



# BOARD OF TRUSTEES MEETING | AGENDA

May 9, 2019 | 10:00 am – 3:30 pm

Southwest Technical College  
757 West 800 South, Cedar City, UT 84720  
435-586-2899, ext. 3901

- |    |  |                        |                        |
|----|--|------------------------|------------------------|
| 1. | Welcome  |                        | Chair Jim Evans        |
| 2. | Call to order and roll call  |                        | Chair Jim Evans        |
| 3. | Pledge of Allegiance   |                        | Trustee Chuck Taylor   |
| 4. | Host College Highlights<br>Southwest Technical College<br>and logistics of Automotive Lab Ribbon Cutting<br>Ceremony. Time Certain 2:30 pm - <a href="#">Please see invitation</a> | <a href="#">ITEM 4</a> | President Brennan Wood |

## ITEMS OF BUSINESS:

- |     |  |  |   |
|-----|--|--|---|
| 5.  | <b>Consent Items:</b> <ul style="list-style-type: none"><li>➤ Minutes of March 21, 2019, Board meeting</li><li>➤ UTech Commissioner's Office Budget Report</li><li>➤ UTech Master Calendar</li><li>➤ FY 2020 Data Dictionary</li></ul> | <a href="#">ITEM 5A</a><br><a href="#">ITEM 5B</a><br><a href="#">ITEM 5C</a><br><a href="#">ITEM 5D</a> | Chair Jim Evans                                       |
| 6.  | <b>Action Item:</b> Election of Board of Trustees Chair and Vice-Chair   | <a href="#">ITEM 6</a>   | Trustee Mike Angus,<br>Committee Chair                |
| 7.  | Recognition of Departing Board Members   | <a href="#">ITEM 7</a>   | Vice-Chair Steve Moore                                |
| 8.  | <b>Action Item:</b> Revisions to Policy 304 - Capital Facilities Requests and Development  | <a href="#">ITEM 8</a>   | Tyler Brinkerhoff                                     |
| 9.  | Presentation of College FY2021 Capital Development Requests:<br>Bridgerland Technical College<br>Mountainland Technical College  | <a href="#">ITEM 9</a>   | President Chad Campbell<br>President Clay Christensen |
| 10. | Commissioner Search Suspension   | <a href="#">ITEM 10</a>  | Chair Jim Evans                                       |
| 11. | Higher Education Strategic Planning Commission   | <a href="#">ITEM 11</a>  | Vice-Chair Steve Moore                                |

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 Southwest Technical College shall be the anchor location for public attendance.

- |     |  |                         |                         |
|-----|--|-------------------------|-------------------------|
| 12. | Technical Education Campaign<br><a href="#">Campaign Ads</a>   | <a href="#">ITEM 12</a> | Joseph Demma            |
| 13. | <b>Action Item:</b> Prioritization of FY2021 Capital Development Requests                              | <a href="#">ITEM 13</a> | Tyler Brinkerhoff       |
| 14. | <b>Action Item:</b> Custom Fit Allocations   | <a href="#">ITEM 14</a> | Tyler Brinkerhoff       |
| 15. | <b>Action Item:</b> FY 2020 Proposed Tuition Rates   | <a href="#">ITEM 15</a> | Tyler Brinkerhoff       |
| 16. | <b>Action Item:</b> Proposed FY 2020 Differential Tuition Rates  | <a href="#">ITEM 16</a> | Tyler Brinkerhoff       |
| 17. | <b>Action Item:</b> FY 2020 USTC Commissioner's Office Budget Approval                                 | <a href="#">ITEM 17</a> | Tyler Brinkerhoff       |
| 18. | College Presidents Selection Policy  | <a href="#">ITEM 18</a> | Vice-Chair Steve Moore  |
| 19. | <b>Action Item:</b> College Presidents Compensation  | <a href="#">ITEM 19</a> | Chair Jim Evans         |
| 20. | Audit Committee Report   | <a href="#">ITEM 20</a> | Trustee Brad Tanner     |
| 21. | <b>Action Item:</b> Logan City/Bridgerland Technical College Easement/Land Swap                        | <a href="#">ITEM 21</a> | President Chad Campbell |
| 22. | <b>Action Item:</b> Bridgerland Technical College, Health Sciences Building – Programming and Planning | <a href="#">ITEM 22</a> | President Chad Campbell |

## CLOSED SESSION:

23. College Presidents 2019 Formal and Informal Evaluations

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

24. **Adjournment**

**12:30 pm -Lunch**



**DRAFT**

## UTAH SYSTEM OF TECHNICAL COLLEGES

Board of Trustees Meeting

Date: March 21, 2019 - Time: 10:00 am – 3:30 pm

Uintah Basin Technical College

1100 E. Lagoon, St., Roosevelt, UT 84066

### MINUTES

#### Board of Trustees Present:

Jim Evans, Chair – Mountainland Technical College  
Steve Moore – Vice Chair, Ogden-Weber Technical College  
Scott Theurer – Bridgerland Technical College  
Brad Tanner – Non-Union Trade  
Mike Angus – Uintah Basin Technical College  
Susan Johnson – Manufacturing  
Stephen Wade – Dixie Technical College  
Chuck Taylor – Southwest Technical College  
Charles Hansen – Tooele Technical College

#### Board of Trustees absent/excused:

Brecken Cox – Transportation  
Brian Florang – Snow College  
Michael Jensen – Davis Technical College  
Aaron Osmond – Information Technology  
Russell Lamoreaux – Union Trade

#### USTC Administration:

Jared Haines – Interim Commissioner of Technical Education  
Kim Ziebarth – Associate Commissioner for Academic and Student Affairs  
Zachary Barrus - Assistant Commissioner for Data and Institutional Research  
Tyler Brinkerhoff – Assistant Commissioner for Planning, Finance and Facilities  
Doug Richards – Legal Counsel

#### College Presidents Present:

Chad Campbell, Bridgerland Technical College  
Darin Brush, Davis Technical College  
Kelle Stephens, Dixie Technical College  
Clay Christensen, Mountainland Technical College  
Jim Taggart, Ogden-Weber Technical College  
Brennan Wood, Southwest Technical College  
Paul Hacking, Tooele Technical College  
Aaron Weight, Uintah Basin Technical College

#### Guest:

Bill Ryan, Uintah Technical College Board of Directors Chair

**MINUTES**  
UTAH SYSTEM OF TECHNICAL COLLEGES  
Board of Trustees Meeting  
March 21, 2019 – 10:00 am – 3:30 pm

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

The meeting was called to order at 10:05 am by Chair Jim Evans.

Pledge of Allegiance by Trustee Mike Angus

President Aaron Weight, hosting the meeting presented highlights of the Uintah Basin area and the Uintah Basin Technical College; and informed of the logistics for the Ribbon Cutting Ceremony of the Uintah Basin Welding Building, scheduled at 2:30 pm after the Board of Trustees meeting.

Chair Evans thanked President Weight for hosting today's meeting.

**CONSENT ITEMS:**

1. Approval of Board of Trustees meeting minutes for January 17, 2019.
2. USTC Commissioner's Office Budget Report  
As per USTC Policy 555.4.5, the following was attached to the agenda: Budget Progress report as of February 28, 2019, Check/Disbursement Register and Cash and Investment Balances.

Chair Evans asked if there were any questions regarding the consent items.

**Motion:** Trustee Scott Theurer moved to approve the consent items on the agenda,

**Seconded:** Stephen Wade

**Voting:** Unanimous

**ACTION AND DISCUSSION ITEMS:**

3. **2019 Utah Legislative Session,** Commissioner Haines, reported that the 2019 General Legislative Session concluded Thursday, March 14, 2019. He noted that technical education received a lot of support as several legislative bills that will benefit UTech passed. The Utah System of Technical Colleges administration, college presidents, and board leadership had the opportunity to present during the Legislative Session.
- Assistant Commissioner Tyler Brinkerhoff summarized the results of the budget approved (UTech Priorities Requested vs. Funded). He also mentioned that legislators did not approve the two FTE positions included in the budget request for a Developer and a Data Analyst.  
Trustee Johnson asked why these positions were not approved? Commissioner Haines explained that these positions were fifth in the priority list and several FTE positions throughout the state were not funded.  
Tyler Brinkerhoff explained the draft document of the FY2020 UTech Appropriations.

Discussion and information of the following Legislative Bills:

- HB260 – “Utah College Access Promise Program.” Bill sponsored by Representative Darin Owens. The scholarship will be available to students enrolled in a certificate or associate degree programs, assisting with tuition and fees.

- HB287 – “Professional Licensing Amendments.” This bill dealt with plumbing and electrician licensure. The strategy is to move more quickly through the system and calls for licensing boards to develop common benchmarks on the education that goes with each of those fields.
- HB280 – “Apprenticeship Opportunity Awareness.” Creates a position for a Commissioner of Apprenticeship at the Department of Workforce Services to work with all stakeholders for promoting apprenticeship efforts.
- SB102S2 – “Higher Education Capital Facilities.” A bill sponsored by Senator Ann Millner. Provides a “dedicated fund” for the USTC Board of Trustees to consider capital facilities and recommend the use of funds.
- SB134 “Campus Safety Amendments.” Last fall UTech began working with College Presidents and Student Officers regarding fiscal needs, recommendations, gaps, equipment (software), reporting instructions, and training for campus safety. The office of the commissioner will present policy recommendations to the Board of Trustees at the next Board meeting.
- SB172 “Economic Development Amendments.” Creates “Utah Works” and is funded under the umbrella of the Talent Ready Board, working with GOED and other agencies.
- HB255 “Space Utilization Study.” Vice Chair Steve Moore asked why this bill failed? Commissioner Haines noted that this bill didn’t pass, but the priority is still there. He mentioned that during a Council of Presidents’ meeting the space utilization study was discussed and UTech is forming a committee that will include representation from each of the colleges regarding space utilization.
- Chad Campbell, President of Bridgerland Technical College, mentioned that even though there was some disappointment with the outcome of the approval for the Bridgerland building, he thanked everyone for their effort, support and involvement during the 2019 Legislative Session.

4. **Board Officers – Appointment of Nominating Committee for Board Officers.**

The term of office of the current Board of Trustees Chair and Vice Chair will expire June 30, 2019.

Chair Evans announced that in accordance with bylaws he has appointed Trustee Mike Angus to chair the Nominating Committee, with Trustees Chuck Taylor and Scott Theurer as members of the committee.

This committee will contact the rest of the trustees and present nominations to the Board at the May 9, 2019 meeting.

5. **Action Item: Commissioner Appointment Process – Committee Recommendations**

Chair Evans mentioned that at the January 17, 2019 meeting, the Board recommended forming a committee to develop recommendations for the commissioner appointment process.

Members of the Committee include Chair Jim Evans; Trustees Aaron Osmond and Susan Johnson; Presidents Jim Taggart and Aaron Weight; and Associate Commissioner Kim Ziebarth.

The Committee worked on the following:

- Revision of the Commissioner Functions (USTC Policy 105), and process. The committee received feedback and reviewed comparable positions in Tennessee,

Kentucky, and Texas. Commissioner Haines provided a time inventory of the commissioner's work.

- Chair Evans mentioned that the Board needs to approve the functions of the job description.

**Motion:** Trustee Chuck Taylor moved to approve the proposed modifications to Policy 105 as attached on the agenda.

**Seconded:** Trustee Susan Johnson

**Voting:** Unanimous

- Chair Evans mentioned that the Board also needs to discuss recommendations in terms of the selection process. The first option is to start right away and contract a third-party agency to receive applications and screen candidates. Chair Evans mentioned that the Board has the responsibility to select an individual based on the job description approved.
- Chair Evans invited the Board to discuss, comment, provide input or present options.
- Associate Commissioner Kim Ziebarth noted that at the October 30, 2018 Board meeting, the board motion was to reopen the position after the 2019 Legislative Session.
- Trustee Stephen Wade mentioned that the Board had appointed Jared Haines three times as Interim Commissioner of Technical Education when the Board needed an Interim Commissioner and that Jared has the experience, has done an excellent job and has proved himself as Interim Commissioner. Trustee Wade felt that the Board should appoint Jared as the commissioner. By doing this, Trustee Wade continued, the system will save money and time.
- Chair Evans asked for comments or recommendations regarding the two options: to contract an external agency or to approve Trustee Wade's recommendation.
- Trustee Chuck Taylor said that the Board needs to avoid the appearance of a subjective selection and not because the person is the best-qualified candidate. Trustee Taylor continued that the Board owes the tax-payers a fair process.
- There was a question regarding Snow College not searching the last time they appointed a new president. The answer is that Snow College did not do a search.
- **Motion:** Trustee Susan Johnson moved that the Board go forward with the process recommended by the committee.

**Seconded:** Vice Chair Steve Moore

Chair Evans asked if there were any comments to the motion

- Trustee Theurer asked the Board to consider entering in closed session to discuss the character and competency of individuals.
- **Motion:** Trustee Scott Theurer moved that the Utah System of Technical Colleges Board of Trustees enter in closed session, as provided in Utah Code Title 52, Chapter 4, Sections 204, 205 and 206

**Seconded:** Trustee Stephen Wade

**Voting:** Unanimous

**Opposed:** None

Roll call:

In favor: Jim Evans, Steve Moore, Mike Angus, Charles Hansen, Susan Johnson; Brad Tanner; Chuck Taylor; Scott Theurer; and Stephen Wade

The Board entered closed session at 11:15 am.

The Board reconvened in open session at 11:57 am.

President Aaron Weight introduced Bill Ryan, Uintah Basin Technical College Board of Directors Chair

Trustee Scott Theurer stated that the System is doing well under the direction of Interim Commissioner Haines. He mentioned that the Board has strong leadership in place and that the Board does not have an emergency regarding the time-frame.

**Motion:** Trustee Scott Theurer moved to continue with the commissioner's search process recommended by the committee as attached to the agenda.

**Seconded:** Trustee Stephen Wade

**Voting:** Unanimous

Commissioner Haines expressed appreciation for the comments on his behalf.

6. **Technical College Presidents Selection Committee – Update.** Vice Chair Steve Moore Chairs this committee. He thanked members of the committee: Trustees Scott Theurer, Mike Angus; Presidents Paul Hacking, and Clay Christensen; and Assistant Commissioner Tyler Brinkerhoff for their work and time.

Vice Chair Moore stated that the committee reviewed Policy 111 “College Presidents Selection.” Among other issues, the committee had discussions regarding confidentiality which in some cases has been breached.

Vice Chair Moore distributed a draft of UTech Policy 111 with the possible changes marked [\(please see draft\)](#).

Vice Chair Moore thanked Assistant Commissioner Zachary Barrus for his work with the changes to the policy. He asked for Trustees to review it, and send their feedback and comments to Assistant Commissioner Tyler Brinkerhoff or him by April 15<sup>th</sup>, after the committee will have Zachary Barrus make the final changes to the policy for the Board approval at the May 9<sup>th</sup> meeting.

7. **Action Item: UTech Scholarship Revisions: Policy 208, R945-1, and High Demand Programs.** Senate Bill 94, “Technical College Scholarship Amendments,” passed during the 2019 legislative session. It extends the eligibility period for graduating high school students from 7 months to 12 months and calls for the Board to designate “high demand programs.”

Associate Commissioner Kim Ziebarth explained the list of proposed “high demand programs” provided in the agenda and distributed a list of additional programs having “significant industry importance” [\(Please see list\)](#). She also explained the need for a revised policy and administrative rules to reflect the eligibility period provided in SB94.

Chair Evans asked if there were any questions or comments and for two separate motions

**Motion:** Trustee Chuck Taylor moved that the Board designate “high demand programs” for purposes of the UTech Scholarship to be applicable to all colleges and effective immediately.

**Seconded:** Trustee Mike Angus

**Voting:** Unanimous

**Motion:** Trustee Scott Theurer moved that the Board approve revisions to Administrative Rule R945-1 (UTech Scholarship), and to its associated USTC Policy 208 to reflect the revised scholarship period.

