BOARD OF TRUSTEES MEETING | AGENDA

March 21, 2019 | 10:00 am – 3:30 pm

Uintah Basin Technical College
1100 E. Lagoon St., Roosevelt, UT 84066
435-722-6801

➤ Call to order and roll call	Chair Jim Evans
➤ Pledge of Allegiance	Trustee Mike Angus
➤ Host College Highlights -Uintah Basin Technical College Uintah Basin Welding Bldg., Ribbon Cutting Ceremony Time Certain 2:30 pm	President Aaron Weight

CONSENT ITEMS:

1. Approval of Board of Trustees Meeting Minutes: January 17, 2019 ITEM 1	Chair Jim Evans
2. USTC Commissioner's Office Budget Report ITEM 2	

ACTION AND DISCUSSION ITEMS: PRESENTER:

3. 2019 Utah Legislative Session ITEM 3	Commissioner Haines
4. Board Officers – Appointment of Nominating Committee ITEM 4	Chair Jim Evans
5. **Action Item:** Commissioner Appointment Process Committee ITEM 5	Chair Jim Evans
6. Technical College Presidents Selection Committee – Update ITEM 6	Vice Chair Steve Moore
7. **Action Item:** UTech Scholarship Revisions: Policy 208, R945-1, and High Demand Programs ITEM 7	Kim Ziebarth
8. Higher Education Strategic Planning Commission Region Meetings ITEM 8	Commissioner Haines
9. Understanding Postsecondary CTE Data ITEM 9	Zachary Barrus
10. **Action Item:** Dixie Technical College Land Exchange ITEM 10	Trustee Stephen Wade
11. **Action Item:** Tooele Technical College Property Sale ITEM 11	President Paul Hacking
12. Public Meetings Training ITEM 12	Doug Richards
13. Audit Committee Report ITEM 13	Tyler Brinkerhoff

Lunch: 12:30 pm

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 Uintah Basin Technical College shall be the anchor location for public attendance.

CLOSED SESSION:

The Board may elect to go into closed session, which will not be open to the public, pursuant to Utah Code Title 52, Chapter 4, Sections 204, 205 and 206.

CALENDAR:

14. UTech Master Calendar ITEM 14

ADJOURNMENT:

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 Uintah Basin Technical College shall be the anchor location for public attendance.

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UTAH SYSTEM OF TECHNICAL COLLEGES
Board of Trustees Meeting
Date: January 17, 2019 - Time: 10:00 am – 1:30 pm
Ogden-Weber Technical College
200 North Washington Blvd., Ogden, UT 84404

MINUTES

Board of Trustees Present
Jim Evans, Chair – Mountainland Technical College
Steve Moore – Vice Chair, Ogden-Weber Technical College
Scott Theurer – Bridgerland Technical College
Brad Tanner – Non-Union Trade
Mike Angus – Uintah Basin Technical College
Aaron Osmond – Information Technology
Chuck Taylor – Southwest Technical College
Russell Lamoreaux – Union Trade
Charles Hansen – Tooele Technical College
(by conference call and later attended in person)

Board of Trustees absent/excused:
Brecken Cox – Transportation
Catherine Carter – Healthcare
Brian Florang – Snow College
Michael Jensen, Davis Technical College
Susan Johnson – Industry-Manufacturing
Stephen Wade – Dixie Technical College

USTC Administration
Jared Haines – Interim Commissioner of Technical Education
Kim Ziebarth – Associate Commissioner for Academic and Student Affairs
Zachary Barrus - Assistant Commissioner
Tyler Brinkerhoff – Assistant Commissioner
Doug Richards – Legal Counsel

College Presidents Present
Darin Brush, Davis Technical College
Kelle Stephens, Dixie Technical College
Aaron Weight, Uintah Basin Technical College
Brennan Wood, Southwest Technical College
Jim Taggart, Ogden-Weber Technical College
Wendy Carter, Bridgerland Technical College (attending for Chad Campbell)
Clay Christensen, Mountainland Technical College
Paul Hacking, Tooele Technical College

MINUTES
UTAH SYSTEM OF TECHNICAL COLLEGES
Board of Trustees Meeting
January 17, 2019 – 10:00 am – 1:30 pm

(PENDING APPROVAL FROM BOARD OF TRUSTEES)

A. Call to order and welcome – Chair Jim Evans

The meeting was called to order at 10:11 am

Welcome, Russell Lamoreaux as a new Trustee representing the Union Trade Apprenticeship, Darin Brush recently appointed as President of the Davis Technical College; and Kim Ziebarth appointed as Associate Commissioner for Academic and Student Affairs.

Pledge of Allegiance by Vice Chair Steve Moore

The Oath of Office was administered to Russell Lamoreaux, representing the Union Trade Apprenticeship (term: November 14, 2018, through June 30, 2019).

President Jim Taggart, hosting this meeting presented highlights of the Ogden-Weber Technical College.

Roll-call was conducted:

Jim Evans, Chair – yes
Steve Moore – yes
Scott Theurer – yes
Brad Tanner – yes
Mike Angus – yes
Aaron Osmond – yes
Chuck Taylor – yes
Russell Lamoreaux – yes
Charles Hansen – yes (joined the meeting via telephone and then attended in person)

1. The Board of Trustees Executive Committee met via conference call on December 20, 2018. Trustee Mike Angus motioned to approve the minutes of the meeting, seconded by Trustee Aaron Osmond.

A. CONSENT ITEMS:
Chair Evans asked if there were any comments, concerns or questions for the Commissioner's staff to be discussed regarding the consent items.
Trustee Scott Theurer moved to approve the Board of Trustees Meeting Minutes: October 30, 2018, and November 15, 2018, as well as the following Reports:
USTC Commissioner's Office Budget Report
FY2018 Annual Report (December Release)
FY2018 Performance-based Funding Allocations, and
FY2018 COE Completion, Placement, and Licensure Rates

Seconded by Trustee Brad Tanner
Vote: Unanimous

B. Strategic Workforce Investment Proposals (SWI). Kim Ziebarth explained the purpose and requirements of the funding. Pathway programs are intended to provide a workforce for high demand and high wage occupations. There are seven proposals for the eight UTech colleges with a total of $ $2,742,075.

    Chair Evans asked Trustees if there were any questions. The Board does not need to approve the proposal. The statute calls for a Board of Trustees' vote of support.
    Trustee Moore expressed thanks to the staff for their work on these proposals for the benefit of the students and employees.
    Motion: Trustee Aaron Osmond moved to adopt the item as recommended. Seconded by Vice Chair Steve Moore
    Vote: Unanimous

DISCUSSION ITEMS:

C. Board of Trustees Meeting Scheduling Considerations: Chair Evans asked if there were any questions regarding the calendar presented.

D. Expiring Terms of Office for Board Members: Commissioner Haines explained the expiring terms of office of the Board of Trustees. The colleges' local Boards of Directors need to recommend two nominations to the Governor for his approval and Senate confirmation.

E. College Boards of Directors Agendas and Minutes: Commissioner Haines mentioned that at the September 20, 2018 Board of Trustees meeting, some trustees requested that agendas and minutes of local technical college boards of directors' meetings be provided to trustees so that trustees can be aware of issues and progress of the colleges throughout the year. These agendas and minutes have been forwarded from the Office of the Commissioner to the Board of Trustees members. The reason for this item is to find out if the process of sending the agendas and minutes is acceptable and working well for the Trustees or if the office of the commissioner needs to make any adjustments.

    Commissioner Haines also explained that local board meeting agendas and minutes are also posted on the Utah Public Notice website. Any person who subscribes would receive notifications via email immediately when any items are posted or updated on the website.

    Chair Evans asked if Trustees want to consider using the tools available.
    Comments:
        Sometimes receiving emails is overwhelming.
        Some Trustees are in favor of signing up to the Utah Public Notice website.
        Another suggestion would be that Presidents prepare an Executive Summary of key issues of what is happening at the colleges and send a short version to the Board of Trustees once or twice a year.
        Chair Evans recommended taking this issue to the Council of Presidents for follow-up.

F. 2019 Legislative Planning Discussion: The discussion included the UTech budget request, (attached to the agenda) which was approved by the Board at the September 20, 2018 meeting, as well as capital facilities, initiatives, and legislation.
- Sean Faherty has been assigned to higher education to review the budget request.
- Representative Michael McKell is the House Chair for Higher Education. Commissioner Haines met with Representative McKell and stated that Representative McKell is very positive about technical education.

Capital Facilities: There is a concern regarding state space utilization. UTech staff is working to input space utilization into Tableau to show the room utilization for each college. Some colleges have over capacity.
- As a system, we haven't looked at space utilization for a long time. UTech is hoping to have a report ready in the Spring.

Commissioner Haines informed that former Senator Howard Stephenson from the Utah Tax-Payers Association is interested in advocating for Utech's budget request.
Chair Evans informed that Mr. Stephenson also visited him with the same request. Mr. Stephenson also offered to meet with the Trustees to show his support.
Trustee Osmond mentioned that the Utah Tax-Payers Association is a very influential body at the legislature.
Custom Fit: There was a conversation regarding custom fit as a powerful tool to tell the story:
- Custom Fit is at the core of what we do as a system.
- Custom Fit is the only designated fund that helps businesses grow.
- It would be interesting if we can use some marketing funds and produce a video with employers' testimonials regarding Custom Fit and take it to Legislators.
- UTech will continue to discuss at Council of Presidents how can we do more with Custom Fit.

UTech had a good start in preparing for the 2019 Legislative Session, with access and opportunities with the higher-level leadership, legislators' breakfast at the colleges. Trustees are willing to help and participate during the Legislative session.

G. Dixie Technical College and the Southern Utah Home Builders Association Partnership: Darcy Stuart, Dixie Technical College, Board of Directors Chair, distributed a map and explained that the Southern Utah Home Builders Association Board leadership, and Dixie Technical College Board leadership are having conversations about the possibility of entering into a public/private partnership. The partnership would result in the construction of a building on the Dixie Tech campus to accommodate SUHBA offices and to provide additional classroom space to enable Dixie Tech to open additional apprenticeship sections, a CNC wood program, and a construction technology program.
Trustees asked what type of trades have been discussed during their meetings, and if any of the colleges have had similar situations regarding leases to private entities.
Davis Technical College had a lease with a private entity.
Doug Richards, UTech Legal Counsel, asked Dixie Tech Board of Directors to send a written submission of what they are trying to do for Risk Management's review and research.
Mr. Stuart indicated that they are having preliminary discussions and they will come back with a formal proposal.

As a cautionary note, it was mentioned that we should be careful about setting a precedence
Trustees thanked Mr. Stuart for letting the Board of Trustees know in advance.

H. Students of the Year. Commissioner Haines indicated that attached to the agenda is the information regarding the events of the Students of the Year.

I. Technical Education Campaign: As part of the Governor's Year of Technical Education, UTech has been working with partners and stakeholders under Talent Ready Utah to develop a paid advertising campaign supporting engagement and awareness of Utah's statewide technical education opportunities. Joseph Demma showed the Talent Ready Utah website: Utah's technical-skill training is specifically designed for the high-demand careers of today's businesses and industries.

J. Internal Enrollment and Placement Audit: Zachary Barrus, indicated that at the Executive Committee meeting (December 20, 2018), Trustees asked that the office of the Commissioner undertake an enrollment and placement audit to ensure that technical colleges are recording student achievements and placements accurately and appropriately. The most recent audit was conducted in 2015. Mr. Barrus also explained the internal controls that UTech will be working on in the next few months and that the Trustees will be presented with audit findings at a future Board meeting.
Trustee Osmond mentioned that crossed data validation is a good idea.

K. Recent Board of Regent's Audit: Tyler Brinkerhoff explained that the auditors were not satisfied that the Board of Regents are adequately controlling tuition increases. They also found that lack of analysis by staff at the Office of the Commissioner of Higher Education may lead to unnecessary tuition inflation. The LAG provided four recommendations they felt would mitigate such inflation and strengthen processes. The second area of focus was that of consistency of metrics and lack of required targets. Reported metrics changed from one year to the next making it difficult for the auditors to determine whether goals were achieved. They found that inconsistency could contribute to stakeholder confusion. Lastly, the LAG examined the utilization of the internal audit function by the Board of Regents and USHE.
College presidents feel positive about where we are as a system.
The analysis attached to the agenda also includes a snapshot of what the Utah System of Technical Colleges is doing to illustrate areas where the system could be similarly vulnerable.

L. College Presidents' Reviews for 2019. Commissioner Haines explained that his office is setting up appointments for annual reviews. UTech policy requires the inclusion of the Chair and Vice Chair of the College Board of Directors, a member of the UTech Board of Trustees representing the college, one additional Trustee appointed by the UTech's Board Chair who resides outside of the college's service region, and the Commissioner of Technical Education.
The formal reviews for this year are highlighted in the scheduled attached to the agenda. Formal College President Reviews are performed every three years.
During these reviews, it is encouraged that we look at the college's accomplishments as well as the challenges presidents are experiencing.

The office of the Commissioner is also reviewing the surveys sent to the different stakeholders for formal reviews.

Chair Evans asked if there were any questions regarding this process.

M. Review of Recent President Search Processes and Policy. Commissioner Haines suggested that this is the time for the Board to reflect on president searches.

 The Davis Technical College was the last President Search.

 USHE involves students, faculty, and staff by giving them the opportunity to meet with the candidates.

 Search Committee members had specific suggestions.

 No formal survey was sent out to the Search Committee after the search was finalized.

 Trustees indicated that it would be important to include in the policy verbiage regarding what the boundaries are regarding people contacting them

 They also stated that they felt uncomfortable with the campaigning or lobbying via emails or calls during the searches.

N. Commissioner Appointment Process. Chair Evans indicated that the Board of Trustees motioned and voted to restart the process of appointing a permanent Commissioner of Technical Education after the legislative session.

Chair Evans also indicated that the Board needs to discuss the process the Board would like to take as they proceed. He also asked Trustees if there were things the Board did last time that the Board doesn't want to do this time and vice-versa

Comments/Questions/Answers:

- Is the Board is obligated to go through a selection process? Or could the Board name someone to be the commissioner?
- Statute UCA 53B-2a-102 does not require a process for the appointment of a new commissioner subject to the approval of the Governor and Senate consent. It doesn't have any other language or process.
  The Board is not required by law to have a national search. The last meeting minutes indicate that the Board was going to re-start the process after the Legislative session and language of inviting the finalists to reapply. The start of the process could mean that the Board names a person.
- UTech has the policy to hire college presidents but not a policy to appoint a commissioner. When hiring a commissioner, the Board has in each case developed and approved a process and timeline at the beginning of the process. Generally, the process and timeline have been somewhat similar to the process of a president's search policy.
- With the last searches, the Board voted at the beginning of the process
- The Board of Regents recently appointed the Snow College Interim President
- The Commissioner's search committee was good, but when it was time for the full Board to interview the finalists the group was much smaller, and it was a challenge to get consensus. It went from fifteen members to about eight or nine.
- The entire committee was invited (for the Commissioner's search), but they couldn't attend due to other commitments.
- During the commissioner's search, there was a diverse in opinions regarding what the role of a commissioner really is, for example, there was a disconnect about the importance of the commissioner should have in leadership, management, and experience from the HR perspective working with our presidents and that the search committee struggled with that.

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- Also, there was a confusion about whose role is it, the Board's or the Commissioner's to be the advocate for the system with the Legislature and whose role is it to define the vision of where we are going as a system.
- The roles of a commissioner are listed in the job description, but they need to know as a Board what we are looking for
- It would be essential to spend some time as a team and get clarity of what skills are important to the Board not only from the job description but what the Board value
- Chair Evans asked if there were any other thoughts that Trustees would like to see as the Board moves forward
- As a group of Trustees, "Are we going to restart the process? "are we going to do a national search"? or "Appoint permanently Mr. Haines who is acting as Interim?"
- Trustees indicated that they need to discuss this further. So, they have some answers about what they are going to do.
- In the last Board meeting minutes, the search was going to be postponed, and the Board was going to re-start the process, and it is up to the Board, they said, but they need to know what they are going to do. The Board needs to have direction in the next six to eight weeks.
- They also mentioned that they need to think about the profile of the person they are seeking
- Also, the Board needs to think about the higher education strategic planning commission as some exciting things will come out of it as the commission will make recommendations
- Legislators won't know what those preliminary recommendations will be until the fall
- The Commission recommendations may change the governance of public education, higher education, and technical education. It is another consideration that the Board need to take regarding the next process or the next commissioner because the Board also don't know what the future holds
- The Legislators will receive the HEPC committee's preliminary recommendations from the interviews and input they received
- Chair Evans indicated that the Board could start a meeting right away and put something together.
- Next Board Meeting is not until March 21st.
- Chair Evans asked that Trustees interested in serving on this task force or committee to contact him or Commissioner Haines.
- The Higher Education Planning Commission won't meet until March 7, 2019.
- There will be some interesting things coming from the consulting group (NCHEMS).
- This study will outline what education in the state of Utah is going to look like in the next 20-25 years from now and what the system/Board need to do now to get there.
- Clarification of what the commissioner position looks like will be beneficial. There were at least two great candidates with different skills sets, and Trustees were confused about what was most important. When that clarity comes, the Board may put more weight on specific skills whether it is leadership or other traits. One skill set may weight more than the other one.
- The Commissioner of technical education -- Appointment – Duties, indicates that the Board will "prescribe the duties and functions of the commissioner of technical education."

There was a question regarding the training for firefighters. The Commissioner's office will verify where the training takes place.

Thank you to President Taggart and his staff for the hospitality, and the Culinary students under the direction of Chef Jose Rodriguez.

Adjournment: Vice Chair Moore moved to adjourn the meeting until the next Board meeting on March 21st. It was seconded by Brad Tanner.

Meeting adjourned at 1:11 pm

ITEM 10

TOPIC: Dixie Technical College Land Exchange

BACKGROUND

The Dixie Technical College Board of Directors seeks approval from the Board of Trustees to participate in a land swap with the developer of Tech Ridge. Tech Ridge would like to acquire approximately 25 to 30 feet on the west side of the Dixie Tech property (shown in red on the attached map). Each party will give and receive equal acreage. The developer will give the college the land shown in blue on the attached map. The college board feels this is a mutually beneficial opportunity. The west strip of land is not useful for college expansion. The property on the south, however, has great value for future expansion. The Dixie Tech Board has approved this proposal. With approval from the Trustees, they will seek concurrence from DFCM and follow their process to finalize an agreement.

RECOMMENDATION

Administration recommends the Board of Trustees approve the land exchange as described between Dixie Technical College and the Tech Ridge developer.

