECHNICAL COLLEGES

## AGENDA ITEM

### USTC BOARD OF TRUSTEES 17 January 2019



#### ITEM F

TOPIC: 2019 Legislative Planning Discussion

#### BACKGROUND

The General Session of the 2017 Utah Legislature convenes on Monday, January 28<sup>th</sup>, and adjourns at midnight on Thursday, March 14<sup>th</sup>.

Interim Commissioner Haines will brief the Board on issues and expectations for UTech during the legislative session, based on preliminary discussions with leadership of the Higher Education Appropriations Subcommittee and other legislators in preparation for the session. Discussion will include the UTech budget request, which was approved by the Board in September, as well as capital facilities, initiatives, and legislation.

#### RECOMMENDATIONS

Information/discussion only

#### ATTACHMENT:

USTC Legislative Budget Request Summary – FY2020



# Utah System of Technical Colleges

## Legislative Budget Request Summary

For the Fiscal Year Ending June 30, 2020

Approved by the Board of Trustees 12/16/201

<b>Anticipated FY 2020 Base Budget (State Tax Funds Only)</b>		<b>\$</b>	<b>97,405,600</b>
<b>Ongoing Budget Increase Requested</b>		<b>\$</b>	<b>12,900,000</b>
<b>1. Compensation</b>		<b>\$</b>	<b>2,000,000</b>
* Merit-Based Salary Increases (Estimated)	2,000,000		
* Health Insurance Premium Increases	-		
<b>2. Employer-Driven Program Expansion/Student Support</b>		<b>\$</b>	<b>7,000,000</b>
Bridgerland Technical College	740,000		
Davis Technical College	1,700,000		
Dixie Technical College	700,000		
Mountainland Technical College	1,630,000		
Ogden-Weber Technical College	900,000		
Southwest Technical College	355,000		
Tooele Technical College	275,000		
Uintah Basin Technical College	700,000		
<b>3. Equipment Funds</b>		<b>\$</b>	<b>3,000,000</b>
<b>4. Custom Fit</b>		<b>\$</b>	<b>650,000</b>
Davis Technical College	200,000		
Mountainland Technical College	200,000		
Ogden-Weber Technical College	200,000		
USU - Eastern	25,000		
Snow College	25,000		
<b>5. System Requests</b>		<b>\$</b>	<b>250,000</b>
Data Analyst	125,000		
Software Developer	125,000		

\* Place holder only - will refine as more information becomes available



## **UTAH SYSTEM OF TECHNICAL COLLEGES**

### **AGENDA ITEM**

#### **USTC BOARD OF TRUSTEES**

**September 20, 2018**

#### **ITEM G**

TOPIC: Appointment of Trustee(s) to Audit Committee

#### **BACKGROUND**

USTC Policy 301, "Audit Committees", provides for the Trustees Audit Committee "to assist the Board in fulfilling its oversight responsibilities for financial matters." Dale Cox, who recently resigned his position on the Board of Trustees, served as Audit Committee Chair. Trustees Brad Tanner and Mike Angus served with him on the committee. Policy states that the audit committee shall consist of at least three and no more than five members and are appointed by the Chair of the Board of Trustees with confirmation from the Board. At least one additional trustee needs to be appointed to serve on the audit committee to satisfy policy. The committee chair may either be appointed by the board chair or designated by majority vote of the committee.

#### **RECOMMENDATIONS**

USTC Administration recommends that the Board Chair appoint one additional member to the audit committee or reorganize the audit committee with three new members and select a chair or direct the committee to designate one.

ATTACHMENTS: NONE



## **UTAH SYSTEM OF TECHNICAL COLLEGES**

### **AGENDA ITEM**

#### **USTC BOARD OF TRUSTEES**

**September 20, 2018**

#### **ITEM O**

**TOPIC: College Financial Reports**

#### **BACKGROUND**

Based on a recommendation from the Audit Committee, the Board of Trustees instituted a practice last September of requesting a brief financial report from the technical colleges. Each college in the system has prepared a report that ties to audited financial statements to provide the Trustees a snapshot reflecting the financial position of each college. The attached one-page reports are not intended to replace an examination of college financial statements, the accompanying notes, and the auditors' reports. Full financial reports are available on the State Auditor's website or by request from the system office or the individual colleges.

The reports provide insight into the college's financial health by reflecting five years of current assets, current liabilities, and a calculation of current ratio which is a gauge of an entity's ability to pay its financial obligations. A breakdown of revenues over five years is also included along with graphics illustrating trends for current assets, net position and revenue.

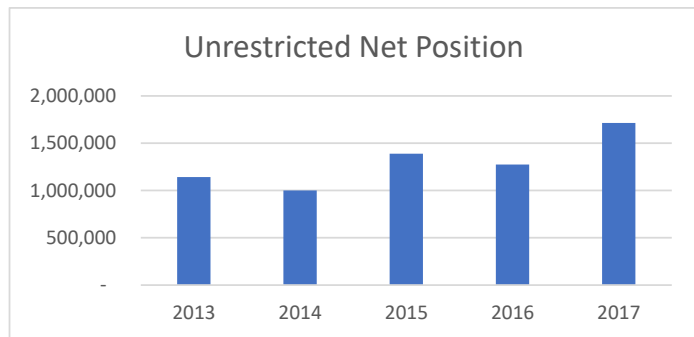
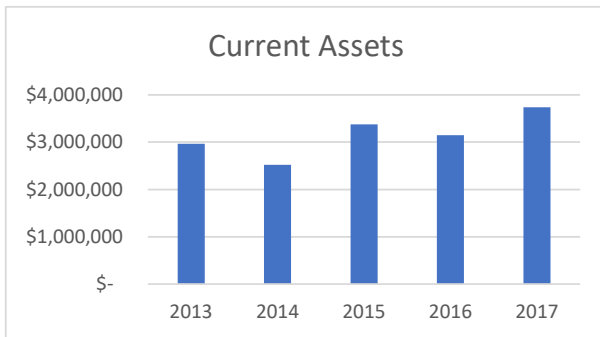
Some colleges' reports include a footnote discussing treatment of their foundations or other noteworthy items. Financial reporting requirements for foundations vary depending on the structure and legal relationship with the college. Some colleges are required to include their foundations in the college's financial statement. The inclusion of a foundation on a college's financial statement obviously affects the college's overall financial picture. Other foundations have their own separate statements, and two colleges do not have foundations.

**Attachments:**

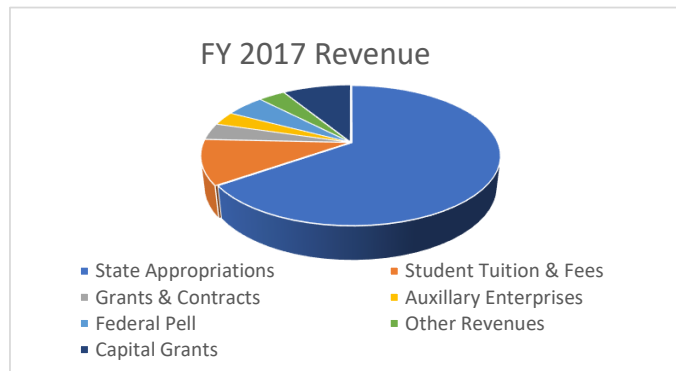
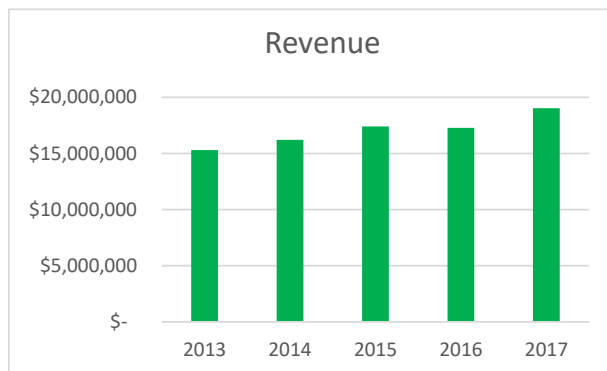
One-page financial report from each college

# Bridgerland Technical College

	2013	2014	2015	2016	2017
Total Current Assets*	\$ 2,965,449	\$ 2,524,097	\$ 3,377,089	\$ 3,146,009	\$ 3,735,892
Total Current Liabilities	1,050,178	789,359	1,206,839	1,069,336	1,134,358
Current Ratio	2.8	3.2	2.8	2.9	3.3
Net Position					
Net Investment in Capital Assets	16,328,884	16,551,713	16,684,299	15,893,570	16,454,221
Restricted	134,656	110,335	123,904	119,416	247,781
Unrestricted	1,141,746	1,002,143	1,390,254	1,274,705	1,714,157
GASB 68 Adjustment	-	-	(3,646,451)	(3,560,509)	(3,730,678)
Net Position	\$ 17,605,286	\$ 17,664,191	\$ 14,552,006	\$ 13,727,182	\$ 14,685,481



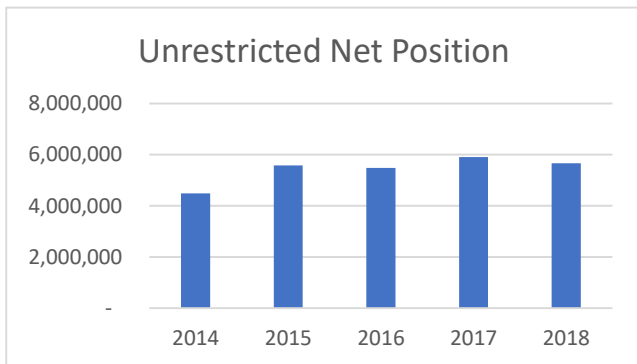
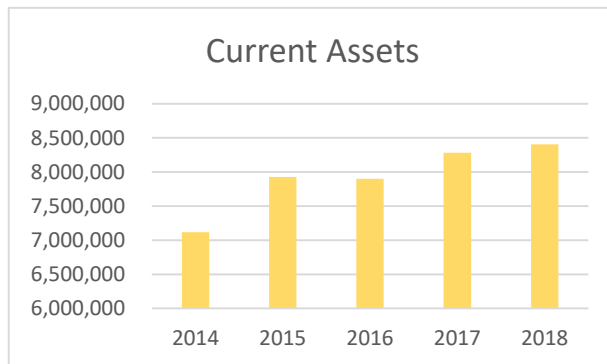
	2013	2014	2015	2016	2017
Revenues					
State Appropriations	\$ 9,310,000	\$ 10,263,700	\$ 11,089,600	\$ 11,535,800	\$ 12,430,900.0
Student Tuition & Fees	1,710,298	1,732,095	1,705,828	1,794,765	1,975,281
Grants & Contracts	1,185,471	1,154,353	1,148,765	1,351,231	727,127
Auxiliary Enterprises	550,890	570,588	606,037	605,987	598,104
Federal Pell	1,029,602	909,978	988,380	895,397	955,056
Other Revenues	574,097	807,561	840,678	799,166	657,797
Capital Grants	942,106	778,456	1,017,799	285,806	1,678,211
Total Revenue	\$ 15,302,464	\$ 16,216,731	\$ 17,397,087	\$ 17,268,152	\$ 19,022,476