**Seconded:** Vice Chair Steve Moore

**Voting:** Unanimous

8. **Higher Education Strategic Planning Commission Region Meetings.** Commissioner Haines noted that he, Vice Chair Steve Moore and Trustee Susan Johnson; Presidents Clay Christensen and Brennan Wood are members of the commission. As part of the study, the National Center for Higher Education Management Systems (NCHEMS), is scheduling regional meetings, attached to today's agenda. The Council of Presidents and UTech's administration have discussed talking points that can be considered in the NCHEMS' meetings throughout the State.
9. **Understanding Postsecondary CTE Data** – Assistant Commissioner Zachary Barrus, presented an issue brief (attached to the agenda) summarizing differences in statewide post-secondary CTE data between the UTech and USHE systems. Commissioner Haines indicated that he has shared it with USHE leadership and had positive responses. Chair Evans commented that it is an excellent comparison. It was suggested that the brief be shared. Vice Chair Moore suggested adding that UTech students complete the programs with no student debt after which students are placed into employment.
10. **Action Item: Dixie Technical College Land Exchange.** Trustee Stephen Wade, on behalf of the Dixie Technical College Board of Directors, asked the Board to approve a land exchange between Dixie Technical College and the Tech Ridge Developer in St. George Utah. Tech Ridge will acquire approximately 25 to 30 feet of the west side of Dixie Technical College. Each party will give and receive equal acreage.  
**Motion:** Trustee Chuck Taylor moved to approve the land exchange as presented.  
**Seconded:** Trustee Susan Johnson  
**Voting:** Unanimous
11. **Action Item: Tooele Technical College Property Sale,** Paul Hacking, President of Tooele Technical College requested Board approval to sell five acres of land purchased in December 2017 back to its previous owner, Tooele City. Tooele Technical College will use the funds to acquire a parcel of land that is contiguous to the college and better situated for its future expansion.  
**Motion:** Trustee Scott Theurer moved to approve the property sale as explained.  
**Seconded:** Trustee Stephen Wade  
**Voting:** Unanimous
12. **Public Meetings Training.** Utah Code 52-4-104, states that the members of the public body receive annual training on the Public Meetings. Doug Richards, USTC Counsel, showed a PowerPoint presentation titled: "Open and Public Meetings Training" and attached to the agenda Utah Code 52-4-101 "Open and Public Meetings Act." After his presentation, Doug Richards announced his retirement this year.
13. **Audit Committee Report.** Assistant Commissioner Tyler Brinkerhoff informed the Board that USTC Policy 301 "Audit Committees" provides for a Trustees Audit Committee "to assist the Board in fulfilling its oversight responsibilities for financial matters." The current audit committee members are Trustee Brad Tanner (Chair), with Trustees Mike Angus and Chuck Taylor, and Tyler Brinkerhoff. The committee met today before the Board meeting.



Trustee Susan Johnson suggested hiring an internal auditor.

Tyler Brinkerhoff indicated that once a year, each college presents a financial report. Tyler will send copies of the report.

14. **UTech Master Calendar.** Next Board meeting: May 9, 2019, at the Southwest Technical College in Cedar City, UT.

Chair Evans asked if anyone had any comment not covered on the agenda today.

Trustee Susan Johnson mentioned the need for employees in the Medical Laboratory Science field. She also asked about the internal auditor's position. Since the internal auditor is not an item on today's agenda, this will be an agenda item at the next Board meeting.

Trustee Brad Tanner asked about an inquiry from Salt Lake City County regarding firefighter's training. Currently, Bridgerland and Davis Technical Colleges offer training. Commissioner Haines indicated that UTech would follow-up on this item.

Adjournment

**Motion:** Trustee Mike Angus moved to adjourn the meeting

**Seconded:** Chair Jim Evans

**Voting:** Unanimous

Meeting adjourned at 1:50 pm, followed by the Ribbon Cutting Ceremony of the Uintah Basin Technical College Welding Building.



<b>Subject:</b>	<b>Campus Safety</b>
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**220.1 Purpose**

To establish minimum requirements for each technical college's campus safety plan.

**220.2 Approval**

UTech Board of Trustees approval: June 20, 2019 (Executive Committee - pending).

**220.3 References**

UCA 53B-28-401, Campus Safety Plans and Training – Institution Duties – Governing Board Duties

**220.4 Definitions**

- 4.1 Covered Offense:** Sexual assault, domestic violence, dating violence, or stalking.
- 4.2 Student Organization:** A club, group, sports team, fraternity or sorority, or other organization of which the majority of members is composed of students enrolled in an institution and that is officially recognized by the institution or seeks to be officially recognized by the institution.

**220.5 Campus Safety Plans:** Each technical college shall develop a campus safety plan that complies with all federal and state laws, all applicable accreditation standards, and specifically addresses:

- 5.1** Where an individual can locate the institution's policies and publications related to a covered offense;
- 5.2** College and community resources for a victim of a covered offense;
- 5.3** The rights of a victim of a covered offense including the measures the college takes to ensure, unless otherwise provided by law, victim confidentiality throughout all steps in the reporting and response to a covered offense;
- 5.4** How the institution informs the campus community of a crime that presents a threat to the campus community;
- 5.5** Availability, locations, and methods for requesting assistance of security personnel on the college's campus;
- 5.6** Guidance on how a student may contact law enforcement for incidents that occur off campus;
- 5.7** Efforts related to increasing campus safety, including efforts related to the college's increased response in providing services to victims of a covered offense, that the college made in the preceding 18 months and that the college expects to make in the upcoming 24 months;
- 5.8** Coordination and communication between institution resources and organizations including campus law enforcement (if applicable);



# POLICIES

<b>Subject:</b>	<b>Campus Safety</b>
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- 5.9** College coordination with local law enforcement or community resources, including coordination related to a student's safety at an off-campus location; and
- 5.10** How the institution requires a student organization to provide campus safety training.
- 220.6 Posting and Updating:** Each college shall prominently post its campus safety plan on the college's website and at each of the college's campus locations. Each college shall update its campus safety plan at least annually.
- 220.7 Safety Training Curriculum:** Each college shall develop a campus safety training curriculum that addresses awareness and prevention of covered offenses, including information on institution and community resources for a victim of a covered offense, bystander intervention, and sexual consent.
- 220.8 Student Organizations:** Each college shall require a student organization, in order for the organization to receive or maintain official recognition by the college, to annually provide campus safety training using the curriculum described in 220.7 to the organization's members.
- 220.9 Resource Identification:** The Office of the Commissioner, on behalf of The Board of Trustees, shall identify resources an institution may use to develop a campus safety training curriculum as described herein.
- 220.10 Annual Report:** Each college shall report annually to the Office of the Commissioner on the implementation of this policy. The Office of the Commissioner shall provide an annual combined report to the Board of Trustees prior to the November legislative interim meetings. The Board of Trustees shall cause the report to be made to the Education Interim Committee and the Law Enforcement and Criminal Justice Interim Committee, at or before the committees' November meetings.



YOU ARE INVITED TO THE

# SOUTHWEST TECH AUTOMOTIVE LAB RIBBON CUTTING

**THURSDAY, MAY 9, 2019  
AT 2:30 PM**

HELD AT SOUTHWEST TECHNICAL COLLEGE  
510 WEST 800 SOUTH, CEDAR CITY, UTAH



**SOUTHWEST TECH**

# RIBBON CUTTING CEREMONY



# UTAH SYSTEM OF TECHNICAL COLLEGES



## AGENDA ITEM

### USTC BOARD OF TRUSTEES

9 May 2019

#### ITEM 5B

TOPIC: UTech Commissioner's Office Budget Report

#### BACKGROUND

Per UTech policy 555.4.5, *"A report detailing revenue and expenditures for all budget categories and an investment report reflecting cash and investment balances as of the month most recently ended shall be presented to the Board of Trustees in all regular meetings of the Board."* The attachments include a report detailing appropriated revenues and expenditures by category for the Office of the Commissioner for the current fiscal year through April 30, 2019, a check register for March - April 2019, and a cash and investment report as of April 30, 2019.

#### Attachments:

Budget progress report  
Check/Disbursement register  
Cash & Investment Balances



## Utah System of Technology Colleges

### Office of the Commissioner

FY 2019 Office Budget as of April 30, 2019

<b>Budget</b>	<b>Budget</b>	<b>Year to Date</b>	<b>%</b>
Total Budget for the Commissioner's Office	\$ 2,000,600	\$ 2,000,600	100.0%
<b>Expenditures</b>			
Salaries, Payroll Tax & Benefits	1,588,122	997,341	62.8%
Building Occupancy Costs	120,669	102,539	85.0%
Professional Development Conference	50,000	-	0.0%
Equipment Purchases	17,700	14,141	79.9%
Employee Travel	35,000	28,994	82.8%
Board Meetings	25,000	12,184	48.7%
Staff & System Meetings	15,000	12,198	81.3%
Public Relations/Marketing	30,000	9,738	32.5%
Automobile Expenses	15,000	1,606	10.7%
Supplies & Misc. Expenses	41,844	26,121	62.4%
IT Support & Upgrades	14,000	9,038	64.6%
Memberships	32,200	31,930	99.2%
Contingency	16,065	-	0.0%
<b>Total Expenditures</b>	<b>\$ 2,000,600</b>	<b>\$ 1,245,830</b>	<b>62.3%</b>

**Utah System of Technical Colleges**  
**Check Listing**  
**March through April 2019**

<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
Bill Pmt -Check	03/27/2019	11620	ABM	-315.00
Bill Pmt -Check	03/27/2019	11621	Bridgerland Tech	-99,088.00
Bill Pmt -Check	03/27/2019	11622	Charles Hansen	-189.66
Bill Pmt -Check	03/27/2019	11623	Chmura	-36,000.00
Bill Pmt -Check	03/27/2019	11624	Cushman Wakefield	-9,372.00
Bill Pmt -Check	03/27/2019	11625	Davis Tech	-131,552.00
Bill Pmt -Check	03/27/2019	11626	Dixie Tech	-28,729.30
Bill Pmt -Check	03/27/2019	11627	Fuelman	-43.88
Bill Pmt -Check	03/27/2019	11628	Jive Communications, Inc	-292.55
Bill Pmt -Check	03/27/2019	11629	Mount Olympus	-27.71
Bill Pmt -Check	03/27/2019	11630	Mountainland Tech	-75,179.00
Bill Pmt -Check	03/27/2019	11631	Ogden-Weber Tech	-76,674.00
Bill Pmt -Check	03/27/2019	11632	Penna Powers	-50,456.08
Bill Pmt -Check	03/27/2019	11633	Southwest Tech	-35,569.00
Bill Pmt -Check	03/27/2019	11634	Tooele Tech	-19,466.00
Bill Pmt -Check	03/27/2019	11635	Uintah Basin Tech	-23,378.00
Bill Pmt -Check	03/27/2019	11636	ABM	-315.00
Bill Pmt -Check	03/27/2019	11637	Charles Hansen	-106.51
Bill Pmt -Check	03/27/2019	ACH	Alicia McIntire	-294.35
Bill Pmt -Check	03/27/2019	ACH	Eva Doolin	-155.87
Bill Pmt -Check	03/27/2019	ACH	Kim Ziebarth	-492.68
Bill Pmt -Check	03/27/2019	ACH	Scott Theurer	-131.00
Bill Pmt -Check	03/27/2019	ACH	Steve Moore	-538.46
Bill Pmt -Check	03/27/2019	ACH	Zachary Barrus	-389.00
Bill Pmt -Check	03/27/2019	ACH	Susan Johnson	-134.07
Bill Pmt -Check	03/28/2019	11638	Moreton & Company	-1,156.08
				-590,045.20

# Utah System of Technical Colleges

Office of the Commissioner

Fiscal Year 2019 Office Budget

## CASH AND INVESTMENTS

as of

April 30, 2019

Name of Bank	Type of account	Rate %	Dollar Amount
Utah PTIF	Savings	2.997 \$	2,565,603.41
Wells Fargo	Checking	0.020 \$	584,403.94
		\$	3,150,007.35





# UTAH SYSTEM OF TECHNICAL COLLEGES



## AGENDA ITEM

### USTC BOARD OF TRUSTEES

9 May 2019

ITEM 5C

TOPIC: UTech Master Calendar

#### BACKGROUND

Each of the colleges will submit their notable and important meetings and events to the Commissioner's Office to be placed on a master calendar. The master calendar will be distributed to the Trustees for their information each Board of Trustees meeting.

#### RECOMMENDATIONS

Information/discussion only

ATTACHMENT: UTech Master Calendar for May-December 2019

# UTECH MASTER CALENDAR

## 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	11:00 AM
8-May	COUNCIL OF PRESIDENTS' MEETING	SOUTHWEST TECH	12:00 NOON TO 5:00 PM
9-May	SOUTHWEST TECH AUTOMOTIVE LAB RIBBON CUTTING CEREMONY	CEDAR CITY, UT	2:30 PM
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	5:30 PM - 8:00 PM
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	7:00 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	4:00 PM
17-May	DAVIS TECH EMPLOYEE SPRING SOCIAL	DAVIS TECHNICAL COLLEGE	5:30 PM - 8:30 PM
23-May	DAVIS BOARD OF DIRECTORS MEETING	BOARD ROOM	3:30 PM - 5:30 PM
23-May	SOUTHWEST TECH GRADUATION	SOUTHWEST TECH	6:00 PM
27-May	COLLEGES CLOSED	MEMORIAL DAY	MEMORIAL DAY

## 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
7-Jun	BRIDGERLAND TECH PROFESSIONAL DEVELOPMENT	CAMPUS CLOSED	ALL DAY
12-Jun	COUNCIL OF PRESIDENTS MEETING	USTC BOARD ROOM	9:00 AM - 2:00 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	DAVIS TECH 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

## JUNE, 2019

27-Jun	DAVIS BOARD OF DIRECTORS MEETING	BOARD ROOM	3:30 PM - 5:30 PM
27-Jun	DAVIS TECH BOARD OF DIRECTORS MEETING	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
July 29-Aug 2	OGDEN-WEBER TECHNICAL COLLEGE - <b>CLOSED</b>	FACULTY/STAFF TRAINING	ALL DAY

## 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
14-Aug	DAVIS TECH PN PINNING	DAVIS TECH	5:00 PM - 6:30 PM
August 19-20	BRIDGERLAND TECH FACULTY AND STAFF MEETING	BRIDGERLAND	ALL DAY
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
27-Aug	OGDEN-WEBER TECH COLLEGE GOLD TOURNAMENT	HUBBARD MEMORIAL	7:00 AM - 3:00 PM

## SEPTEMBER, 2019

4-Sep	UINTAH BASIN BOARD OF DIRECTORS MEETING	ROOSEVELT	3:00 PM
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	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
October 17-18	BRIDGERLAND TECH FALL BREAK	CAMPUS CLOSED	CAMPUS CLOSED
24-Oct	DAVIS TECH BOARD OF DIRECTORS MEETING	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 PRESIDENTS MEETING	USTC BOARD ROOM	9:00 am - 2:00 pm
18-Nov	BRIDGERLAND BOARD OF DIRECTORS MEETING	BOARD ROOM	4:00 PM
20-Nov	UINTAH BASIN BOARD OF DIRECTORS MEETING	VERNAL	3:00 PM

## NOVEMBER, 2019

21-Nov	BOARD OF TRUSTEES MEETING AT MOUNTAINLAND TECH	MOUNTAINLAND TECH	10:00 AM - 2:00 PM
Nov. 27-29	BRIDGERLAND TECH -THANKSGIVING HOLIDAY	CAMPUS CLOSED	CAMPUS CLOSED

## DECEMBER, 2019

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

## COLLEGES CLOSED\*

27-May	MEMORIAL DAY	
7-Jun	BRIDGERLAND TECH -PROFESSIONAL DAY	
4-Jul	INDEPENDENCE DAY	
24-Jul	PIONEERS DAY	
July 29 -Aug 2	OGDEN-WERBER TECH COLLEGE -CLOSED	FACULTY/STAFF TRAINING
August 19-20	BRIDGERLAND TECH - FACULTY AND STAFF MEETING	
2-Sep	LABOR DAY	
October 17-18	BRIDGERLAND TECH -FALL BREAK	
Nov. 27-29	THANKSGIVING HOLIDAY	
Dec. 23/Jan 1	CHRISTMAS BREAK	

\*Please check individual colleges as these holidays may vary.

# UTAH SYSTEM OF TECHNICAL COLLEGES

## AGENDA ITEM

### USTC BOARD OF TRUSTEES

9 May 2019



#### ITEM 5D

TOPIC: FY 2020 Data Dictionary

#### BACKGROUND

The UTech Data Dictionary is maintained by the Office of the Commissioner of Technical Education as a guiding policy to the colleges in processes of data collection, cleansing, submission, and reporting. Updates are approved annually by the Board of Trustees to provide oversight in assuring that data definitions are current and consistently applied. College data representatives have recommended the attached Data Dictionary revisions for FY 2020. Upon approval by the Board, changes described herein shall take effect July 1, 2019.

Revisions to the Data Dictionary include:

- Addition of 4 new data elements consequent to Congressional reauthorization of the federal Carl D. Perkins CTE grant. New data elements are Boolean indicators of children who are in or have aged out of the foster care system, children who are dependents of active duty military personnel, individuals who are homeless as defined by the McKinney-Vento Homeless Assistance Act, and individuals who are out of the workforce as define in the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act.
- Addition of program clusters to the Dictionary, facilitating college and system efforts to understand when differing training plans are reported to accreditors together as one program (this field's addition also dramatically helps college efforts to create intuitive Tableau dashboards);
- Addition of program location field, facilitating college and system reporting to COE and legislative stakeholders;
- Streamlining of student outcome codes, eliminating 6 options that are extraneous to COE and legislative reporting;
- Addition of students who attend only the first day of class to the definition of exit code R (refund) to align definitional language with that of COE when describing allowable subtractions from completion accountability; and
- Addition of secondary-only programs to the program category type field, allowing staff to automate COE reporting processes for secondary programs through Tableau.

#### RECOMMENDATION

UTech Administration recommends the Board adopt the UTech Data Dictionary for FY 2020 with the revisions described herein.