Attachments:

Highlighted Dixie Tech campus map

225.00'

109.39'

59.39'

80.06'

KNOWLEDGE WAY

TECH RIDGE DR.

225.00'

90.76'

Knowledge Way Parcel
0.15 Acres
6,673 sq. ft.

EXISTING DXATC BUILDING

Existing Boundary

Proposed Boundary

DXATC Exchange Parcel
0.99 Acres
43,176.3 sq. ft.

EXISTING RUNWAY

TECH RIDGE DR.

RIDGE TOP DR.

25.00'

50.86'

9.18'

Ridge Top Dr. Parcel
0.84 Acres

GRAPHIC SCALE

(IN FEET)
1 inch = 200 ft.

200 0 100 200 400 600

EXHIBIT - DXATC EXCHANGE PARCELS
FOR
ST. GEORGE CITY
LOCATED IN SECTION 36, TOWNSHIP 42 SOUTH,
RANGE 16 WEST, SALT LAKE BASE & MERIDIAN
CITY OF ST. GEORGE, WASH. CO., UTAH

ALLIANCE CONSULTING
A Planning and Engineering Firm
Suite 201
2303 N Coral Canyon Blvd
Washington, Utah 84780-0577
Tel (435) 673-8060
Fax (435) 673-8065

DATE: 1-9-19
JOB NUMBER: 4480-17
SCALE: 1" = 200'
DRAWN BY: JTC
CHECKED BY: M.W.B

DRAWING NAME: Pl Record of Survey(c)
SHEET 1 OF 1 SHEETS

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

<u>BACKGROUND</u>

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.

<u>RECOMMENDATION</u>

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%
	College Total	1,203,838	1,216,859	13,022	1.08%	6,082	5,824	-258	-4.24%	797	906	109	13.68%
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%
	College Total	1,499,513	1,498,918	-595	-0.04%	5,841	6,011	170	2.91%	1,299	1,468	169	13.01%
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%
	College Total	335,431	403,590	68,159	20.32%	5,212	6,442	1,230	23.60%	306	370	64	20.92%
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%
	College Total	1,189,975	1,351,914	161,939	13.61%	4,420	5,033	613	13.87%	1,712	2,178	466	27.22%
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%
	College Total	1,226,548	1,259,715	33,168	2.70%	5,641	6,015	374	6.63%	854	952	98	11.48%
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%
	College Total	285,895	291,391	5,496	1.92%	2,253	2,348	95	4.22%	371	451	80	21.56%
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%
	College Total	173,023	232,405	59,382	34.32%	868	1,045	177	20.39%	196	222	26	13.27%
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%
	College Total	475,248	471,885	-3,363	-0.71%	4,153	3,998	-155	-3.73%	542	574	32	5.90%
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%
	System Total	6,389,470	6,726,677	337,207	5.28%	34,470	36,716	2,246	6.52%	6,077	7,121	1,044	17.18%

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
Withdrew & 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%

Secondary Students

	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
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)			Total
	0-599 hours	600-899 hours	900+ hours	
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)			Total
	0-599 hours	600-899 hours	900+ hours	
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*

Total Postsecondary Membership Hours	**4,554,791**
Total Distinct Postsecondary Headcount	**26,826**

Total Secondary Membership Hours	**2,171,886**
Total Distinct Secondary Headcount	**9,890**

† 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	389	398	1,233	2,020
(allowing enrollment in multiple programs) †				
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
Withdrew & Enrolled in Another Program	2	0	13	15
Unavailable to Earn a Credential ‖	2	3	20	25
Completion Rate	85%	77%	73%	77%
Placed Students *(includes Non-graduate Completers)*	215	121	429	765
Related Employment	144	91	363	598
Military Service	0	0	1	1
Continuing Education	71	30	65	166
Allowable Subtractions	28	8	19	55
Awaiting Licensure	24	4	0	28
Unavailable for Employment ‖	2	3	11	16
Refused Employment	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%

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 ¶				
	(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
Basic Skills Students	628
Personal Interest Students	85
Job Re-entry Students	0
Senior Citizens	3

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

Total Secondary Membership Hours	407,360
Total Distinct Secondary Headcount	2,031

† 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.

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☞ 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 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)				
	0-599 hours	600-899 hours	900+ hours	*Incarcerated Students*	Total
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)				
	0-599 hours	600-899 hours	900+ hours	Total	
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)			
	0-599 hours	600-899 hours	900+ hours	Total
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)			
	0-599 hours	600-899 hours	900+ hours	Total
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.

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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
Withdrew & Enrolled in Another Program	0	0	0	0
Unavailable to Earn a Credential ‖	2	2	11	15
Completion Rate	97%	94%	87%	92%
Placed Students *(includes Non-graduate Completers)*	88	208	152	448
Related Employment	76	202	147	425
Military Service	0	1	0	1
Continuing Education	12	5	5	22
Allowable Subtractions	1	4	2	7
Awaiting Licensure	0	4	0	4
Unavailable for Employment ‖	1	0	1	2
Refused Employment	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%

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 ¶

	(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
Basic Skills Students	0
Personal Interest Students	10
Job Re-entry Students	2
Senior Citizens	1

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

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.

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Final Mountainland Technical College FY 2019 Student Enrollment and Outcomes Report

12/12/19 Draft

Certificate-seeking Students				
	(Program Length)			
	0-599 hours	600-899 hours	900+ hours	Total
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
Withdrew & 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%

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

Continuing Occupational Education Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
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*

Total Postsecondary Membership Hours	**804,368**
Total Distinct Postsecondary Headcount	**3,442**

Total Secondary Membership Hours	**547,546**
Total Distinct Secondary Headcount	**1,591**

† 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 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)*			
	0-599 hours	600-899 hours	900+ hours	Total
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
Withdrew & 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)*			
	0-599 hours	600-899 hours	900+ hours	Total
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)*			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	5,519	0	0	5,519
Distinct Student Headcount	92	0	0	92

Continuing Occupational Education Students	*(Hours Accrued)*			
	0-599 hours	600-899 hours	900+ hours	Total
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*

Total Postsecondary Membership Hours	**893,881**
Total Distinct Postsecondary Headcount	**4,187**

Total Secondary Membership Hours	**365,834**
Total Distinct Secondary Headcount	**1,828**

† 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)			
	0-599 hours	600-899 hours	900+ hours	Total
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
Withdrew & 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%

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

Continuing Occupational Education Students	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
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*

Total Postsecondary Membership Hours	**212,096**
Total Distinct Postsecondary Headcount	**1,515**

Total Secondary Membership Hours	**79,295**
Total Distinct Secondary Headcount	**833**

† 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 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)			
	0-599 hours	600-899 hours	900+ hours	Total
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%

Secondary Students

	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
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)			
	0-599 hours	600-899 hours	900+ hours	Total
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)			
	0-599 hours	600-899 hours	900+ hours	Total
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 Postsecondary Membership Hours	**197,151**
Total Distinct Postsecondary Headcount	**840**

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.

‡ 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.

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)				
	0-599 hours	600-899 hours	900+ hours	*Incarcerated Students*	Total
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 Hires")* §	10	6	12	0	28
Allowable Subtractions	1	0	1	0	2
Withdrew & 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%

Secondary Students

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

Continuing Occupational Education Students

	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
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*

Total Postsecondary Membership Hours	**208,761**
Total Distinct Postsecondary Headcount	**2,356**

Total Secondary Membership Hours	**263,124**
Total Distinct Secondary Headcount	**1,642**

† 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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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.

<u>RECOMMENDATION</u>

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	*50%*	
to be distributed based on total membership hours	*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	**$167,271**
Davis Technical College	$18,231,000	19.90%	$95,290	1,498,918	22.28%	$106,694	**$201,984**
Dixie Technical College	$8,047,300	8.78%	$42,062	403,590	6.00%	$28,728	**$70,790**
Mountainland Technical College	$13,388,200	14.62%	$69,978	1,351,914	20.10%	$96,230	**$166,208**
Ogden-Weber Technical College	$17,318,900	18.91%	$90,523	1,259,715	18.73%	$89,667	**$180,190**
Southwest Technical College	$6,031,500	6.58%	$31,526	291,392	4.33%	$20,741	**$52,267**
Tooele Technical College	$4,532,900	4.95%	$23,693	232,405	3.46%	$16,543	**$40,235**
Uintah Basin Technical College	$8,621,300	9.41%	$45,062	471,885	7.02%	$33,589	**$78,651**
Total	**$91,603,900**	**100.00%**	**$478,798**	**6,726,528**	**100.00%**	**$478,798**	**$957,596**

* 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

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
Total	**$957,596**	**$720,089**	**75.20%**	**100.00%**	**$237,507**

Technical College FY 2020 Performance Scores & Funding Summaries

Expected Performance Increase	**5%**						

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%	$0
Short-term Occupational Training	10%	$16,727	194	169	-12.56%	**$0**	0.00%	$16,727
Secondary Completion	15%	$25,091	12	56	349.35%	**$25,091**	100.00%	$0
Placement	25%	$41,818	1,085	1,519	39.95%	**$41,818**	100.00%	$0
Efficiency	20%	$33,454	212	204	-3.77%	**$0**	0.00%	$33,454
Total Allocation		$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%	$0
Short-term Occupational Training	10%	$20,198	86	77	-11.27%	**$0**	0.00%	$20,198
Secondary Completion	15%	$30,298	164	180	9.54%	**$30,298**	100.00%	$0
Placement	25%	$50,496	1,569	2,056	31.07%	**$50,496**	100.00%	$0
Efficiency	20%	$40,397	173	180	4.08%	**$33,002**	81.70%	$7,394
Total Allocation		$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%	$0
Short-term Occupational Training	10%	$7,079	525	537	2.24%	**$3,175**	44.85%	$3,904
Secondary Completion	15%	$10,618	48	90	86.02%	**$10,618**	100.00%	$0
Placement	25%	$17,697	387	1,045	170.01%	**$17,697**	100.00%	$0
Efficiency	20%	$14,158	197	183	-7.28%	**$0**	0.00%	$14,158
Total Allocation		$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%	$0
Short-term Occupational Training	10%	$16,621	82	1	-98.42%	**$0**	0.00%	$16,621
Secondary Completion	15%	$24,931	409	433	5.84%	**$24,931**	100.00%	$0
Placement	25%	$41,552	1,236	2,304	86.34%	**$41,552**	100.00%	$0
Efficiency	20%	$33,242	278	242	-12.92%	**$0**	0.00%	$33,242
Total Allocation		$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%	$0
Short-term Occupational Training	10%	$18,019	100	95	-4.82%	**$0**	0.00%	$18,019
Secondary Completion	15%	$27,029	98	109	10.52%	**$27,029**	100.00%	$0
Placement	25%	$45,048	1,550	2,439	57.35%	**$45,048**	100.00%	$0
Efficiency	20%	$36,038	163	142	-12.54%	**$0**	0.00%	$36,038
Total Allocation		$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%	$0
Short-term Occupational Training	10%	$5,227	45	84	86.42%	**$5,227**	100.00%	$0
Secondary Completion	15%	$7,840	52	49	-5.99%	**$0**	0.00%	$7,840
Placement	25%	$13,067	403	772	91.72%	**$13,067**	100.00%	$0
Efficiency	20%	$10,453	229	269	17.40%	**$10,453**	100.00%	$0
Total Allocation		$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%	$0
Short-term Occupational Training	10%	$4,024	7	9	28.11%	**$4,024**	100.00%	$0
Secondary Completion	15%	$6,035	57	72	26.50%	**$6,035**	100.00%	$0
Placement	25%	$10,059	430	592	37.62%	**$10,059**	100.00%	$0
Efficiency	20%	$8,047	218	160	-26.82%	**$0**	0.00%	$8,047
Total Allocation		$40,235				**$32,188**	**80.00%**	$8,047

Uintah 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%	$0
Short-term Occupational Training	10%	$7,865	211	167	-20.93%	**$0**	0.00%	$7,865
Secondary Completion	15%	$11,798	111	149	34.77%	**$11,798**	100.00%	$0
Placement	25%	$19,663	632	641	1.44%	**$5,663**	28.80%	$13,999
Efficiency	20%	$15,730	257	309	20.40%	**$15,730**	100.00%	$0
Total Allocation		$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%	$0
Short-term Occupational Training	10%	$95,760				**$12,425**	12.98%	$83,335
Secondary Completion	15%	$143,639				**$135,799**	94.54%	$7,840
Placement	25%	$239,399				**$225,400**	94.15%	$13,999
Efficiency	20%	$191,519				**$59,186**	30.90%	$132,333
Total Allocation		$957,596				**$720,089**	**75.20%**	$237,507

Bridgerland Technical College FY 2015-19 Performance Scores

==12/17/2019 DRAFT

	Weighting Per Unit	Multiplier	FY 2015 Count	FY 2015 Attainment	FY 2016 Count	FY 2016 Attainment	FY 2017 Count	FY 2017 Attainment	FY 2018 Count	FY 2018 Attainment	FY 2019 Count	FY 2019 Attainment
Certificate Programs 30%												
COE-approved Program Graduates (includes postsecondary & secondary awardees by program length)												
≤ 599 Hours	1.00		412	412	474	474	464	464	277	277	362	362
600 - 899 Hours	3.00		104	312	36	108	88	264	96	288	125	375
≥ 900 Hours	5.00		265	1,325	277	1,385	295	1,475	370	1,850	419	2,095
Additional Points for Graduates from High Demand/High Impact Programs*	1.00		165	165	163	163	198	198	268	268	542	542
Category Total				2,214		2,130		2,401		2,683		3,374
Short-term Occupational Training 10%												
Job Upgrade & Continuing Occupational Education Course Completers (course lengths)												
≥ 60 Hours	0.20		387	77	264	53	190	38	150	30	257	51
< 60 Hours	0.10		1,399	140	1,573	157	1,526	153	1,265	127	1,179	118
Category Total				217		210		191		157		169
Secondary Completion 15%												
Additional Points for Secondary Program Graduates (program lengths)												
≤ 599 Hours	0.25		-	-	-	-	4	1	45	11	79	20
600 - 899 Hours	0.50		-	-	-	-	-	-	-	-	1	1
≥ 900 Hours	1.00		1	1	-	-	4	4	9	9	18	18
% of Enrollees from Current Yr's HS Graduating Class Earning Cert. before HS Graduation†‡		200	0%	0	0%	-	1%	1	2%	4	5%	9
% 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	8%	8
Category Total				5		4		10		30		56
Placement 25%												
Total Certificate-seeking Student Placements	1.00		545	545	701	701	723	723	749	749	765	765
Related Employment			396		504		553		628		598	
Military Service			1		-		1		-		1	
Continuing Education			148		197		169		121		166	
Additional Points for Under-served/At-risk Student Placements§	0.50		177	89	216	108	254	127	205	103	258	129
Additional Points for Placements from High Demand/High Impact Programs*	1.00		152	152	209	209	223	223	271	271	535	535
Placement Rate (includes Graduates & Early Hires)†		100	84%	84	86%	86	81%	81	90%	90	90%	90
Category Total				870		1,104		1,154		1,213		1,519
Efficiency 20%												
Graduation Rates (program lengths)†												
≤ 599 Hours		50	98%	49	88%	44	93%	47	86%	43	83%	42
600 - 899 Hours		75	65%	49	59%	44	67%	50	55%	41	69%	52
≥ 900 Hours		100	70%	70	70%	70	50%	50	51%	51	58%	58
Certificate-seeking Graduates per FTE		50	1.35	68	1.25	62	1.22	61	1.00	50	1.07	53
Certificate-seeking Graduates			780		787		839		743		808	
Certificate-seeking Membership Hours			518,915		566,720		616,982		665,472		682,675	
Category Total				235		221		208		185		204

* 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 Dictioanary for the Board-approved definition of "underserved student".

Davis Technical College FY 2015-19 Performance Scores

==12/17/2019 DRAFT

	Weighting Per Unit	Multiplier	FY 2015 Count	FY 2015 Attainment	FY 2016 Count	FY 2016 Attainment	FY 2017 Count	FY 2017 Attainment	FY 2018 Count	FY 2018 Attainment	FY 2019 Count	FY 2019 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 Dictioanary for the Board-approved definition of "underserved student".

Dixie Technical College FY 2015-19 Performance Scores

	Weighting Per Unit	Multiplier	FY 2015 Count	FY 2015 Attainment	FY 2016 Count	FY 2016 Attainment	FY 2017 Count	FY 2017 Attainment	FY 2018 Count	FY 2018 Attainment	FY 2019 Count	FY 2019 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.

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Mountainland Technical College FY 2015-19 Performance Scores

==12/17/2019 DRAFT

	Weighting Per Unit	Multiplier	FY 2015 Count	FY 2015 Attainment	FY 2016 Count	FY 2016 Attainment	FY 2017 Count	FY 2017 Attainment	FY 2018 Count	FY 2018 Attainment	FY 2019 Count	FY 2019 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.

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Ogden-Weber Technical College FY 2015-19 Performance Scores

==12/17/2019 DRAFT

	Weighting Per Unit	Multiplier	FY 2015 Count	FY 2015 Attainment	FY 2016 Count	FY 2016 Attainment	FY 2017 Count	FY 2017 Attainment	FY 2018 Count	FY 2018 Attainment	FY 2019 Count	FY 2019 Attainment
Certificate Programs — 30%												
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 Training — 10%												
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 Completion — 15%												
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
Placement — 25%												
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
Efficiency — 20%												
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.

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Southwest Technical College FY 2015-19 Performance Scores

==12/17/2019 DRAFT

	Weighting Per Unit	Multiplier	FY 2015 Count	FY 2015 Attainment	FY 2016 Count	FY 2016 Attainment	FY 2017 Count	FY 2017 Attainment	FY 2018 Count	FY 2018 Attainment	FY 2019 Count	FY 2019 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	369	369
Related Employment			139		151		175		206		287	
Military Service			-		-		1		-		2	
Continuing Education			23		40		43		54		80	
Additional Points for Under-served/At-risk Student Placements§	0.50		84	42	103	52	110	55	142	71	226	113
Additional Points for Placements from High Demand/High Impact Programs*	1.00		47	47	32	32	54	54	77	77	201	201
Placement Rate (includes Graduates & Early Hires)†		100	83%	83	93%	93	87%	87	86%	86	89%	89
Category Total				334		368		415		494		772
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		269

* 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 Dictioanary 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

	Weighting Per Unit	Multiplier	FY 2015 Count	FY 2015 Attainment	FY 2016 Count	FY 2016 Attainment	FY 2017 Count	FY 2017 Attainment	FY 2018 Count	FY 2018 Attainment	FY 2019 Count	FY 2019 Attainment
Certificate Programs 30%												
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
Category Total				494		532		544		592		745
Short-term Occupational Training 10%												
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
Category Total				3		8		8		9		9
Secondary Completion 15%												
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
Category Total				54		72		48		53		72
Placement 25%												
Total Certificate-seeking Student Placements	1.00		195	195	201	201	228	228	220	220	251	251
Related Employment			91		85		138		143		203	
Military Service			-		-		-		1		-	
Continuing Education			104		116		90		76		48	
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
Category Total				389		409		458		466		592
Efficiency 20%												
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	
Category Total				263		233		195		182		160

* 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 Dictioanary for the Board-approved definition of "underserved student".