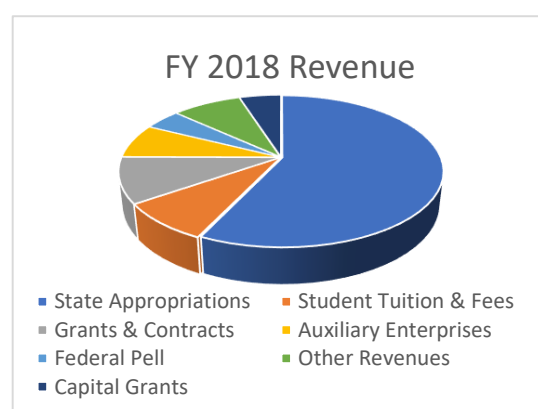
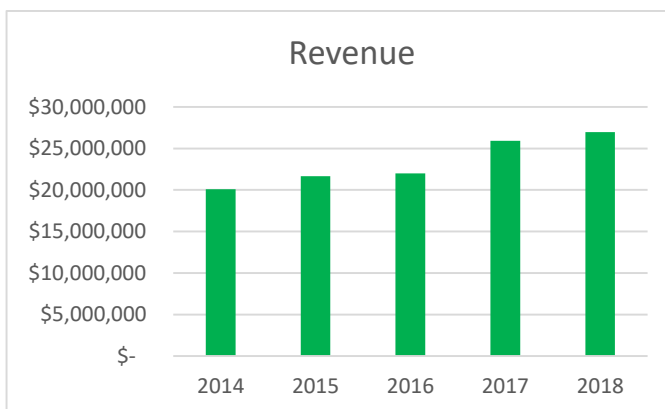


# Davis Technical College

	2014	2015	2016	2017	2018
Total Current Assets	7,119,207	7,928,052	7,899,747	8,284,411	8,406,826
Total Current Liabilities	1,467,779	1,507,281	1,301,187	1,491,376	1,717,044
Current Ratio	4.9	5.3	6.1	5.6	4.9
Net Position					
Net Investment in Capital Assets	29,216,171	28,313,502	27,246,745	28,090,605	28,191,599
Restricted	1,626,200	1,234,789	1,494,795	1,641,914	2,433,428
Unrestricted	4,482,337	5,584,119	5,481,915	5,908,289	5,662,837
GASB 68 Adjustment		(2,655,219)	(2,578,484)	(2,699,667)	(2,635,837)
Net Position	\$ 35,324,708	\$ 32,477,191	\$ 31,644,971	\$ 32,941,141	\$ 33,652,027



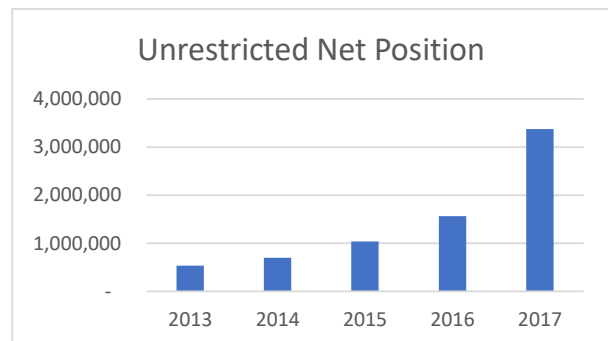
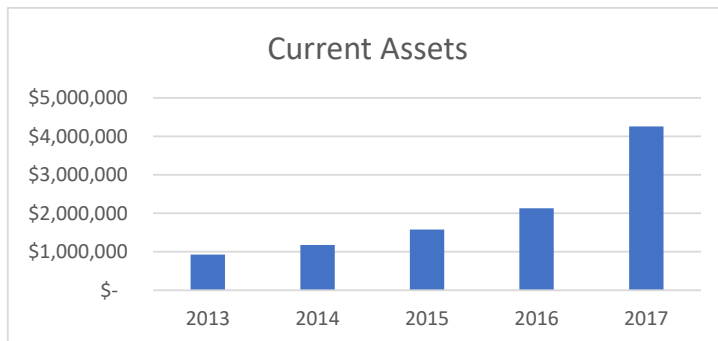
	2014	2015	2016	2017	2018
Revenues					
State Appropriations	10,963,000	12,183,800	13,057,900	14,197,000	15,405,100
Student Tuition & Fees	2,373,117	2,453,525	2,217,755	2,119,972	2,229,088
Grants & Contracts	2,289,510	2,421,189	2,420,231	2,987,503	2,620,130
Auxiliary Enterprises	1,468,241	1,624,744	1,849,584	1,899,262	1,967,093
Federal Pell	997,980	1,017,606	1,043,185	994,082	1,181,163
Other Revenues	1,253,330	1,234,547	1,281,846	1,770,129	2,234,780
Capital Grants	735,169	707,292	117,482	1,947,752	1,336,689
Total Revenue	\$ 20,080,347	\$ 21,642,703	\$ 21,987,983	\$ 25,915,700	\$ 26,974,043



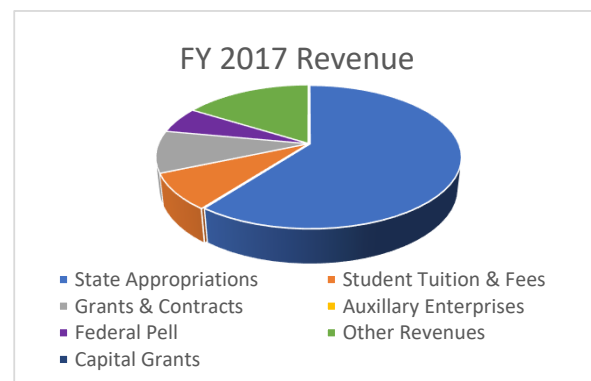
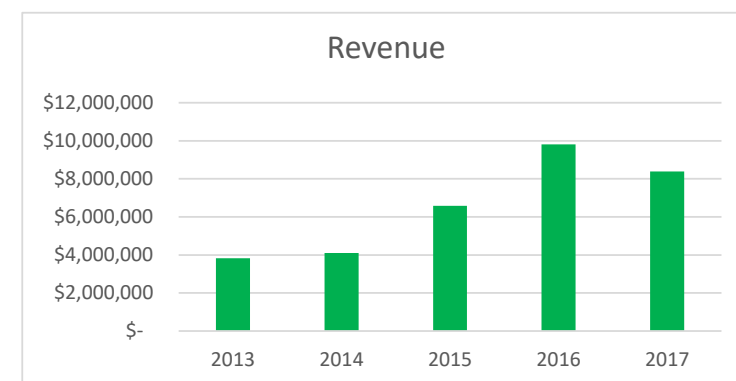
\* The Davis Technical College Foundation is a component unit of the College and is included in the College's financial statements. To illustrate the impact of the Foundation to the numbers above, in the FY18 year Current Assets of \$399,202, Revenues of \$1,054,506, and Net Position of \$2,408,146 are attributable to the Foundation.

# Dixie Technical College

	2013	2014	2015	2016	2017
Total Current Assets*	\$ 925,210	\$ 1,179,033	\$ 1,579,796	\$ 2,131,256	\$ 4,256,634
Total Current Liabilities	332,199	421,673	449,137	453,021	739,989
Current Ratio	2.8	2.8	3.5	4.7	5.8
Net Position					
Net Investment in Capital Assets	515,521	419,635	589,894	4,036,367	4,139,868
Restricted*	56,795	58,201	75,664	116,891	176,784
Unrestricted	536,216	699,159	1,035,809	1,563,140	3,374,070
GASB 68 Adjustment	-	-	(184,706)	(167,118)	(189,416)
Net Position	\$ 1,108,532	\$ 1,176,995	\$ 1,516,661	\$ 5,549,280	\$ 7,501,306

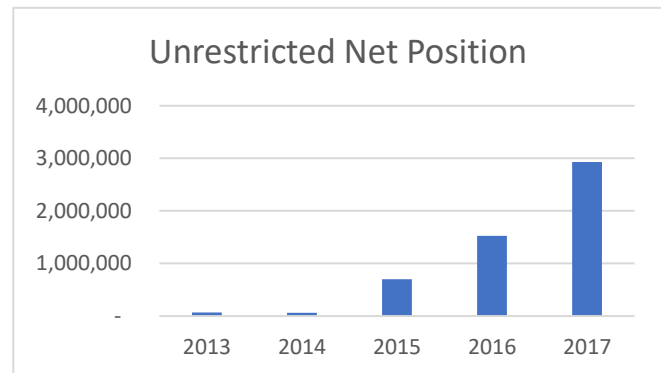
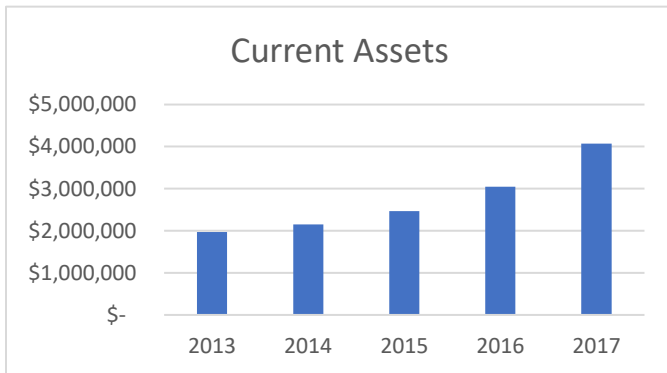