Attachments: UTech FY 2020 Data Dictionary



# Utah System of Technical Colleges DATA DICTIONARY

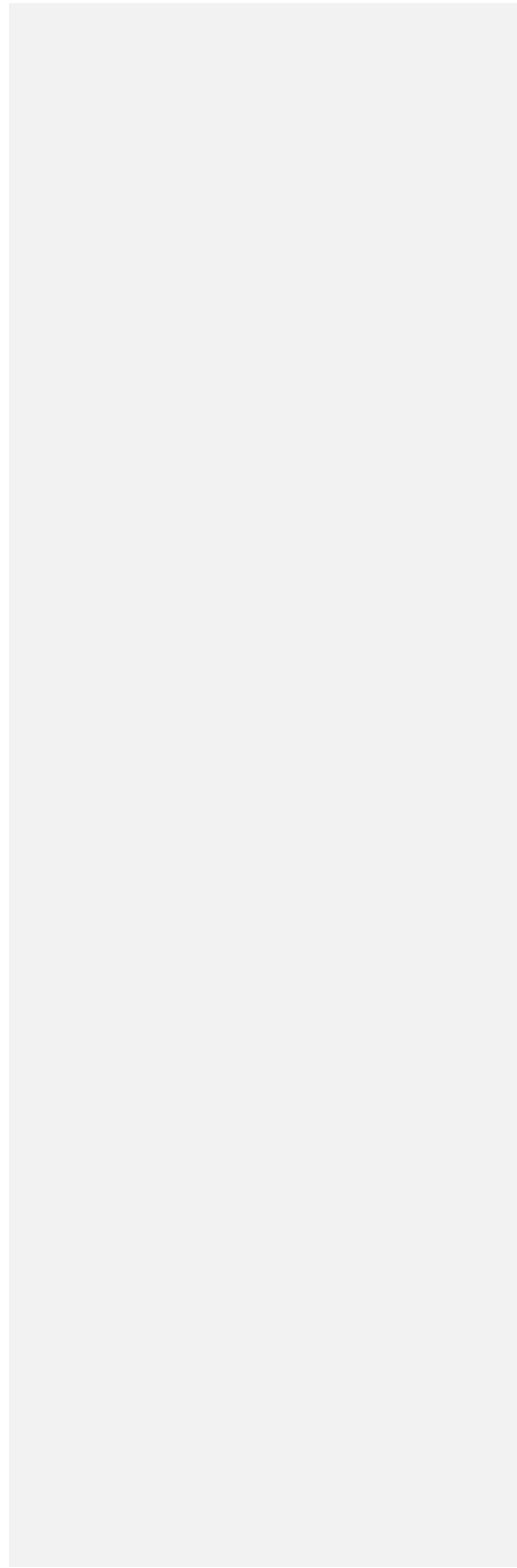
July 1, 2019 through June 30, 2020 (FY 2020)

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## Introduction

The Utah System of Technical Colleges (UTech) Data Dictionary outlines core reports and data elements essential to accurate reporting to legislative and other external stakeholders. The Data Dictionary is considered systemwide policy and is approved annually by the UTech Board of Trustees.

## File Descriptions

- **Data Submission:** The UTech Data Submission is designed to assist technical colleges in meeting reporting requirements for most external stakeholders (e.g., the Council on Occupational Education [COE], the Integrated Postsecondary Educational Data System [IPEDS], the Utah State Legislature, etc.). This file is designed to be wholly self-contained, meaning that college staff should not need to view prior or later years' data, nor to keep paper or manual electronic files to successfully fulfill reporting requirements. The UTech Data Submission contains demographic, enrollment, and course records for all students enrolled during a temporal snapshot (usually the fiscal year or a quarter thereof).
- **Completers File:** The UTech Completers File lists all certificates issued during a temporal snapshot. Though the Data Submission file should be sufficient to fulfill external reporting requirements, the Completers File provides additional information on technical college graduates and their awards received.
- **Perkins Student Submission:** The Perkins Student Submission lists all students enrolled during a temporal snapshot and is submitted in fulfillment of requirements consequent to the federal grant established under the Carl D. Perkins Career and Technical Education Act of 2006. These data are submitted to the Office of the Commissioner of Technical Education annually, then forwarded to the Utah State Board of Education (USBE) by October 31<sup>st</sup> of each year for evaluation of Perkins Grant performance indicators (e.g., [13P1 – Retention and Placement](#)).
- **Perkins Industry Exams:** Also forwarded to USBE with the Perkins Student Submission is a data file containing industry certification exams taken and recorded in technical college information systems during a temporal snapshot. This information is used to supplement a data match with the Division of Occupational and Professional Licensing, used in the calculation of the Perkins [42P1 – Earned Recognized Postsecondary Credential/Technical Skill Attainment](#) indicator.
- **Perkins Placement Information:** Also forwarded to USBE with the Perkins Student Submission is a data file containing employment information relative to students enrolled during a temporal snapshot. This information is used to supplement a data match with the Department of Workforce Services (DWS), used in the calculation of the Perkins [41P1 – Retention and Placement](#) indicator.
- **Custom Fit Reports #1 and #2:** Lastly, Custom Fit reports #1 and #2 respectively contain information on companies contracting with technical colleges for employee training during a temporal snapshot through the Custom Fit program, and the individuals receiving said training.

Any or all data submissions described above may be submitted to the Utah Data Research Center (UDRC), Utah's Statewide Longitudinal Data System established under Utah Code Title 35A,



Chapter 14. Data therein are matched against data collected from the Utah System of Higher Education, Utah State Board of Education, Utah Department of Workforce Services, Utah Department of Health, and other data providers as may be added in the future. Upon collection and matching of individual-level records, data in the UDRC are de-identified and made available to researchers seeking to inform public policy decisions.

**FY 2020 Data Collection Schedule**

Report	Temporal Snapshot	Collection Opens	Collection Closes
IPEDS Registration <ul style="list-style-type: none"> <li>o Registration</li> <li>o Report Mapping</li> <li>o Institutional ID</li> <li>o <a href="#">IC Header</a></li> </ul>	(varies; see IPEDS survey instructions)	August 7, 2019	
Quarter 1 Data Submission <ul style="list-style-type: none"> <li>o <a href="#">Data Submission File</a></li> <li>o <a href="#">Completers File</a></li> <li>o <a href="#">Custom Fit Reports #1 &amp; #2</a></li> </ul>	July 1 – September 30, 2019	October 1, 2019	October 15, 2019
Perkins Data Submission <ul style="list-style-type: none"> <li>o <a href="#">Student Submission</a></li> <li>o <a href="#">Industry Examinations</a></li> <li>o <a href="#">Prior Year Placement Info</a></li> </ul>	July 1, 2018 – June 30, 2019 July 1, 2018 – June 30, 2019 July 1, 2017 – June 30, 2018	October 1, 2019	October 15, 2019
IPEDS Fall Surveys <ul style="list-style-type: none"> <li>o <a href="#">Institutional Characteristics</a></li> <li>o <a href="#">12-Month Enrollment Completions</a></li> </ul>	(varies; see IPEDS survey instructions)	September 4, 2019	October 16, 2019
Final Prior Year Data Submission <ul style="list-style-type: none"> <li>o <a href="#">Data Submission File</a></li> <li>o <a href="#">Completers File</a></li> </ul>	July 1, 2018 – June 30, 2019	November 25, 2019	December 6, 2019
Quarter 2 Data Submission <ul style="list-style-type: none"> <li>o <a href="#">Data Submission File</a></li> <li>o <a href="#">Completers File</a></li> <li>o <a href="#">Custom Fit Reports #1 &amp; #2</a></li> </ul>	July 1 – December 31, 2019	January 1, 2020	January 15, 2020
IPEDS Winter Surveys <ul style="list-style-type: none"> <li>o <a href="#">Student Financial Aid</a></li> <li>o <a href="#">Graduation Rates</a></li> <li>o <a href="#">200% Graduation Rates</a></li> </ul>	(varies; see IPEDS survey instructions)	December 11, 2019	February 12, 2020
IPEDS Spring Surveys <ul style="list-style-type: none"> <li>o <a href="#">Fall Enrollment</a></li> <li>o <a href="#">Finance</a></li> <li>o <a href="#">Human Resources</a></li> </ul>	(varies; see IPEDS survey instructions)	December 11, 2019	April 8, 2020
Quarter 3 Data Submission <ul style="list-style-type: none"> <li>o <a href="#">Data Submission File</a></li> <li>o <a href="#">Completers File</a></li> <li>o <a href="#">Custom Fit Reports #1 &amp; #2</a></li> </ul>	July 1, 2019 – March 31, 2020	April 1, 2020	April 15, 2020
Quarter 4 Data Submission <ul style="list-style-type: none"> <li>o <a href="#">Data Submission File</a></li> <li>o <a href="#">Completers File</a></li> <li>o <a href="#">Custom Fit Reports #1 &amp; #2</a></li> </ul>	July 1, 2019 – June 30, 2020	July 15, 2020	July 31, 2020

**FY 2020 Data Matching Schedule**

Matching Agency	UTech Student Cohort	Temporal Snapshot	Match Initiated
DWS	All FY 2019 students	July 1, 2018 – June 30, 2019	August 30, 2019

Matching Agency	UTech Student Cohort	Temporal Snapshot	Match Initiated
USHE	All FY 2019 students	FY 2020 fall semester census date	October 31, 2019
DWS	<ul style="list-style-type: none"> <li>• FY 2020 quarter 1 students</li> <li>• All FY 2019 students</li> </ul>	<ul style="list-style-type: none"> <li>• July 1, 2019 – September 30, 2019</li> <li>• July 1, 2018 – September 30, 2019</li> </ul>	November 15, 2019
DOPL	All FY 2019 students	July 1, 2018 – November 15, 2019	November 15, 2019
DWS	FY 2020 quarters 1-2 students	July 1, 2019 – December 31, 2019	February 17, 2020
DOPL	FY 2020 quarters 1-3 students	July 1, 2019 – April 20, 2020	April 20, 2020
DWS	FY 2020 quarters 1-3 students	July 1, 2019 – March 31, 2020	May 15, 2020
DWS	All FY 2020 students	July 1, 2019 – June 30, 2020	August 31, 2020

### Secure File Transfer Protocol

All data submissions described above contain sensitive student data and, as such, must be submitted to the Office of the Commissioner of Technical Education via secure file transfer protocol (SFTP). To submit data via SFTP, please do the following:

1. Download an SFTP client that supports FTPES ([Filezilla](#) is recommended).
2. After opening the SFTP client, connect to host office.utech.edu.
  - a. When prompted, you may either specify port 21 or leave the field blank.
  - b. Select a server type requiring FTPES – FTP over explicit TLS/SSL.
  - c. Select a normal logon type.
  - d. Colleges’ usernames are as follows: “ftp\_[old college acronym]”. Note that though the colleges have undergone subsequent name changes, server login names have remained unchanged for several years. Note also that whereas users previously needed to add the host name with a bar (|) before their usernames, this is no longer required.
  - e. Connect to the SFTP using your unique password.

The Office of the Commissioner shall require regular password updates of all SFTP users. Colleges may contact the Office of the Commissioner of Technical Education for help remembering usernames or resetting passwords.

### Additional Explanations

Full-time equivalent (FTE) will be determined by dividing a technical college’s membership hours as defined in UTech Policy 201, Membership Hour Reporting, by 900. A college’s FTE calculation will vary based on the reporting standards of each agency requiring it (e.g., IPEDS), as each agency may identify students/groups that are eligible for reporting exclusions.

### Data Elements

The following data elements are defined herein and are required within the specified submission files *in the order that they appear in the following table* unless specified in an external stakeholder’s own data dictionaries (i.e., Perkins). Data definitions are consistent with reporting requirements issued by external agencies/administrators including IPEDS, COE, Perkins Grant, and WIOA with its associated Eligible Training Provider List. Note that column names may differ in the Perkins data submissions from what is shown below due to USBE requirements. Please consult the Perkins Data Dictionary as necessary.

Pg.	Element Name	Element #	Field Name	Data Submission	Completers File	Perkins Student Submission	Perkins Industry Exams	Perkins Placement Information
8	Technical College Code	U-1	<a href="#">U_INST</a>	Yes	Yes	Yes	Yes	
9	Report Year	U-2	<a href="#">U_YEAR</a>	Yes	Yes	Yes	Yes	
10	Report Number	U-3	<a href="#">U_RPT_NUM</a>	Yes	Yes			
11	Student ID	U-4	<a href="#">U_ID</a>	Yes	Yes	Yes	Yes	Yes
12	Student SSN	U-5	<a href="#">U_SSN</a>	Yes	Yes	Yes	Yes	Yes
13	Statewide Student Identification Number	U-6	<a href="#">U_SSID</a>	Yes		Yes		
14	Last Name	U-7	<a href="#">U_LAST_NAME</a>	Yes	Yes	Yes	Yes	
15	First Name	U-8	<a href="#">U_FIRST_NAME</a>	Yes	Yes	Yes	Yes	
16	Middle Initial	U-9	<a href="#">U_MIDDLE</a>	Yes		Yes		
17	Suffix	U-10	<a href="#">U_SUFFIX</a>	Yes				
18	Maiden Name	U-11	<a href="#">U_MAIDEN</a>	Yes				
19	Birthdate	U-12	<a href="#">U_BIRTH_DT</a>	Yes				
20	Gender	U-13	<a href="#">U_GENDER</a>	Yes	Yes	Yes		
21	Residence Status, Ethnicity, Race	U-14	<a href="#">U_RESIDENCE_N</a> <a href="#">U_ETHNIC_H</a> <a href="#">U_RACE_MULTI</a> <a href="#">U_RACE</a> <a href="#">U_ETH_RACE_U</a>	Yes	Yes	Yes		
24	Student's Age	U-15	<a href="#">U_AGE</a>	Yes				
25	Zip Code	U-16	<a href="#">U_CURR_ZIP</a>	Yes				
26	County Code	U-17	<a href="#">U_COUNTY_APPRES</a>	Yes				
28	State	U-18	<a href="#">U_STATE_APPRES</a>	Yes				
31	Grade Level	U-19	<a href="#">U_GRADE_LEVEL</a>	Yes		Yes		
32	Secondary School	U-20	<a href="#">U_HS</a>	Yes				
33	Enrollment Objective	U-21	<a href="#">U_ENRL_OBJ</a>	Yes	Yes			
35	Full/Three-quarter/Part/Less than Part-time Status	U-22	<a href="#">U_PT_FT</a>	Yes		Yes		
36	First Time Date	U-23	<a href="#">U_FIRST_DATE</a>	Yes				
37	First Time Type	U-24	<a href="#">U_FIRST_TYPE</a>	Yes				
38	Schedule Start Date	U-25	<a href="#">U_START_DATE</a>	Yes				
39	Schedule Stop Date	U-26	<a href="#">U_STOP_DATE</a>	Yes				
40	Exit Code	U-27	<a href="#">U_EXIT_CODE</a>	Yes				
42	Exit Date	U-28	<a href="#">U_EXIT_DATE</a>	Yes				Yes
43	Licensure Required	U-29	<a href="#">U_LIC_REQ</a>	Yes				
44	Licensure Status	U-30	<a href="#">U_LIC_EXAM</a>	Yes				
45	Verified Outcome status	U-31	<a href="#">U_OUTCOME</a>	Yes				Yes
48	Verification Date	U-32	<a href="#">U_OUT_DT</a>	Yes				Yes
49	CIP Code	U-33	<a href="#">U_PRG_CIP</a> <a href="#">U_DEL_CIP</a> <a href="#">U_COMP_CIP</a> <a href="#">U_CIP_NAME</a>	Yes	Yes	Yes		
54	Area of Study	U-34	<a href="#">U_SUBJ</a>	Yes	Yes			
55	Class Number	U-35	<a href="#">U_NUM</a>	Yes				
56	Class Title	U-36	<a href="#">U_TITLE</a>	Yes				
57	Delivery Method	U-37	<a href="#">U_DEL_METH</a>	Yes				
58	Instruction Type	U-38	<a href="#">U_INSTRUCT_TYPE</a>	Yes				
59	Site Type	U-39	<a href="#">U_SITE_TYPE</a>	Yes				
62	Scheduled Hours	U-40	<a href="#">U_SCHEDULED_HRS</a>	Yes		Yes		
63	Expected Hours	U-41	<a href="#">U_EXPECTED_HRS</a>	Yes		Yes		
64	Program Cluster	U-42	<a href="#">U_CLUSTER</a>	Yes	Yes			
64	Program Category Type	U-432	<a href="#">U_CAT_TYPE</a>	Yes	Yes			
66	Program Teach-out	U-443	<a href="#">U_TEACH_OUT</a>	Yes				
67	Program Location	U-45	<a href="#">U_PROG_LOC</a>	Yes	Yes			
68	Hours Required for Certificate	U-464	<a href="#">U_REQ_HRS</a>	Yes	Yes			
69	Hours Enrolled in Certificate	U-475	<a href="#">U_ENRLD_HRS</a>		Yes			
70	Certificate Completion Date	U-486	<a href="#">U_COMP_DATE</a>		Yes			
71	Certificate Conferral Date	U-497	<a href="#">U_ISSUE_DATE</a>		Yes	Yes		