Uintah Basin Technical College FY 2015-19 Performance Scores

==12/17/2019 DRAFT

	Weighting Per Unit	Multiplier	FY 2015 Count	FY 2015 Attainment	FY 2016 Count	FY 2016 Attainment	FY 2017 Count	FY 2017 Attainment	FY 2018 Count	FY 2018 Attainment	FY 2019 Count	FY 2019 Attainment
Certificate Programs 30%												
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 Training 10%												
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 Completion 15%												
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**
Placement 25%												
Total Certificate-seeking Student Placements	1.00		570	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**
Efficiency 20%												
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 Dictioanary 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
Secondary Completion	**15%**								
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
Category Total			25		69		60		52

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
Total Allocation		$60,254				$52,291

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
Secondary Completion	15%	$9,038	51	56	9.15%	$9,038
Placement	25%	$15,064	372	494	32.61%	$15,064
Efficiency	20%	$12,051	226	240	6.22%	$12,051
Total Allocation		$60,254				$60,254

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	Region[4]	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 [1]	April 18, 2012	June 30, 2021														
Dixie Technical College		Stephen Wade	June 12, 2014	June 30, 2019														
Mountainland Technical College		Jim Evans [1,2]	April 3, 2008	June 30, 2019														
Ogden-Weber Technical College		Steve Moore [1,3]	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																		
Snow College [5]	--	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 [1]	June 15, 2010	June 30, 2021														

[1] Not eligible for Board reappointment due to term limits.

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

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

[4] 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.

[5] 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.

Subject:	Bylaws

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.

UTAH SYSTEM OF TECHNICAL COLLEGES

AGENDA ITEM
USTC BOARD OF TRUSTEES
March 21, 2019

ITEM 5
TOPIC: Commissioner Appointment Process – Committee Recommendations

BACKGROUND
During the January 17, 2019 UTech Board of Trustees meeting, Trustees requested a committee be assembled to recommend a process to resume the Commissioner search, which was delayed by a motion made during the October 30, 2018 Trustee meeting.

The committee was led by Trustee Chair Jim Evans and included the following members: Trustee Aaron Osmond, Trustee Susan Johnson, President Jim Taggart, President Aaron Weight, and Associate Commissioner Kim Ziebarth.

The committee reviewed Utah Code 53B-2a-102 Commissioner of Technical Education – Appointment – Duties and the October 30, 2018 Trustee meeting minutes, with attention to the motion regarding the Commissioner search process. The motion stated Trustees would restart the process of hiring a Commissioner following the general legislative session. The motion also stated former candidates should be encouraged to reapply. The committee agreed to proceed in accordance with the motion.

The committee discussed and agreed on the process shown in the recommendations below including:
- Application requirements and screening/scoring criteria remain as they were during the previous search
- Contracting with a third-party agency to receive and screen applications in accordance with criteria defined in the previous search and narrowing the field to 3-4 finalists who will be interviewed
- Interviews conducted by the Trustees, who in accordance with Utah Code, make the appointment

RECOMMENDATIONS
The committee recommends approval of the following process to resume the Commissioner search:

Action	Timeframe	Responsibility
Job announcement with invitation to former applicants to reapply	30 days	UTech
Verify submission of complete applications	TBD	Agency
Screen/score applications	TBD	Agency
Compile scores and narrow the field to 3-4 finalists	TBD	Agency
Notify finalists	TBD	UTech
Public announcement of finalists	TBD	UTech
Receive and compile public comment (*Clarification Needed*)	TBD	Agency
Reference checks	TBD	Agency
Background checks	TBD	Agency
Interviews	TBD	Trustees
Appointment of Commissioner	TBD	Trustees
Governor approval and submission to Senate	TBD	Governor
Senate confirmation	TBD	Senate
New Commissioner effective day of work	TBD	UTech

Attachments:
Policy 105 "Commissioner of Technical Education – Functions" -DRAFT
Policy 105 "Commissioner of Technical Education – Functions – REVISION (changes marked)

Subject:	Commissioner of Technical Education – Functions

105.1 Purpose

To prescribe the duties and functions of the Commissioner of Technical Education (UCA 53B-2a-102(2)(b)).

105.2 Approval

Utah System of Technical Colleges Board of Trustees approval: June 8, 2016. Revised: September 13, 2017.

105.3 References

UCA 53B-2a-102, Commissioner of Technical Education – Appointment – Duties
UCA 53B-2a-104, Utah System of Technical Colleges Board of Trustees – Powers and Duties
UCA 53B-2a-106, Technical Colleges – Duties
UCA 53B-2a-107, Technical College Presidents – Appointments – Duties
UCA 53B-2a-112, Technical Colleges – Relationships with other Public and Higher Education Institutions – Agreements – Priorities – New Capital Facilities

105.4 Functions

The Utah System of Technical Colleges (System) Commissioner of Technical Education is the chief executive officer of the Board of Trustees (Board), and chief administrative officer of the System. He or she is appointed by the Board upon approval by the Utah State Governor and with consent of the Senate. The Commissioner serves at the discretion of the Board and performs the following functions:

4.1   **Leadership:** Under the direction of the Board, provides state-level collaborative leadership in activities affecting the System. Taking a collaborative approach that enhances the ability of each technical college to contribute to state and Board goals, performs complex intellectual leadership in the development of initiatives and activities that benefit, and are in the best interests of, the System.

4.2   **Strategic Planning:** Actively participates in national career and technical education associations and events to maintain a deep understanding and awareness of national career and technical education trends, innovations, and legislation to inform and advise the Board of best practices and strategic initiatives that will improve the quality and effectiveness of the state's technical colleges. Under the direction of the Board and with input of technical colleges, develops and implements a vision and annual statewide strategic plan which supports and unifies the strategic plans of individual technical colleges under the direction of the Board. Advises and supports the Board to ensure the System

Subject:	Commissioner of Technical Education – Functions

maintains a clear vision and mission, further elevating its position as the statewide leader in career and technical education.

4.3 **Policy Coordination:** Under the direction of the Board, facilitates, coordinates, and ensures that Board policies and procedures are properly executed by staff and college presidents. Provides information and recommendations to the Board on needed policy improvements or changes.

4.4 **System Performance and Accountability**: Collaborates with technical college presidents and secures Board support for system-wide definitions, standards, performance criteria, metrics, and independent audits that support consistency, integrity, and compliance. Represents the Board as the primary state executive with ultimate responsibility for the outcomes of the System.

4.5 **Educational Partnerships**: Promotes educational pathways by coordinating and collaborating with secondary and post-secondary educational partners.

4.6 **Accreditation:** Provides system-wide support of technical college accreditation efforts. Maintains positive, productive relationships with accrediting agencies.

4.7 **Relationships:** As directed by the Board, establishes and maintains positive, productive relationships with diverse stakeholders including executive and legislative branches of state government, the Board, technical college presidents and their respective boards of directors, state secondary and post-secondary educational and economic development leaders, business/industry and community leaders, and citizens. Serves as a respected expert capable of driving and positively influencing career and technical education initiatives and decisions.

4.8 **Budget Development and Fiscal Oversight:** Coordinates development of System budget requests for consideration by the Board and legislature. Identifies and promotes opportunities to secure additional funding sources for System. Accountable for budgets, operations, capital facilities, and other fiscal responsibilities through reports and requests for approval to the Board, the Governor's Office, the Utah State Legislature, and auditors.

4.9 **Public Information:** Serves as a champion for technical colleges with understanding of the role of career and technical education and its impact on economic and workforce development in communities across the state. As assigned, serves as the primary spokesperson for the System in a manner consistent with decisions, direction, and communication plans established by the Board. In collaboration with the technical college presidents, develops and

Subject:	Commissioner of Technical Education – Functions

implements statewide plans and supports college plans to inform citizens about the availability, cost, and advantages of career and technical education.

4.10 **Council of Presidents:** Serves as Chair of the Council of Presidents. Leads the Council in a collegial and collaborative manner, including coordination of meeting agendas/minutes and presenting Council recommendations to the Board. Facilitates communication among technical college presidents.

4.11 **Presidential Hiring:** Coordinates the presidential hiring process on behalf of the Board and provides the Board with recommendations regarding finalists recommended by the search committee.

4.12 **Presidential Review**: Facilitates presidential review processes and provides the Board with his or her recommendation regarding presidential performance and compensation.

4.13 **Training and Consultation:** Provides ongoing training and professional development for technical college presidents in helping them to fulfill their duties as the executive leader of each college and in training their local boards in proper state policies and procedures. Provides leadership, advice, and consultation as may be sought by technical college presidents or directed by the Board.

4.14 **Support Programs**: Develops and administers statewide initiatives.

4.15 **Policy Considerations**: Provides sound and objective professional advice and recommendations to the Board on agenda items and matters that do or should come to the attention of the Board, including advice on technical college and system budget requests, new programs, policy proposals, and an overall legislative agenda.

4.16 **System Communication:** Acts as a liaison between presidents and the Board, facilitating continuous communication among the technical colleges, the Board, and the Office of the Commissioner related to problems and issues of common interest to the System.

4.17 **Secondary Student Access:** Works closely with the Utah State Board of Education Superintendent and Career and Technical Education Director to promote secondary student access and participation in technical college programs.

4.18 **Rural Access:** Develops strategies for providing career and technical education in rural areas of the state for review and approval by the Board.

Subject:	Commissioner of Technical Education – Functions

4.19 **Committee Service:** Serves on various boards, councils, committees, and commissions as required by Utah statute or as otherwise necessary to promote and advance the mission of the System.

4.20 **Other Duties:** Provides leadership and carries out other tasks and assignments as requested by the Board, Governor's Office, or Legislature.

4.21 **Commissioner's Office Management:** Appoints, hires, and leads a staff of professional and administrative personnel to fulfill statutory responsibilities and duties to the Board in areas that include:

4.21.1 Budgets and audits;

4.21.2 Development of policies;

4.21.3 Facilities, including capital development and facility/property leases;

4.21.4 Management information systems, general data collection, and security;

4.21.5 Strategic planning efforts for the System;

4.21.6 Instructional programs, certificates, curriculum, educational partnerships, employer relations;

4.21.7 Contact and relationships with the Utah State Legislature, Governor, Utah State Board of Education, Utah System of Higher Education and Board of Regents, and other state agencies and constituencies; and

4.21.8 Public relations.

4.21.9 All such duties and assignments shall be done in accordance with System policies and with approval of the Board.

| **Subject:** | **Commissioner of Technical Education – Functions** |

105.1 Purpose

To prescribe the duties and functions of the Commissioner of Technical Education (UCA 53B-2a-102(2)(b)).

105.2 Approval

Utah System of Technical Colleges ~~USTC~~ Board of Trustees approval: June 8, 2016. Revised: September 13, 2017.

105.3 References

UCA 53B-2a-102, Commissioner of Technical Education – Appointment – Duties
UCA 53B-2a-104, Utah System of Technical Colleges Board of Trustees – Powers and Duties
UCA 53B-2a-106, Technical Colleges – Duties
UCA 53B-2a-107, Technical College Presidents – Appointments – Duties
UCA 53B-2a-112, Technical Colleges – Relationships with other Public and Higher Education Institutions – Agreements – Priorities – New Capital Facilities

105.4 Functions

The Utah System of Technical Colleges (System) ~~(USTC)~~ Commissioner of Technical Education is the chief executive officer of the ~~USTC~~ Board of Trustees (~~the~~ Board), and ~~the~~ chief administrative officer of the ~~Utah System of Technical Colleges~~System. He or she is appointed by the Board upon approval by the Utah State Governor and with consent of the Senate. The ~~USTC~~ Commissioner serves at the discretion of the Board and performs the following functions:

~~4.1   **Policy/Program Execution:** Facilitates, coordinates, and ensures that all Board policies, programs, and procedures are properly executed. Provides information and recommendations to the Board.~~

4.1   **Leadership:** Under the direction of the Board, p~~P~~rovides state-level collaborative leadership in activities affecting the System. T~~Utah System of Technical Colleges and its member technical colleges, t~~aking a collaborative approach that enhances the ability of each technical college~~s~~ to contribute to state and Board goals, performs complex intellectual leadership in the development of initiatives and activities that benefit, and are in the best interests of, the System.

4.2   **Strategic Planning:** Actively participates in national career and technical education associations and events to maintain a deep understanding and awareness of national career and technical education trends, innovations, and legislation to inform and advise the Board of best practices and strategic

Subject:	Commissioner of Technical Education – Functions

initiatives that will improve the quality and effectiveness of the state's technical colleges. Under the direction of the Board and with input of technical colleges, d~~D~~evelops and implements a vision and annual statewide strategic plan~~ning efforts for the Utah System of Technical Colleges,~~ which support~~s~~ and unifies the strategic plans of ~~the~~ individual technical colleges under the direction of the Board~~ of Trustees~~. Advises and supports the Board to e~~E~~nsure~~s~~ ~~that USTC~~ the System maintains a clear vision and mission, ~~and~~ further elevat~~ing~~ ~~es~~ its position as the statewide leader in career and technical education.

4.3 **Policy Coordination:** Under the direction of the Board, F~~f~~acilitates, coordinates, and ensures that ~~all~~ Board policies and procedures are properly executed by staff and campus presidents. Provides information and recommendations to the Board on needed policy improvements or changes.

4.4 **System Performance and Accountability**: Collaborates with technical college presidents and secures Board support for system-wide definitions, standards, performance criteria, metrics, and independent audits that support consistency, integrity, and compliance. Represents the Board as the primary state executive with ultimate responsibility for the outcomes of the System. ~~**Career and Technical Education Program Oversight:** Under the direction of the Board, establishes benchmarks, provides oversight, evaluates program performance, and obtains independent audits to ensure that the technical colleges follow their non-credit career and technical education mission. Collaborates with college presidents to establish benchmarks for evaluating career and technical education provided by the technical colleges, including a system of common definitions, standards, and criteria for tracking and measuring program effectiveness.~~

4.5 **Educational Partnerships**: Promotes ~~Creates/promotes CTE~~ educational pathways by coordinating and collaborating ~~and correlating CTE with public education and higher education~~with secondary and post-secondary educational partners.

4.6 **Accreditation:** Provides system-wide support of technical college accreditation efforts ~~by technical colleges~~. Maintains positive, productive relationships with accrediting agencies.

4.7 **Relationships~~and Accountability~~:** As directed by the Board, e~~E~~stablishes and maintains positive, productive relationships with diverse stakeholders including executive and legislative branches of state government, ~~and accountability with the Utah State Legislature, Governor, USTC~~ the Board~~ of Trustees~~, technical college presidents and their respective boards of directors, state secondary and post-secondary educational and ~~government and education boards and officials, state~~ economic development leaders, business/industry and community leaders,

	UTAH SYSTEM OF TECHNICAL COLLEGES	Number:	105
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and citizens. Serves as a respected expert capable of driving and positively influencing career and technical education initiatives and decisions. ~~Carries ultimate responsibility for the outcomes of the Utah System of Technical Colleges.~~

4.8   **Budget Development and Fiscal Oversight:** Coordinates development of Ssystem budget requests for consideration by the Board ~~of Trustees~~and legislature. Identifies and ~~p~~Promotes opportunities to secure additional funding sources for ~~the colleges and the USTC~~ Ssystem ~~through the legislature and other revenue sources~~. Accountable for budgets, operations, capital facilities, and other fiscal responsibilities through reports and requests for approval to the ~~USTC Board of Trustees~~Board, the Governor's Office, the Utah State Legislature, and auditors.

~~**4.7**   **Relationships:** Establishes and maintains positive, productive relationships with diverse stakeholders including the Board, technical college presidents and boards of directors, legislative and executive branches of state government, state educational and economic development agency leaders, business/industry and community leaders, and students. Serves as a respected expert driving and influencing technical education initiatives and decisions.~~

4.9   **Public Information~~/Spokesperson~~:** Serves as a champion for technical colleges with understanding of the role of career and technical education and its impact on economic and workforce development in communities across the state. As assigned, ~~s~~Serves as the primary spokesperson for the System ~~Utah System of Technical Colleges and Board of Trustees,~~ in a manner consistent with decisions, direction, and communication plans established by the Board. In collaboration with the technical college presidents, develops and implements statewide plans and supports college plans to inform citizens about the availability, cost, and advantages of career and technical education.

4.10   **Council of Presidents ~~Cabinet~~:** Serves as Chair of the Council of Presidents ~~Cabinet~~. Leads the Council~~abinet~~ in a collegial and collaborative manner, including coordination of meeting agendas/minutes and presenting Council~~abinet~~ recommendations to the Board. Facilitates communication among ~~the~~ technical college presidents.

4.11   **Presidential Hiring~~/Review~~:** Coordinates the presidential hiring process on behalf of the Board and provides the Board with recommendations regarding finalists recommended by the search committee. ~~Assists as directed by the Board in its statutory responsibility to appoint, oversee, and evaluate each technical college president in accordance with UCA 53B-2a-107. Supports the work of~~

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~~individual presidents and serves as a liaison between presidents and the USTC Board.~~

4.12 **Presidential Review**: Facilitates presidential review processes and provides the Board with his or her recommendation regarding presidential performance and compensation.

4.13 **Training and Consultation:** Provides ongoing training and professional development for technical college presidents in helping them to fulfill their duties as the executive leader of each campus and in training their local boards in proper state policies and procedures. Provides leadership, advice, and consultation as may be sought by technical college presidents or directed by the Board.

4.14 **Support Programs**: Develops and a~~A~~dministers ~~approved~~ statewide ~~support programs~~ initiatives~~subject to applicable Board policies~~.

4.15 **Policy Considerations**: Provides sound and objective professional advice and recommendations ~~independent of any one group's or interest's perspective~~ to the Board on ~~all Board~~ agenda items and ~~all~~ matters that do or should come to the attention of the ~~USTC~~ Board, including advice on ~~institutional~~ technical college and system budget requests, new programs, policy proposals, and an overall legislative agenda.