	2013	2014	2015	2016	2017
Revenues					
State Appropriations	2,380,653	\$ 2,774,700	\$ 4,306,644	\$ 6,497,676	\$ 5,066,665
Student Tuition & Fees	339,769	440,604	549,347	664,460	683,783
Grants & Contracts	569,708	520,468	961,967	501,693	790,444
Auxillary Enterprises	-	-	-	-	-
Federal Pell	306,449	318,563	480,334	429,997	493,678
Other Revenues	29,513	43,002	289,025	620,149	1,356,213
Capital Grants	193,000	-	-	1,095,967	-
Total Revenue	\$ 3,819,092	\$ 4,097,337	\$ 6,587,317	\$ 9,809,942	\$ 8,390,783

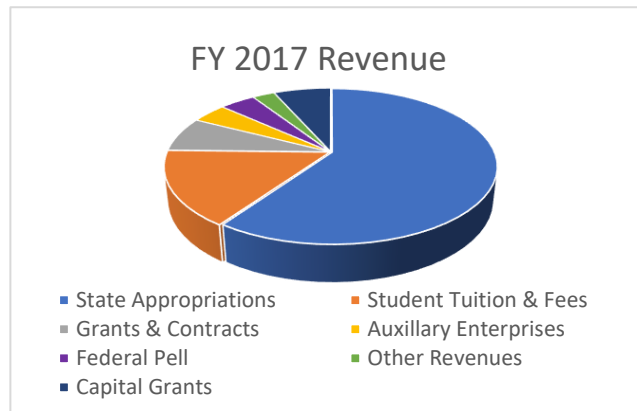
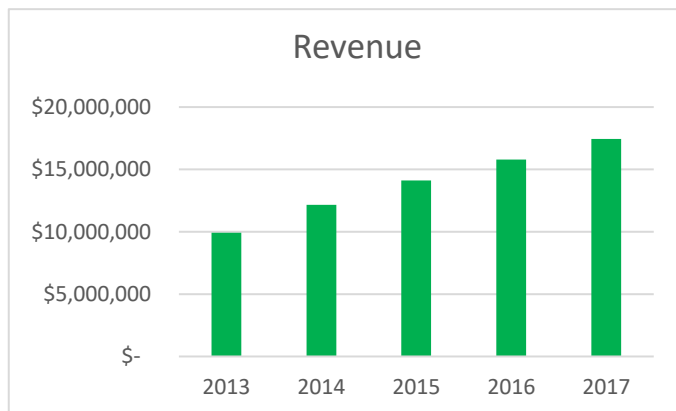


# Mountainland Technical College

	2013	2014	2015	2016	2017
Total Current Assets	\$ 1,974,065	\$ 2,148,150	\$ 2,470,451	\$ 3,044,955	\$ 4,074,239
Total Current Liabilities	1,507,518	1,487,846	1,954,716	2,102,143	1,878,719
Current Ratio	1.3	1.4	1.3	1.4	2.2
Net Position					
Net Investment in Capital Assets	25,285,285	26,044,117	26,176,841	26,572,690	27,219,027
Restricted	665,358	662,506	662,701	664,341	664,675
Unrestricted	67,676	60,073	701,932	1,525,499	2,932,929
GASB 68 Adjustment			(1,121,176)	(1,484,252)	(1,706,599)
Net Position	\$ 26,018,319	\$ 26,766,696	\$ 26,420,298	\$ 27,278,278	\$ 29,110,032



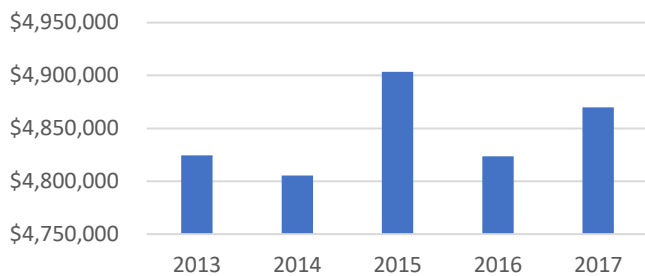
Revenues	2013	2014	2015	2016	2017
State Appropriations	\$ 5,311,300	\$ 6,087,400	\$ 8,232,200	\$ 9,795,400	\$ 10,417,300
Student Tuition & Fees	1,726,265	2,089,414	2,417,577	2,337,309	2,730,662
Grants & Contracts	1,218,904	1,460,508	1,204,240	1,160,768	1,252,045
Auxillary Enterprises	529,686	534,162	599,944	599,048	717,983
Federal Pell	620,745	664,494	613,489	705,776	718,709
Other Revenues	517,824	362,890	399,392	501,357	448,858
Capital Grants	-	959,230	660,619	696,306	1,157,476
Total Revenue	\$ 9,924,724	\$ 12,158,098	\$ 14,127,461	\$ 15,795,964	\$ 17,443,033



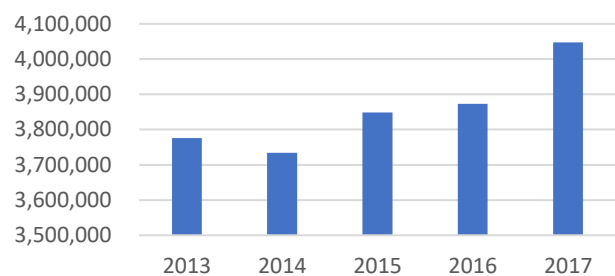
# Ogden-Weber Technical College

	2013	2014	2015	2016	2017
Total Current Assets	\$ 4,824,336	\$ 4,805,424	\$ 4,903,451	\$ 4,823,482	\$ 4,869,886
Total Current Liabilities	702,787	716,850	660,853	553,668	484,776
Current Ratio	6.9	6.7	7.4	8.7	10.0
Net Position					
Net Investment in Capital Assets	35,915,796	34,736,190	33,464,274	33,860,663	32,797,604
Restricted	-	-	-	-	-
Unrestricted	3,776,257	3,733,909	3,848,178	3,872,608	4,046,995
GASB 68 Adjustment	-	-	(3,143,338)	(3,147,835)	(3,262,021)
Net Position	\$ 39,692,053	\$ 38,470,099	\$ 34,169,114	\$ 34,585,436	\$ 33,582,578

Current Assets

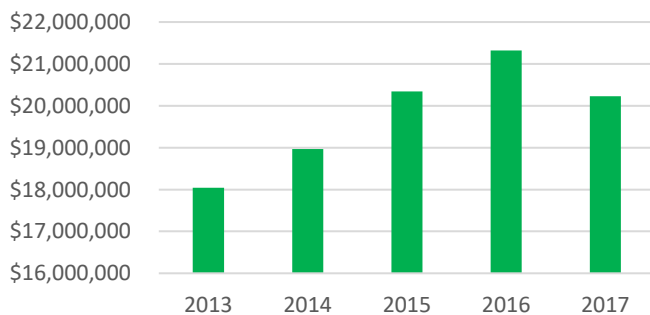


Unrestricted Net Position

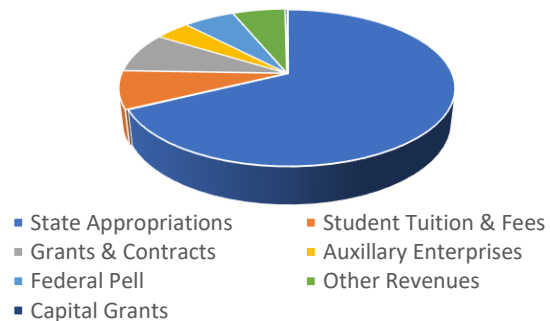


Revenues	2013	2014	2015	2016	2017
State Appropriations	\$ 10,921,800	\$ 11,869,400	\$ 12,754,200	\$ 12,995,602	\$ 13,704,900
Student Tuition & Fees	1,654,988	1,717,076	1,511,954	1,599,235	1,581,719
Grants & Contracts	1,364,936	1,212,767	1,423,880	1,419,549	1,678,073
Auxillary Enterprises	1,016,946	816,467	981,700	838,429	809,544
Federal Pell	1,790,104	1,558,149	1,403,865	1,346,856	1,191,393
Other Revenues	880,623	1,151,743	1,214,691	1,337,279	1,221,753
Capital Grants	410,980	638,549	1,049,776	1,784,528	43,712
Total Revenue	\$ 18,040,377	\$ 18,964,151	\$ 20,340,066	\$ 21,321,478	\$ 20,231,094

Revenue



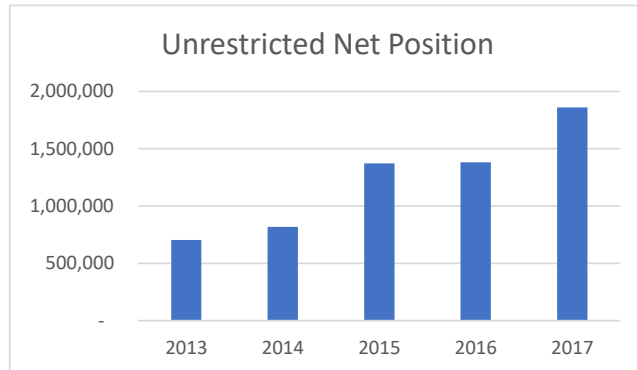
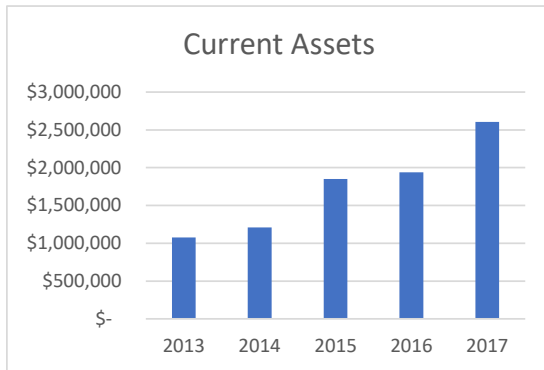
FY 2017 Revenue