Pg.	Element Name	Element #	Field Name	Data Submission	Completers File	Perkins Student Submission	Perkins Industry Exams	Perkins Placement Information
69	<u>CIP-Name</u>	<u>U-48</u>	<u>U_CIP_NAME</u>		<u>Yes</u>			
72	Training Start Date	<u>U-5049</u>	<u>U_TRAINING_START</u>	<u>Yes</u>	Yes			
73	Training Duration	<u>U-510</u>	<u>U_WEEKS_APART</u>		Yes			
74	Age Upon Certificate Conferral	<u>U-524</u>	<u>U_COMP_AGE</u>		Yes			
75	Economically Disadvantaged Status	<u>U-532</u>	<u>U_DISADV</u>			Yes		
76	Student Limited English Proficiency Status	<u>U-543</u>	<u>U_LEP</u>			Yes		
77	Student Disability Status	<u>U-554</u>	<u>U_DISABLED</u>			Yes		
78	Displaced Homemaker	<u>U-565</u>	<u>U_DIS_HOME</u>			Yes		
79	Single Parent	<u>U-576</u>	<u>U_SINGLE_PARENT</u>			Yes		
80	<u>Youth in Foster System</u>	<u>U-58</u>	<u>U_FOSTER</u>			<u>Yes</u>		
81	<u>Child of Active Military</u>	<u>U-59</u>	<u>U_MILITARY_DEP</u>			<u>Yes</u>		
82	Homeless Status	<u>U-60</u>	<u>U_HOMELESS</u>			<u>Yes</u>		
83	<u>Out-of-workforce Individuals</u>	<u>U-61</u>	<u>U_OUT_WORK</u>			<u>Yes</u>		
80	CTE Participant	<u>U-6257</u>	<u>Participant</u>			Yes		
85	CTE Concentrator	<u>U-6358</u>	<u>Concentrator</u>			Yes		
86	CTE Completer	<u>U-6459</u>	<u>Completer</u>			Yes		
87	Pell Grant Recipient	<u>U-650</u>	<u>U_PELL</u>			Yes		
88	BIA Recipient	<u>U-664</u>	<u>U_BIA</u>			Yes		
89	WIOA/DWS Sponsored Student	<u>U-672</u>	<u>U_WIOADWS</u>			Yes		
90	Industry Certification Exam Name	<u>U-683</u>	<u>ExamAttempted</u>				Yes	
91	Date Attempted	<u>U-694</u>	<u>DateAttempted</u>				Yes	
92	Industry Exam Outcome	<u>U-7065</u>	<u>Passed</u>				Yes	

## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: **U-01**

**ELEMENT NAME:** Technical College Code

**FIELD NAME:** U\_INST

**FIELD FORMAT:** CHAR(2)

**DEFINITION:** The code used to identify the Utah System of Technical Colleges technical college.

Field Value	Field Attributes and Examples	Effective Date
45	Bridgerland Technical College – Logan	July 1, 2006
48	Davis Technical College – Kaysville	July 1, 2006
65	Dixie Technical College – St. George	July 1, 2006
61	Mountainland Technical College – Lehi	July 1, 2011
44	Ogden-Weber Technical College – Ogden	July 1, 2006
62	Southwest Technical College – Cedar City	July 1, 2006
64	Tooele Technical College – Tooele	July 1, 2010
47	Uintah Basin Technical College – Roosevelt	July 1, 2006

**COMMENTS:** Last modified June 8, 2016.

**REFERENCE:** Northstar Campus Detail Form

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-02**

**ELEMENT NAME:** Report Year

**FIELD NAME:** U\_YEAR

**FIELD FORMAT:** CHAR(4); "YYYY"

**DEFINITION:** The academic year for which the data are being reported.

Field Value	Field Attributes and Examples	Effective Date
2007	The academic year of the extract data (the academic year begins July 1 and ends June 30; academic year 2007 begins July 1, 2006 and ends June 30, 2007).	July 1, 2006

**COMMENTS:** Last modified September 2005.

**REFERENCE:** In Northstar the U\_YEAR field is populated based on the date parameters entered when generating the Data Submission and Completers reports.

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: **U-03**

**ELEMENT NAME:** Report Number

**FIELD NAME:** U\_RPT\_NUM

**FIELD FORMAT:** CHAR(1)

**DEFINITION:** The report number for the data submission, as listed in the submission schedule.

Field Value	Field Attributes and Examples	Effective Date
1	July 1 to September 30 of the reporting year	July 1, 2006
2	July 1 to December 31 of the reporting year	July 1, 2006
3	July 1 to March 31 of the reporting year	July 1, 2006
4	July 1 to June 30 of the reporting year	July 1, 2006

**COMMENTS:** Last modified September 2005.

**REFERENCE:** In Northstar the U\_RPT\_NUM field is populated based on the date parameters entered when generating the Data Submission and Completers reports.

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: **U-04**

**ELEMENT NAME:** Student ID

**FIELD NAME:** U\_ID

**FIELD FORMAT:** CHAR(10)

**DEFINITION:** Unique identifier which is generated by the UTech technical college for each enrolled student. An institutionally defined number is 10 digits in length. Student ID numbers should be unique collegewide and systemwide (i.e., students at two different technical colleges should not have the same student ID number; the same student attending two different technical colleges should have two separate ID numbers). This student ID will print on reports and is never the student's Social Security Number.

Field Value	Field Attributes and Examples	Effective Date
<Student Specific>	Institutionally given number	July 1, 2006

**COMMENTS:** Last modified May 17, 2018.

**REFERENCE:** Northstar Student Demographics Form

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-05**

**ELEMENT NAME:** Student SSN

**FIELD NAME:** U\_SSN

**FIELD FORMAT:** CHAR(9); no hyphens

**DEFINITION:** Unique Social Security Number (SSN) of an enrolled student.

Field Value	Field Attributes and Examples	Effective Date
<Student Specific>	Social Security Number (without hyphens)	July 1, 2006
<blank>	The student did not provide an SSN upon enrollment.	July 1, 2006

**COMMENTS:** Social Security Numbers shall be used to facilitate student tracking except in the rare case that a student does not have an SSN (i.e., international student), in which the institutionally defined identification number ([U-04](#)) will be used. The student's SSN is used for data matching between the technical college and the Utah State Board of Education (for Perkins Grant purposes), the Department of Workforce Services (for placement calculations), and the Utah System of Higher Education (for COE reporting purposes). SSNs shall also be used for reporting to the Internal Revenue Service for student financial aid (1098-T) purposes.

SSNs shall be valid and adhere to the following standards adopted by the Social Security Administration:

- SSNs shall not begin with “000”, “666”, or “900” through “999”.
- SSNs’ fourth and fifth digits shall not be “00”.
- SSNs shall not end with “0000”.

Last modified June 8, 2016.

**REFERENCE:** Northstar Student Demographics Form  
[www.socialsecurity.gov](http://www.socialsecurity.gov)

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: **U-06**

**ELEMENT NAME:** Statewide Student Identification Number

**FIELD NAME:** U\_SSID

**FIELD FORMAT:** VARCHAR(11)

**DEFINITION:** Utah State Board of Education (USBE) Statewide Student Identification Number (SSID), which is issued to each USBE public education student upon entry into Utah's public education system.

Field Value	Field Attributes and Examples	Effective Date
<Student Specific>	1094317 (example)	July 1, 2006
<blank>	If student was not a Utah student or SSID was unknown	July 1, 2006

**COMMENTS:** These numbers were first issued in 2006, so students with birthdates beginning in approximately 1987 would be the first "seniors" issued an SSID. This number is available from each high school and/or district. The original length of this identifier was seven digits long, though it will eventually grow to eleven digits. Last modified June 8, 2016.

**REFERENCE:** Northstar Student Demographics Form

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-07**

**ELEMENT NAME:** Last Name

**FIELD NAME:** U\_LAST\_NAME

**FIELD FORMAT:** UPPER(VARCHAR(50))

**DEFINITION:** The legal surname or family name of the student.

Field Value	Field Attributes and Examples	Effective Date
<student specific>	Last name of student	July 1, 2006

**COMMENTS:** Last modified May 13, 2010.

**REFERENCE:** Northstar Student Demographics Form

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-08**

**ELEMENT NAME:** First Name

**FIELD NAME:** U\_FIRST\_NAME

**FIELD FORMAT:** UPPER(VARCHAR(50))

**DEFINITION:** The legal first given name of the student.

Field Value	Field Attributes and Examples	Effective Date
<student specific>	First name of student	July 1, 2006

**COMMENTS:** Last modified May 13, 2010.

**REFERENCE:** Northstar Student Demographics Form

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-9**

**ELEMENT NAME:** Middle Initial

**FIELD NAME:** U\_MIDDLE

**FIELD FORMAT:** UPPER(CHAR(1))

**DEFINITION:** The middle initial of the student.

Field Value	Field Attributes and Examples	Effective Date
<student specific>	Middle initial of the student	July 1, 2006
<blank>	The student does not have a known middle name or initial.	July 1, 2006

**COMMENTS:** Middle initials shall not be accompanied by periods. Last modified June 8, 2016.

**REFERECE:** Northstar Student Demographics Form

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-10**

**ELEMENT NAME:** Suffix

**FIELD NAME:** U\_SUFFIX

**FIELD FORMAT:** UPPER(CHAR(5))

**DEFINITION:** The abbreviated suffix accompanying a student's legal name.

Field Value	Field Attributes and Examples	Effective Date
<student specific>	The suffix of the student	July 1, 2006
<blank>	The student's name does not have an applicable suffix.	July 1, 2006

**COMMENTS:** Suffixes shall not utilize periods (i.e., "JR" instead of "JR."). Last modified June 8, 2016.

**REFERECE:** Northstar Student Demographics Form

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-11**

**ELEMENT NAME:** Maiden Name

**FIELD NAME:** U\_MAIDEN

**FIELD FORMAT:** UPPER(VARCHAR(50))

**DEFINITION:** The maiden name of the student (if applicable).

Field Value	Field Attributes and Examples	Effective Date
<student specific>	The maiden name of the student	July 1, 2006
<blank>	The student does not have a known maiden name.	July 1, 2006

**COMMENTS:** Last modified March 29, 2012.

**REFERENCE:** Northstar Student Demographics Form

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-12**

**ELEMENT NAME:** Birth Date

**FIELD NAME:** U\_BIRTH\_DT

**FIELD FORMAT:** CHAR(8); "YYYYMMDD"

**DEFINITION:** The student's date of birth.

Field Value	Field Attributes and Examples	Effective Date
YYYY	Year of birth (i.e., a student born in 1978 will have 1978 listed)	July 1, 2006
MM	Calendar month of birth (i.e., 01 – January; 02 – February; etc.)	July 1, 2006
DD	Day of the month of student's birth (i.e., valid between 01 and 31)	July 1, 2006

**COMMENTS:** The student's age is part of the IPEDS Fall Enrollment and Completions surveys; age cannot be determined without a birthdate. Additionally, age is to be considered upon determination of a student's status as secondary or postsecondary in accordance with UTech Policy 205.5.1. Technical colleges shall not enter placeholder dates of birth into student information systems to bypass information system requirements. Last modified May 13, 2010.

**REFERENCE:** Northstar Student Demographics Form

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-13**

**ELEMENT NAME:** Gender

**FIELD NAME:** U\_GENDER

**FIELD FORMAT:** UPPER(CHAR(1))

**DEFINITION:** A code indicating the student's gender.

Field Value	Field Attributes and Examples	Effective Date
M	Male	July 1, 2006
F	Female	July 1, 2006
N	Unspecified	July 1, 2006

**COMMENTS:** Student gender is used for reporting to IPEDS and Perkins Grant administrators, as well as college and UTech reporting. Last modified June 8, 2016.

**REFERENCE:** Northstar Student Demographics Form

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-14**

**ELEMENT NAME:** Residence Status, Ethnicity, and Race

**FIELD NAME:** U\_RESIDENCE\_N, U\_ETHNIC\_H, U\_RACE\_MULTI, U\_RACE, U\_ETH\_RACE\_U

**FIELD FORMAT:** UPPER(CHAR(1)) for each column

**DEFINITION:** The residence, ethnic, and racial categories used to classify students.

U\_RESIDENCE\_N

Field Value	Field Attributes and Examples	Effective Date
N	<i>Non Resident Alien:</i> A person who is not a citizen or national of the United States and who is in this country on a visa or a temporary basis and does not have the right to remain indefinitely. No further ethnic or racial information is reported for students identified as non-resident aliens.	June 15, 1998
<blank>	The student is not a non-resident alien as defined above.	June 15, 1998

U\_ETHNIC\_H

Field Value	Field Attributes and Examples	Effective Date
H	<i>Hispanic or Latino:</i> A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. No further racial information is reported for students identified as Hispanic.	February 24, 1999
<blank>	The student does not identify as Hispanic or Latino as defined above.	February 24, 1999

U\_RACE\_MULTI

Field Value	Field Attributes and Examples	Effective Date
1	The student identifies as multiracial (i.e., belonging to more than one of the following racial groups [definitions are provided below]: Asian, Black or African American, American Indian or Alaskan Native, Native Hawaiian or Pacific Islander, and White).	February 24, 1999
0	The student does not identify as multiracial as defined above.	February 24, 1999

U\_RACE

Field Value	Field Attributes and Examples	Effective Date
A	<i>Asian:</i> A person having origins in any of the original peoples of the Far East, Southeast Asian, or the Indian subcontinent including for example Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	February 24, 1999
B	<i>Black or African American:</i> A person having origins in any of the Black racial groups of Africa.	February 24, 1999
I	<i>American Indian or Alaskan Native:</i> A person having origins in any of the original peoples of North America and South America (including Central America) and who maintains cultural identification through tribal affiliation or community attachment.	February 24, 1999
P	<i>Native Hawaiian or Pacific Islander:</i> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	February 24, 1999
W	<i>White:</i> A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	February 24, 1999

U\_ETH\_RACE\_U

Field Value	Field Attributes and Examples	Effective Date
U	<i>Unknown:</i> The student's residence/ethnic/racial classification is unknown.	June 15, 1998
<blank>	The student's residence/ethnic/racial classification is known.	

**COMMENTS:** Student residency, ethnicity, and racial information is required for IPEDS and Perkins Grant reporting, as well as college and UTech reporting. Definitions are drawn from IPEDS, as are procedures for categorizing students. If a student identifies as a non-resident alien, no ethnic or racial information is reported. If a student is a legal resident of the United States and identifies as Hispanic, no further racial information is reported. Hence, U\_RACE\_MULTI will always have a value of zero for both non-resident and Hispanic students. While certain data reporting requirements (i.e. IPEDS, Perkins, etc.) require a multiracial indicator alone, all reports generated within Northstar shall include the specific races selected. Last modified June 8, 2016.

**REFERENCE:** Northstar Student Demographics Form  
[IPEDS Glossary– Race/Ethnicity](#)

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-15**

**ELEMENT NAME:** Student's Age

**FIELD NAME:** U\_AGE

**FIELD FORMAT:** INT(3)

**DEFINITION:** The age of the student as of September 1 of the reporting year.

Field Value	Field Attributes and Examples	Effective Date
29	Student is 29 years old as of September 1 of the reporting year.	July 1, 2015

**COMMENTS:** This is a calculated field based upon the student's date of birth as provided in [U-12](#). Last modified June 8, 2016.

**REFERENCE:** Data Element [U-12](#)

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: **U-16**

**ELEMENT NAME:** Zip Code

**FIELD NAME:** U\_CURR\_ZIP

**FIELD FORMAT:** CHAR(5)

**DEFINITION:** The postal code of the student's current address while attending classes.

Field Value	Field Attributes and Examples	Effective Date
<valid US postal code>	ZIP code associated with student's current address (does not include hyphens nor the ZIP code extension [i.e., final four digits of USPS codes]).	July 1, 2006
<blank>	Zip code is unknown.	July 1, 2006

**COMMENTS:** While colleges may collect the ZIP code extension in the student information system, data submission files shall not include this information. Used to monitor commuter movement at UTech Colleges. Last modified May 17, 2018.

**REFERENCE:** Northstar Student Demographics Form

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: U-17

**ELEMENT NAME:** County Code

**FIELD NAME:** U\_COUNTY\_APPRES

**FIELD FORMAT:** UPPER(CHAR(5))

**DEFINITION:** The Utah county code indicating the student's county of residence as described at the time of first application to the UTech college.

Field Value	Field Attributes and Examples	Effective Date
UT001	Beaver	July 1, 2005
UT003	Box Elder	July 1, 2005
UT005	Cache	July 1, 2005
UT007	Carbon	July 1, 2005
UT009	Daggett	July 1, 2005
UT011	Davis	July 1, 2005
UT013	Duchesne	July 1, 2005
UT015	Emery	July 1, 2005
UT017	Garfield	July 1, 2005
UT019	Grand	July 1, 2005
UT021	Iron	July 1, 2005
UT023	Juab	July 1, 2005
UT025	Kane	July 1, 2005
UT027	Millard	July 1, 2005
UT029	Morgan	July 1, 2005
UT031	Piute	July 1, 2005

Field Value	Field Attributes and Examples	Effective Date
UT033	Rich	July 1, 2005
UT035	Salt Lake	July 1, 2005
UT037	San Juan	July 1, 2005
UT039	Sanpete	July 1, 2005
UT041	Sevier	July 1, 2005
UT043	Summit	July 1, 2005
UT045	Tooele	July 1, 2005
UT047	Uintah	July 1, 2005
UT049	Utah	July 1, 2005
UT051	Wasatch	July 1, 2005
UT053	Washington	July 1, 2005
UT055	Wayne	July 1, 2005
UT057	Weber	July 1, 2005
UT097	<i>Out of state, out of U.S.</i>	June 15, 1998
UT099	<i>Out of state, in the U.S.</i>	June 15, 1998
<blank>	Student's county of origin is unknown.	June 11, 2015

**COMMENTS:** Last modified May 17, 2018.

**REFERENCE:** Northstar Student Demographics Form

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: **U-18**

**ELEMENT NAME:** State Code

**FIELD NAME:** U\_STATE\_APPRES

**FIELD FORMAT:** UPPER(CHAR(2))

**DEFINITION:** The state code indicating the student's state of residence as described at the time of first application to the UTech college, if one is available. "XX" is entered if the student is from outside the United States.