4.16 **System Communication:** Acts as a liaison between presidents and the Board, ~~F~~facilitat~~es~~ing continuous communication among the technical colleges, the Board, and the Office of the Commissioner related to problems and issues of common interest to the ~~USTC system~~System. ~~Establishes and maintains positive, productive relationships with the USTC Board of Trustees, technical college presidents, and college boards of directors.~~

4.17 **Secondary Student Access:** ~~Provides coordination and encouragement to the colleges to ensure that secondary students in the public education system have access to career and technical education through the technical colleges, and that college curricula meet the needs of school districts and charter schools.~~ Works closely with the Utah State Board of Education Superintendent ~~of Public Instruction~~ and Career and Technical Education ~~TE~~ Director to promote secondary student access and participation in technical college programs.

4.18 **Rural Access:** Develops strategies for providing career and technical education in rural areas of the state for review and approval by the Board.

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4.19 **Committee Service:** Serves on various boards, councils, committees, and commissions as required by Utah statute or as otherwise necessary to promote and advance the mission of ~~USTC~~the System.

4.20 **Other Duties:** Provides leadership and carries out other tasks and assignments as requested by the Board~~ of Trustees~~, Governor's Office, or Legislature.

4.21 **Commissioner's Office Management:** Appoints, hires, and leads a staff of professional and administrative personnel to fulfill statutory responsibilities and duties to the Board in areas that include~~provide coordination, prioritization, support, and reporting as needed to fulfill the duties and responsibilities of the USTC Board, Commissioner of Technical Education, and USTC system, such as~~:

4.21.1 Budgets and audits;

4.21.2 Development of policies;

4.21.3 Facilities, including capital development and facility/property leases;

4.21.4 Management information systems, general data collection, and security;

4.21.5 ~~Master ~~Strategic planning efforts ~~of the USTC system and strategic planning~~for the System;

4.21.6 Instructional programs, certificates, ~~and ~~curriculum, ~~including articulation with ~~educational partnerships, employer relations~~institutions of higher education and public education~~;

4.21.7 Contact and relationships with the Utah State Legislature, Governor, Utah State ~~System of Public Education and ~~Board of Education, Utah System of Higher Education and Board of Regents, and other state agencies and constituencies; and

4.21.8 Public relations.

4.21.9 All such duties and assignments shall be done in accordance with System policies and with approval of the Board.

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
21 March 2019

ITEM 8

TOPIC: Higher Education Strategic Planning Commission Region Meetings

BACKGROUND

The Higher Education Strategic Planning Commission was established by House Bill 300 in the 2018 General Session of the Utah Legislature to study and make recommendations regarding higher education in general. The Commission has contracted with and given direction to the National Center for Higher Education Management Systems (NCHEMS) to conduct the study. NCHEMS presented an environmental scan of higher education in Utah to the Commission in November.

NCHEMS is now preparing to conduct regional meetings throughout the state. Working with UTech and USHE, the Commission will be identifying and inviting specific regional stakeholders to participate in three focus groups of about 15 each that will provide perspectives on higher education: Educators; Community and Business; and Economic Development. A tentative schedule of the regional meetings is attached.

After NCHEMS completes its work, HB300 calls for the Commission to provide a final report, including a strategic plan and any recommendations, to legislative committees and the Governor by November 30, 2019. UTech representation as members of the Commission include Trustees Steve Moore and Susan Johnson, Interim Commissioner Jared Haines, and Presidents Brennan Wood and Clay Christensen.

RECOMMENDATIONS
UTech Administration will share talking points considered by the Council of Presidents that would be germane to regional and Commission conversations, for discussion with Board members.

Attachment: NCHEMS Regional Meeting Locations for Utah Higher Education
                       Strategic Planning Commission (draft/tentative)

NCHEMS Regional Meeting Locations for Utah Higher Education Strategic Planning Commission

Date	Location	Address	Contact Person	Meeting Times
Wednesday, April 17	Cedar City	Southwest Technical College 109 B Small Multipurpose Room 757 West 800 South Cedar City, UT 84720	Mark Florence mflorence@stech.edu 435-586-2899 or 435-868-8173	Educators: 8:00 a.m. – 10:00 a.m. Community/ Business: 10:15 a.m. – 12:15 p.m. Economic Development: 1:15 p.m. – 3:15 p.m.
Monday, April 22	Logan	Bridgerland Technical College Administrative Boardroom 1301 North 600 West Logan, UT 84321	Emily Hobbs (435) 750-3167 ehobbs@btech.edu	Educators: 8:00 a.m. – 10:00 a.m. Community/ Business: 10:15 a.m. – 12:15 p.m. Economic Development: 1:15 p.m. – 3:15 p.m.
Tuesday, April 23	Ogden	Innovation Room Weber Center, 2nd Floor 2380 Washington Blvd Ogden, UT 84401	801-399-8406 (anyone who answers this number can help) or Shelly Halacy shalacy@webercountyutah.gov	Educators: 8:00 a.m. – 10:00 a.m. Community/ Business: 10:15a.m. – 12:15 p.m. Economic Development: 1:15 p.m. – 3:15 p.m.
Wednesday, April 24	Provo	Zion's Bank Rock Canyon Room 180 N University Ave, Suite 800 Provo, UT 84061	Rosemary Huish 385-241-3083 Rosemary.Huish@zionsbank.com	Educators: 8:00 a.m. – 10:00 a.m. Community/ Business: 10:15a.m. – 12:15 p.m. Economic Development: 1:15 p.m. – 3:15 p.m.
Thursday, April 25 a.m.	Draper	Council Chambers Draper City Hall 1020 E Pioneer Road Draper, UT 84020	Kellie Chalburg 801-576-6500 (hit '0' ask for her extension) or 801-576-6513 kellie.challburg@draper.ut.us	Community/ Business: 8:00 a.m. – 10:00 a.m. Economic Development: 10:15 a.m. – 12:00 p.m.
Thursday, April 25 p.m.	Tooele	Utah State University Tooele Campus Science and Technology Building, Multipurpose Room (104) 345 S Tooele Blvd Tooele, UT 84074	SharLynn Mueller 435-797-9908 Sharlynn.mueller@usu.edu Jenn Cowburn (Van Cott) Associate Vice President Utah State University Tooele Campus Jennifer.Vancott@usu.edu 435-797-9931	Educators: 2:00 – 3:15 p.m. Community/ business: 3:30 p.m. – 5:00 p.m.
Friday, April 26	Salt Lake City	Salt Lake Chamber 175 E 400 South #600 Salt Lake City, UT 84111	Abby Osborne 801-831-6116 aosborne@slchamber.com Baily Bowthrope 801-599-0697 bbowthorpe@slchamber.com	Educators: 8:00 a.m. – 10:00 a.m. Community/ Business: 10:15 a.m. – 12:15 p.m. Economic Development: 1:15 p.m. – 3:15 p.m.
Tuesday, April 23	Moab	Grand Center Conference Room 182 N 500 West Moab, UT 84532	Yordy Eastwood 435-259-6632 leastwood@grandcountyutah.net	Educators: 8:00 a.m. – 10:00 a.m. Community/ Business: 10:15a.m. – 12:15 p.m.

				Economic Development: 1:15 p.m. – 3:15 p.m.
Wednesday, April 24	Ephraim	Heritage Room, Noyes Building Snow College 150 College Avenue E Ephraim, UT 84627	Marci Larsen Marci.larsen@snow.edu 1-435-283-7002 (President's Office, anyone who answer the phone can assist)	Educators: 8:00 a.m. – 10:00 a.m. Community/ Business: 10:15a.m. – 12:15 p.m. Economic Development: 1:15 p.m. – 3:15 p.m.
Thursday, April 25	Vernal	Uintah Basin Technical College Vernal Campus Conference Room 145 450 N 2000 West Vernal, UT 84078	Bob Peterson bobp@ubtech.edu 435-650-8077	Educators: 8:00 a.m. – 10:00 a.m. Community/ Business: 10:15 a.m. – 12:15 p.m. Economic Development: 1:15 p.m. – 3:15 p.m.

UTAH SYSTEM OF TECHNICAL COLLEGES

AGENDA ITEM

USTC BOARD OF TRUSTEES
9 May 2019

ITEM: 9

TOPIC: Presentation of College FY2021 Capital Development Requests

BACKGROUND
Per UCA 53B-2a-104(2)(g), the Board of Trustees receives funding requests pertaining to capital facilities and land purchases from each technical college, ensures that the requests comply with Section 53B-2a-112, prioritizes the requests, and submits the prioritized requests to the State Building Board. The projects to be prioritized are as follows:

College	Project	Square Footage	Cost	Ongoing O&M
Bridgerland Technical College	Health Sciences Building	75,000	$ 36,866,940	$ 611,250
Mountainland Technical College	Payson Campus	98,000	$ 36,750,000	$ 798,700

UTech administration suggests that Board members, after hearing the presentations from the College Presidents, use the provided score sheets to assign a score to each project. The scores will then be tabulated and projects ranked by score greatest to least. That information will be provided to the Board later in the meeting for further discussion and final prioritization.

RECOMMENDATION
UTech administration recommends the Board of Trustees score the afore mentioned capital development project based on the provided scoring criteria. After staff has tabulated and summed the scores, administration recommends that the Board review the totals and officially rank the projects in priority order for submission to the State Building Board, Legislature, and Governor's Office.

Attachments:
Bridgerland and Mountainland Project Summaries

FY 20-21 Capital Development Project Request
& Feasibility Statement

Type of Request: ☑ State Funded   ☐ Non-State Funded

☐ Non-State Funded with O&M Request   ☐ Land Bank

Agency/Institution:
Bridgerland Technical College

Project Name:
Health Sciences Building

Agency/Institution Priority:
First Priority (1)

Project Scope: Total Project Space (Gross Square Feet)
75,000 Square Feet

New Space Requirement (Gross Square Feet)   75,000 Square Feet
Remodeled Space (GSF)   _____
Space to be Demolished (GSF)   _____

TYPES OF SPACE

The Bridgerland Technical College Health Sciences Building will be comprised of a combination of classroom and laboratory spaces designed to facilitate cutting-edge health occupation training programs and simulate hands-on patient care for a variety of healthcare related fields.

CAPITAL FUNDING

Preliminary Cost Estimate: $36,866,940

To comply with the Building Board requirement of identifying completed buildings of comparable size and scope, Bridgerland Tech has identified one example building that was constructed as a Health Sciences building. The Ogden-Weber Technical College completed construction of their Health Sciences building in 2011. Construction of their facility occurred during difficult economic times that resulted in favorable outcomes in the bidding process. The original budget/cost estimate of the Ogden-Weber Tech facility was approximately the same as Bridgerland Tech's original DFCM generated Cost Budget Estimate (CBE) at the time. Bridgerland Tech's original CBE has been updated annually by DFCM staff for inflationary factors to arrive at the current estimate.

The Davis Technical College "Allied Health Building" was funded for construction during the 2018 General Session of the Legislature and is very similar to the Bridgerland request. The Davis Building has completed the design phase and has held a groundbreaking ceremony. Bridgerland is working with the same architect as Davis Technical College to update the feasibility study and conduct some pre-programming work. As a result, the costs of Bridgerland's building request is based on the same square foot calculations as the Davis building and have only been escalated for the requisite inflation.

The Bridgerland Health Sciences building was reduced in scope and size by approximately 15,000 sq. ft. since the previous request as a result of careful work with our friends and colleagues at Utah State University (USU). Bridgerland is working closely with USU to maximize the use of existing facilities and has been successful in reducing this project size as a result. Reducing the size and scope of this new building by 15,000 sq.ft. will also result in ongoing cost savings of $134,475 for O&M costs annually. This savings translates into $4,034,250 over a 30-year life span and $6,723,750 assuming a 50-year life span.

Previous State Funding:
Note: The land for this project was purchased along with Bridgerland Tech's Main Campus facility in 1984. Bridgerland Tech owns approximately 26.5 acres immediately adjacent to the Main Campus building that is available for this project.

Other Sources of Funding: $ 1,000,000 of Alternate Source Funding

FY 2020 Requested Funding: $36,866,940

ONGOING OPERATING BUDGET FUNDING

Increase in State Funded O&M: ~~$745,725~~ $611,250   100% **of total O&M**

O&M funding was calculated by taking the total project square footage multiplied by the Building Board approved rate for the Utah System of Technical Colleges (75,000 x $8.15/sq. ft.). $8.15/sq. ft. is the most current O&M available from the Building Board. This rate and overall O&M cost will be updated when a new amount becomes available.

PROJECT EXECUTIVE SUMMARY

Growth/Capacity:

The need for a Bridgerland Technical College Health Sciences Building can be summed up in three words: **'ROOM TO GROW.'** The Nursing and Health Sciences programs at Bridgerland Tech have experienced explosive growth over the past twenty-plus years and have cannibalized the Main Campus building. This cannibalization not only limits growth for healthcare related programs but it has placed a chokehold on most of our other programs as well. The impact of this chokehold creates a worker shortage for many different business and industries besides just the healthcare industry.

Examples include construction trades, machinists, welders, and accounting technicians to name a few. The average growth rate for healthcare related programs at Bridgerland Tech, from the inception of these programs to the point we reached capacity in fiscal year 09-10, is almost 50 percent per year. Since we reached capacity, the average growth rate is 3.2 percent.

According to data recently obtained from the Department of Workforce Services (DWS), the openings for registered nurses in the Bear River Region during the last 120 days is three times the current capacity, and the demand statewide is more than 100 times our current capacity. That same demand applies to all other healthcare related fields. For the first time in the history of this College, local employers are offering $500 signing bonuses for nursing assistants with an additional incentive for recruiting a friend.

There are two primary healthcare systems in the Bear River Region, and both of them are investing millions in new facilities. Intermountain Healthcare has just completed a project doubling the size of their medical offices at the Budge Clinic and has a plan to expand the hospital facilities. The Cache Valley Specialty Hospital, part of the Mountain Star system, has recently built a new "Women's Center." The demand for healthcare workers in the region and across the state is extreme. Bridgerland Tech was recently contacted by the University of Utah Medical Center pleading for graduates and offering clinical experiences for our students. Also, a local long-term care facility, Terrace Grove, recently contacted Bridgerland Tech to see if Medical Assisting students could be utilized for some duties since the shortage of nurses is so severe. There are two issues with this request; first, the shortage of medical assistants is just as great, and two, medical assistants have a different and not necessarily compatible skill set than a CNA.

Growth in the Bear River Region is so significant that Cache County School District has doubled the number of high schools in its district; and within the last 18 months, Bridgerland Tech's Building Technology students have been building five portable classrooms for Box Elder School District to facilitate their growth. Also, Logan School District has completely remodeled Logan High School to accommodate their increasing numbers of students better.

According to the Bureau of Labor Statistics (BLS), the healthcare industry is projected to add more jobs than any other sector by 2022 (over 4 million). It is expected to be the fastest growing industry in the economy with the demand for healthcare professionals rapidly outpacing the supply. Nursing and Health Sciences programs at Bridgerland Tech, and across the Utah System of Technical Colleges, are an integral part of both the national and state healthcare pipeline.

Improve Effectiveness in Critical Programs:

The Bridgerland Nursing and Health Sciences programs urgently need a new, purpose-built building, which includes state-of-the-art simulation suites and high-tech training labs. It should be noted that simulation mannequins cannot completely replace the actual clinical experience, but they can be used for up to half of the clinical experience and better prepare students for the "real world" of medicine. Also, simulation suites add a capacity to provide significant improvement in training effectiveness. Students must learn from their mistakes; and in the healthcare profession, those mistakes need to occur in a simulation environment – not with real patients.

In addition, Bridgerland Nursing and Health Sciences programs are already performing at an "A+" level. The Nursing Program proudly completed their 20th year of excellence in nursing education with an overall, near perfect National Certification and Licensing Exam pass rate of 99.4 percent. Bridgerland provides a significant proportion of the local nursing workforce. The other Health Sciences programs regularly have licensing exam pass rates with scores significantly higher than national averages. We have great programs working out of old, outdated facilities; but more importantly, there isn't 'ROOM TO GROW' for Nursing, Health Sciences, or any other programs.

The cannibalization of existing facilities that place a chokehold on the other programs is significant. For example, expanding healthcare programs into the Building Trades classrooms has limited the depth of instruction in those programs severely. Instead of teaching students how to design cabinets and then use CNC equipment to produce the parts, we are limited to teaching with outdated technology.

Cost Effective:

Bridgerland Technical College has always been alert to, and conscious of, the importance of being cost-effective. To be more efficient with the limited space we already have, Bridgerland Tech starts two cohorts of nursing students each year while most of the other colleges and universities in the state start one cohort in the fall and complete them in the spring. Bridgerland starts a new cohort of nursing students in August and another in February each year. This essentially doubles the number of students we can graduate each year.

Bridgerland has also been extremely cost conscious with its approach to new buildings. Both the Logan Campus - Main and West buildings in Logan were purchased for less than $25 per square foot. To put that into perspective, new buildings such as the Applied Technology Building at SLCC are estimated to cost more than $400 per square foot.

Bridgerland Tech has never built a "new" building. As a result, our buildings are utilitarian with structures adapted to specific purposes. They are particularly functional for our heavy industrial programs such as Diesel, Automotive Services, Auto Collision, Welding Technology, Machining Technology, and others. However, they are not very compatible with the needs of Nursing and Health Sciences programs. Converting or cannibalizing existing space from its intended heavy industrial use to healthcare related programs is proving to be extremely expensive. Every time an existing program is cannibalized to squeeze in health program spaces, the cost of renovation to meet accreditation standards can exceed $1,000 per square foot or more, while barely meeting the required accreditation standards. Even if space in the existing buildings were available, renovation is far costlier than starting with a new building.

Bridgerland Tech has completed the Feasibility Study on this project as required by the Building Board and the Legislature. The study confirms that the site location is available and suitable for the project. It also provided concept renderings of what a new facility might look like. However, we believe there is potential for a more cost-effective solution as described below.

Cost-Effective Solution:

To help reduce the overall cost of the project, Bridgerland has worked closely with Utah State University to maximize the use of existing facilities. By sharing space and working together, Bridgerland has been able to reduce the size of this facility from over 90,000 sq. ft. to approximately 75,000 sq. ft. for a reduction in 15,000 sq. ft.

As the College works together with USU, the requisite simulation suites have been reduced from 10 to 12 suites to just four. To put that into some perspective, the new Davis Technical College Allied Health Building is designed with ten simulation suites. The relationship with both USU and Intermountain Healthcare (Logan Regional Hospital) allows us to reduce our simulation suites down to four.

Another long-term, cost savings solution is to design the new Health Sciences building with two levels to preserve as much existing land for future projects as possible.