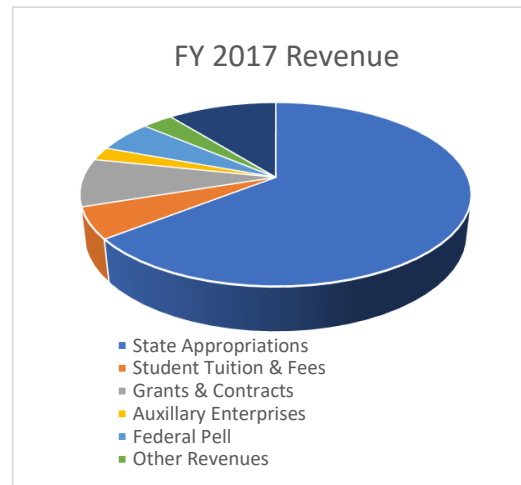
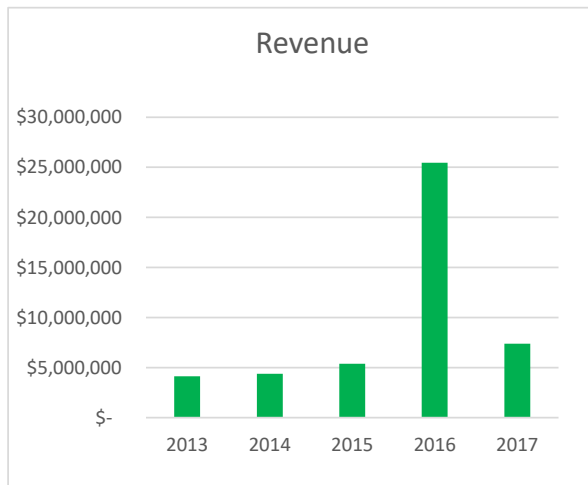
# Southwest Technical College

## Financial Summary

	2013	2012-2017 2014	2015	2016	2017
<b>Total Current Assets*</b>	\$ 1,077,194	\$ 1,209,715	\$ 1,850,578	\$ 1,938,861	\$ 2,604,709
<b>Total Current Liabilities</b>	596,254	580,556	672,944	624,505	814,535
<b>Current Ratio</b>	1.8	2.1	2.7	3.1	3.2
<b>Net Position</b>					
Net Investment in Capital Assets	4,081,658	4,275,328	4,457,309	24,127,462	24,349,277
Restricted*					
Unrestricted	703,158	817,534	1,371,139	1,383,133	1,860,469
GASB 68 Adjustment			(901,769)	(872,399)	(949,704)
<b>Net Position</b>	<b>\$ 4,784,816</b>	<b>\$ 5,092,862</b>	<b>\$ 4,926,679</b>	<b>\$ 24,638,196</b>	<b>\$ 25,260,042</b>



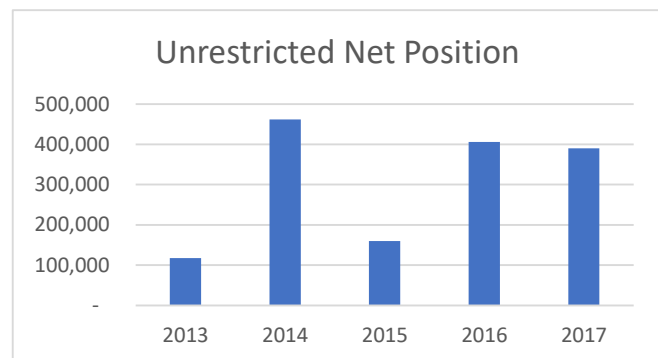
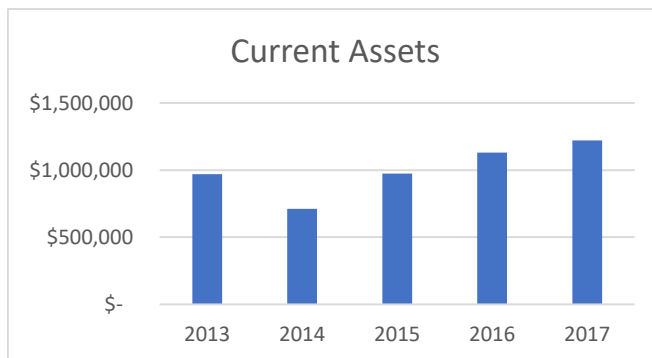
<b>Revenues</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
State Appropriations	\$ 2,462,500	\$ 2,975,400	\$ 3,389,500	\$ 3,997,600	\$ 4,756,800
Student Tuition & Fees	493,215	443,877	352,615	306,048	406,437
Grants & Contracts	641,950	534,243	704,177	559,019	621,530
Auxillary Enterprises	101,834	110,440	108,040	106,778	174,115
Federal Pell	232,164	187,393	249,551	183,967	408,142
Other Revenues	192,216	133,615	578,798	316,920	225,518
Capital Appropriations and Grants				19,996,743	793,107
<b>Total Revenue</b>	<b>\$ 4,123,879</b>	<b>\$ 4,384,968</b>	<b>\$ 5,382,681</b>	<b>\$ 25,467,075</b>	<b>\$ 7,385,649</b>



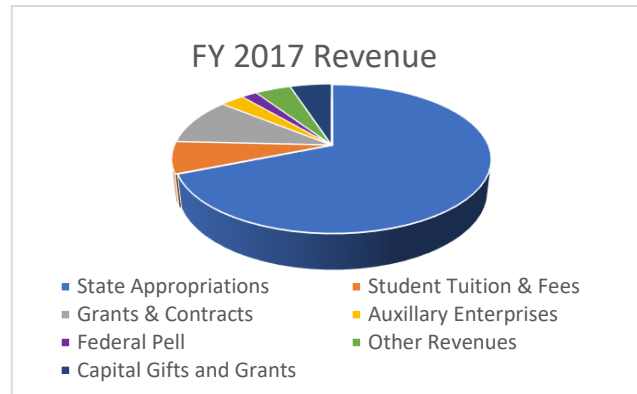
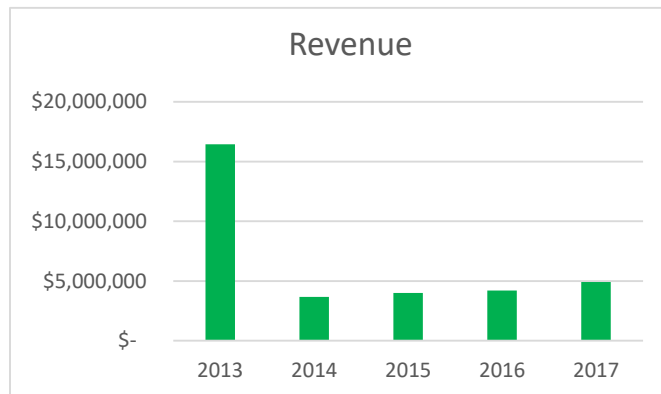
\* Southwest Tech Foundation is a component unit of the college and its assets are included in the college's financial statements. Cash of \$389,850 is included in the FY 2017 financial presentation above.

# Tooele Technical College

	2013	2014	2015	2016	2017
Total Current Assets	\$ 970,711	\$ 712,338	\$ 975,071	\$ 1,130,536	\$ 1,221,781
Total Current Liabilities	686,142	172,333	173,804	125,764	245,169
Current Ratio	1.4	4.1	5.6	9.0	5.0
Net Position					
Net Investment in Capital Assets	14,330,343	14,332,906	14,134,878	13,852,556	13,816,010
Restricted	65,887	5,708	-	-	-
Unrestricted	117,622	461,551	159,775	406,146	390,157
GASB 68 Adjustment	-	-	(66,749)	(97,591)	(127,054)
Net Position	\$ 14,513,852	\$ 14,800,165	\$ 14,227,904	\$ 14,161,111	\$ 14,079,113



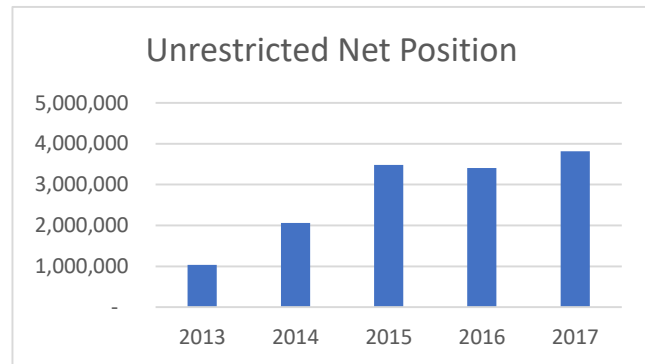
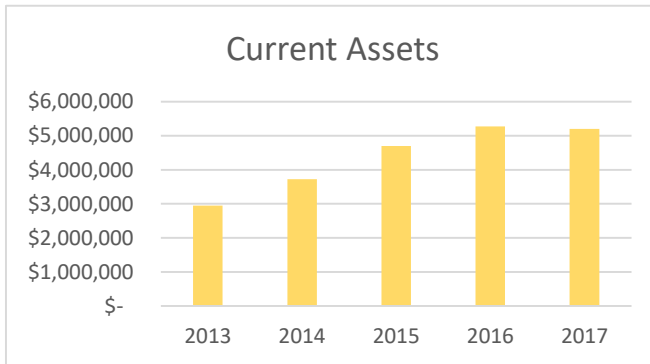
Revenues	2013	2014	2015	2016	2017
State Appropriations	\$ 1,337,400	\$ 2,602,100	\$ 3,002,500	\$ 3,065,100	\$ 3,378,400
Student Tuition & Fees	204,172	268,709	293,958	325,404	337,547
Grants & Contracts	223,089	247,907	322,860	463,395	497,332
Auxiliary Enterprises	73,809	81,647	57,327	138,200	140,796
Federal Pell	-	-	-	-	93,035
Other Revenues	88,509	106,014	121,954	178,252	212,086
Capital Gifts and Grants	14,517,508	359,664	196,780	25,000	245,642
Total Revenue	\$ 16,444,487	\$ 3,666,041	\$ 3,995,379	\$ 4,195,351	\$ 4,904,838



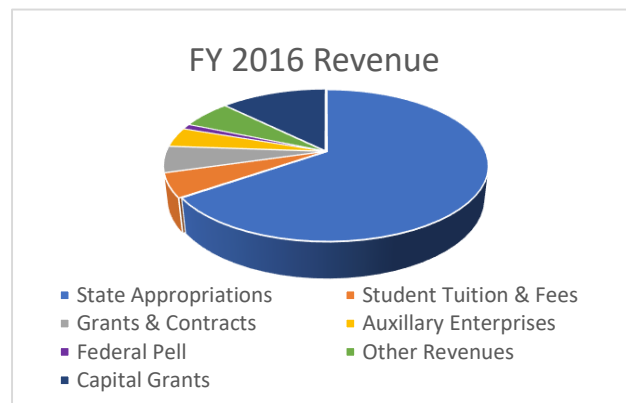
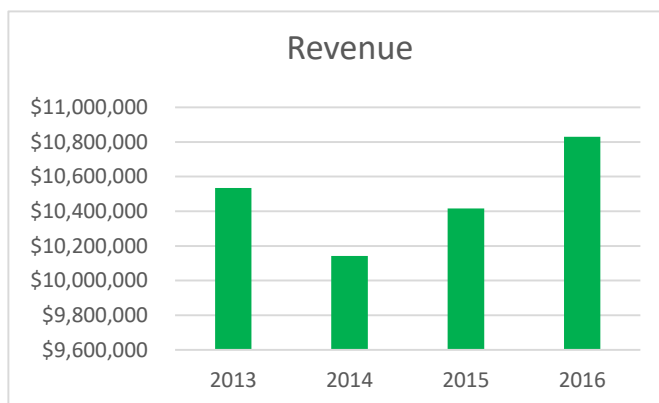
\* Tooele Technical College Foundation is a component unit of the College and is included in the college's financial statements. As of Fiscal year 2017, current assets of \$13,500 and revenue of \$13,500 are attributed to the foundation.