Field Value	Field Attributes and Examples	Effective Date
AK	Alaska	July 1, 2006
AL	Alabama	July 1, 2006
AR	Arkansas	July 1, 2006
AS	American Samoa	July 1, 2006
AZ	Arizona	July 1, 2006
CA	California	July 1, 2006
CO	Colorado	July 1, 2006
CT	Connecticut	July 1, 2006
DC	District of Columbia	July 1, 2006
DE	Delaware	July 1, 2006
FL	Florida	July 1, 2006
FM	Federated States of Micronesia	July 1, 2006
GA	Georgia	July 1, 2006
GU	Guam	July 1, 2006
HI	Hawaii	July 1, 2006
IA	Iowa	July 1, 2006
ID	Idaho	July 1, 2006

Field Value	Field Attributes and Examples	Effective Date
IL	Illinois	July 1, 2006
IN	Indiana	July 1, 2006
KS	Kansas	July 1, 2006
KY	Kentucky	July 1, 2006
LA	Louisiana	July 1, 2006
MA	Massachusetts	July 1, 2006
MD	Maryland	July 1, 2006
ME	Maine	July 1, 2006
MH	Marshall Islands	July 1, 2006
MI	Michigan	July 1, 2006
MN	Minnesota	July 1, 2006
MO	Missouri	July 1, 2006
MS	Mississippi	July 1, 2006
MT	Montana	July 1, 2006
MP	Northern Mariana Islands	July 1, 2006
NC	North Carolina	July 1, 2006
ND	North Dakota	July 1, 2006
NE	Nebraska	July 1, 2006
NH	New Hampshire	July 1, 2006
NJ	New Jersey	July 1, 2006
NM	New Mexico	July 1, 2006
NV	Nevada	July 1, 2006
NY	New York	July 1, 2006
OH	Ohio	July 1, 2006
OK	Oklahoma	July 1, 2006
OR	Oregon	July 1, 2006

Field Value	Field Attributes and Examples	Effective Date
PA	Pennsylvania	July 1, 2006
PR	Puerto Rico	July 1, 2006
PW	Palau	July 1, 2006
RI	Rhode Island	July 1, 2006
SC	South Carolina	July 1, 2006
SD	South Dakota	July 1, 2006
TN	Tennessee	July 1, 2006
TX	Texas	July 1, 2006
UT	Utah	July 1, 2006
VA	Virginia	July 1, 2006
VI	Virgin Islands, U.S.	July 1, 2006
VT	Vermont	July 1, 2006
WA	Washington	July 1, 2006
WI	Wisconsin	July 1, 2006
WV	West Virginia	July 1, 2006
WY	Wyoming	July 1, 2006
XX	Outside the 50 states, the District of Columbia, and territories here specified.	July 1, 2006
<blank>	Student's state of origin is unknown.	June 11, 2015

**COMMENTS:** Last modified May 17, 2018.

**REFERENCE:** Northstar Student Demographics Form

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-19**

**ELEMENT NAME:** Grade Level

**FIELD NAME:** U\_GRADE\_LEVEL

**FIELD FORMAT:** CHAR(2)

**DEFINITION:** Student's grade level while enrolled.

Field Value	Field Attributes and Examples	Effective Date
07	Student is currently in the seventh grade.	July 1, 2011
08	Student is currently in the eighth grade.	July 1, 2011
09	Student is currently in the ninth grade.	July 1, 2006
10	Student is currently in the tenth grade.	July 1, 2006
11	Student is currently in the eleventh grade.	July 1, 2006
12	Student is currently in the twelfth grade.	July 1, 2006
13	Student is an adult (postsecondary).	July 1, 2006

**COMMENTS:** Last modified May 13, 2010.

**REFERENCE:** Northstar Enrollment Periods Form

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: **U-20**

**ELEMENT NAME:** Secondary School

**FIELD NAME:** U\_HS

**FIELD FORMAT:** UPPER(CHAR(6))

**DEFINITION:** The high school and special secondary school codes which uniquely identify each secondary institution. Where district codes are unknown, the school's ACT code is substituted. Where neither code is known, the Office of the Commissioner of Technical Education will assign a unique code to be used until a USBE-sanctioned code is discovered.

District Code	ACT Code	High School Names	School District	School Type	Effective Date
42-702	450402	Alta High School – Sandy	Canyons	Regular	7/1/2003
<blank>	<blank>	The student is not a secondary student as defined in Policy 205.5.1.			7/1/2015

*For the full secondary school list, please see [Appendix B](#).*

**COMMENTS:** Last modified May 17, 2018.

**REFERENCE:** Northstar Enrollment Periods Form  
School ACT codes can be found at

<http://www.act.org/content/act/en/products-and-services/the-act/registration/high-school-codes-lookup.html>.

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-21**

**ELEMENT NAME:** Enrollment Objective

**FIELD NAME:** U\_ENRL\_OBJ

**FIELD FORMAT:** UPPER(CHAR(1))

**DEFINITION:** The student's objective behind enrolling at a technical college.

Field Value	Field Attributes and Examples	Effective Date
1	<b>Certificate Seeker:</b> The student is not a secondary student, is enrolled in an approved program, and has indicated intent to earn a program certificate (205.5.2.1).	July 1, 2013
2	<b>Occupational Student:</b> The student is employed and is seeking training with the intent to advance in (Career Advancement) or maintain (Continuing Occupational Education) one's current employment, differentiated by using the program category type ( <a href="#">U-42</a> ). Those enrolled in courses that are part of COE-approved programs shall be classified as Career Advancement Students under UTech Policy 205.5.2.2, while those enrolled in stand-alone courses shall be classified as Continuing Occupational Education Students under 205.5.3.	July 1, 2017
3	<b>Senior Citizen:</b> The student is a senior citizen enrolled under audit waiver (204.7.1).	July 1, 2013
6	<b>Basic Skills:</b> The student is enrolled in basic instruction in areas such as reading, language arts, and mathematics that are necessary for student success in a chosen career and technical education or job-related program (200.6.4)	July 1, 2013
7	<b>Personal Interest Student:</b> The student is enrolled for personal interest reasons that are unrelated to a career.	July 1, 2012
J	<b>Job Re-entry:</b> The student is unemployed and is seeking short-term training to re-enter the workforce.	July 1, 2013
S	<b>Secondary:</b> The student meets the definition of "Secondary student" under R277-419 (205.5.1).	July 1, 2013

“Below the Line” Objectives (i.e., not included in annual legislative and other reporting)

Field Value	Field Attributes and Examples	Effective Date
8	<b>Assessment:</b> An individual enrolled solely for assessment services.	July 1, 2006

**COMMENTS:** Enrollment objectives are used to classify students for legislative and other stakeholder reporting. Last modified May 17, 2018.

**REFERENCE:** Northstar Enrollment Periods Form

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: **U-22**

**ELEMENT NAME:** Full/Three-quarter/Half/Less-than-half-time Status

**FIELD NAME:** U\_PT\_FT

**FIELD FORMAT:** UPPER(CHAR(1))

**DEFINITION:** The full/three-quarter/half/less-than-half-time status of the student.

Field Value	Field Attributes and Examples	Effective Date
F	Full-time	July 1, 2006
Q	Three-quarter-time	July 1, 2015
P	Half-time	July 1, 2006
L	Less-than-half-time	July 1, 2006

**COMMENTS:** Last modified May 17, 2018.

**REFERENCE:** Northstar Enrollment Periods Form

Full-time – a student enrolled for 24 or more contact hours per week ( $\geq 24$ ).

Three-quarter-time – a student enrolled for greater than or equal to 18 and fewer than 24 contact hours per week ( $\geq 18$  and  $< 24$ ). Half-time – a student enrolled for greater than or equal to 12 and fewer than 18 contact hours per week ( $\geq 12$  and  $< 18$ ). Less-than-half-time – a student enrolled for fewer than 12 contact hours per week ( $< 12$ ).

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-23**

**ELEMENT NAME:** First Time Date

**FIELD NAME:** U\_FIRST\_DATE

**FIELD FORMAT:** CHAR(8); "YYYYMMDD"

**DEFINITION:** The date on which the student's status as a first-time postsecondary student is determined by the college.

Field Value	Field Attributes and Examples	Effective Date
20010415	The date the student's status as a first-time postsecondary student is determined (e.g., April 15, 2010)	July 1, 2006
<blank>	The student does not have a first-time date because the student has not yet enrolled in postsecondary education (i.e., first time type <a href="#">[U-24]</a> is "HS"), or because the student has received prior postsecondary education from another institution (i.e., first time type is "CS").	July 1, 2015

**COMMENTS:** Last modified May 18, 2017.

**REFERENCE:** Northstar Student Demographics Form

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
**UTech Data** -- Version: 07/01/2019

Element: **U-24**

**ELEMENT NAME:** First Time Type

**FIELD NAME:** U\_FIRST\_TYPE

**FIELD FORMAT:** UPPER(CHAR(2))

**DEFINITION:** The student's entry status upon enrollment at a UTech college.

Field Value	Field Attributes and Examples	Effective Date
FH	<b>First time student – undergraduate (within 12 months of high school):</b> A student who is entering postsecondary education for the first time within 12 months after graduation from high school. Note that if an adult student never graduated from high school, he/she is assigned a value of "FH" if he/she is less than 12 months removed from when the student <i>should have</i> graduated.	July 1, 2012
FF	<b>First time student – undergraduate (not within 12 months of high school):</b> A student who is entering postsecondary education for the first time, not within 12 months after graduation from high school. Note that if an adult student never graduated from high school, he/she is assigned a value of "FF" if he/she is 12 or more months removed from when the student <i>should have</i> graduated.	July 1, 2012
CS	<b>Continuing Student:</b> A student who is enrolling at a UTech college who has previously been enrolled in postsecondary education.	July 1, 2012
HS	<b>High School Student:</b> A student who is enrolling at a UTech campus and currently meets the UTech definition of a secondary student (UTech policy 205.5.1).	July 1, 2012
<blank>	The student's entry status is unknown.	July 1, 2015

**COMMENTS:** IPEDS definition of "First-time student (undergraduate)": *A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits or a postsecondary formal award earned before graduation from high school).* Last modified July 8, 2016.

**REFERENCE:** Northstar Student Demographics Form

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-25**

**ELEMENT NAME:** Schedule Start Date

**FIELD NAME:** U\_START\_DATE

**FIELD FORMAT:** CHAR(8); "YYYYMMDD"

**DEFINITION:** The date a student started a specific class schedule.

Field Value	Field Attributes and Examples	Effective Date
20010415	The date a student began a specified class (e.g., April 15, 2001)	July 1, 2006

**COMMENTS:** Last modified May 16, 2013.

**REFERENCE:** Northstar Schedule Detail Start Date

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-26**

**ELEMENT NAME:** Schedule Stop Date

**FIELD NAME:** U\_STOP\_DATE

**FIELD FORMAT:** CHAR(8); "YYYYMMDD"

**DEFINITION:** The date a student ended a specific class schedule.

Field Value	Field Attributes and Examples	Effective Date
20010415	The date a student ended a specified class (e.g., April 15, 2001)	July 1, 2006

**COMMENTS:** Last modified May 13, 2013.

**REFERENCE:** Northstar Schedule Detail Stop Date

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-27**

**ELEMENT NAME:** Exit Code

**FIELD NAME:** U\_EXIT\_CODE

**FIELD FORMAT:** UPPER(CHAR(1))

**DEFINITION:** A student's status upon exiting a program or the college.

Field Value	Field Attributes and Examples	Effective Date
P	<b>Graduate:</b> A student who has qualified for and been awarded a Program Certificate on his or her transcript by the college registrar.	July 1, 2017
N	<b>Non-Graduate:</b> A student who has exited a program of the college prior to completion of a Program Certificate, or who has exited a course that is not part of a COE-approved program prior to successful completion of the course.	July 1, 2017
C	<b>Course Completer:</b> A student who has successfully completed a course that is not part of a COE-approved program, and hence does not meet the definition of "Graduate" above. Secondary Students (UTech Policy 205.5.1), Continuing Occupational Education Students (205.5.3), and Students Enrolled in Other Training (205.5.4) may receive this exit code.	July 1, 2013
<blank>	The student's exit code has not yet been determined.	July 1, 2015

"Below the Line" codes (i.e., not included in annual legislative and other reporting)

Field Value	Field Attributes and Examples	Effective Date
R	<b>Refund:</b> A student who has withdrawn from his or her program prior to the 100% refund deadline (and is consequently not included in annual college headcounts); or who only attended the first day of class, and is thus documented as an allowable subtraction under COE policies.	July 1, 2018

**COMMENTS:** Last modified ~~May~~ April 17, 2019.

**Commented [ZB1]:** We would like clarification from COE on the definitions of "student" and "enrollee". If an individual doesn't meet the definition of student (for failure to demonstrate a commitment to earn a credential as evidenced by paying tuition or attending class), why should we report them in the first place as an enrollee and an allowable subtraction?

This question was raised because half of the colleges report everyone with exit code R to COE on the "Record of Allowable Subtractions" form, but the other half doesn't. Standardization requires that we get answers to this question.

*For insight into how exit and outcome code information entered into the student information system will impact COE, legislative, and other reporting, please see [Appendix C](#).*

**REFERENCE:** Northstar Enrollment Periods Form  
UTech Policy 205.6

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-28**

**ELEMENT NAME:** Exit Date

**FIELD NAME:** U\_EXIT\_DATE

**FIELD FORMAT:** CHAR(8); "YYYYMMDD"

**DEFINITION:** The date upon which a student exited from a program or the college.

Field Value	Field Attributes and Examples	Effective Date
20010415	Student withdrawal/completion date is April 15, 2001.	July 1, 2006
<blank>	The student's exit date is unknown (i.e., not yet determined).	July 1, 2015

**COMMENTS:** For secondary student reported in Perkins Grant data submissions, this field is used to denote the date of the student's completion. Last modified June 8, 2016.

**REFERENCE:** Northstar Enrollment Periods Form Stop Date

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: **U-29**

**ELEMENT NAME:** Licensure Required

**FIELD NAME:** U\_LIC\_REQ

**FIELD FORMAT:** UPPER(CHAR(1))

**DEFINITION:** Binomial variable indicating whether the specified program requires state or national licensure (i.e. Plumbing, Electrician, CDL, Cosmetology, Practical Nursing, CNA, etc.), the rate of licensure being reported to the Council on Occupational Education.

Field Value	Field Attributes and Examples	Effective Date
<del>1</del> Y	The specified program requires state or national licensure.	July 1, 2018
<del>0</del> N	The specified program does not require state or national licensure.	July 1, 2018

**COMMENTS:** Last modified May 17, 2018.

**REFERENCE:** Northstar Program Outcomes Form

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: **U-30**

**ELEMENT NAME:** Licensure Status

**FIELD NAME:** U\_LIC\_EXAM

**FIELD FORMAT:** UPPER(CHAR(2))

**DEFINITION:** The status of a student who is in a program which requires state or national licensing (i.e. Plumbing, Electrician, CDL, Cosmetology, Practical Nursing, CNA, etc.).

Field Value	Field Attributes and Examples	Effective Date
TP	Took exam – passed	July 1, 2006
TF	Took exam – did not pass	July 1, 2006
<blank>	The student has not taken or is not required to take a licensure exam.	July 1, 2015

**COMMENTS:** Last modified May 17, 2018.

**REFERENCE:** Northstar Certifications/Licensure Form

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-31**

**ELEMENT NAME:** Student Outcome Status

**FIELD NAME:** U\_OUTCOME

**FIELD FORMAT:** UPPER(CHAR(1))

**DEFINITION:** A student's outcome code consequent to enrollment in an instructional program. Outcome status is evaluated for each program into which a student enrolls.