Bridgerland Tech's project site lends itself very well to using a Geothermal Exchange system for both heating and cooling the facility. This type of system creates substantial long-term savings in annual operating costs. The Architects are analyzing the use of a Geothermal Exchange system as another potential long-term cost savings option.

Existing Building Deficiencies and Life Safety concerns:

Both buildings at the Bridgerland Technical College are more than 45 years old and have been remodeled or improved several times. The existing buildings are utilitarian and functional for the heavy industrial programs they were originally purchased and remodeled to accommodate. However, the existing buildings were never designed for use in healthcare-related programs.

Using facilities that were originally designed for Building Technology has created what some would even consider a "Life Safety" concern. The paint fumes from the Cabinetmaking spray booth are circulated through healthcare related classrooms because these rooms were originally designed for use in Cabinetmaking. As a result, students and teachers continually complain about headaches and other health issues. In an extreme example, one instructor, who is also a cancer survivor, has a suspicion her cancer was caused by constantly breathing paint fumes from the Cabinetmaking lab.

Alternate Funding Sources:

Bridgerland Technical College hired a new Chief Development Officer who has been successful in generating $1,000,000 of alternate source funds for this project. There is broad community support, so donations are coming from a large number of people.

In addition, the College has hired a new Chief Development Officer to pursue and secure donations, grants, community gifts, and additional "in-kind" donations for this project. While the current level of alternate funding sources would be considered immaterial, we feel confident in our ability to generate sufficient revenue to fund or partially fund the equipment needs for this project. Bridgerland Tech will vigorously pursue philanthropic donations and gifts for this project but will proceed without making any unrealistic promises.

MTECH

FY 2021 Capital Development Request
Summary

Type of Request: **State Funded Capital Development Request**

Agency/Institution: Mountainland Technical College

Project Name: Payson Campus

Project Scope:

Total Project Space (Gross Square Feet)	**98,000**
New Space Requirement (Gross Square Feet)	98,000
Remodeled Space (GSF)	0
Space to be Demolished (GSF)	0

Types of Space

Approximately 27,500 square feet will be used for classroom, offices, and study areas. Approximately 11,700 square feet will be used for building support, and approximately 58,800 square feet will be used for shops, laboratories, trades classrooms, and computer labs.

Capital Funding:

Preliminary Cost Estimate: $ 41,250,000

Other Sources of Funding $ 4,500,000

The college has secured a donation of 13.31acres of land in the South Meadows Planned Development in Payson for the construction of this building. The South Meadows Planned Development is located in the southwest part of Payson approximately 500 feet west of the 800 South/I-15 interchange.

FY 2021 Requested Funding $_$36,750,000

Ongoing Operating Budget Funding:

Increase in State Funded O&M: $ 798,700   **100 % of total O&M**
State O&M required for this project is estimated at using DFCM recommendation of $8.15 per square foot per year for the FY2020 UTECH requests. O & M costs will be updated when FY2021 recommendations are released.

New Program Costs: $ 0
No new program funds are being requested through the capital development process. All program development and/or expansion will be addressed through the Legislative process in the Higher Education Appropriations Subcommittee

New FTEs Required for O&M and Programs   O&M   4.0   Programs 14.0
It is projected that 4.0 new FTE will be required for increased capacity in facilities and building maintenance. It is projected that 13.0 new FTE will be necessary to deliver the new and/or expanded instructional programs. Programs and O&M FTE will be phased in as programs grow and are under development. These new FTE will not be paid from O & M or New Programs costs as listed above.

Existing Facility:
The proposed Payson Campus is a new structure in the South Meadows Planned Development, located in the southwest part of Payson approximately 500 feet west of the 800 South/I-15 interchange. The majority of the programs located in the new structure will be either new programs or expansion/replication of existing programs located elsewhere in the region that are insufficient to meet industry demand. All program offerings will be held to strict standards and national completion/placement/licensure accreditation requirements.

Existing Space (square feet) Currently Occupied   **N/A New Construction**

Project Executive Summary:

MTECH is proposing the construction of a new campus in Payson. The building is proposed at 98,000 square feet and will house a variety of programs offered by MTECH. The land for the campus is being donated to the College for the purpose of building the campus. The property is bare and there are no structures that would need to be demolished. All utilities are or will be located adjacent to the property. The site is adjacent to the likely location of the most southern Front Runner stop in Utah County, giving students the ease of access that public transit provides. The site is also adjacent to I-15 allowing easy access to students from all surrounding areas.

Programs to be taught in the new construction include welding, precision machining, diesel, automotive, apprenticeships, information technology, practical nursing, nurse assistant, medical assistant, culinary arts, and any other programs deemed necessary through the programming process. The program capacity will increase in all programs that currently have insufficient capacity to meet the demands of business and industry.

The building will be programmed utilizing functional but affordable materials. The facility will incorporate sealed concrete floors as well as dual use classrooms for maximum efficiency at a lower cost per square foot.

It is anticipated that the number of students to be taught in the facilities will increase substantially as will program and occupational certificates.

Growth:
The Mountainland region is experiencing a tremendous amount of growth. It is estimated that the three-county region will grow to over 826,000 residents by the year 2020. The Mountainland Association of Governments project that Utah County alone will have a population of over one (1) million residents by the year 2040. The Mountainland Payson Campus will help meet the needs of a growing workforce.

In order to meet the growing demand for MTECH programs we have implemented multiple program offerings in the late afternoon in between the daytime and evening programs. Also, we have been forced to lease additional building space in order to expand program offerings. Funds used for leases takes funding away from new programs or program expansion. It is imperative to secure additional space to meet the needs of an exploding population and industry.

Cost Effective:
The proposed technology/trades building will be designed using extensive cost savings practices. Sealed concrete floors, light utilization, no large gathering facilities, and dual use classrooms are just a few of the cost saving factors incorporated in the planning.

AGENDA ITEM
USTC BOARD OF TRUSTEES
March 21, 2019

ITEM 11
TOPIC: The Sale of Tooele Tech Property

Request:
Tooele Technical College requests approval from the Board of Trustees to sell 5 acres of land purchased in December of 2017 back to its previous owner, Tooele City. The sales price would be $360,000 which is the same amount that the property was purchased for in December of 2017. The College makes this request with the intent to use the funds, along with the balance of the original legislative appropriation, to eventually purchase a parcel of land that is contiguous to its campus and better situated for future building expansion. At this time, the college is asking only for the approval of the sale of this property and NOT for any further land purchase. Tooele Tech intends to ask the Board of Trustees for the approval to purchase land in the future after negotiations have been finalized.

We consider this request to be urgent because Tooele City has approved the purchase to take place the first week of April, and the College does not wish to delay this action until it negotiates the final purchase of the more desirable parcel of land.

Background:
During the 2016 legislative session, the Tooele Technical College was appropriated $525,000 for the purchase of land to build a Business Resource Center (BRC). Originally Tooele Tech planned to purchase a parcel of land located across the street and to the east of the College. However, due to water issues, in December of 2017 the decision was made to instead purchase 5 acres down the road from the College.

Since the purchase of this parcel of land, several changes have occurred which have impacted Tooele Tech's desire to build a BRC, including the following:

- Tooele City elected a new Mayor who has decided that the city is not in a fiscal position to bond for the construction of a BRC building and the city's ability to obtain grant funds to cover the costs of this project is uncertain.
- Tooele Tech's building is now full in the areas designed for programmatic space. As it looks to the next building, an educational building is of higher priority than a Business

Resource Building, which functions could be housed in a building designed primarily for instructional space.

- Tooele Tech has decided that if it is responsible to seek funding for its next building, and not the city, the College would rather plan to build its next building contiguous to its current property.
- The parcel of property the College is negotiating to buy from the School District has a warehouse on it which would work well for teaching a construction trades program. This building could be used as programmatic space until a new building is funded. President Hacking has conducted many conversations about how best to go about purchasing property next to its current property with new legislative funding since the property initially considered in 2016 was determined to be unsuitable. To avoid such confusion with future legislative requests, it seems prudent to do all in its power to put the money originally appropriated towards the land where a building is most likely to be built in the future. This is the basic premise of its request to the Board of Trustees.

In 2016, the legislature appropriated $525,000 to Tooele Tech, of which $360,000 was used to purchase the property, and the remaining balance was scheduled to move back into the state. President Hacking has met with DFCM and they have agreed to allow the College to access the balance of funds in this account if the College is able to sell back the property. The College would then be in a position to put the total remaining funds towards the purchase of property better suited for its future needs.

Attachment: Map

Property Being Considered

Tooele Technical College

Currently Owned Property

S 1200 W

S 1200 W

60 S

Millburn Dr

W 200 S

W 200 S
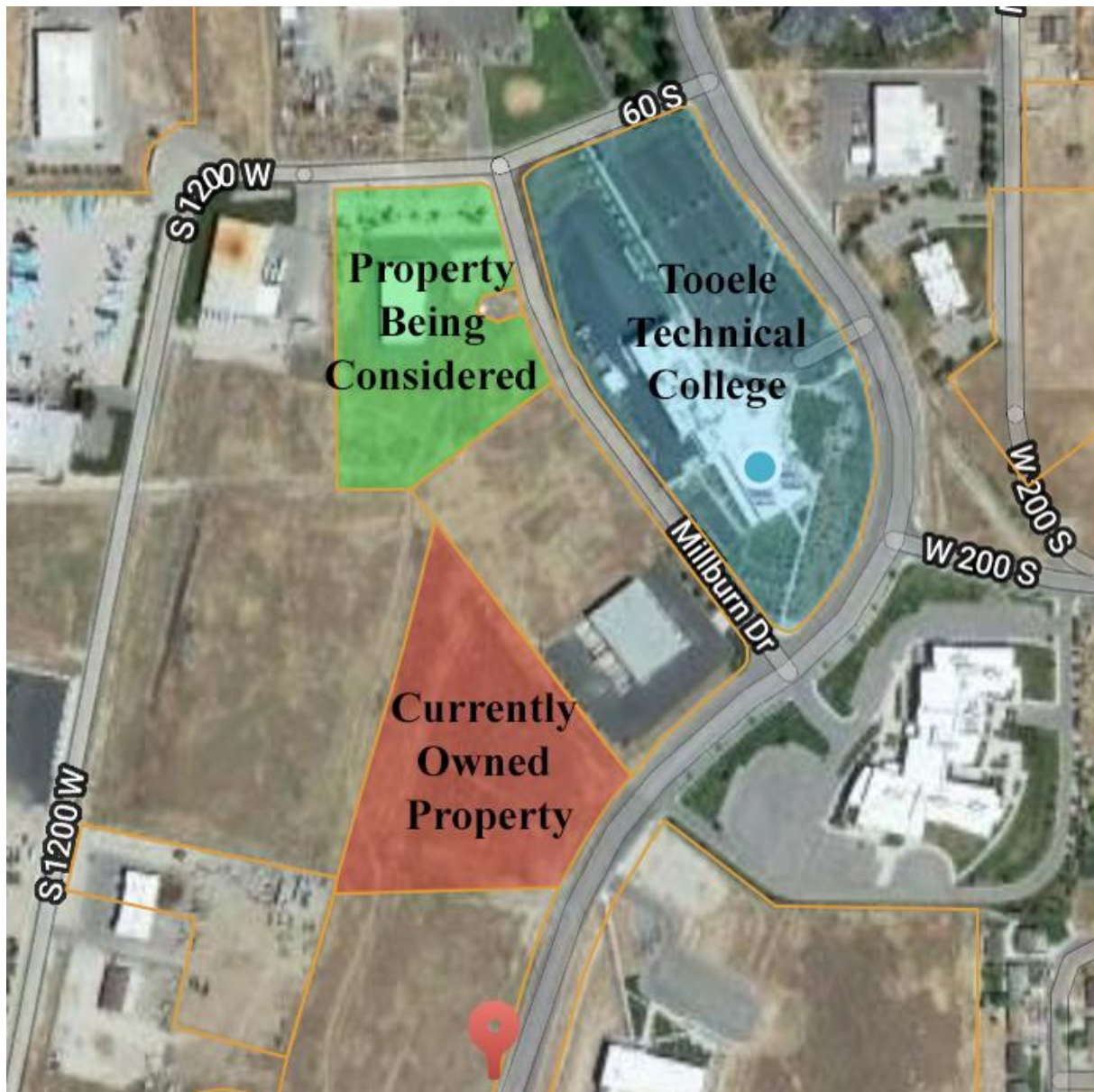
UTAH SYSTEM OF TECHNICAL COLLEGES

AGENDA ITEM

USTC BOARD OF TRUSTEES
March 21, 2019

ITEM 12

TOPIC: Open and Public Meetings Training

BACKGROUND

Under Utah Code 52-4-104 -Training – "the presiding officer of the public body shall ensure that the members of the public body are provided with annual training on the requirements of this chapter".

RECOMMENDATIONS
Information only

Attachments:
PowerPoint presentation
Utah Code 52-4-101-305

OPEN AND PUBLIC MEETINGS TRAINING
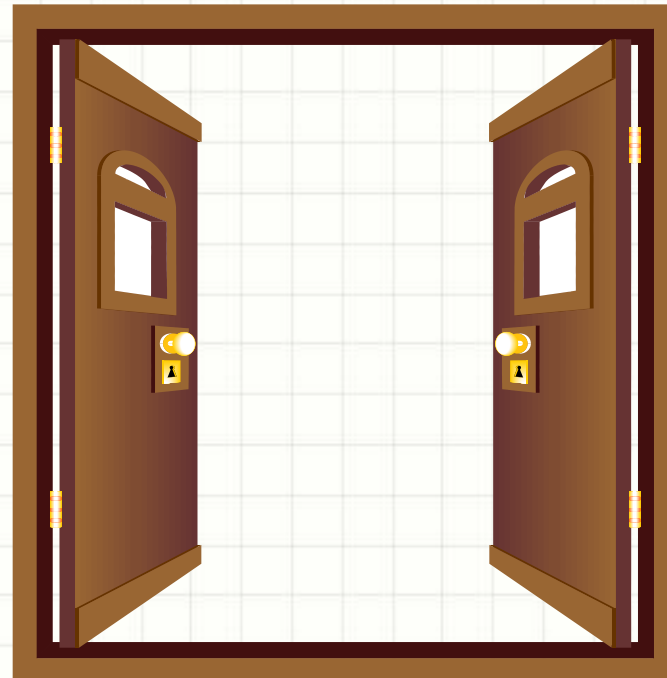
March 21, 2019

Training Outline

- ❖ Public Policy
- ❖ General Rule
- ❖ Definitions
- ❖ Notice Requirements
- ❖ Agenda Requirement
- ❖ Minutes/Recording of Open Meetings
- ❖ Closing a Meeting
- ❖ Record of Closed Meetings
- ❖ Electronic Communication Outside of Meeting
- ❖ Training and Enforcement

Public Policy - §52-4-102

❖ Public bodies exist to aid in the conduct of the people's business.

❖ Their actions and deliberations should be taken and conducted openly.

BROAD INTERPRETATION

"The Open and Public Meeting Act should be interpreted broadly……Therefore, it follows that the exceptions to open meetings be strictly construed."

Kearns-Tribune Corp. vs Salt Lake County Commission, 28 P.3d 686 (2001).

DEFINITIONS

What is a "Public Body"?

The Board of Trustees is a <u>public body</u>.

"<u>Public body</u>" means any administrative, advisory, executive, or legislative body of the state or its subdivisions that:

1. is created by the Utah Constitution, a statute, rule, ordinance, or resolution;
2. consists of two or more persons;
3. expends, disburses or is supported in whole or part by tax revenue; and
4. is vested with the authority to make decisions regarding the public's business.

What is Considered a "Meeting"?

❖ "Meeting" means:
  ➤ the convening of a **public body**, (including a workshop)
  ➤ with a **quorum** present, whether in person or by means of electronic communications,
  ➤ for the purpose of **discussing** or acting upon **a matter over which the public body has jurisdiction or advisory power**.

❖ This does **NOT** include:
  ➤ a **chance** or **social** meeting.

Electronic Meetings

- An electronic meeting is a public meeting convened or conducted by means of a conference using electronic communication. – UCA 52-4-103(3)

- The Board may not hold an electronic meeting unless it first adopts a resolution governing the use of electronic meetings. – UCA 52-4-207(a)
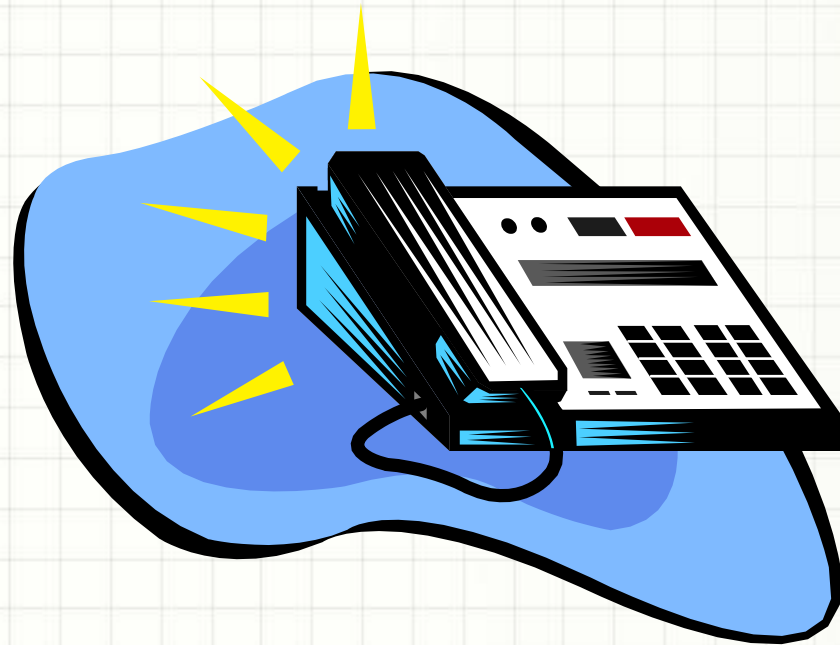
What is a "Quorum"?