# Uintah Basin Technical College

	2013	2014	2015	2016	2017
Total Current Assets*	\$ 2,947,574	\$ 3,723,348	\$ 4,703,226	\$ 5,274,834	\$ 5,200,156
Total Current Liabilities	1,024,759	987,966	939,160	1,671,377	1,074,082
Current Ratio	2.9	3.8	5.0	3.2	4.8
Net Position					
Net Investment in Capital Assets	14,237,350	13,798,056	13,406,483	14,588,674	14,550,084
Restricted*	1,119,684	1,075,994	774,772	645,959	734,473
Unrestricted	1,031,971	2,063,241	3,483,010	3,407,652	3,818,698
GASB 68 Adjustment			(2,462,753)	(2,323,271)	(2,298,940)
Net Position	\$ 16,389,005	\$ 16,937,291	\$ 15,201,512	\$ 16,319,014	\$ 16,804,315



	2013	2014	2015	2016	2017
Revenues					
State Appropriations	\$ 5,191,900	\$ 5,839,900	\$ 6,377,100	\$ 7,084,403	\$ 7,601,351
Student Tuition & Fees	1,691,571	1,732,687	1,395,001	555,035	618,385
Grants & Contracts	1,116,105	875,465	1,017,300	603,305	771,907
Auxillary Enterprises	443,608	580,414	293,267	449,051	575,972
Federal Pell	152,224	170,895	152,228	120,629	143,746
Other Revenues	529,322	665,875	765,125	646,685	726,047
Capital Grants	1,410,579	277,114	416,056	1,371,374	610,430
Total Revenue	\$ 10,535,309	\$ 10,142,350	\$ 10,416,077	\$ 10,830,482	\$ 11,047,838



\* UBTC Foundation is a component unit of the college and its assets are included in the college's financial statements. Corresponding cash and restricted fund balances of \$51,648 are included in the FY 2017 financial presentation above.



**DRAFT**

# **UTAH SYSTEM OF TECHNICAL COLLEGES**

## **BOARD OF TRUSTEES MEETING**

**MAY 17, 2018**

**LOCATION: Utah System of Technical Colleges  
310 South Main #1250, Salt Lake City, UT 84101**

## **MINUTES**

**(PENDING BOARD APPROVAL)**

### Board of Trustees Present

Jim Evans, Chair – Mountainland Technical College  
Steve Moore, Vice-Chair – Ogden-Weber Technical College  
Dale Cox – Union Trades  
Brad Tanner – Non-Union Trades  
Dave Ulery – Tooele Technical College  
Mike Angus – Uintah Basin Technical College  
Chuck Taylor – Southwest Technical College  
Catherine Carter - Healthcare  
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  
Doug Richards – Legal Counsel

### Present by Conference Call\*

Aaron Osmond – Information Technology  
(\*joined from 10:00 am to 11:00 am)

### Board of Trustees Absent

Michael Jensen – Davis Technical College  
Stephen Wade – Dixie Technical College  
Susan Johnson – Manufacturing  
Scott Theurer – Bridgerland Technical College



## **INTRODUCTION:**

- A. Welcome, call to order, and Pledge of Allegiance by Chair Evans.

Chair Jim Evans called the meeting to order, introduced guests: Frank Stewart, from the Bridgerland College and Sean Faherty, Legislative Analyst.

- Trustee Aaron Osmond, Chair of the Dixie Technical College President Search Committee informed that the local board would like to have a meeting to give an opportunity to the college administrative team to voice their opinion regarding the characteristics they are looking for the next Dixie's president.

The meeting will take place on May 24, 2018, at 7:00 pm. The preliminary interviews will be held May 25, 2018, and the final interviews with the Board of Trustees, are scheduled for June 21, 2018.

- Commissioner Woolstenhulme introduced Frank Stewart, Bridgerland Technical College, Development Director who informed the key components he used to reach employers to create and maintain partnerships.

## **ACTION ITEMS:**

- A. Approval of the March 15, 2018, Board of Trustees Meeting minutes.  
Motion: Brian Cox, Second: Dave Ulery  
Vote: Unanimous

Approval of the following Executive Committee Meetings minutes:

December 14, 2017

December 21, 2017

January 8, 2018

February 2, 2018

Motion: Steve Moore, Second, Dale Cox

Vote: Unanimous

- B. Capital Development Priorities FY 2020.  
President Chad Campbell shared a presentation titled: "FY19-20 Capital Development Project Request & Feasibility Statement" to request funding for the Health Sciences building at Bridgerland College. Assistant Commissioner Brinkerhoff distributed capital facilities scoresheets forms to all Trustees to score Bridgerland College.  
President Michael Bouwhuis also presented a project for Davis Technical College Technology Building for information only.

After compiling the results of the scoresheets, Bridgerland received 96% of the 88% of possible points. Davis Technical College does not need to be ranked (for information only).

Motion to move forward and submit the projects this year to the State Building Board, Legislature and Governor's Office. Dave Ulery, Second, Dale Cox

Vote: Unanimous

Also, a vote of confidence was extended to President Michael Bouwhuis, Davis Technical College for the Technology Building.

- C. UTech Scholarship (New USTC policy 208). Commissioner Woolstenhulme and Associate Commissioner Haines introduced this new policy. HB 437 requires the Board of Trustees to make rules related to the scholarships provisions. Policy was developed. Associate Commissioner Haines explained the main provisions of the policy.

Motion to approve policy 208 and to authorize the Office of the Commissioner to complete and make necessary changes and the rulemaking in consultation with college presidents. Steve Moore, Second, Brian Florang

Vote: Unanimous

- D. Revisions of Data Reporting Policies. Assistant Commissioner Barrus informed that the Commissioner's Office and Council of Presidents worked on proposed alterations to Policies 200 Program/Course Approval and Reporting and 205, Student Enrollment and Outcome Reporting.

Motion to approve the proposed changes to both policies with immediate effect. Steve Moore, Second, Brad Tanner

Vote: unanimous

- E. FY2019 Data Dictionary. Assistant Commissioner Barrus stated that the data dictionary includes core reports and data to provide accurate reporting to legislative and other stakeholders. The dictionary is a statewide policy and is approved by the Board of Trustees on an annual basis.

Changes to the dictionary were presented to the Board of Trustees.

Motion to approve and adopt the Data Dictionary for the FY2019 with the changes mentioned. Chuck Taylor, Second, Dale Cox

Vote: Unanimous

- F. Delegation of Authority (Policy 102). Assistant Commissioner Barrus explained the reason why it is necessary to replace Policy 202. The Office of the Commissioner reviewed and had rewritten Policy 102. It is proposed to replace Policy 102 which has been approved by the Council of Presidents.

Item tabled: USTC Trustees requested additional information. This item will be presented to the next Board of Trustees meeting scheduled for September 20, 2018.

- G. SB1 – 1.5% Base Budget Reallocation. Commissioner Woolstenhulme and Assistant Commissioner Brinkerhoff proposed that the Board of Trustees return

the funding allocated to the Commissioner's Office to each college according to each college justification report to meet needs of each service region.

Motion to approve the reallocation of funds. Steve Moore, Second, Dale Cox.

Vote: Unanimous

- H. FY2019 USTC Commissioner's Office Budget Approval. Assistant Commissioner Brinkerhoff presented the FY2019 Schedule and Revenue and FY2019 Budget of the Commissioner's Office to the Board of Trustees for their approval before the beginning of next fiscal year.

Motion: Mike Angus, Second, Steve Moore

Vote: Unanimous

- I. Proposed FY2019 Tuition Rates. Assistant Commissioner Brinkerhoff indicated that according to policy, requires that the Board of Trustees approve tuition rates for the USTC Colleges as proposed by each college in their memorandums.

Motion: Chuck Taylor, Second, Dale Cox

Vote: Unanimous

- J. Proposed FY2019 Differential Tuition Rates. Differential Tuition Rates were presented to the Board of Trustees by Assistant Commissioner Brinkerhoff for their approval and according to the information provided by each USTC college.

Motion: Dave Ulery, Second, Chuck Taylor

Vote: Unanimous

- K. Equipment Funding Allocation. The Office of the Commissioner and the Council of Presidents are requesting the approval from the Board of Trustees that the Legislature appropriated ongoing equipment funding be distributed equally among USTC colleges.

Motion to approve funding distribution and alternative distribution model.

Steve Moore, Second, Brad Tanner

Vote: Unanimous

- L. Flow-through Funding Allocation. Assistant Commissioner Brinkerhoff informed that the appropriations funds known as Jobs Now come to the Office of the Commissioner to be distributed to the USTC Colleges. It is proposed that the Board of Trustees approve to request the Legislature and Legislature Fiscal Analyst that these funds are distributed to the colleges directly instead of coming to the Office of the Commissioner and then re-distributed to the USTC Colleges.

The amount has been the same since FY2011.