Field Value	Field Attributes and Examples	Effective Date
R	<b>Related, Non-military Employment:</b> Employment in a field related to instruction.	July 1, 2013
M	<b>Related Military:</b> Military service in a field related to instruction.	July 1, 2013
U	<b>Unrelated, Non-military Employment:</b> Employment in a field not related to instruction.	July 1, 2013
D	<b>Unrelated Military:</b> Military service in a field not related to instruction.	July 1, 2013
E	<b>Continued Education (External, no Articulation):</b> Enrollment at another postsecondary educational institution upon leaving a UTech college, for which there is not a valid articulation agreement.	July 1, 2013
G	<b>Continued Education (External, with Articulation):</b> Enrollment at another postsecondary educational institution upon leaving a UTech college, for which there is a valid articulation agreement.	July 1, 2017
I	<b>Continued Education (Internal):</b> Enrollment in another COE-approved program at the <u>same</u> college, or in the same program offered at a different COE-approved site.	July 1, 2013
<del>S</del>	<del><b>Seeking Employment:</b> Seeking employment in any field.</del>	<del>July 1, 2013</del>
VB	<b>Unavailable (Behavioral Dismissal):</b> Documented as being dismissed from a program due to behavioral problems.	July 1, 2018
VD	<b>Unavailable (Deceased):</b> Documented as being unavailable <u>to complete or</u> for <u>placement</u> <del>employment</del> because of death.	July 1, 2018
VH	<b>Unavailable (Health-related):</b> Documented as being unavailable <u>to complete or</u> for <u>employment</u> <del>placement</del> because of situations such as pregnancy, other serious health-related issues, or caring for ill family members.	July 1, 2018
VI	<b>Unavailable (Incarceration):</b> Documented as being unavailable <u>to complete or</u> for <u>placement</u> <del>employment</del> because of incarceration.	July 1, 2018
VM	<b>Unavailable (Military Activation):</b> Documented as being unavailable <u>to complete or</u> for <u>placement</u> <del>employment</del> because of military duty activation or relocation (for those students who are	July 1, 2018

**Commented [ZB2]:** Previously outcome code I was considered a positive placement while outcome B wasn't. Depending on standardization efforts with respect to reporting non-credentialed continuing education as a valid placement to COE, perhaps the definition or the logic employed (see appendix C) in reporting placements to COE should be updated.

If non-credentialed continuing internal education is reportable as a valid placement, then perhaps we should not eliminate outcome code B in order to differentiate between enrollment in the same program after already graduating (to complete a separate emphasis/track) and enrollment in a separate program. In that case, the definition of I should be changed to read "enrollment in a *different* COE-approved program".

Field Value	Field Attributes and Examples	Effective Date
	active National Guard or military before and during program enrollment).	
VS	<b>Unavailable (Foreign Aid/Religious Service):</b> Documented as being unavailable <del>to complete or</del> for <del>placement</del> employment because of service with a foreign aid service of the federal government (e.g., the Peace Corps) or an official church mission.	July 1, 2018
<del>K</del>	<del><b>Unknown Status:</b> After repeated attempts, the college is unable to collect student outcome information.</del>	<del>July 1, 2013</del>
F	<b>Refused Employment:</b> Failure to keep interview appointments, enrollment in a program of instruction strictly for personal use, or refusal of an employment offer in the field of instruction.	July 1, 2013
<del>C</del>	<del><b>Carnegie Credit:</b> (Can be used for enrollment objective of S – Secondary only) The student was recommended or eligible to receive Carnegie credit toward high school graduation.</del>	<del>July 1, 2018</del>
<del>A</del>	<del><b>Not Applicable:</b> No verification is needed due to the student failing to obtain competencies sufficient to obtain related employment or failing to be eligible or recommended to receive Carnegie credit (secondary students only).</del>	<del>July 1, 2006</del>
<del>B</del>	<del><b>Re-enrolled:</b> Student has re-enrolled in the same program at the same COE approved site as previously enrolled.</del>	<del>July 1, 2013</del>
<del>X</del>	<del><b>Refused Follow Up:</b> Unwillingness to provide outcome information.</del>	<del>July 1, 2013</del>
<blank>	For students enrolled in COE-approved program a blank outcome code indicates that the student’s outcome has not yet been determined. For students enrolled in non-COE-approved programs (i.e., stand-alone courses), a blank outcome code is expected (though not required) as collection of outcome information is not required by the accrediting body.	July 1, 2015

**COMMENTS:** Student outcomes may be identified by any means available to a college. These may include: (1) Instructors reporting the information via training outcome forms; (2) Student surveys or phone conversations with former students or students’ sponsoring organizations; (3) DWS employment records verification; (4) USHE data matches showing continuing education; etc. Institutions must retain documentation for audit sampling purposes. Colleges shall define the period necessary for verification of a student’s outcome. Student outcomes should be recognized in the fiscal year in which they were identified. This system recognizes that students attending for different enrollment objectives may have multiple outcomes within the same fiscal year, depending upon student enrollment patterns. Last modified ~~May-April~~ 17, 2019~~8~~.

Note that in Northstar’s Verified Outcomes Form, users are required to select the training plan to which they are attaching a newly-recorded outcome. The student information system timestamps every new outcome entered and reports this information under U\_OUT\_DT ([U-32](#)). Within each training plan, Northstar selects the *most recently entered* student outcome to report in generated

data submission files, without regard to whether the outcome is employment, education, military, unavailable, etc.

*For insight into how exit and outcome code information entered into the student information system will impact COE, legislative, and other reporting, please see [Appendix C](#).*

*For a matrix of acceptable enrollment objective, exit code, and outcome code value combinations, please see [Appendix D](#).*

**REFERENCE:** Northstar Verified Outcomes Form

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-32**

**ELEMENT NAME:** Verification Date

**FIELD NAME:** U\_OUT\_DT

**FIELD FORMAT:** CHAR(8); "YYYYMMDD"

**DEFINITION:** The date the college verifies the outcome of a student.

Field Value	Field Attributes and Examples	Effective Date
20010510	The student's employment was verified on May 10, 2001.	July 1, 2006
<blank>	The student's outcome has not yet been determined.	July 1, 2015

**COMMENTS:** Last modified June 8, 2016.

**REFERENCE:** Northstar Student Outcomes Form

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary *UTech Data* – Version: 07/01/2019

Element: **U-33**

**ELEMENT NAME:** Program CIP Code, Area of Delivery CIP, Graduation CIP, and CIP Name

**FIELD NAME:** U\_PRG\_CIP, U\_DEL\_CIP, U\_COMP\_CIP, U\_CIP\_NAME

**FIELD FORMAT:** CHAR(6) and UPPER(VARCHAR(150))

**DEFINITION: Program CIP** – The unique classification for a specific **Area** of study as listed in the UTech CIP Matrix.

**Area of Delivery CIP** – The unique classification for the **department** that delivers the course as listed in the UTech CIP Matrix

**Graduation CIP** – The unique classification for the specific certificate awarded.

**CIP Name** – The Program CIP’s official name as approved by the National Center for Educational Statistics

CIP	CIP Description	Effective Date	Perkins Approved?	High-wage/High-demand?
010104	Farm/Farm and Ranch Management	July 1, 2006	Yes	
010306	Dairy Husbandry and Production	July 1, 2006	Yes	
010605	Landscaping and Groundskeeping	July 1, 2006	Yes	
010906	Livestock Management	July 1, 2006	Yes	
030199	Natural Resources Conservation and Research, Other	July 1, 2009	Yes	
100202	Radio and Television Broadcasting Technology/Technician	July 1, 2006	Yes	
100399	Graphic Communications, Other	July 1, 2010	Yes	
110101	Computer and Information Sciences, General	July 1, 2006	Yes	
110201	Computer Programming/Programmer, General	July 1, 2006	Yes	
110801	Web Page, Digital/Multimedia & Information Resources Design	July 1, 2006	Yes	
110901	Computer Systems Networking and Telecommunications	July 1, 2006	Yes	
111003	Computer and Information Systems Security/Information Assurance	September 1, 2018		
111005	Information Technology Project Management	July 1, 2018	Yes	
120401	Cosmetology/Cosmetologist, General	July 1, 2006	Yes	
120402	Barbering/Barber	July 1, 2008	Yes	
120407	Hair Styling/Stylist and Hair Design	July 1, 2018	Yes	
120409	Aesthetician/Esthetician and Skin Care Specialist	July 1, 2008	Yes	
120410	Nail Technician/Specialist and Manicurist	July 1, 2008	Yes	
120413	Cosmetology, Barber/Styling, and Nail Instructor	July 1, 2006	Yes	

**Commented [ZB3]:** This column will be populated in the coming days with a Boolean indicator showing whether programs with th specified CIP are considered high-wage/high-demand for UTech scholarship consideration.

We also need to understand whether HW/HD programs for performance-based funding purposes should or will be the same as those used for the UTech scholarship. If different, we need to specify those differences here.

CIP	CIP Description	Effective Date	Perkins Approved?	High-wage/High-demand?
120501	Baking and Pastry Arts/Bakery/Pastry Chef	July 1, 2015	Yes	
120503	Culinary Art/Chef Training	July 1, 2013	Yes	
120504	Restaurant, Culinary, and Catering Management/Manager	July 1, 2008	Yes	
120505	Food Preparation/Professional Cooking/Kitchen Assistant	July 1, 2006	Yes	
120506	Meat Cutting/Meat Cutter	July 1, 2006	Yes	
131319	Technical Teacher Education	July 1, 2006	Yes	
131501	Teacher Assistant/Aide	July 1, 2006	No	
141801	Materials Engineering	July 1, 2006	Yes	
150305	Telecommunications Technology/Technician	July 1, 2006	Yes	
150401	Biomedical Technology/Technician	July 1, 2010	Yes	
150406	Automation Engineer Technology/Technician	July 1, 2015	Yes	
150503	Energy Management and Systems Technology/Technician	July 1, 2011	Yes	
150505	Solar Energy Technology/Technician	February 1, 2011	Yes	
150507	Environmental Engineering Tech/Environmental Technology	July 1, 2006	Yes	
150508	Hazardous Materials Management & Waste Tech/Technician	July 1, 2006	Yes	
150607	Plastics Engineering Technology	July 1, 2015	Yes	
150613	Manufacturing Technology/Technician	July 1, 2009	Yes	
150701	Occupational Safety and Health Technology/Technician	July 1, 2015	Yes	
150702	Quality Control Technology/Technician	July 1, 2012	Yes	
150703	Industrial Safety Technology/Technician	July 1, 2007	Yes	
150901	Mining Technology/Technician	July 1, 2006	Yes	
150903	Petroleum Technology/Technician	July 1, 2006	Yes	
151302	CAD/CADD Drafting and/or Design Technology/Technician	July 1, 2006	Yes	
161601	American Sign Language (ASL)	July 1, 2006	No	
190709	Child Care Provider/Assistant	July 1, 2006	Yes	
220301	Legal Administrative Assistant/Secretary	July 1, 2006	Yes	
220302	Legal Assistant/Paralegal	July 1, 2006	Yes	
320101	Basic Skills and Development/Remedial Education, General	July 1, 2010	No	
320109	Second Language Learning	July 1, 2006	No	
320199	Basic Skills and Development/Remedial Education, Other	July 1, 2014	No	
430107	Criminal Justice/Police Science	July 1, 2006	Yes	
430203	Fire Science/Fire-fighting	July 1, 2006	Yes	
430302	Crisis/Emergency/Disaster Management	July 1, 2015	No	
460000	Construction Trades, General	April 30, 2018	Yes	
460101	Mason/Masonry	July 1, 2006	Yes	
460201	Carpentry/Carpenter	July 1, 2006	Yes	
460301	Electrical and Power Transmission Installation/Installer, General	July 1, 2008	Yes	
460302	Electrician	July 1, 2006	Yes	
460403	Building/Home/Construction Inspection/Inspector	July 1, 2006	Yes	
460406	Glazier	July 1, 2006	Yes	

CIP	CIP Description	Effective Date	Perkins Approved?	<a href="#">High-wage/High-demand?</a>
460408	Painting/Painter and Wall Coverer	July 1, 2006	Yes	
460502	Pipefitting/Pipefitter and Sprinkler Fitter	July 1, 2016	Yes	
460503	Plumbing Technology/Plumber	July 1, 2006	Yes	
470104	Computer Installation and Repair Technology/Technician	July 1, 2006	Yes	
470105	Industrial Electronics Technology/Technician	July 1, 2006	Yes	
470201	Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	July 1, 2006	Yes	
470303	Industrial Mechanics and Maintenance Technology	July 1, 2006	Yes	
470603	Autobody/Collision and Repair Technology/Technician	July 1, 2006	Yes	
470604	Automobile/Automotive Mechanics Technology/Technician	July 1, 2006	Yes	
470605	Diesel Mechanics Technology/Technician	July 1, 2006	Yes	
470606	Small Engine Mechanics and Repair Technology/Technician	July 1, 2009	Yes	
470608	Aircraft Power Plant Technology/Technician	July 1, 2006	Yes	
470611	Motorcycle Maintenance and Repair Technology/Technician	July 1, 2009	Yes	
470612	Vehicle Emissions Inspection & Maintenance Tech/Technician	July 1, 2009	Yes	
470699	Vehicle Maintenance and Repair Technologies, Other	July 1, 2006	Yes	
480303	Upholstery/Upholsterer	July 1, 2017	No	
480501	Machine Tool Technology/Machinist	July 1, 2006	Yes	
480506	Sheet Metal Technology/Sheetworking	July 1, 2006	Yes	
480508	Welding Technology/Welder	July 1, 2006	Yes	
480511	Metal Fabricator	July 1, 2016	No	
480703	Cabinetmaking and Millwork	July 1, 2006	Yes	
490101	Aeronautics/Aviation/Aerospace Science & Technology General	July 1, 2007	Yes	
490102	Airline/Commercial/Professional Pilot and Flight Crew	July 1, 2007	Yes	
490202	Construction/Heavy Equipment/Earthmoving Equipment Operation	July 1, 2010	Yes	
490205	Truck & Bus Driver/Commercial Vehicle Operator and Instructor	July 1, 2010	Yes	
490207	Flagging and Traffic Control	July 1, 2009	No	
499999	Transportation and Materials Moving, Other	July 1, 2006	Yes	
500402	Commercial and Advertising Art	July 1, 2006	Yes	
500408	Interior Design	July 1, 2006	Yes	
500713	Metal and Jewelry Arts	July 1, 2007	Yes	
510000	Health Services/Allied Health/Health Sciences, General	July 1, 2006	Yes	
510601	Dental Assisting/Assistant	July 1, 2006	Yes	
510699	Dental Services and Allied Professions, Other	July 1, 2007	Yes	
510703	Health Unit Coordinator/Ward Clerk	July 1, 2007	Yes	
510707	Health Information/Medical Records Technology/Technician	October 1, 2013	Yes	
510708	Medical Transcription/Transcriptionist	July 1, 2006	Yes	
510709	Medical Office Computer Specialist/Assistant	April 16, 2013	Yes	
510713	Medical Insurance Coding Specialist/Coder	July 1, 2006	Yes	
510716	Medial Administrative/Executive Assistant and Medical Secretary	July 1, 2006	Yes	



CIP	CIP Description	Effective Date	Perkins Approved?	High-wage/High-demand?
510801	Medical/Clinical Assistant	July 1, 2006	Yes	
510802	Clinical/Medical Laboratory Assistant	July 1, 2006	Yes	
510805	Pharmacy Technician/Assistant	July 1, 2006	Yes	
510806	Physical Therapy Aide	July 1, 2007	Yes	
510808	Veterinary/Animal Health Tech/Technician & Veterinary Asst.	July 1, 2006	Yes	
510810	Emergency Care Attendant (EMT Ambulance)	July 1, 2006	Yes	
510899	Allied Health and Medical Assisting Services, Other [e.g., CPR/first aid/other short term medical]	July 1, 2010	Yes	
510902	Electrocardiograph Technology/Technician	July 1, 2007	Yes	
510904	Emergency Medical Technology/Technician (EMT Paramedic)	July 1, 2006	Yes	
510907	Medical Radiologic Technology/Science - Radiation Therapist	July 1, 2006	Yes	
510909	Surgical Technology/Technologist	July 1, 2006	Yes	
510913	Athletic Training/Trainer	July 1, 2006	No	
510999	Allied Health Diagnostic/Intervention/Treatment Professional/Other	July 1, 2008	Yes	
511009	Phlebotomy Technician/Phlebotomist	July 1, 2006	Yes	
511012	Sterile Processing Technology/Technician	July 1, 2017	No	
511099	Clinical/Medical Laboratory Science & Allied Professions, Other	July 1, 2006	Yes	
512602	Home Health Aide/Home Attendant	July 1, 2006	Yes	
512603	Mediation Aide	July 1, 2017	Yes	
513901	Licensed Practical/Vocational Nurse Training	July 1, 2009	Yes	
513902	Nursing Assistant/Aide and Patient Care Assistant/Aide	July 1, 2009	Yes	
520203	Logistics, Materials and Supply Chain Management	July 1, 2010	Yes	
520204	Office Management and Supervision	May 2, 2017	No	
520205	Operations Management and Supervision	July 1, 2015	Yes	
520207	Customer Service Management	July 1, 2007	Yes	
520208	E-Commerce/Electronic Commerce	July 1, 2006	Yes	
520302	Accounting Technology/Technician and Bookkeeping	July 1, 2006	Yes	
520401	Administrative Assistant and Secretarial Science, General	July 1, 2006	Yes	
520408	General Office Occupations and Clerical Services	October 1, 2013	Yes	
520409	Parts, Warehousing, and Inventory Management Operations	July 1, 2008	Yes	
520411	Customer Service Support/Call Center/Teleservice Operation	July 1, 2010	Yes	
520701	Entrepreneurship/Entrepreneurial Studies	February 1, 2012	Yes	
520703	Small Business Administration/Management	July 1, 2009	Yes	
520809	Credit Management	July 1, 2007	Yes	
520899	Finance and Financial Management Services, Other	December 1, 2010	Yes	
520901	Hospitality Administration/Management, General	July 1, 2007	Yes	
521001	Human Resources Management/Personnel Administration, General	July 1, 2006	Yes	
521401	Marketing/Marketing Management, General	July 1, 2006	Yes	
521501	Real Estate	July 1, 2006	Yes	
521601	Taxation	July 1, 2009	No	
521801	Sales, Distribution and Marketing Operations, General	July 1, 2007	Yes	

CIP	CIP Description	Effective Date	Perkins Approved?	High-wage/High-demand?
521902	Fashion Merchandising	July 1, 2006	Yes	
521908	Business and Personal/Financial Services Marketing Operations, Other	July 1, 2008	Yes	

Course associated with the following CIP codes are *not* included in UTech data submission files.