"Quorum" means a simple majority of membership of a public body, unless otherwise defined by applicable law.
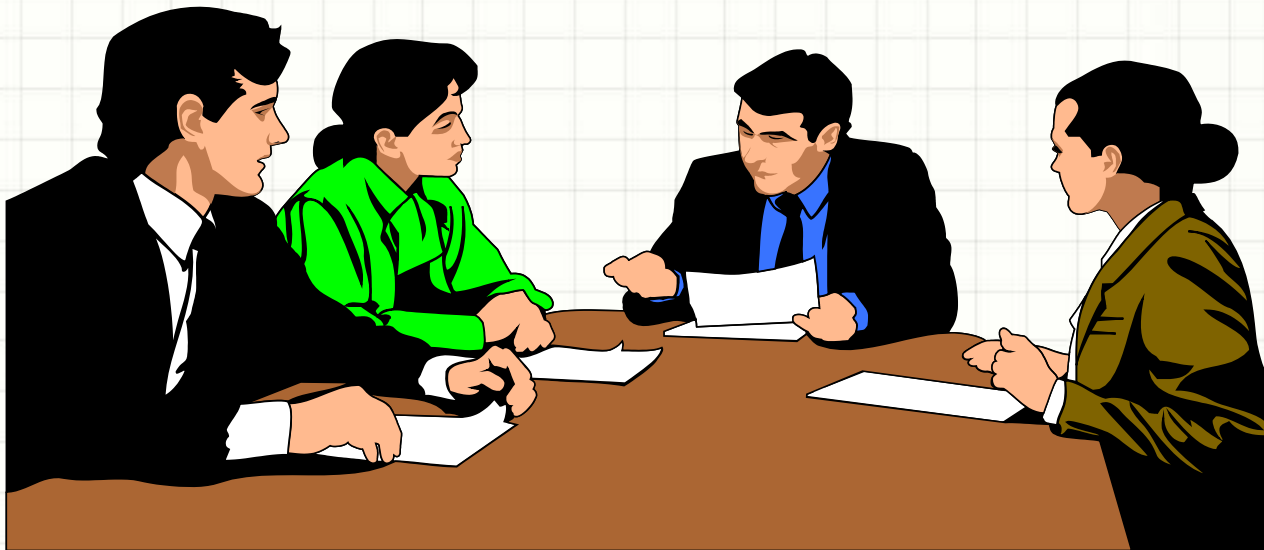
NOTICE REQUIREMENTS

TIME   DATE   PLACE   AGENDA

Public Notice is satisfied by:
1. Specifying the date, time and place of the meeting.
2. Posting written notice at the principal office of the Board, or if no principal office exists, at the building where the meeting is to be held, *and* on the Utah Public Notice Website.

Notice

❖ **24 Hour** notice is required.

❖ Notice must provide reasonable specificity to notify the public as to the topics to be considered at the meeting. **List each topic.**

❖ The 24-Hour notice requirement **may be disregarded** if:
  ➢ due to unforeseen circumstances, it's necessary for the Board to hold an **emergency** meeting to consider matters of an emergency or urgent nature; **and**
  ➢ the Board gives the **best notice practicable** of the time, place, and topics to be considered at the emergency meeting.

AGENDA

No final action can be taken on a topic unless it is on the Agenda.

Exceptions:

- Emergency Meeting

- Topic raised by the public (at the discretion of the Board Chair), but then the topic can only be discussed, not acted upon. UCA 52-4-202(6)

MINUTES

Written Minutes and a recording shall be kept of all open meetings.

Contents of Written Minutes

Written minutes and recordings must include:

- Date, Time and Place of the Open Meeting
- Name of members present and absent
- The substance of all matters proposed, discussed, and decided
- A record of votes taken, by individual member
- Name of every non-Board member who provided testimony or comments to the Board of Trustees and the substance of the testimony
- Any other information that is a record of the proceedings of the meeting that any member requests be entered in the minutes.

Content of Recording of an Open Meeting

- Complete unedited record of all open portions of the meeting from commencement through adjournment.

- Properly labeled with date, time, and place.

Note: Independent, third party recording is allowed so long as it doesn't interfere with the conduct of the meeting.

Public Record

- Pending minutes of an open meeting are public and must be available within 30 days after holding a public meeting.

- Approved minutes of an open meeting are public and must be available within 3 days after approving the written minutes.

- A recording of an open meeting shall be available to the public for listening on the Utah Public Notice Website (or as a link to the recording) within 3 business days after the meeting.   UCA 52-4-203(4)(d)

Official Record

Approved minutes (but not the recording) are the official record of action taken at the open meeting.

General Rule

Every meeting is open. . . except when closed.

❖ Every meeting is open to the public unless closed pursuant to Sections 52-4-204, 52-4-205, and 52-4-206 of the Open and Public Meeting Act.
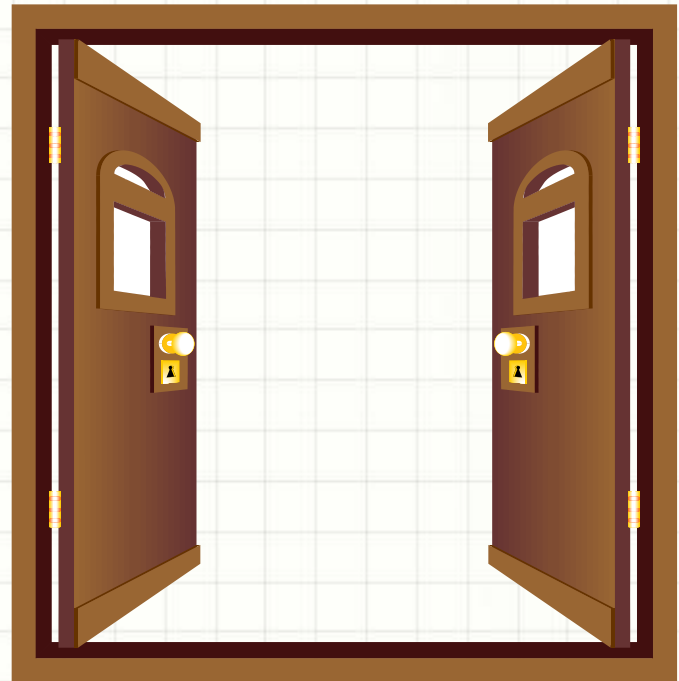
CLOSING A MEETING

NO ADMITTANCE

A Closed Meeting may be held if:

(1) A **quorum** is present, and (2) **2/3** of the Board Members, present at the Open Meeting, vote to approve closing the meeting.

The reasons for holding the closed meeting, the location of the Closed Meeting, and the vote by name of each member of the Board, either for or against the motion to hold the closed meeting, must be publicly announced and entered on the minutes of the open meeting at which the closed meeting was approved.

An ordinance, rule, regulation, contract or appointment may not be approved at a closed meeting.

Purposes of a Closed Meeting

A **Closed Meeting** may **only** be held for:

- Discussion of the character, professional competence, or physical or mental health of an individual.
- Strategy sessions to discuss collective bargaining.
- Strategy sessions to discuss pending or reasonably imminent litigation.
- Strategy sessions to discuss the purchase, exchange, or lease of real property if disclosure of the transaction would disclosure the appraisal or value of property, or prevent completion on best possible terms.
- Strategy sessions to discuss the sale of real property.
- Discussion regarding the deployment of security personnel, devices, or systems.
- Investigative proceedings regarding allegations of criminal misconduct.

RECORD OF CLOSED MEETINGS

- A closed meeting shall be recorded and may have detailed written minutes.*
  - *Exceptions: discussion of character, professional competence or physical or mental health of an individual or the discussion regarding the deployment of security personnel, devices, or systems need not be recorded. However, in such cases, a sworn affidavit needs to be signed regarding the purpose of the closed meeting.

- Closed Meeting Minutes or the Recording are protected records under GRAMA, subject to disclosure by court order.

TEXTS AND EMAILS

Nothing in the Open and Public Meeting Act shall be construed to restrict a Board member from transmitting electronic messages to other Board members at a time when the Board is not convened in an open meeting

TRAINING

- The Chair of the Board of Trustees shall ensure that all Board members are provided with **annual training** on the requirements of Utah's Open and Public Meeting Act.

ENFORCEMENT

The Attorney General enforces the Act and shall, annually, provide notice to the Board of any material changes to the requirements for the conduct of Board meetings.

Enforcement of Open Meeting Act

- If a person **disrupts** a public meeting to the extent that orderly conduct is seriously compromised, the person can be **removed**.

- Any **final action** taken in **violation** of certain sections of the Open Meeting Act is **voidable** by a court.
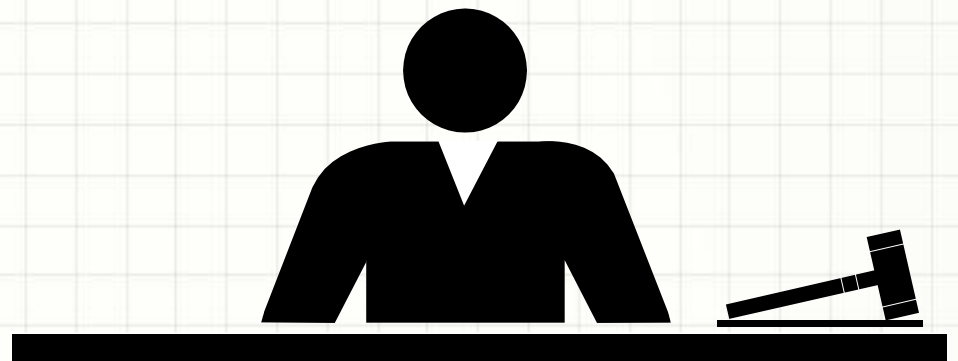
Criminal Penalty

". . . a member of a public body who knowingly or intentionally violates or who knowingly or intentionally abets or advises a violation of ANY of the closed meeting provisions of [the Open and Public Meeting Act] is guilty of a **class B misdemeanor**."

QUESTIONS?

Chapter 4
Open and Public Meetings Act

Part 1
General Provisions

52-4-101 Title.
 This chapter is known as the "Open and Public Meetings Act."

Enacted by Chapter 14, 2006 General Session

52-4-102 Declaration of public policy.
(1) The Legislature finds and declares that the state, its agencies and political subdivisions, exist to aid in the conduct of the people's business.
(2) It is the intent of the Legislature that the state, its agencies, and its political subdivisions:
 (a) take their actions openly; and
 (b) conduct their deliberations openly.

Renumbered and Amended by Chapter 14, 2006 General Session

52-4-103 Definitions.
 As used in this chapter:
(1) "Anchor location" means the physical location from which:
 (a) an electronic meeting originates; or
 (b) the participants are connected.
(2) "Capitol hill complex" means the grounds and buildings within the area bounded by 300 North Street, Columbus Street, 500 North Street, and East Capitol Boulevard in Salt Lake City.
(3)
 (a) "Convening" means the calling together of a public body by a person authorized to do so for the express purpose of discussing or acting upon a subject over which that public body has jurisdiction or advisory power.
 (b) "Convening" does not include the initiation of a routine conversation between members of a board of trustees of a large public transit district if the members involved in the conversation do not, during the conversation, take a tentative or final vote on the matter that is the subject of the conversation.
(4) "Electronic meeting" means a public meeting convened or conducted by means of a conference using electronic communications.
(5) "Electronic message" means a communication transmitted electronically, including:
 (a) electronic mail;
 (b) instant messaging;
 (c) electronic chat;
 (d) text messaging, as that term is defined in Section 76-4-401; or
 (e) any other method that conveys a message or facilitates communication electronically.
(6)
 (a) "Meeting" means the convening of a public body or a specified body, with a quorum present, including a workshop or an executive session, whether in person or by means of electronic communications, for the purpose of discussing, receiving comments from the public about, or

acting upon a matter over which the public body or specific body has jurisdiction or advisory power.
(b) "Meeting" does not mean:
  (i) a chance gathering or social gathering;
  (ii) a convening of the State Tax Commission to consider a confidential tax matter in accordance with Section 59-1-405; or
  (iii) a convening of a three-member board of trustees of a large public transit district as defined in Section 17B-2a-802 if:
    (A) the board members do not, during the conversation, take a tentative or final vote on the matter that is the subject of the conversation; or
    (B) the conversation pertains only to day-to-day management and operation of the public transit district.
(c) "Meeting" does not mean the convening of a public body that has both legislative and executive responsibilities if:
  (i) no public funds are appropriated for expenditure during the time the public body is convened; and
  (ii) the public body is convened solely for the discussion or implementation of administrative or operational matters:
    (A) for which no formal action by the public body is required; or
    (B) that would not come before the public body for discussion or action.
(7) "Monitor" means to hear or observe, live, by audio or video equipment, all of the public statements of each member of the public body who is participating in a meeting.
(8) "Participate" means the ability to communicate with all of the members of a public body, either verbally or electronically, so that each member of the public body can hear or observe the communication.
(9)
(a) "Public body" means:
  (i) any administrative, advisory, executive, or legislative body of the state or its political subdivisions that:
    (A) is created by the Utah Constitution, statute, rule, ordinance, or resolution;
    (B) consists of two or more persons;
    (C) expends, disburses, or is supported in whole or in part by tax revenue; and
    (D) is vested with the authority to make decisions regarding the public's business; or
  (ii) any administrative, advisory, executive, or policymaking body of an association, as that term is defined in Section 53G-7-1101, that:
    (A) consists of two or more persons;
    (B) expends, disburses, or is supported in whole or in part by dues paid by a public school or whose employees participate in a benefit or program described in Title 49, Utah State Retirement and Insurance Benefit Act; and
    (C) is vested with authority to make decisions regarding the participation of a public school or student in an interscholastic activity, as that term is defined in Section 53G-7-1101.
(b) "Public body" includes:
  (i) an interlocal entity or joint or cooperative undertaking, as those terms are defined in Section 11-13-103;
  (ii) a governmental nonprofit corporation as that term is defined in Section 11-13a-102; and
  (iii) the Utah Independent Redistricting Commission.
(c) "Public body" does not include:
  (i) a political party, a political group, or a political caucus;

    (ii) a conference committee, a rules committee, or a sifting committee of the Legislature;

    (iii) a school community council or charter trust land council, as that term is defined in Section 53G-7-1203;

    (iv) the Economic Development Legislative Liaison Committee created in Section 36-30-201;

    (v) a taxed interlocal entity, as that term is defined in Section 11-13-602; or

    (vi) the following Legislative Management subcommittees, which are established in Section 36-12-8, when meeting for the purpose of selecting or evaluating a candidate to recommend for employment, except that the meeting in which a subcommittee votes to recommend that a candidate be employed shall be subject to the provisions of this act:

      (A) the Research and General Counsel Subcommittee;

      (B) the Budget Subcommittee; and

      (C) the Audit Subcommittee.

(10) "Public statement" means a statement made in the ordinary course of business of the public body with the intent that all other members of the public body receive it.

(11)

  (a) "Quorum" means a simple majority of the membership of a public body, unless otherwise defined by applicable law.

  (b) "Quorum" does not include a meeting of two elected officials by themselves when no action, either formal or informal, is taken on a subject over which these elected officials have advisory power.

(12) "Recording" means an audio, or an audio and video, record of the proceedings of a meeting that can be used to review the proceedings of the meeting.

(13) "Specified body":

  (a) means an administrative, advisory, executive, or legislative body that:

    (i) is not a public body;

    (ii) consists of three or more members; and

    (iii) includes at least one member who is:

      (A) a legislator; and

      (B) officially appointed to the body by the president of the Senate, speaker of the House of Representatives, or governor; and

  (b) does not include a body listed in Subsection (9)(c)(ii) or (9)(c)(vi).

(14) "Transmit" means to send, convey, or communicate an electronic message by electronic means.

Amended by Statewide Initiative -- Proposition 4, Nov. 6, 2018

52-4-104 Training.

(1) The presiding officer of the public body shall ensure that the members of the public body are provided with annual training on the requirements of this chapter.

(2) The presiding officer shall ensure that any training described in Subsection (1) complies with Title 63G, Chapter 22, State Training and Certification Requirements.

Amended by Chapter 200, 2018 General Session

Part 2
Meetings

52-4-201 Meetings open to the public -- Exceptions.
(1) A meeting is open to the public unless closed under Sections 52-4-204, 52-4-205, and 52-4-206.
(2)
  (a) A meeting that is open to the public includes a workshop or an executive session of a public body in which a quorum is present, unless closed in accordance with this chapter.
  (b) A workshop or an executive session of a public body in which a quorum is present that is held on the same day as a regularly scheduled public meeting of the public body may only be held at the location where the public body is holding the regularly scheduled public meeting unless:
    (i) the workshop or executive session is held at the location where the public body holds its regularly scheduled public meetings but, for that day, the regularly scheduled public meeting is being held at different location;
    (ii) any of the meetings held on the same day is a site visit or a traveling tour and, in accordance with this chapter, public notice is given;
    (iii) the workshop or executive session is an electronic meeting conducted according to the requirements of Section 52-4-207; or
    (iv) it is not practicable to conduct the workshop or executive session at the regular location of the public body's open meetings due to an emergency or extraordinary circumstances.

Renumbered and Amended by Chapter 14, 2006 General Session
Amended by Chapter 263, 2006 General Session

52-4-202 Public notice of meetings -- Emergency meetings.
(1)
  (a)
    (i) A public body shall give not less than 24 hours' public notice of each meeting.
    (ii) A specified body shall give not less than 24 hours' public notice of each meeting that the specified body holds on the capitol hill complex.
  (b) The public notice required under Subsection (1)(a) shall include the meeting:
    (i) agenda;
    (ii) date;
    (iii) time; and
    (iv) place.
(2)
  (a) In addition to the requirements under Subsection (1), a public body which holds regular meetings that are scheduled in advance over the course of a year shall give public notice at least once each year of its annual meeting schedule as provided in this section.
  (b) The public notice under Subsection (2)(a) shall specify the date, time, and place of the scheduled meetings.
(3)
  (a) A public body or specified body satisfies a requirement for public notice by:
    (i) posting written notice:
      (A) at the principal office of the public body or specified body, or if no principal office exists, at the building where the meeting is to be held; and
      (B) on the Utah Public Notice Website created under Section 63F-1-701; and
    (ii) providing notice to:

    (A) at least one newspaper of general circulation within the geographic jurisdiction of the public body; or

    (B) a local media correspondent.

  (b) A public body or specified body is in compliance with the provisions of Subsection (3)(a)(ii) by providing notice to a newspaper or local media correspondent under the provisions of Subsection 63F-1-701(4)(d).

  (c) A public body whose limited resources make compliance with Subsection (3)(a)(i)(B) difficult may request the Division of Archives and Records Service, created in Section 63A-12-101, to provide technical assistance to help the public body in its effort to comply.

(4) A public body and a specified body are encouraged to develop and use additional electronic means to provide notice of their meetings under Subsection (3).

(5)

  (a) The notice requirement of Subsection (1) may be disregarded if:

    (i) because of unforeseen circumstances it is necessary for a public body or specified body to hold an emergency meeting to consider matters of an emergency or urgent nature; and

    (ii) the public body or specified body gives the best notice practicable of:

      (A) the time and place of the emergency meeting; and

      (B) the topics to be considered at the emergency meeting.