Motion: Chuck Taylor, Second, Steve Moore

Vote: Unanimous

- M. Approval of one-time fund usage for the Year of Technical Education. Commissioner Woolstenhulme and Assistant Commissioner Demma presented the Year of Technical Education background as well as the outline (by month) of the summary of the DWS Talent Ready Utah Grant request for the Statewide

Consortium that will contract marketing professionals for a statewide marketing and branding campaign, including town halls in each college region.

Motion: approval to use up to \$200,000 funds available as one-time funds to support the marketing campaign starting in August to the following year. Mike Angus, Second, Brad Tanner

Vote: Unanimous

#### **INFORMATION ITEMS:**

- N. Mr. Austin Cox, from the “Our Schools Now” organization, presented a PowerPoint to the Board of Trustees. He also stated that through his organization, Technical Education would receive an additional \$2.5 million by 2020 as performance funding according to SB117.
- O. Programs Approved: Associate Commissioner Haines informed that USTC Policy 200.2.3 authorizes the Commissioner of Technical Education to approve college programs that are 900 or longer or are seeking federal financial aid. Trustees were presented with the colleges who received approval from the Commissioner.
- P. USTC Top Priorities: Commissioner Woolstenhulme informed that in preparation for a new fiscal year, his office and the Council of Presidents met and developed a list of eleven priorities for the Utah System of Technical Colleges. Each President will take part as a Chair or member of a committee to work on each identified priority throughout the FY2019.
- Q. Commissioner Woolstenhulme informed the Board of Trustees that the College Presidents formal and informal evaluations are underway. This year President Taggart, President Christensen, and President Weight are due for formal evaluations, and the rest of the College Presidents are also receiving an informal evaluation which includes meetings with their board of directors.
- R. Commissioner’s Office Budget Report – Assistant Commissioner Brinkerhoff presented the Board of Trustees with the Office of the Commissioner’s budget progress report, check/disbursement register and cash & investment balances.
- S. Audit Committee Report. Trustee Dale Cox, Chair of the Audit Committee informed that six out of the eight colleges are performing well and the two other colleges have very small issues that will be corrected.

**CLOSED SESSION:**

Motion to go into closed session, under 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 – yes

Dale Cox – yes

Brad Tanner – yes

Dave Ulery – yes

Mike Angus – yes

Chuck Taylor – yes

Catherine Carter -yes

Brian Florang – yes

The Board entered closed session at 12:56 pm

The Board reconvened at 1:35 pm

Motion to adjourn: Dale Cox, Steve Moore

Voting: Unanimous

Meeting adjourned at 2:05 pm.



**DRAFT**

## **UTAH SYSTEM OF TECHNICAL COLLEGES**

Board of Trustees Special Meeting

Date: June 7, 2018

Time: 7:00 am – 7:30 am

Anchor location for telephone conference access:

Utah System of Technical Colleges

310 South Main, Salt Lake City, UT 84101

801-341-6000

### Board of Trustees Present

Jim Evans, Chair – Mountainland Technical College

Steve Moore – Vice Chair, Ogden-Weber Tech

Scott Theurer – Bridgerland Technical College

Stephen Wade – Dixie Technical College

Michael Jensen, Davis Technical College

Dave Ulery – Tooele Technical College

Dale Cox – Union Trades

Brad Tanner – Non-Union Trades

Mike Angus – Uintah Basin Technical College

Aaron Osmond – Information Technology

Chuck Taylor – Southwest Technical College

Susan Johnson – Manufacturing

Brian Florang – Snow College

Catherine Carter – Healthcare

### Board of Trustees absent/excused:

Brecken Cox – Transportation

### USTC Administration

Dave Woolstenhulme – Commissioner of Technical Education – participating from St. George, UT

Jared Haines – Associate Commissioner of Instruction and Student Affairs – participating from St. George, UT

Joseph Demma – Assistant Commissioner, Public Affairs

Doug Richards – USTC Legal Counsel

Zach Barrus – Assistant Commissioner, Institutional Research

### Others Present

Mark Fahrenkamp, Dixie Technical College Board of Directors Chair

Darcy Stewart – Dixie Technical College Board of Directors Vice Chair

Kelle Stephens

**MINUTES OF MEETING**  
**UTAH SYSTEM OF TECHNICAL COLLEGES**  
Board of Trustees Special Meeting  
June 7, 2018 – 7:00 am  
Meeting Minutes

(PENDING APPROVAL FROM BOARD OF TRUSTEES)

A. Call to order and welcome – Chair Jim Evans

The meeting was called to order at 7:03 am

Meeting conducted by conference call, anchor location in Salt Lake City, attended by Joseph Demma, Zachary Barrus, and Eva Doolin.

Roll-call was conducted:

Jim Evans, Chair – yes

Steve Moore – yes

Scott Theurer – yes

Stephen Wade – yes

Michael Jensen – yes

Dave Ulery – yes

Dale Cox – yes

Brad Tanner – yes

Mike Angus – yes

Aaron Osmond – yes

Chuck Taylor – yes

Susan Johnson – yes

Brian Florang – yes

Catherine Carter – yes

Also attending via conference call, Kelle Stephens, Mark Fahrenkamp, Dixie Technical College Board of Directors Chair, Darcy Stewart, Dixie Technical College Board of Directors Vice Chair, Commissioner Woolstenhulme and Associate Commissioner Haines (attending from St. George, Utah).

B. Consideration of reinstatement of Kelle Stephens as President of Dixie Technical College.

Chair Evans stated that after conversations with the Board of Trustees leadership, and the Dixie Technical College Board of Directors leadership; the Board of Trustees determined to meet this morning to consider the reinstatement of Kelle Stephens as President of the Dixie Technical College.

He asked for a motion regarding item B. Steve Moore motioned: “I moved the Utah System of Technical Colleges, Board of Trustees to reinstate Kelle Stephens as the President of Dixie Technical College, effective July 1, 2018, with the salary of 75% of the current salary scale

USTC Board of Trustees -Special Meeting

June 7, 2018

Page 2

for Dixie Technical College, contingent upon Ms. Stephens, executing the Settlement Agreement and release all legal claims pending against the USTC, Commissioner Woolstenhulme, and the USTC Board of Trustees, on or before 5:00 pm on June 8, 2018.

In consideration thereof, the USTC Board of Trustees agrees to pay Ms. Stephens a total of \$100,000 (One hundred thousand dollars), with the understanding that the Dixie Technical College will contribute to the settlement amount and that the USTC develops a system policy that will state that the Chair of the local Board of Directors is invited to any meeting that disciplinary action is to be discussed”.

Second, Mike Angus

Chair Evans reminded the Board of Trustees that they could not discuss character or professional competence during this meeting unless the board goes into a closed session.

Chair Evans opened the meeting for discussion of the motion.

Trustee Osmond stated that he supports the motion and the importance of taking action based on the information given to the Board of Trustees. He also said that with all respect of Ms. Stephens and what just took place, he asked to make a request that at some point in the future that the board needs to have a thorough review and a deep understanding of how this entire situation occurred. Specifically the legal assessment of the action taken and the guidance the board received prior to any of this taken place. It is important for the board, he continued, to understand how the board received the advice that resulted in his opinion, in many negative outcomes that could have been avoided. Trustee Osmond formally asked that the board has an agenda item in the future to have a review of the advice the board received from the legal perspective and to evaluate how can the board avoid this kind of situations in the future.

Chair Evans thanked Trustee Osmond and asked Commissioner Woolstenhulme to take note of this recommendation and to follow-up.

Trustee Theurer asked for an explanation of how this motion will affect the search that is being conducted. Commissioner Woolstenhulme replied that he contacted the applicants that the search committee recommended as finalists and made them aware that at this point if this motion is approved, the search will end. There are three internal candidates within the system and one candidate outside of the system. They are all aware of today's possible outcome.

Trustee Wade mentioned that it had been a lot of turmoil for all involved. He complemented Trustee Osmond for the professional way in which he handled the search, how he worked with the people in St. George, and continue by saying that Trustee Osmond couldn't have done a better job and that the Trustees appreciate all his time and efforts. He also said that this outcome is one that no one expected, and we need to thank Trustee Osmond for all he did.



Chair Evans asked Trustees if they were cleared on the motion and proceeded for a roll call vote:

Jim Evans, Chair – yes  
Steve Moore – yes  
Scott Theurer – no  
Stephen Wade – yes  
Michael Jensen – no vote (phone call dropped)  
Dave Ulery – yes  
Dale Cox – yes  
Brad Tanner – yes  
Mike Angus – yes  
Aaron Osmond – yes  
Chuck Taylor – yes  
Susan Johnson – yes  
Brian Florang – yes  
Catherine Carter – yes

Motion passed: 12 to 1

Chair Evans thanked the Trustees and congratulated President Kelle Stephens and the Dixie Technical College. He said that with today's vote there is a lot of support and potential for Dixie Technical College to move forward.

Chair Evans asked Commissioner Woolstenhulme if there was anything else before adjourning the meeting. Commissioner Woolstenhulme mentioned that it was appropriate to ask President Stephens if she felt like saying anything. President Stephens said that she loves the students, employees, and faculty at Dixie Technical College.

### **Adjournment**

Motion to adjourn: Steve Moore, Second: Aaron Osmond  
Voting: unanimous

Meeting Adjourned at 7:16 am



## **UTAH SYSTEM OF TECHNICAL COLLEGES**

Board of Trustees Special Meeting

Date: July 12, 2018

Time: 7:00 am – 8:00 am

Anchor location for telephone conference access:

Utah System of Technical Colleges

310 South Main, Salt Lake City, UT 84101

801-341-6000

### **Board of Trustees Present**

Jim Evans, Chair – Mountainland Technical College

Steve Moore – Vice Chair, Ogden-Weber Tech

Scott Theurer – Bridgerland Technical College

Stephen Wade – Dixie Technical College

Michael Jensen, Davis Technical College

Dave Ulery – Tooele Technical College

Aaron Osmond – Information Technology

Chuck Taylor – Southwest Technical College

Susan Johnson – Manufacturing

Brian Florang – Snow College

Catherine Carter – Healthcare

Brecken Cox – Transportation

### **USTC Administration**

Dave Woolstenhulme – Commissioner of Technical Education

Jared Haines – Associate Commissioner of Instruction and Student Affairs – participating via conference call

### **Board of Trustees absent/excused:**

Brad Tanner – Non-Union Trades

Mike Angus – Uintah Basin Technical College

**MINUTES OF MEETING**  
**UTAH SYSTEM OF TECHNICAL COLLEGES**  
Board of Trustees Special Meeting  
July 12, 2018, 7:00 am – 8:00 am  
Meeting Minutes

**(PENDING APPROVAL FROM BOARD OF TRUSTEES)**

A. Call to order and welcome – Chair Jim Evans

The meeting was called to order at 7:01 am  
Meeting conducted by conference call. Anchor location: USTC, Salt Lake City, attended by Commissioner Woolstenhulme.