CIP	Non-mission CIP Codes (i.e., <i>not to be reported in UTech data submission files</i> )	Effective Date	Perkins Approved?
000000	Distance Learning	July 1, 2006	No
004000	Driver's Education	July 1, 2006	No
005000	Class Offered Course not counted	July 1, 2006	No
090901	Spanish	July 1, 2006	No
131105	Assessment	July 1, 2015	No
139931	Custom Fit - State	July 1, 2006	No
139932	Custom Fit - Private	July 1, 2006	No
139933	STIT (Short Term Intensive Training)	July 1, 2006	No
270399	Math	July 1, 2006	No
320147	Career Development Guidance Placement	July 1, 2006	No
330103	Community Awareness	July 1, 2015	No

**COMMENTS:** Community interest courses (200.7) shall be entered into information systems for purposes of collecting course fees and other internal college operations, but shall be coded with CIP 33.0103 and shall not be reported in data submission files to UTech administration. Last modified ~~May~~ April 17, 2019.

**REFERENCE:** U\_PRG\_CIP and U\_COMP\_CIP are taken from the same source on the Northstar Programs Form. The U\_DEL\_CIP field is taken from the Northstar Courses Form (if the college employs course-based scheduling) or the Northstar Programs Form (if the college employs program-based scheduling).

CIP codes are taken from the Classifications of Instructional Program (CIP) codes as published by the National Center for Education Statistics (NCES) 2010 and can be found at <https://nces.ed.gov/ipeds/cipcode/Default.aspx?v=55>.

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-34**

**ELEMENT NAME:** Area of Study

**FIELD NAME:** U\_SUBJ

**FIELD FORMAT:** UPPER(VARCHAR(100))

**DEFINITION:** The specific area of study or program in which the student is enrolled.

Field Value	Field Attributes and Examples	Effective Date
<Department Specific>	The specific name for the area of study in which the student is enrolled.	July 1, 2012

**COMMENTS:** Last modified April 20, 2012.

**REFERENCE:** Northstar Programs Form

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-35**

**ELEMENT NAME:** Class Number

**FIELD NAME:** U\_NUM

**FIELD FORMAT:** UPPER(VARCHAR(10))

**DEFINITION:** The official class number or other identifier that serves to uniquely identify a course within the offering unit.

Field Value	Field Attributes and Examples	Effective Date
<Department Specific>	The course "Welding TIG2114" has the class number of "TIG2114".	July 1, 2006
<blank>	The course does not have an applicable number (this may be the case when the student is enrolled at the program level rather than in individual classes).	July 1, 2015

**COMMENTS:** Last modified May 13, 2010.

**REFERENCE:** Northstar Courses Form

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-36**

**ELEMENT NAME:** Class Title

**FIELD NAME:** U\_TITLE

**FIELD FORMAT:** UPPER(VARCHAR(100))

**DEFINITION:** An institutionally defined name of the course.

Field Value	Field Attributes and Examples	Effective Date
<Department Specific>	The name of the class in which the student is scheduled.	July 1, 2006

**COMMENTS:** Last modified April 20, 2012.

**REFERENCE:** Northstar Courses Form

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-37**

**ELEMENT NAME:** Delivery Method

**FIELD NAME:** U\_DEL\_METH

**FIELD FORMAT:** UPPER(CHAR(1))

**DEFINITION:** The method of delivery by which the preponderance of instruction is transmitted.

Field Value	Field Attributes and Examples	Effective Date
P	<b>Face-to-Face:</b> Course is taught primarily in person - classroom based. This includes workbook courses with instruction, and courses with technology-delivered components such as online syllabi, online lecture notes, slide presentations, or videotapes of live lectures. Technology may be providing administrative or logistical support to the class but does not significantly impact students' learning experience.	July 1, 2006
I	<b>Online:</b> Students access a website for course instructions, lectures, assignments and materials, and to communicate with the instructor and with other students. Internet courses may have face-to-face orientation sessions or exam reviews; however, time and place-specific requirements are minimal. Internet classes promote web-based interactivity between students and instructors, students and internet-based communities, and among students.	July 1, 2006
B	<b>Blended:</b> 49% or less of the required instructional hours is via distance education. The technology-delivered components in these courses, such as online chat sessions or online video lectures, significantly impact the learning experience and reduce the amount of classroom time.	July 1, 2009
L	<b>Lockstep:</b> A course where there is a defined entry and defined exit date (i.e., not open entry/open exit).	July 1, 2009
J	<b>OJT/Extern:</b> Student is receiving non-compensated, on-the-job training at the location of the employer.	July 1, 2016

**COMMENTS:** Last modified June 8, 2016.

**REFERENCE:** In Northstar if the campus refund policy is percentages deliver defined entry/exit as face to face otherwise deliver these session types as lockstep. See [Appendix F](#).

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**Commented [ZB4]:** We need to standardize how the colleges record clinical experiences or other work-based learning. Some colleges use instructional types, while other colleges still use course session types which are not included in data submission files. We need to understand how the delivery method value of J impacts how hours are accrued or tuition is collected, then decide how to standardize behavior to easily identify and report to stakeholders the amount of work-based learning our students are doing.

**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-38**

**ELEMENT NAME:** Instructional Type

**FIELD NAME:** U\_INSTRUCT\_TYPE

**FIELD FORMAT:** UPPER(CHAR(3))

**DEFINITION:** Course Instruction Type

Field Value	Field Attributes and Examples	Effective Date
LEC	Regular classes without lab – standard, fixed classes where instruction occurs in a traditional classroom setting.	July 1, 2006
LEL	Regular classes with incorporated lab – standard, fixed classes where instruction occurs in a traditional classroom setting as well as in a laboratory setting.	July 1, 2006
SUP	Supervision at remote sites – faculty supervision at remote sites that generate hours (e.g., internships, clinical, student teaching, cooperative education).	July 1, 2006
INV	Individualized instruction – classes with no defined hours (e.g., directed readings, independent study/projects).	July 1, 2006
OTH	Other – all other instructional activity that generates hours.	July 1, 2006

**COMMENTS:** Last modified June 8, 2016.

**REFERENCE:** Northstar Course Sessions Form

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary *UTech Data* -- Version: 07/01/2019

Element: **U-39**

**ELEMENT NAME:** Site Type

**FIELD NAME:** U\_SITE\_TYPE

**FIELD FORMAT:** UPPER(VARCHAR(3))

**DEFINITION:** Code used to specify a site type where instruction originates.

Field Value	Field Attributes and Examples	Effective Date
A01	Course taught from the main college campus	July 1, 2006
BXX	Course taught from other COE-approved sites B02 Bridgerland – Brigham City Campus (BC) B03 Bridgerland – Rich County Campus (RC) B06 Mountainland – Orem Campus B07 Mountainland – Spanish Fork Campus B09 Ogden-Weber – BDO Campus B13 Mountainland – Salt Lake City Campus (AGC) <a href="#">B14 Mountainland – Provo Campus</a> B21 Uintah Basin – Vernal Campus B25 Davis – Freeport <del>East Building Extension (Y16)</del> B26 Davis – Freeport West <del>Extension Building (D5)</del> <a href="#">B27 Davis – Clearfield Job Corps Instructional Service Center</a> B29 Southwest – <del>Business-Automotive</del> and Technology Building B30 Southwest – Extension Campus (Auto) B31 Southwest – Kanab Campus B32 Southwest – Circle Four Farms Campus B36 Southwest – Richfield (CPL)  <u>Shuttered Sites:</u> B01 Bridgerland – Bridgerland West B04 Mountainland – American Fork B08 Ogden-Weber – Roy Campus B10 Uintah Basin – Buckskin Hills B33 Dixie – Diesel Shop B34 Dixie – Emergency Response Training Center B35 Dixie – Dixie Commons Campus	July 1, 201 <del>9</del> <sup>8</sup>
C / CXX	Course taught from a public education Site (i.e., high school) C30 Mountainland – North Summit High School C31 Mountainland – Park City High School	July 1, 2006 July 1, 2018



Field Value	Field Attributes and Examples	Effective Date
	C32 Mountainland – South Summit High School C33 Mountainland – Wasatch High School C50 Southwest – Beaver HS Inst. Svc. Ctr. C51 Southwest – Bryce Valley HS Inst. Svc. Ctr. C52 Southwest – Escalante HS Inst. Svc. Ctr. C53 Southwest – Milford HS Inst. Svc. Ctr. C54 Southwest – Panguitch HS Inst. Svc. Ctr. C55 Southwest – Parowan HS Inst. Svc. Ctr. C56 Southwest – Valley HS Inst. Svc. Ctr. C70 Uintah Basin – Uintah HS C71 Uintah Basin – Manila HS C72 Uintah Basin – Uintah River HS  <u>Shuttered Sites:</u> C73 Uintah Basin - Union HS	July 1, 2018 July 1, 2018 July 1, 2018 July 1, 2015 July 1, 2015 July 1, 2015 July 1, 2015 July 1, 2015 July 1, 2015 July 1, 2015 July 1, 2015 October 1, 2015 October 1, 2015 October 1, 2015  October 1, 2015
DXX	Course taught from a USHE campus D05 CEU D06 Snow College D07 Dixie State College D08 SLCC D09 UVU D10 U of U D11 USU D12 WSU D13 SUU	July 1, 2006
EXX	Course taught from correctional facility E01 Draper E02 Gunnison E03 Cedar City E04 Washington County Purgatory E05 Panguitch E06 Duchesne County Justice Center E07 Beaver E09 Davis County Jail E10 Mill Creek Youth Center (YIC)  <u>Shuttered Sites:</u> E08 Daggett County Justice Center	July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2015 October 1, 2015  July 1, 2006

Field Value	Field Attributes and Examples	Effective Date
FXX	Course taught from another UTech college F02 Davis Technical College F03 Uintah Basin Technical College F04 Ogden-Weber Technical College F05 Bridgerland Technical College F06 Mountainland Technical College F07 Southwest Technical College F09 Tooele Technical College F10 Dixie Technical College  Shuttered Sites: F08 Southeast Technical College	July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2006 July 1, 2010 July 1, 2006  July 1, 2006
G	Course taught from another owned site	July 1, 2006
H	Course taught from another leased site	July 1, 2006
Z	Course taught from an out-of-state site	July 1, 2006
O	Course is taught at other site (i.e., independent study)	July 1, 2006

**COMMENTS:** Last modified ~~May~~ April 17, 2019.

**REFERENCE:** Northstar Course Sessions Form

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-40**

**ELEMENT NAME:** Scheduled Hours

**FIELD NAME:** U\_SCHEDULED\_HRS

**FIELD FORMAT:** FLOAT

**DEFINITION:** The total number of membership hours accrued during the reporting period for a student enrolled in a course with a verifiable schedule meeting the definitions and reporting requirements specified in UTech Policy 201.6.1 (open-exit schedule).

Field Value	Field Attributes and Examples	Effective Date
150.00	<b>Scheduled hours of participation:</b> Student was enrolled in a schedule in which students are provided verified periods of time to receive instruction without a fixed course or program completion time, and was scheduled to attend 150 hours of instruction during the reporting period.	July 1, 2011
0.00	Students who accrue membership hours for defined-length courses in <a href="#">U-41</a> . Zero hours are also reported for classes for which membership hours were counted up-front in a previous reporting period.	July 1, 2011

**COMMENTS:** Last modified May 17, 2018.

**REFERENCE:** See [Appendix F](#).  
 UTech Policy 201, Membership Hour Reporting

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: **U-41**

**ELEMENT NAME:** Expected Hours

**FIELD NAME:** U\_EXPECTED\_HRS

**FIELD FORMAT:** FLOAT

**DEFINITION:** The total number of membership hours for a student enrolled in a defined-length course (such as online or blended courses), or for a course where tuition is paid in full up-front, meeting the definitions and reporting requirements specified in UTech Policy 201.6.2 (Defined-length Schedule).

Field Value	Field Attributes and Examples	Effective Date
150.00	<i>Expected hours of participation:</i> Student began an online, blended, or other class during the reporting period that fits the definition found in 201.06.2 and has an approved course length of 150 hours.	July 1, 2011
0.00	Students who accrue membership hours for verifiable schedules in <a href="#">U-40</a> . Zero hours are also reported for classes for which membership hours were counted up-front in a previous reporting period.	July 1, 2011

**COMMENTS:** Last modified May 17, 2018.

**REFERENCE:** [See Appendix F.](#)  
 UTech Policy 201, Membership Hour Reporting

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

UTech Data -- Version: 07/01/2019

Element: U-42

**ELEMENT NAME:** Program Cluster

**FIELD NAME:** U\_CLUSTER

**FIELD FORMAT:** UPPER(VARCHAR(150))

**DEFINITION:** The program cluster comprised of all training plans (including plans whose program names have changed or are different from that of the cluster) that are reported in one single line on the annual report submitted to the Council on Occupational Education. The Program Cluster should be named identically with the currently approved program name on file with COE.

Stand-alone courses (UTech Policy 200.5.1.2) shall also be clustered into a single grouping for Continued Occupational Education, or into multiple groups as a technical college desires.

<u>Field Value</u>	<u>Field Attributes and Examples</u>	<u>Effective Date</u>
<u>&lt;Department Specific&gt;</u>	<u>Example: INFORMATION TECHNOLOGY [This cluster could be comprised of the current and old training plans that may have different U_SUBJ (U_34) values.]</u>	<u>July 1, 2019</u>

**COMMENTS:** Last modified April 17, 2019.

**REFERENCE:** INSERT NORTHSTAR LOCATION HERE

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
**UTech Data** -- Version: 07/01/2019

Element: U-4~~3~~2

**ELEMENT NAME:** Program Category Type

**FIELD NAME:** U\_CAT\_TYPE

**FIELD FORMAT:** UPPER(CHAR(3))

**DEFINITION:** The type of program or course in which a student is enrolled.

Field Value	Field Attributes and Examples	Effective Date
COE	<b>COE-approved Program:</b> The student is enrolled in a program (as defined in UTech Policy 200.4.1) accredited by the Council on Occupational Education.	July 1, 2015
JOB	<b>COE-approved Job Upgrade Program:</b> The student is enrolled in a program (as defined in UTech Policy 200.4.1) accredited and classified as a Job Upgrade program by the Council on Occupational Education.	July 1, 2018
<u>SEC</u>	<b>COE-approved Secondary Program:</b> The student is enrolled in a program (as defined in UTech Policy 200.4.1) accredited by the Council on Occupational Education and in which only secondary students may enroll.	<u>July 1, 2019</u>
EXE	<b>COE-approved Program with CPL Exemptions:</b> The student is enrolled in a program (as defined in UTech Policy 200.4.1) that is accredited by the Council on Occupational Education but that has received Exemptions from COE's minimum completion, placement, or licensure standards.	July 1, 2018
NON	<b>Stand Alone Courses:</b> The student is enrolled in a stand-alone course that is not part of a COE-approved program (i.e., Continued Occupational Education).	July 1, 2017

**Commented [ZB5]:** MTEC has combined secondary and postsecondary programs for which it submits secondary COE reports rather than excluding high school students as allowable subtractions. Why do they do this additional report rather than excluding allowable subtractions? Let's do some further research...

**COMMENTS:** Last modified ~~May-April~~ 17, 2019~~8~~.

**REFERENCE:** Northstar Program Outcomes Form

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: U-4~~3~~

**ELEMENT NAME:** Program Teach-out

**FIELD NAME:** U\_TEACH\_OUT

**FIELD FORMAT:** UPPER(CHAR(1))

**DEFINITION:** Designation identifying approved certificate programs that are in teach-out as defined by the Council on Occupational Education, the enrollment and outcomes measures of which are not reported to COE.

Field Value	Field Attributes and Examples	Effective Date
<del>1</del> Y	The approved program into which the student is enrolled is in teach-out.	July 1, 2018
<del>0</del> N	The approved program into which the student is enrolled is not in teach-out.	July 1, 2018

**COMMENTS:** Last modified May 17, 2018.

**REFERENCE:** Northstar Program Form

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

UTech Data -- Version: 07/01/2019

Element: **U-45**

**ELEMENT NAME:** Program Location

**FIELD NAME:** U\_PROG\_LOC

**FIELD FORMAT:** UPPER(CHAR(3))

**DEFINITION:** The COE-approved site at which the specified student enrolled in an approved program shall be reported to the accrediting body for purposes of completion, placement, and licensure accountability.