  (b) An emergency meeting of a public body may not be held unless:

    (i) an attempt has been made to notify all the members of the public body; and

    (ii) a majority of the members of the public body approve the meeting.

(6)

  (a) A public notice that is required to include an agenda under Subsection (1) shall provide reasonable specificity to notify the public as to the topics to be considered at the meeting. Each topic shall be listed under an agenda item on the meeting agenda.

  (b) Subject to the provisions of Subsection (6)(c), and at the discretion of the presiding member of the public body, a topic raised by the public may be discussed during an open meeting, even if the topic raised by the public was not included in the agenda or advance public notice for the meeting.

  (c) Except as provided in Subsection (5), relating to emergency meetings, a public body may not take final action on a topic in an open meeting unless the topic is:

    (i) listed under an agenda item as required by Subsection (6)(a); and

    (ii) included with the advance public notice required by this section.

(7) Except as provided in this section, this chapter does not apply to a specified body.

Amended by Chapter 77, 2016 General Session

52-4-203 Written minutes of open meetings -- Public records -- Recording of meetings.

(1) Except as provided under Subsection (7), written minutes and a recording shall be kept of all open meetings.

(2)

  (a) Written minutes of an open meeting shall include:

    (i) the date, time, and place of the meeting;

    (ii) the names of members present and absent;

    (iii) the substance of all matters proposed, discussed, or decided by the public body which may include a summary of comments made by members of the public body;

    (iv) a record, by individual member, of each vote taken by the public body;

    (v) the name of each person who:

   (A) is not a member of the public body; and

   (B) after being recognized by the presiding member of the public body, provided testimony or comments to the public body;

  (vi) the substance, in brief, of the testimony or comments provided by the public under Subsection (2)(a)(v); and

  (vii) any other information that is a record of the proceedings of the meeting that any member requests be entered in the minutes or recording.

 (b) A public body may satisfy the requirement under Subsection (2)(a)(iii) or (vi) that minutes include the substance of matters proposed, discussed, or decided or the substance of testimony or comments by maintaining a publicly available online version of the minutes that provides a link to the meeting recording at the place in the recording where the matter is proposed, discussed, or decided or the testimony or comments provided.

(3) A recording of an open meeting shall:

 (a) be a complete and unedited record of all open portions of the meeting from the commencement of the meeting through adjournment of the meeting; and

 (b) be properly labeled or identified with the date, time, and place of the meeting.

(4)

 (a) As used in this Subsection (4):

  (i) "Approved minutes" means written minutes:

   (A) of an open meeting; and

   (B) that have been approved by the public body that held the open meeting.

  (ii) "Electronic information" means information presented or provided in an electronic format.

  (iii) "Pending minutes" means written minutes:

   (A) of an open meeting; and

   (B) that have been prepared in draft form and are subject to change before being approved by the public body that held the open meeting.

  (iv) "Specified local public body" means a legislative body of a county, city, town, or metro township.

  (v) "State public body" means a public body that is an administrative, advisory, executive, or legislative body of the state.

  (vi) "State website" means the Utah Public Notice Website created under Section 63F-1-701.

 (b) Pending minutes, approved minutes, and a recording of a public meeting are public records under Title 63G, Chapter 2, Government Records Access and Management Act.

 (c) Pending minutes shall contain a clear indication that the public body has not yet approved the minutes or that the minutes are subject to change until the public body approves them.

 (d) A state public body and a specified local public body shall require an individual who, at an open meeting of the public body, publicly presents or provides electronic information, relating to an item on the public body's meeting agenda, to provide the public body, at the time of the meeting, an electronic or hard copy of the electronic information for inclusion in the public record.

 (e) A state public body shall:

  (i) make pending minutes available to the public within 30 days after holding the open meeting that is the subject of the pending minutes;

  (ii) within three business days after approving written minutes of an open meeting:

   (A) post to the state website a copy of the approved minutes and any public materials distributed at the meeting;

   (B) make the approved minutes and public materials available to the public at the public body's primary office; and

(C) if the public body provides online minutes under Subsection (2)(b), post approved minutes that comply with Subsection (2)(b) and the public materials on the public body's website; and

    (iii) within three business days after holding an open meeting, post on the state website an audio recording of the open meeting, or a link to the recording.

(f) A specified local public body shall:

    (i) make pending minutes available to the public within 30 days after holding the open meeting that is the subject of the pending minutes;

    (ii) within three business days after approving written minutes of an open meeting, post and make available a copy of the approved minutes and any public materials distributed at the meeting, as provided in Subsection (4)(e)(ii); and

    (iii) within three business days after holding an open meeting, make an audio recording of the open meeting available to the public for listening.

(g) A public body that is not a state public body or a specified local public body shall:

    (i) make pending minutes available to the public within a reasonable time after holding the open meeting that is the subject of the pending minutes;

    (ii) within three business days after approving written minutes, make the approved minutes available to the public; and

    (iii) within three business days after holding an open meeting, make an audio recording of the open meeting available to the public for listening.

(h) A public body shall establish and implement procedures for the public body's approval of the written minutes of each meeting.

(i) Approved minutes of an open meeting are the official record of the meeting.

(5) All or any part of an open meeting may be independently recorded by any person in attendance if the recording does not interfere with the conduct of the meeting.

(6) The written minutes or recording of an open meeting that are required to be retained permanently shall be maintained in or converted to a format that meets long-term records storage requirements.

(7) Notwithstanding Subsection (1), a recording is not required to be kept of:

(a) an open meeting that is a site visit or a traveling tour, if no vote or action is taken by the public body; or

(b) an open meeting of a local district under Title 17B, Limited Purpose Local Government Entities - Local Districts, or special service district under Title 17D, Chapter 1, Special Service District Act, if the district's annual budgeted expenditures for all funds, excluding capital expenditures and debt service, are $50,000 or less.

Amended by Chapter 425, 2018 General Session

52-4-204 Closed meeting held upon vote of members -- Business -- Reasons for meeting recorded.

(1) A closed meeting may be held if:

  (a)

    (i) a quorum is present;

    (ii) the meeting is an open meeting for which notice has been given under Section 52-4-202; and

    (iii)

      (A) two-thirds of the members of the public body present at the open meeting vote to approve closing the meeting;

      (B) for a meeting that is required to be closed under Section 52-4-205, if a majority of the members of the public body present at an open meeting vote to approve closing the meeting;

      (C) for an ethics committee of the Legislature that is conducting an open meeting for the purpose of reviewing an ethics complaint, a majority of the members present vote to approve closing the meeting for the purpose of seeking or obtaining legal advice on legal, evidentiary, or procedural matters, or for conducting deliberations to reach a decision on the complaint; or

      (D) for the Political Subdivisions Ethics Review Commission established in Section 63A-15-201 that is conducting an open meeting for the purpose of reviewing an ethics complaint in accordance with Section 63A-15-701, a majority of the members present vote to approve closing the meeting for the purpose of seeking or obtaining legal advice on legal, evidentiary, or procedural matters, or for conducting deliberations to reach a decision on the complaint; or

  (b)

    (i) for the Independent Legislative Ethics Commission, the closed meeting is convened for the purpose of conducting business relating to the receipt or review of an ethics complaint, provided that public notice of the closed meeting is given under Section 52-4-202, with the agenda for the meeting stating that the meeting will be closed for the purpose of "conducting business relating to the receipt or review of ethics complaints";

    (ii) for the Political Subdivisions Ethics Review Commission established in Section 63A-15-201, the closed meeting is convened for the purpose of conducting business relating to the preliminary review of an ethics complaint in accordance with Section 63A-15-602, provided that public notice of the closed meeting is given under Section 52-4-202, with the agenda for the meeting stating that the meeting will be closed for the purpose of "conducting business relating to the review of ethics complaints"; or

    (iii) for the Independent Executive Branch Ethics Commission created in Section 63A-14-202, the closed meeting is convened for the purpose of conducting business relating to an ethics complaint, provided that public notice of the closed meeting is given under Section 52-4-202, with the agenda for the meeting stating that the meeting will be closed for the purpose of "conducting business relating to an ethics complaint."

(2) A closed meeting is not allowed unless each matter discussed in the closed meeting is permitted under Section 52-4-205.

(3) An ordinance, resolution, rule, regulation, contract, or appointment may not be approved at a closed meeting.

(4) The following information shall be publicly announced and entered on the minutes of the open meeting at which the closed meeting was approved:

  (a) the reason or reasons for holding the closed meeting;

  (b) the location where the closed meeting will be held; and

  (c) the vote by name, of each member of the public body, either for or against the motion to hold the closed meeting.

(5) Except as provided in Subsection 52-4-205(2), nothing in this chapter shall be construed to require any meeting to be closed to the public.

Amended by Chapter 461, 2018 General Session

52-4-205 Purposes of closed meetings -- Certain issues prohibited in closed meetings.
(1) A closed meeting described under Section 52-4-204 may only be held for:

(a) except as provided in Subsection (3), discussion of the character, professional competence, or physical or mental health of an individual;

(b) strategy sessions to discuss collective bargaining;

(c) strategy sessions to discuss pending or reasonably imminent litigation;

(d) strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares, if public discussion of the transaction would:
  (i) disclose the appraisal or estimated value of the property under consideration; or
  (ii) prevent the public body from completing the transaction on the best possible terms;

(e) strategy sessions to discuss the sale of real property, including any form of a water right or water shares, if:
  (i) public discussion of the transaction would:
    (A) disclose the appraisal or estimated value of the property under consideration; or
    (B) prevent the public body from completing the transaction on the best possible terms;
  (ii) the public body previously gave public notice that the property would be offered for sale; and
  (iii) the terms of the sale are publicly disclosed before the public body approves the sale;

(f) discussion regarding deployment of security personnel, devices, or systems;

(g) investigative proceedings regarding allegations of criminal misconduct;

(h) as relates to the Independent Legislative Ethics Commission, conducting business relating to the receipt or review of ethics complaints;

(i) as relates to an ethics committee of the Legislature, a purpose permitted under Subsection 52-4-204(1)(a)(iii)(C);

(j) as relates to the Independent Executive Branch Ethics Commission created in Section 63A-14-202, conducting business relating to an ethics complaint;

(k) as relates to a county legislative body, discussing commercial information as defined in Section 59-1-404;

(l) as relates to the Utah Higher Education Assistance Authority and its appointed board of directors, discussing fiduciary or commercial information as defined in Section 53B-12-102;

(m) deliberations, not including any information gathering activities, of a public body acting in the capacity of:
  (i) an evaluation committee under Title 63G, Chapter 6a, Utah Procurement Code, during the process of evaluating responses to a solicitation, as defined in Section 63G-6a-103;
  (ii) a protest officer, defined in Section 63G-6a-103, during the process of making a decision on a protest under Title 63G, Chapter 6a, Part 16, Protests; or
  (iii) a procurement appeals panel under Title 63G, Chapter 6a, Utah Procurement Code, during the process of deciding an appeal under Title 63G, Chapter 6a, Part 17, Procurement Appeals Board;

(n) the purpose of considering information that is designated as a trade secret, as defined in Section 13-24-2, if the public body's consideration of the information is necessary in order to properly conduct a procurement under Title 63G, Chapter 6a, Utah Procurement Code;

(o) the purpose of discussing information provided to the public body during the procurement process under Title 63G, Chapter 6a, Utah Procurement Code, if, at the time of the meeting:
  (i) the information may not, under Title 63G, Chapter 6a, Utah Procurement Code, be disclosed to a member of the public or to a participant in the procurement process; and
  (ii) the public body needs to review or discuss the information in order to properly fulfill its role and responsibilities in the procurement process; or

(p) a purpose for which a meeting is required to be closed under Subsection (2).

(2) The following meetings shall be closed:

(a) a meeting of the Health and Human Services Interim Committee to review a fatality review report described in Subsection 62A-16-301(1)(a), and the responses to the report described in Subsections 62A-16-301(2) and (4);

(b) a meeting of the Child Welfare Legislative Oversight Panel to:
  (i) review a fatality review report described in Subsection 62A-16-301(1)(a), and the responses to the report described in Subsections 62A-16-301(2) and (4); or
  (ii) review and discuss an individual case, as described in Subsection 62A-4a-207(5); and

(c) a meeting of a conservation district as defined in Section 17D-3-102 for the purpose of advising the Natural Resource Conservation Service of the United States Department of Agriculture on a farm improvement project if the discussed information is protected information under federal law.

(3) In a closed meeting, a public body may not:
  (a) interview a person applying to fill an elected position;
  (b) discuss filling a midterm vacancy or temporary absence governed by Title 20A, Chapter 1, Part 5, Candidate Vacancy and Vacancy and Temporary Absence in Elected Office; or
  (c) discuss the character, professional competence, or physical or mental health of the person whose name was submitted for consideration to fill a midterm vacancy or temporary absence governed by Title 20A, Chapter 1, Part 5, Candidate Vacancy and Vacancy and Temporary Absence in Elected Office.

Amended by Chapter 196, 2014 General Session

52-4-206 Record of closed meetings.
(1) Except as provided under Subsection (6), if a public body closes a meeting under Subsection 52-4-205(1), the public body:
  (a) shall make a recording of the closed portion of the meeting; and
  (b) may keep detailed written minutes that disclose the content of the closed portion of the meeting.
(2) A recording of a closed meeting shall be complete and unedited from the commencement of the closed meeting through adjournment of the closed meeting.
(3) The recording and any minutes of a closed meeting shall include:
  (a) the date, time, and place of the meeting;
  (b) the names of members present and absent; and
  (c) the names of all others present except where the disclosure would infringe on the confidentiality necessary to fulfill the original purpose of closing the meeting.
(4) Minutes or recordings of a closed meeting that are required to be retained permanently shall be maintained in or converted to a format that meets long-term records storage requirements.
(5) A recording, transcript, report, and written minutes of a closed meeting are protected records under Title 63G, Chapter 2, Government Records Access and Management Act, except that the records may be disclosed under a court order only as provided under Section 52-4-304.
(6) If a public body closes a meeting exclusively for the purposes described under Subsection 52-4-205(1)(a), (1)(f), or (2):
  (a) the person presiding shall sign a sworn statement affirming that the sole purpose for closing the meeting was to discuss the purposes described under Subsection 52-4-205(1)(a),(1)(f), or (2); and
  (b) the provisions of Subsection (1) of this section do not apply.

Amended by Chapter 425, 2018 General Session

52-4-207 Electronic meetings -- Authorization -- Requirements.
(1) Except as otherwise provided for a charter school in Section 52-4-209, a public body may convene and conduct an electronic meeting in accordance with this section.
(2)
  (a) A public body may not hold an electronic meeting unless the public body has adopted a resolution, rule, or ordinance governing the use of electronic meetings.
  (b) The resolution, rule, or ordinance may:
    (i) prohibit or limit electronic meetings based on budget, public policy, or logistical considerations;
    (ii) require a quorum of the public body to:
      (A) be present at a single anchor location for the meeting; and
      (B) vote to approve establishment of an electronic meeting in order to include other members of the public body through an electronic connection;
    (iii) require a request for an electronic meeting to be made by a member of a public body up to three days prior to the meeting to allow for arrangements to be made for the electronic meeting;
    (iv) restrict the number of separate connections for members of the public body that are allowed for an electronic meeting based on available equipment capability; or
    (v) establish other procedures, limitations, or conditions governing electronic meetings not in conflict with this section.
(3) A public body that convenes or conducts an electronic meeting shall:
  (a) give public notice of the meeting:
    (i) in accordance with Section 52-4-202; and
    (ii) post written notice at the anchor location;
  (b) in addition to giving public notice required by Subsection (3)(a), provide:
    (i) notice of the electronic meeting to the members of the public body at least 24 hours before the meeting so that they may participate in and be counted as present for all purposes, including the determination that a quorum is present; and
    (ii) a description of how the members will be connected to the electronic meeting;
  (c) establish one or more anchor locations for the public meeting, at least one of which is in the building and political subdivision where the public body would normally meet if they were not holding an electronic meeting;
  (d) provide space and facilities at the anchor location so that interested persons and the public may attend and monitor the open portions of the meeting; and
  (e) if comments from the public will be accepted during the electronic meeting, provide space and facilities at the anchor location so that interested persons and the public may attend, monitor, and participate in the open portions of the meeting.
(4) Compliance with the provisions of this section by a public body constitutes full and complete compliance by the public body with the corresponding provisions of Sections 52-4-201 and 52-4-202.

Amended by Chapter 31, 2011 General Session

52-4-208 Chance or social meetings.
(1) This chapter does not apply to any chance meeting or a social meeting.
(2) A chance meeting or social meeting may not be used to circumvent the provisions of this chapter.

Enacted by Chapter 14, 2006 General Session

52-4-209 Electronic meetings for charter school board.
(1) Notwithstanding the definitions provided in Section 52-4-103 for this chapter, as used in this section:
  (a) "Anchor location" means a physical location where:
    (i) the charter school board would normally meet if the charter school board were not holding an electronic meeting; and
    (ii) space, a facility, and technology are provided to the public to monitor and, if public comment is allowed, to participate in an electronic meeting during regular business hours.
  (b) "Charter school board" means the governing board of a school created under Title 53G, Chapter 5, Charter Schools.
  (c) "Meeting" means the convening of a charter school board:
    (i) with a quorum who:
      (A) monitors a website at least once during the electronic meeting; and
      (B) casts a vote on a website, if a vote is taken; and
    (ii) for the purpose of discussing, receiving comments from the public about, or acting upon a matter over which the charter school board has jurisdiction or advisory power.
  (d) "Monitor" means to:
    (i) read all the content added to a website by the public or a charter school board member; and
    (ii) view a vote cast by a charter school board member on a website.
  (e) "Participate" means to add content to a website.
(2)
  (a) A charter school board may convene and conduct an electronic meeting in accordance with Section 52-4-207.
  (b) A charter school board may convene and conduct an electronic meeting in accordance with this section that is in writing on a website if:
    (i) the chair verifies that a quorum monitors the website;
    (ii) the content of the website is available to the public;
    (iii) the chair controls the times in which a charter school board member or the public participates; and
    (iv) the chair requires a person to identify himself or herself if the person:
      (A) participates; or
      (B) casts a vote as a charter school board member.
(3) A charter school that conducts an electronic meeting under this section shall:
  (a) give public notice of the electronic meeting:
    (i) in accordance with Section 52-4-202; and
    (ii) by posting written notice at the anchor location as required under Section 52-4-207;
  (b) in addition to giving public notice required by Subsection (3)(a), provide:
    (i) notice of the electronic meeting to the members of the charter school board at least 24 hours before the meeting so that they may participate in and be counted as present for all purposes, including the determination that a quorum is present;
    (ii) a description of how the members and the public may be connected to the electronic meeting;
    (iii) a start and end time for the meeting, which shall be no longer than 5 days; and
    (iv) a start and end time for when a vote will be taken in an electronic meeting, which shall be no longer than four hours; and

(c) provide an anchor location.
(4) The chair shall:
  (a) not allow anyone to participate from the time the notice described in Subsection (3)(b)(iv) is given until the end time for when a vote will be taken; and
  (b) allow a charter school board member to change a vote until the end time for when a vote will be taken.
(5) During the time in which a vote may be taken, a charter school board member may not communicate in any way with any person regarding an issue over which the charter school board has jurisdiction.
(6) A charter school conducting an electronic meeting under this section may not close a meeting as otherwise allowed under this part.
(7)
  (a) Written minutes shall be kept of an electronic meeting conducted as required in Section 52-4-203.
  (b)
    (i) Notwithstanding Section 52-4-203, a recording is not required of an electronic meeting described in Subsection (2)(b).
    (ii) All of the content of the website shall be kept for an electronic meeting conducted under this section.
  (c) Written minutes are the official record of action taken at an electronic meeting as required in Section 52-4-203.
(8)
  (a) A charter school board shall ensure that the website used to conduct an electronic meeting:
    (i) is secure; and
    (ii) provides with reasonably certainty the identity of a charter school board member who logs on, adds content, or casts a vote on the website.
  (b) A person is guilty of a class B misdemeanor if the person falsely identifies himself or herself as required by Subsection (2)(b)(iv).
(9) Compliance with the provisions of this section by a charter school constitutes full and complete compliance by the public body with the corresponding provisions of Sections 52-4-201 and 52-4-202.