Chair Evans mentioned that he is sorry about the letter of resignation he received from Trustee Dave Ulery who resigned, effective July 13, 2018, as a Board of Trustees member due to the traveling changes on his current job.

Roll-call conducted:

Jim Evans, Chair – yes  
Steve Moore – yes  
Scott Theurer – yes  
Stephen Wade – yes  
Michael Jensen – yes  
Aaron Osmond – yes  
Chuck Taylor – yes  
Dave Ulery – yes  
Susan Johnson – yes  
Brian Florang – yes  
Catherine Carter – yes  
Brecken Cox – yes

Chair Evans began the meeting by thanking Commissioner Woolstenhulme for his leadership and the great things he has done to further the System. Chair Evans indicated that due to Commissioner Woolstenhulme's new position at Utah State University, and his resignation as Commissioner of the Utah System of Technical Colleges, the Board needs to appoint an Acting Commissioner.

Chair Evans also mentioned that the Board needs to appoint an acting Commissioner so he/she can spend a few weeks with Commissioner Woolstenhulme before he moves to his new role at USU. Depending on the timeline, he continued, some people may or may not be interested in the Acting Commissioner position because it can be a short or long term.

Chair Evans began with Agenda Item C: Commissioner's Position. Due to Commissioner Woolstenhulme's resignation, effective August 1, 2018, the Board of Trustees needs to approve the following items:

1. Proposed timeline for Commissioner's Search
2. Commissioner's position announcement
3. Members of the Search Committee

Chair Evans asked Trustees if there were any comments regarding the proposed timeline for the Commissioner's Search and opened it up for discussion.

Trustee Osmond stated that he doesn't have any concerns with the timeline and believes the Board needs to address this issue aggressively and as soon as possible.

Commissioner Woolstenhulme indicated that the only item in the proposed timeline that has 100% time certain is Wednesday, November 14, 2018, as the State Senate needs a 30-day turn around before the confirmation. The interviews will take place in the middle of October, and the State Senate confirmation scheduled for November.

Trustee Susan Johnson mentioned that she feels that depending on the Interim Commissioner, the Board needs time to find a qualified candidate. She also mentioned that some interims are in their positions for more than two years.

Chair Evans explained that if the Board agrees with this timeline and cannot find the right candidates, the Board can certainly extend the search for another six months or a year. Chair Evans asked again if there were any other thoughts about the timeline.

Chair Evans proposed a motion to consider the timeline knowing that this timeline doesn't lock the Board down if the Board doesn't find the right person and needs to continue with the search.

Motion to approve the proposed timeline for the Commissioner Search, Aaron Osmond, Second Steve Moore

Roll call conducted:

Jim Evans, Chair – yes

Steve Moore – yes

Scott Theurer – yes

Stephen Wade – yes

Michael Jensen – yes

Aaron Osmond – yes

Chuck Taylor – yes

Dave Ulery – yes

Susan Johnson – yes

Brian Florang – yes

Catherine Carter – yes

Brecken Cox – yes

Chair Evans stated that to carry out the Commissioner's Search; the Board will need to appoint a Search Committee. Chair Evans informed that he had asked Vice Chair Steve Moore if he would be willing to Chair the Commissioner's Search Committee. Chair Evans then asked if any of the Trustees would like to be the Committee's Chair. (No comments from Trustees)

Chair Evans motion that Vice Chair Steve Moore serves as the Commissioner's Search Committee Chair, Second Aaron Osmond.

Vote Unanimous

Chair Evans asked: Who of the Trustees would like to serve as committee members? (no reply from Trustees)

Chair Evans continue by saying that perhaps it would be a good idea to invite a Senator or a Representative to serve in the Commissioner's Search Committee. An example would be Senator Ann Millner and Representative Derrin Owens. Trustee Osmond stated that he believes it's a good idea to have a Senator or Representative's involvement from the start so they can be engaged and look at this search from the state-wide perspective.

Trustee Osmond stated that he was involved in the Dixie Technical College President Search Committee, but he would like to be involved in the Commissioner Search Committee as well. Trustee Catherine Carter indicated that she also would like to be part of the committee.

Chair Evans stated that Trustees would probably like to look at their schedules, so he proposed that if Trustees would like to ponder on this and if interested in serving as members of the Search Committee, to call him or Chair Moore. Also, it will be important to have some college presidents serving on the committee.

Commissioner Woolstenhulme said that the next step would be to post the job announcement.

Trustee Scott Theurer asked if it would be helpful to find out the cost of a consultant, and the short timeline as far as to recruit other candidates. Chair Evans asked Commissioner Woolstenhulme to ask someone from his staff to look into it.

Chair Evans said that the next step was to talk about the Acting Commissioner. He also mentioned that he has seen this done both ways, and he was curious to know if it matters to the Trustees if a person selected be the acting commissioner would be someone who is also planning to be a candidate for the Commissioner's position. He asked if there are any thoughts or if that even matters to Trustees. Trustee Osmond clarified the statement: *if the Trustees would allow the Interim Commissioner to apply for the position.*

Trustees Johnson and Wade expressed that they don't think that it would matter one way or the other.

Chair Evans mentioned that he has names of people who would like to be considered (for the Interim Commissioner position): Jared Haines, currently in the Commissioner's office. He has done it a few times, has done it well; and understands the process. President Michael Bouwhuis (currently President of the Davis Technical College), asked to be considered the Acting Commissioner. Chair Evans mentioned that President Bouwhuis is getting to the end of his career. The other names are Joseph Demma (Assistant Commissioner) and Russell Galt (VP Administrative Services and CFO- Davis Technical College). He asked if there were any other names that Trustees may know that are interested in the Interim Commissioner position.

Trustee Ulery asked what is the process for the Board of Trustees to decide which of the four candidates would be the interim Commissioner?

Chair Evans replied that the Board would talk about it and then have a potential nomination and vote. However, before that, the Board need to have a good discussion and have a clear reason why the Board wants to appoint one of those individuals. They are all quality individuals, but we (the Board) need to decide on the individual who will keep things moving forward.

Commissioner Woolstenhulme stated that after Board of Trustees selects the Interim Commissioner, the name needs to go through the State Senate confirmation process.

Doug Richards (Legal Counsel), stated that if the Board wants to discuss the competence, qualifications, pros, and cons of these individuals that the Board may want the motion to go into closed session.

Trustee Brain Florang motion to move the meeting to a closed session to discuss the individuals or potential candidates for Interim Commissioner. Second, Catherine Carter  
Vote: Unanimous

Roll to go into closed session:

Jim Evans, Chair – yes  
Steve Moore – yes  
Scott Theurer – yes  
Stephen Wade – yes  
Michael Jensen – yes  
Aaron Osmond – yes  
Chuck Taylor – yes  
Dave Ulery – yes  
Susan Johnson – yes  
Brian Florang – yes  
Catherine Carter – yes  
Brecken Cox – yes

Chair Evans asked anyone who is not a Trustee to please hang up the phone.

Chair Evans announced that the Board of Trustees meeting is back into open session.

Chair Evans motion to appoint Michael Bouwhuis to be the Interim Commissioner of Technical Education. Second, Michael Jensen

Roll call conducted:

Stephen Wade – yes  
Mike Jensen – yes  
Susan Johnson – yes  
Scott Thuerer – yes  
Aaron Osmond – yes  
Catherine Carter – yes

Brecken Cox – yes

Steve Moore – yes (with the clarifications discussed)

Brian Florang - no

Chair Evans – yes

(Trustees Ulery and Osmond were not present via conference call during this motion due to work meetings)

Motion passed: Nine to One

Chair Evans asked Commissioner Woolstenhulme if Michael Bouwhuis is aware that this appointment needs to pass the State Senate confirmation. Commissioner Woolstenhulme replied: yes.

Chair Evans mentioned that it was a good open discussion of the pros and cons for the Interim Commissioner. Chair Evans asked if there are any other comments or concerns.

Chair Evans motion to move the location of the September 20, 2018 Board of Trustees Meeting from Southwest Technical College to Dixie Technical College. Second, Chuck Taylor  
Vote: Unanimous

Vice Chair Steve Moore indicated that as the Chair of the Commissioner's Search, he would like to have more than the two Trustees who offered to be in the Search Committee and asked Trustees to please call him or Chair Evans.

Trustee Michael Jensen said that he felt it was very appropriate to give a warm thank you to Commissioner Woolstenhulme for his dedication and hard work, he also mentioned that Commissioner Woolstenhulme made some transformations, and it was not easy but did an excellent job.

Chair Evans motion to close the meeting, Second, Steve Moore  
Vote Unanimous

Adjournment at 8:07 am



**DRAFT**

## **UTAH SYSTEM OF TECHNICAL COLLEGES**

Board of Trustees Special Meeting

Date: July 30, 2018

Time: 7:00 am – 7:30 am

Anchor location for telephone conference access:

Utah System of Technical Colleges

310 South Main, Salt Lake City, UT 84101

801-341-6000

### Board of Trustees Present

Jim Evans, Chair – Mountainland Technical College

Steve Moore – Vice Chair, Ogden-Weber Tech

Scott Theurer – Bridgerland Technical College

Stephen Wade – Dixie Technical College

Michael Jensen, Davis Technical College

Brad Tanner – Non-Union Trades

Mike Angus – Uintah Basin Technical College

Brian Florang – Snow College

Catherine Carter – Healthcare

### Board of Trustees absent/excused:

Brecken Cox – Transportation

Susan Johnson – Manufacturing

Chuck Taylor – Southwest Technical College

Aaron Osmond – Information Technology

### USTC Administration

Dave Woolstenhulme – Commissioner of Technical Education

Mike Bouwhuis, Interim Commissioner of Technical Education (Effective 8/15/2018)

Jared Haines – Associate Commissioner of Technical Education

### Others Present

Kim Ziebarth, Davis Technical College, Vice President of Instruction

Russ Galt, Davis Technical College, Vice President of Administrative Services.