Amended by Chapter 415, 2018 General Session

52-4-210 Electronic message transmissions.
    Nothing in this chapter shall be construed to restrict a member of a public body from transmitting an electronic message to other members of the public body at a time when the public body is not convened in an open meeting.

Enacted by Chapter 25, 2011 General Session

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Part 3
Enforcement

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52-4-301 Disruption of meetings.

This chapter does not prohibit the removal of any person from a meeting, if the person willfully disrupts the meeting to the extent that orderly conduct is seriously compromised.

Enacted by Chapter 14, 2006 General Session

52-4-302 Suit to void final action -- Limitation -- Exceptions.
(1)
   (a) Any final action taken in violation of Section 52-4-201, 52-4-202, 52-4-207, or 52-4-209 is voidable by a court of competent jurisdiction.
   (b) A court may not void a final action taken by a public body for failure to comply with the posting written notice requirements under Subsection 52-4-202(3)(a)(i)(B) if:
   (i) the posting is made for a meeting that is held before April 1, 2009; or
   (ii)
     (A) the public body otherwise complies with the provisions of Section 52-4-202; and
     (B) the failure was a result of unforeseen Internet hosting or communication technology failure.
(2) Except as provided under Subsection (3), a suit to void final action shall be commenced within 90 days after the date of the action.
(3) A suit to void final action concerning the issuance of bonds, notes, or other evidences of indebtedness shall be commenced within 30 days after the date of the action.

Amended by Chapter 403, 2012 General Session

52-4-303 Enforcement of chapter -- Suit to compel compliance.
(1) The attorney general and county attorneys of the state shall enforce this chapter.
(2) The attorney general shall, on at least a yearly basis, provide notice to all public bodies that are subject to this chapter of any material changes to the requirements for the conduct of meetings under this chapter.
(3) A person denied any right under this chapter may commence suit in a court of competent jurisdiction to:
   (a) compel compliance with or enjoin violations of this chapter; or
   (b) determine the chapter's applicability to discussions or decisions of a public body.
(4) The court may award reasonable attorney fees and court costs to a successful plaintiff.

Renumbered and Amended by Chapter 14, 2006 General Session
Amended by Chapter 263, 2006 General Session

52-4-304 Action challenging closed meeting.
(1) Notwithstanding the procedure established under Subsection 63G-2-202(7), in any action brought under the authority of this chapter to challenge the legality of a closed meeting held by a public body, the court shall:
   (a) review the recording or written minutes of the closed meeting in camera; and
   (b) decide the legality of the closed meeting.
(2)
   (a) If the judge determines that the public body did not violate Section 52-4-204, 52-4-205, or 52-4-206 regarding closed meetings, the judge shall dismiss the case without disclosing or revealing any information from the recording or minutes of the closed meeting.

(b) If the judge determines that the public body violated Section 52-4-204, 52-4-205, or 52-4-206 regarding closed meetings, the judge shall publicly disclose or reveal from the recording or minutes of the closed meeting all information about the portion of the meeting that was illegally closed.
(3) Nothing in this section may be construed to affect the ability of a public body to reclassify a record, as defined in Section 63G-2-103, as provided in Section 63G-2-307.

Amended by Chapter 425, 2018 General Session

52-4-305 Criminal penalty for closed meeting violation.
    In addition to any other penalty under this chapter, a member of a public body who knowingly or intentionally violates or who knowingly or intentionally abets or advises a violation of any of the closed meeting provisions of this chapter is guilty of a class B misdemeanor.

Enacted by Chapter 263, 2006 General Session

ITEM: 13

TOPIC: FY2018 Enrollment & Outcomes Internal Review

BACKGROUND

In its meeting of December 20, 2018 and in accordance with UTech Policy 205.10.2, the Executive Committee of the Board of Trustees approved of final enrollment and outcomes data summaries pertinent to FY 2018 for reporting to legislative and other external stakeholders. In addition, the Executive Committee requested that the Office of the Commissioner conduct an internal audit of the accuracy of technical college student enrollment and outcomes data to ensure that figures reported are precise and calculated consistently across institutions. Plans for this review were shared with the full Board of Trustees in its meeting of January 17, 2019. Work commenced immediately thereafter and was finished in June 2019.

The results of this internal enrollment and outcomes review were previously shared with Board leadership and the Audit Committee of the Board of Trustees. The audit's final report is available to any Trustee upon request. The report has also been distributed to presidents and relevant staff at the technical colleges.

Based on review of enrollment and employment data received from each technical college, the Utah System of Higher Education, and the Department of Workforce Services, the Office of the Commissioner is of the opinion that, in all material respects, technical colleges are acting in adherence to state statute and system policy in the collection, analysis, and reporting of student enrollment and completion numbers.

Commissioner's staff noted areas where recommended automation within the student information system may further protect against inaccurate data. That automation is currently underway and scheduled to be completed before the end of 2019. Staff also noted areas of inconsistent practice between technical colleges in recording student outcomes, and has initiated efforts to standardize behavior, the results of which will further ensure comparability between UTech member institutions.

RECOMMENDATION

None.

UTAH SYSTEM OF TECHNICAL COLLEGES

AGENDA ITEM

USTC BOARD OF TRUSTEES

March 21, 2019

ITEM 6: Presidential Search/Selection Policy/Process Improvement Committee -
Progress Report

Committee Members:

Trustee Steve Moore, Chair	Mountainland President Clay Christensen
Trustee Mike Angus	Tooele President Paul Hacking
Trustee Scott Theurer	Assistant Commissioner Tyler Brinkerhoff

1. A copy of the current Policy 111 was provided to each committee member prior to
    our initial conference call (held February 12th) for their review and preparation to
    discuss the following talking points concerning suggested improvements to the
    policy:

    a. Review of the process timeline – too long/too short
    b. All-encompassing policy vs. simple policy and companion procedural
        document
    c. Feedback/suggestions from previous presidential searches
    d. Number of search committee members from Trustees, local Board, College
    e. Confidentiality
    f. How extensive the search (regional/national)
    g. Background check process
    h. Does the performance/status of the college play into the selection process
    i. Legislative exposure/input into the process
    j. Relationships of the candidates with USTC, colleges, legislature,
        community, etc
    k. Future President Search Committee members to sign 'confidentiality
        agreement'
    l. Other suggested changes/additions, etc.

2. As a result of notes taken during the committee discussion of February 12th and
    subsequent input from the committee members on the talking points, a draft
    Policy 111 was prepared and distributed back to the committee members for

further review and comment. A follow-up conference call was also scheduled for March 5, 2019.

3. A second conference call with committee members was held March 5th to go over each of the changes and additions incorporated into the draft policy 111 from input received and to discuss agreements, further changes and/or refinements.

4. Resultant of the committee's discussion of March 5, an assignment was given to and accepted by Assistant Commissioner Zachary Barrus to take the draft policy, which includes the previous policy with added provisions/changes from the committee and simplify it – (bare bones if you will), then add flesh to the bones per a procedural document.

5. Draft documents for Trustees review and comment are planned to be available at the March 21st Board of Trustees meeting.

Attachments: None

UTECH MASTER CALENDAR

MARCH, 2019

7-Mar	SOUTHWEST BOARD OF DIRECTORS MEETING	BOARD ROOM	1:00 PM - 3:00 PM
13-Mar	COUNCIL OF PRESIDENTS MEETING	USTC BOARD ROOM	9:00 AM - 2:00 PM
11-Mar	DIXIE BOARD OF DIRECTORS MEETING -TBC	BOARD ROOM	2:00 PM - 4:00 PM
14-Mar	OGDEN-WEBER RAGE IN THE CAGE -BATTLE BOTS	MULTIPURPOSE FACILITY	4:00 PM - 7:00 PM
19-Mar	OGDEN-WEBER TECH EXPO	HEALTH TECH BUILDING	5:30 PM - 7:30 PM
March 19/20	DAVIS TECH TSA COMPETITION	DAVIS TECH	7:30 AM - 3:30 PM
20-Mar	MOUNTAINLAND TECH BOARD OF DIRECTORS MEETING	THANKGIVING POINT	4:00 PM - 6:00 PM
20-Mar	UINTAH BASIN BOARD OF DIRECTORS MEETING	ROOSEVELT	3:00 PM
21-Mar	BOARD OF TRUSTEES MEETING @ UBTECH (ROOSEVELT)	ROOSEVELT	10:00 AM - 2:00 PM
21-Mar	UBTECH WELDING BLDG RIBBON-CUTTING CEREMONY	ROOSEVELT	2:30 PM
22-Mar	DAVIS TECHNICAL COLLEGE - STATE HOSA COMPETITION	DAVIS TECH	ALL DAY
28-Mar	DAVIS TECHNICAL COLLEGE -FOUNDATION MEETING	DAVIS TECH	7:30 AM - 9:30 AM
28-Mar	OGDEN-WEBER NURSING EXPLORATION DAY	HEALTH TECH BUILDING	9:00 AM - 11 AM
28-Mar	DAVIS TECH NAT. TECHNICAL HONOR SOCIETY INDUCTION CEREMONY	DAVIS HIGH SCHOOL AUDITORIUM	6:00 PM - 7:30 PM
28-Mar	DAVIS BOARD OF DIRECTORS MEETING	DAVIS BOARD ROOM	3:30 PM - 5:30 PM

APRIL, 2019

10-Apr	COUNCIL OF PRESIDENTS MEETING	USTC BOARD ROOM	9:00 AM - 2:00 PM
11-Apr	DAVIS TECH - MICHAEL J. BOUWHUIS GRANDBREAKING CEREMONY	DAVIS TECH	3:00 PM
17-Apr	OGDEN-WEBER NAT. TECH HONOR SOCIETY INDUCTION CEREMONY	MULTIPURPOSE FACILITY	6:00 PM - 7:00 PM
22-Apr	BRIDGERLAND TECH BOARD OF DIRECTORS MEETING	BOARD ROOM	4:00 PM - 6:00 PM
18-Apr	TOOELE TECH BOARD OF DIRECTORS MEETING	BOARD ROOM	12:00 N - 2:00 PM
18-Apr	TOOELE TECH GRADUATION	TOOELE TECH	6:00 PM - 7:30 PM
19-Apr	DAVIS TECHNICAL COLLEGE PN PINNING WSU	WSU	5:00 PM - 6:30 PM
23-Apr	DAVIS TECH GRADUATION	WSU	6:00 PM - 7:30 PM
25-Apr	DAVIS BOARD OF DIRECTORS MEETING	DAVIS BOARD ROOM	3:30 PM - 5:30 PM
	SOUTHWEST TECH OPEN HOUSE (TBA)		
25-Apr	OGDEN-WEBER BOARD OF DIRECTORS MEETING	BOARD ROOM	4:00 PM - 6:00 PM

MAY, 2019

1-May	UINTAH BASIN BOARD OF DIRECTORS MEETING	VERNAL	3:00 PM
1-May	UINTAH BASIN TECH GRADUATION	VERNAL	6:00 PM
1-May	BRIDGERLAND CAREER DAYS	BRIDGERLAND TECH	8:15 AM - 2:15 PM
2-May	BRIDGERLAND CAREER DAYS	BRIDGERLAND TECH	8:15 AM - 2:15 PM
2-May	SOUTHWEST BOARD OF DIRECTORS MEETING	BOARD ROOM	1:00 PM - 3:00 PM
3-May	MTLAND TECH TRADES AND TECH. BLDG. GROUNDBREAKING	MOUNTAINLAND TECH	TBA
May 7/8	PRESIDENTS' RETREAT -TBA	CEDAR CITY, UT	TBA
9-May	BOARD OF TRUSTEES MEETING AT SOUTHWEST TECH	SOUTHWEST TECH	10:00 AM - 2:00 PM
10-May	SOUTHWEST TECH CAR SHOW	SOUTHWEST TECH	TBA
13-May	DIXIE TECH BOARD OF DIRECTORS MEETING -TBC	BOARD ROOM	2:00 PM - 4:00 PM
14-May	MOUNTAINLAND TECH STUDENT GRADUATION	UT COUNTY UVU	6:00 PM
15-May	MOUNTAINLAND STUDENT GRADUATION	WASATCH UVU CAMPUS	6:00 PM
15-May	MOUNTAINLAND BOARD OF DIRECTORS	WASATCH UVU CAMPUS	4:00 PM
15-May	DIXIE TECH GRADUATION FOR ALL PROGRAMS	DIXIE TECH	TBA
17-May	DAVIS TECH EMPLOYEE SPRING SOCIAL	TBD	5:30 PM - 8:30 PM
23-May	SOUTHWEST TECH GRADUATION	SOUTHWEST TECH	6:00 PM

JUNE, 2019

5-Jun	TOOELE TECH BOARD OF DIRECTORS MEETING	BOARD ROOM	12:00 N - 2:00 PM
5-Jun	BRIDGERLAND GENERAL GRADUATION	GREEN CANYON HIGH SCHOOL	6:30 PM
12-Jun	COUNCIL OF PRESIDENTS MEETING	USTC BOARD ROOM	9:00 AM - 2:00 PM
27-Jun	DAVIS TECH BOARD OF DIRECTORS MEETING	BOARD ROOM	3:30 PM - 5:30 PM
13-Jun	DAVIS TECH - AWARDS/STRATEGIC PLANNING	DAVIS TECH	7:30 AM - 12:00 PM
17-Jun	BRIDGERLAND TECH BOARD OF DIRECTORS MEETING	BOARD ROOM	4:00 PM
19-Jun	UINTAH BASIN BOARD OF DIRECTORS MEETING	ROOSEVELT	3:00 PM
20-Jun	DAVIS TECH FOUNDATION BOARD MEETING	BOARD ROOM	7:30 AM - 9:00 AM
26-Jun	FOUNDATION GOLF TOURNAMENT	BOUNTIFUL RIDGE GOLF COURSE	7:30 AM - 2:00 PM
27-Jun	OGDEN-WEBER BOARD OF DIRECTORS MEETING	BOARD ROOM	4:00 PM - 6:00 PM
27-Jun	OGDEN-WEBER TECH SUMMER GRADUATION	MULTIPURPOSE FACILITY	6:30 PM - 7:30 PM
27-Jun	DAVIS BOARD OF DIRECTORS MEETING	DAVIS BOARD ROOM	3:30 PM - 5:30 PM

JULY, 2019

10-Jul	COUNCIL OF PRESIDENTS MEETING	USTC BOARD ROOM	9:00 AM - 2:00 PM

AUGUST, 2019

5-Aug	DAVIS TECH - INSTITUTIONAL KICK-OFF	DAVIS TECH	7:30 AM - 12:00 NOON
14-Aug	COUNCIL OF PRESIDENTS MEETING	USTC BOARD ROOM	9:00 AM - 2:00 PM
21-Aug	MOUNTAINLAND TECH BOARD OF DIRECTORS MEETING	THANKSGIVING POINT	4:00 PM - 6:00 PM
22-Aug	OGDEN-WEBER BOARD OF DIRECTORS MEETING	BOARD ROOM	4:00 PM - 6:00 PM
26-Aug	BRIDGERLAND BOARD OF DIRECTORS MEETING	BOARD ROOM	4:00 PM

SEPTEMBER , 2019

11-Sep	COUNCIL OF PRESIDENTS MEETING	USTC BOARD ROOM	9:00 am - 2:00 PM
19-Sep	BOARD OF TRUSTEES MEETING AT BRIDGERLAND TECH	BRIDGERLAND TECH	10:00 AM - 2:00 PM
26-Sep	DAVIS TECH BOARD OF DIRECTORS MEETING	DAVIS BOARD ROOM	3:30 PM - 5:30 PM

OCTOBER, 2019

9-Oct	COUNCIL OF PRESIDENTS MEETING	USTC BOARD ROOM	9:00 AM - 2:00 PM
17-Oct	OGDEN-WEBER FALL GRADUATION	MULTIPURPOSE FACILITY	6:30 PM - 7:30 PM
24-Oct	DAVIS TECH BOARD OF DIRECTORS MEETING	DAVIS BOARD ROOM	3:30 PM - 5:30 PM
24-Oct	OGDEN-WEBER BOARD OF DIRECTORS MEETING	BOARD ROOM	4:00 PM - 6:00 PM

NOVEMBER, 2019

13-Nov	COUNCIL OF PRESIDETS MEETING	USTC BOARD ROOM	9:00 am - 2:00 pm
18-Nov	BRIDGERLAND BOARD OF DIRECTORS MEETING	BOARD ROOM	4:00 PM
21-Nov	BOARD OF TRUSTEES MEETING AT MOUNTAINLAND TECH	MOUNTAINLAND TECH	10:00 AM - 2:00 PM

DECEMBER, 2019

5-Dec	DAVIS TECH BOARD OF DIRECTORS MEETING	DAVIS BOARD ROOM	3:30 PM - 5:30 PM
11-Dec	COUNCIL OF PRESIDENTS MEETING	USTC BOARD ROOM	9:00 AM - 2:00 PM
19-Dec	OGDEN-WEBER BOARD OF DIRECTORS MEETING	BOARD ROOM	4:00 PM - 6:00 PM