**MINUTES OF MEETING**  
**UTAH SYSTEM OF TECHNICAL COLLEGES**  
Board of Trustees Special Meeting  
July 30, 2018 – 7:00 am  
Meeting Minutes

(PENDING APPROVAL FROM BOARD OF TRUSTEES)

**A. Call to order and welcome – Chair Jim Evans**

The meeting was called to order at 7:00 am

Meeting conducted by conference call, anchor location in Salt Lake City, attended by Commissioner Dave Woolstenhulme.

Roll-call was conducted:

Jim Evans, Chair – yes

Steve Moore – yes

Scott Theurer – yes

Stephen Wade – yes

Michael Jensen – yes

Brad Tanner – yes

Mike Angus – yes

Brian Florang – yes

Catherine Carter – yes

**B. Commissioner Search Committee – Approval.** In a Special Meeting on July 12, 2018, the Board appointed Vice Chair Steve Moore to serve as the Chair of the Commissioner Search Committee due to Commissioner Dave Woolstenhulme resignation. Chair Moore presented the names of the Commissioner Search Committee members.

Motion: Scott Theurer moved for the board to approve the search committee for the Commissioner's position. Second Mike Angus

Vote: Unanimous

**C. The Board previously approved the appointment of Mike Bouwhuis as Interim Commissioner of Technical Education.** The Board of Directors of the Davis Technical College is proposing to the Board to approve Kim Ziebarth as the Interim President of the Davis Technical College.

Motion: Mike Jensen moved for the Board to approve the appointment of Kim Ziebarth as the Interim President of Davis Technical College effective August 15, 2018.

Approval of the Davis Technical College Presidential Search Committee, Timeline, and job announcement:

Motion: Scott Theurer moved for the Board to approve the Davis Technical College Search Committee, (pending two names of the Community members to accept their participation as Search Committee members), proposed timeline, job posting of the Davis Technical College President position; as well as the change of location of the November 15, 2018 Board of Trustees Meeting from Ogden-Weber Technical College to the Davis Technical College in conjunction with the final interviews and appointment of the Davis Technical College President. Second, Brad Tanner

Vote: Unanimous.

**Adjournment**

Motion to adjourn: Stephen Wade, Second: Mike Jensen

Voting: unanimous

Meeting adjourned at 7:21 am



# COMMISSIONER SEARCH TIMELINE – UPDATED 8-30-2018

✓	DATE/TIME	ACTION	INVOLVED	LOCATION
✓	Friday, 7/13/2018	Board approval of process, Selections of Acting Commissioner, and Search Committee	Board of Trustees	Via conference call
✓	Monday, 7/16/2018	Post position (8 weeks)	Commissioner's Office	USTC
✓	<b>Friday 9/7/2018</b>	Applications due @ <b>Midnight</b>	Commissioner's Office	USTC
✓	<b>Monday, 9/10/2018</b>	Send applications to Committee	Commissioner's Office	Via e-mail (PDF files)
<input type="checkbox"/>	<b>Thursday, 9/20/2018</b>	Applications' scores due to USTC Office	Search Committee	Via e-mail
<input type="checkbox"/>	<b>Friday, 9/21/2018</b>	Scores to Search Committee, draft questions	Commissioner's Office	Via e-mail
<input type="checkbox"/>	<b>Monday, 9/24/2018</b> 7:00 am-8:00 am	Review of scores, selection of eight candidates to interview; review draft questions; and interview logistics	Search Committee	Via conference call
<input type="checkbox"/>	<b>Wednesday, 10/3/2018</b>	Interviews and selection of three-four finalists	Search Committee	USTC Office
<input type="checkbox"/>	<b>Thursday, 10/4/2018</b>	Notify finalists, background checks, and references check	Commissioner's Office	USTC Office
<input type="checkbox"/>	<b>Thursday, 10/4/2018</b>	Finalists will be made public	Commissioner's Office	USTC Office
<input type="checkbox"/>	Thursday, 10/11/2018	Meetings w/USTC College Presidents and staff	Commissioner's Office	USTC Office
<input type="checkbox"/>	Friday, 10/12/2018	Final Interviews (closed session), and appointment of Commissioner	Board of Trustees	USTC Office
<input type="checkbox"/>	Friday, 10/12/2018	Governor approval and Senate consent	Governor/Senate	State Capitol
<input type="checkbox"/>	Wednesday, 11/14/2018	Senate to consent Commissioner's appointment	Senate Education Confirmation Committee	State Capitol
<input type="checkbox"/>	Monday, 12/3/2018	New Commissioner effective day of work	Commissioner's Office	USTC

**UPDATED 8/30/2018**



# Utah System of Technical Colleges 2018-2019 TACTICAL BUSINESS PLAN

Supporting the Utah System of Technical Colleges 2017-2025  
Strategic Plan and Governor's Utah Statewide Plan

9/2018

# Utah System of Technical Colleges

## PRIORITY INITIATIVES AND COMMITTEES



# 1. PROGRAM DEVELOPMENT

## PRIORITY GOALS:

- Achieve Program Alignment in the Technical College System  
(Reference: Strategic Plan, page 4 5A, page 3, 3A and 3F)
- Identify Preferred Systemwide Instructional Delivery Models  
(Reference: Strategic Plan, page 3, D3; page 5, 7B)
- Establish a relevant credit title to award competency attainment
- Create an ongoing Faculty/Staff In-service Education Model  
(Reference: Strategic Plan, page 3, 3E, and 3B)

## COMMITTEE MEMBERS:

CHAD CAMPBELL – CHAIR  
MICHAEL BOUWHUIS  
JIM TAGGART  
JARED HAINES\*  
KIM ZIEBARTH

\*Designates Commission Staff  
Representative

## 2. ADMINISTRATIVE COMMITTEE

### PRIORITY GOALS:

- Improve UTech Data System through performance and adequate staffing. (Reference: Strategic Plan, page 6, 8D)
- Strengthen Institutional Policies and seek best practice policies. (Reference: Strategic Plan, page 6, 8C, 8E)
- Research System Salary Competitiveness and develop a sustainable Compensation System at each college. (Reference: Strategic Plan, page 5, 7A)
- Review space utilization – create a system and review process

### COMMITTEE MEMBERS:

PAUL HACKING – CHAIR  
ZACHARY BARRUS\*  
TYLER BRINKERHOFF\*  
CLAY CHRISTENSEN  
JIM TAGGART

\*Designates Commission Staff  
Representative

## 2. ADMINISTRATIVE COMMITTEE...CONT.

- Review operation and maintenance budget gaps and develop a plan for improvement in O&M funding or establish O&M for unfunded buildings. (Reference: Strategic Plan, page 1, 4A)



### 3. COLLABORATION, RELATIONSHIP, AND MARKETING STRATEGIES

#### PRIORITY GOALS:

- Create a statewide marketing campaign and strategies for implementation of the Year of Technical Education. (Reference: Strategic Plan, page 2, 2A, 2B, 2H)
- Revisit and improve membership on Employee Advisory Committees, including strategic relationships partnerships, and engagement with business and industry. (Reference: Strategic Plan, page 4, 5A-B; and page 5, 6F)
- Strengthen collaboration with State partners and stakeholders. (Reference: Strategic Plan, page 5, 6D, 6E)

#### COMMITTEE MEMBERS:

MICHAEL BOUWHUIS\* –  
CHAIR  
JARED HAINES\*  
KELLE STEPHENS  
AARON WEIGHT  
BRENNAN WOOD

\*Designates Commission Staff  
Representative

# TACTICAL PLAN OF ACTION TO MEET GOALS:

## ➤ ALIGNMENT OF PROGRAMS ACROSS THE SYSTEM

- ❖ Create a landing page feature on Canvas for reporting programs & course outlines for the eight colleges
- ❖ Create Core Course Outlines for each of the programs across the eight colleges. Input all courses into Canvas (LMS) Online & Classroom Delivery
- ❖ Reestablish faculty workgroups to evaluate curriculum and courses for the alignment and coordination
- ❖ Utilize the canvas system courses to align courses to USHE, local school districts; and private school partners

## TACTICAL PLAN OF ACTION TO MEET GOALS...Cont.

- **CURRENCY/CLOCK HOURS vs. CREDIT HOURS** - Research and develop a technical education credit unit for competency-based education
- ❖ Review Legislation and National Best Practices on Technical Education credit and develop a strategic proposal

### **FACULTY PROFESSIONAL DEVELOPMENT**

- Engage USU/School of Applied Science, Technology, and Education as a teacher education provider
- Develop a MOU and commit Institutional Resources for the new teaching model
- Began instruction in October 2018

# ADMINISTRATIVE PRIORITIES

## ➤ **Develop a Data System for efficient and effective management decisions**

Create a Business Intelligence Committee for USTC Office incorporating the

System Data Committee focusing on:

- Creating a full-time data position
- Tableau and SQL capabilities at each college
- Create consistency in data and efficiency in data referral and storage
- Establish Tableau and SQL at each college and place performance reports on the software

## ADMINISTRATIVE PRIORITIES...Cont.

### ➤ **Strengthen Policy Development and Apply Best Practices**

- Create State and Federal System policies at the Office of the Commissioner and provide a template for colleges to create institutional policies
- Conclude the Policy Committee work to define expectations from the Attorney General and the State Risk Management Offices in policies and key personnel issues

## ADMINISTRATIVE PRIORITIES...Cont.

- **Research Salary System's Best Practices and Create a Sustainable Compensation Model**
  - Develop a request for proposal and identify a firm to complete a systemwide survey and report
  - Create agreements with each college and the Commissioner's Office to the contractual financial arrangement

## ADMINISTRATIVE PRIORITIES...Cont.

- **Review Space Utilization and create a space utilization policy to evaluate college facility utilization**
  - Review the USHE space utilization model and best practices models across the country and develop a System Space Utilization process and procedures
  - Review Operations and Maintenance deficiencies across the colleges and develop an inventory of buildings and sites that have underfunded O&M and research funding mechanisms to solve the problems/issues