**Commented [ZB6]:** There's already site location info on the program table, from whence the college websites' info are drawn. We need to move this info rather than duplicate it, then update the data locations used to populate websites.

<u>Field Value</u>	<u>Field Attributes and Examples</u>	<u>Effective Date</u>
<u>A01</u>	<u>The program into which the student enrolled is reported to COE as taught at the main college campus.</u>	<u>July 1, 2019</u>
<u>BXX</u>	<u>The program into which the student enrolled is reported to COE as taught at another COE-approved site:</u>  <u>B02 Bridgerland – Brigham City Campus (BC)</u> <u>B03 Bridgerland – Rich County Campus (RC)</u> <u>B06 Mountainland – Orem Campus</u> <u>B07 Mountainland – Spanish Fork Campus</u> <u>B09 Ogden-Weber – BDO Campus</u> <u>B13 Mountainland – Salt Lake City Campus (AGC)</u> <u>B14 Mountainland – Provo Campus</u> <u>B21 Uintah Basin – Vernal Campus</u> <u>B25 Davis – Freeport East Extension</u> <u>B26 Davis – Freeport West Extension</u> <u>B27 Davis – Clearfield Job Corps Instructional Service Center</u> <u>B29 Southwest – Automotive and Technology Building</u> <u>B30 Southwest – Extension Campus (Auto)</u> <u>B31 Southwest – Kanab Campus</u> <u>B32 Southwest – Circle Four Farms Campus</u> <u>B36 Southwest – Richfield (CPL)</u>	<u>July 1, 2019</u>
<u>&lt;blank&gt;</u>	<u>The training plan into which the student enrolled is not reported to COE (i.e., the student is in a stand-alone course).</u>	<u>July 1, 2019</u>

**COMMENTS:** Last modified April 17, 2019.

**REFERENCE:** INSERT NORTHSTAR LOCATION HERE

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: U-464

**ELEMENT NAME:** Required Hours for Certificate

**FIELD NAME:** U\_REQ\_HRS

**FIELD FORMAT:** INT(4)

**DEFINITION:** The total number of hours required for a Program Certificate. A Program Certificate is defined in UTech policy 200.4.3.

Field Value	Field Attributes and Examples	Effective Date
1530.00	The specified certificate program requires 1,530 hours of class time.	July 1, 2003

**COMMENTS:** Last modified May 13, 2010.

**REFERENCE:** Northstar Program Outcomes Form

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: U-475

**ELEMENT NAME:** Hours Enrolled for Certificate

**FIELD NAME:** U\_ENRLD\_HRS

**FIELD FORMAT:** INT(4)

**DEFINITION:** The number of hours enrolled in pursuit of a Program Certificate. Program Certificates are defined in UTech policy 200.4.3.

Field Value	Field Attributes and Examples	Effective Date
1530.00	The student was enrolled for 1,530 hours in pursuit of the specified certificate.	July 1, 2003

**COMMENTS:** Last modified May 18, 2017.

**REFERENCE:** This field is derived by summing all membership hours accrued while enrolled under a specified training plan.

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: U-486

**ELEMENT NAME:** Certificate Completion Date

**FIELD NAME:** U\_COMP\_DATE

**FIELD FORMAT:** CHAR(8); "YYYYMMDD"

**DEFINITION:** The date on which a student completes the requirements for a program certificate, as documented by the instructor. Program certificates are defined in UTech policy 200.4.3.

Field Value	Field Attributes and Examples	Effective Date
20040621	The student completed the requirements for a program certificate on June 21, 2004.	July 1, 2003

**COMMENTS:** Last modified May 18, 2017.

**REFERENCE:** Northstar Training Plans Form

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: U-497

**ELEMENT NAME:** Certificate Conferral Date

**FIELD NAME:** U\_ISSUE\_DATE

**FIELD FORMAT:** CHAR(8); "YYYYMMDD"

**DEFINITION:** The date on which a program certificate was conferred (i.e., posted to a student's transcript). Program certificates are defined in UTech policy 200.4.3.

Field Value	Field Attributes and Examples	Effective Date
20040621	The program certificate was conferred on June 21, 2004.	July 1, 2003

**COMMENTS:** Last modified May 18, 2017.

**REFERENCE:** Northstar Training Plans Form

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
**UTech Data** -- Version: 07/01/2019

Element: U-5049

**ELEMENT NAME:** Training Start Date

**FIELD NAME:** U\_TRAINING\_START

**FIELD FORMAT:** CHAR(8); "YYYYMMDD"

**DEFINITION:** The date on which coursework required for the specified program certificate ([training plan](#)) was begun.

Field Value	Field Attributes and Examples	Effective Date
20040621	The student began coursework required for the specified program certificate on June 21, 2004.	July 1, 2015

**COMMENTS:** Last modified June 8, 2016.

**REFERENCE:** Northstar Training Plans Form

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: U-510

**ELEMENT NAME:** Training Duration

**FIELD NAME:** U\_WEEKS\_APART

**FIELD FORMAT:** INT(3)

**DEFINITION:** The number of weeks between the training start date ([U-49](#)) and the date on which the certificate was completed ([U-46](#)).

Field Value	Field Attributes and Examples	Effective Date
24	The duration of the student's studies in pursuit of the specified program certificate was 24 weeks (i.e., the training start date and certificate completion date were 24 weeks apart).	July 1, 2015

**COMMENTS:** Last modified June 11, 2015.

**REFERENCE:** This field is derived using the training start ([U-49](#)) and program completion dates ([U-46](#)).

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: U-521

**ELEMENT NAME:** Age Upon Certificate Conferral

**FIELD NAME:** U\_COMP\_AGE

**FIELD FORMAT:** INT(3)

**DEFINITION:** The student's age upon receiving the specified certificate (i.e., the student's age as of the date specified in [U-47](#)).

Field Value	Field Attributes and Examples	Effective Date
24	The student was 24 years old when he/she received the specified program certificate.	July 1, 2015

**COMMENTS:** This field is used in the IPEDS Completions survey, which asks for age demographics of students as of the date of program certificate conferral. Last modified June 11, 2015.

**REFERENCE:** This field is derived using the student's birth ([U-12](#)) and program completion dates ([U-46](#)).

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: U-~~53~~2

**ELEMENT NAME:** Economically Disadvantaged Status

**FIELD NAME:** U\_DISADV

**FIELD FORMAT:** CHAR(1)

**DEFINITION:** Economically Disadvantaged: Economically disadvantaged family or individual means: a) family income is at or below national poverty level; b) participant or parent(s) or guardian of the participant is unemployed; c) participant or parent of participant is recipient of public assistance; or d) participant is institutionalized or under state guardianship. On the secondary level this can be operationally determined by a student participation in a free or reduced-price lunch program, AFDC (Aid to Families with Dependent Children), or a work-study program. On the postsecondary and adult level, this can be operationally determined by participation in the Basic Educational Opportunity Grant or similar financial and/or work-study program.

Field Value	Field Attributes and Examples	Effective Date
1	Yes, the student is considered economically disadvantaged.	November 10, 2004
0	No, the student is not considered economically disadvantaged.	November 10, 2004

**COMMENTS:** Last modified November 10, 2004.

**REFERENCE:** Northstar Sensitive Info Form  
State ATC/ATCSR SIS Reporting Procedures (updated September 3, 1999); page 3, paragraph 5 and page 4, paragraph 6.

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: U-543

**ELEMENT NAME:** Student Limited English Proficiency Status

**FIELD NAME:** U\_LEP

**FIELD FORMAT:** CHAR(1)

**DEFINITION:** The student is limited in English language skills such that he/she is unable to participate in or benefit from regular or special education school instructional programs and needs some kind of language training or assistance to succeed.

Field Value	Field Attributes and Examples	Effective Date
1	Yes, the student has limited English proficiency.	November 10, 2004
0	No, the student is not limited in English proficiency (not LEP, ESL, or TOEFL student).	November 10, 2004

**COMMENTS:** Last modified November 10, 2004.

**REFERENCE:** Northstar Sensitive Info Form  
State ATC/ATCSR SIS Reporting Procedures (updated September 3, 1999); page 4, paragraph 7.

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: U-554

**ELEMENT NAME:** Student Disability Status

**FIELD NAME:** U\_DISABLED

**FIELD FORMAT:** CHAR(1)

**DEFINITION:** Disabled: 1) Any individual who has been evaluated under part B of the Individuals with Disabilities Education Act and determined to be an individual with a disability who needs special education and related services; 2) Any individual who is considered disabled under section 504 of the Rehabilitation Act of 1973; or 3) Any individual who a) has a physical or mental impairment that substantially limits one or more of the major life activities of that individual; b) has a record of impairment described in paragraph "A" of this definition; or c) is regarded as having impairment.

Field Value	Field Attributes and Examples	Effective Date
1	Yes, the student is disabled.	November 10, 2004
0	No, the student is not disabled.	November 10, 2004

**COMMENTS:** Last modified November 10, 2004.

**REFERENCE:** Northstar Sensitive Info Form  
State ATC/ATCSR SIS Reporting Procedures (updated September 3, 1999); page 4, paragraph 8.

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: U-565

**ELEMENT NAME:** Displaced Homemaker

**FIELD NAME:** U\_DIS\_HOME

**FIELD FORMAT:** CHAR(1)

**DEFINITION:** Any individual who A) is an adult; and B) has worked as an adult primarily without remuneration to care for the home and family, and for that reason has diminished marketable skills, has been dependent on public assistance or on the income of a relative but is no longer supported by such income, is a parent whose youngest dependent child will become ineligible to receive assistance under Aid to Families with Dependent Children within the next two years, or is unemployed or underemployed and is experiencing difficulty in obtaining any employment or suitable employment, as appropriate; or C) is described in A or B above and is a criminal offender.

Field Value	Field Attributes and Examples	Effective Date
1	Yes, the student is a displaced homemaker.	November 10, 2004
0	No, the student is not a displaced homemaker.	November 10, 2004

**COMMENTS:** Last modified November 10, 2004.

**REFERENCE:** Northstar Sensitive Info Form  
State ATC/ATCSR SIS Reporting Procedures (updated September 3, 1999); page 3, paragraphs 5 and page 4, paragraphs 9 – 13.

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: U-576

**ELEMENT NAME:** Single Parent

**FIELD NAME:** U\_SINGLE\_PARENT

**FIELD FORMAT:** CHAR(1)

**DEFINITION:** Any individual who A) is unmarried or legally separated from a spouse; and B) has a minor child or children of whom the parent has either custody or joint custody. [This definition includes single pregnant women.](#)

Field Value	Field Attributes and Examples	Effective Date
1	Yes, the student is a single parent.	November 10, 2004
0	No, the student is not a single parent.	November 10, 2004

**COMMENTS:** Last modified November 10, 2004.

**REFERENCE:** Northstar Sensitive Info Form  
State ATC/ATCSR SIS Reporting Procedures (updated September 3, 1999); page 3, paragraphs 5 and page 4, paragraphs 9 – 13.

[Association for Career and Technical Education \(ACTE\). Perkins V: The Official Guide to the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act. 2018. p. 161, section 48, line 10.](#)

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

UTech Data -- Version: 07/01/2019

Element: U-58

ELEMENT NAME: Youth in Foster System

FIELD NAME: U\_FOSTER

FIELD FORMAT: CHAR(1)

DEFINITION: Any individual who is currently in or has aged out of the state's foster care system.

<u>Field Value</u>	<u>Field Attributes and Examples</u>	<u>Effective Date</u>
<u>1</u>	<u>Yes, the student is currently in or has aged out of the foster care system.</u>	<u>July 1, 2019</u>
<u>0</u>	<u>No, the student is not currently in and has not aged out of the foster care system.</u>	<u>July 1, 2019</u>

COMMENTS: Last modified April 17, 2019.

REFERENCE: [Northstar Sensitive Info Form](#)

Association for Career and Technical Education (ACTE). Perkins V: The Official Guide to the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act. 2018. p. 161, section 48, line 15.

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

UTech Data -- Version: 07/01/2019

Element: U-59

**ELEMENT NAME:** Child of Active Military

**FIELD NAME:** U\_MILITARY\_DEP

**FIELD FORMAT:** CHAR(1)

**DEFINITION:** Any youth with a parent who A) is a member of the armed forces (as defined in section 101[a][4] of Title 10, United States Code); and B) is on active duty (as defined in section 101[d][1] of such title).

<u>Field Value</u>	<u>Field Attributes and Examples</u>	<u>Effective Date</u>
<u>1</u>	<u>Yes, the student is a child of an active military member.</u>	<u>July 1, 2019</u>
<u>0</u>	<u>No, the student is not a child of an active military member.</u>	<u>July 1, 2019</u>

**COMMENTS:** Last modified April 17, 2019.

**REFERENCE:** Northstar Sensitive Info Form

Association for Career and Technical Education (ACTE). Perkins V: The Official Guide to the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act. 2018. p. 161, section 48, lines 16-19.

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

UTech Data -- Version: 07/01/2019

Element: U-60

**ELEMENT NAME:** Homeless Status

**FIELD NAME:** U\_HOMELESS

**FIELD FORMAT:** CHAR(1)

**DEFINITION:** Any individual who is homeless (as described in section 725 of the McKinney-Vento Homeless Assistance Act [42 U.S.C. 11434a] upon enrollment at a technical college.

<u>Field Value</u>	<u>Field Attributes and Examples</u>	<u>Effective Date</u>
<u>1</u>	<u>Yes, the student is homeless.</u>	<u>July 1, 2019</u>
<u>0</u>	<u>No, the student is not homeless.</u>	<u>July 1, 2019</u>

**COMMENTS:** Last modified April 17, 2019.

**REFERENCE:** Northstar Sensitive Info Form

Association for Career and Technical Education (ACTE). Perkins V: The Official Guide to the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act. 2018. p. 161, section 48, lines 13-14.

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

UTech Data -- Version: 07/01/2019

Element: U-61

**ELEMENT NAME:** Out-of-workforce Individuals

**FIELD NAME:** U\_OUT\_WORK

**FIELD FORMAT:** CHAR(1)

**DEFINITION:** The term “out-of-workforce individuals” means:

(A) An individual who is a displaced homemaker, as defined in section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102); or

(B) An individual who

a.

i. Has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; or

ii. Is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et. seq.) not later than 2 years after the date on which the parent applies for assistance under such title; and

b. Is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

<u>Field Value</u>	<u>Field Attributes and Examples</u>	<u>Effective Date</u>
<u>1</u>	<u>Yes, the student is out of the workforce.</u>	<u>July 1, 2019</u>
<u>0</u>	<u>No, the student is not out of the workforce.</u>	<u>July 1, 2019</u>

**COMMENTS:** Last modified April 17, 2019.

**REFERENCE:** Northstar Sensitive Info Form

The Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (2018), Section 3, paragraph 36.

Association for Career and Technical Education (ACTE). Perkins V: The Official Guide to the Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act. 2018. p. 158, section 36, lines 26-37.

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: U-~~6257~~

**ELEMENT NAME:** CTE Participant

**FIELD NAME:** Participant

**FIELD FORMAT:** CHAR(1)

**DEFINITION:** Any individual who has earned one or more credits or who have completed at least 30 membership hours in a Perkins-approved CTE program.

Field Value	Field Attributes and Examples	Effective Date
1	Yes, the student is a CTE Participant.	July 1, 2017
0	No, the student is not a CTE Participant.	July 1, 2017

**COMMENTS:** Last modified May 18, 2017.

**REFERENCE:** This field is derived in consideration of membership hours (scheduled [U-59] + expected [U-60]) accrued under a specified training plan during the specified reporting period. USBE Postsecondary Perkins IV Data Dictionary - Updated July 31, 2016. Page 38.

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: U-~~6358~~

**ELEMENT NAME:** CTE Concentrator

**FIELD NAME:** Concentrator

**FIELD FORMAT:** CHAR(1)

**DEFINITION:** A postsecondary CTE Participant who: (1) completes at least 12 CTE credits within a single program area (program of study sequence) that is comprised of 12 or more academic and technical credits, and terminates in the award of an industry-recognized credential, certificate, or degree; (2) completes a program of study of 360 membership hours or greater that terminates in an industry-recognized credential, state-approved certificate, or a degree; or (3) completes a short-term CTE program sequence of less than 12 credits or 360 membership hours that terminates in an industry-recognized credential approved by the state.

Field Value	Field Attributes and Examples	Effective Date
1	Yes, the student is a CTE Concentrator.	July 1, 2017
0	No, the student is not a CTE Concentrator.	July 1, 2017

**COMMENTS:** Once a student meets the definition of a CTE Concentrator, he/she will be put in a cohort and tracked/reported for Perkins accountability measures. Last modified May 18, 2017.

**REFERENCE:** This field is derived in consideration of membership hours (scheduled [U-59] + expected [U-60]) accrued under a specified training plan during the specified reporting period. USBE Postsecondary Perkins IV Data Dictionary - Updated July 31, 2016. Page 39.

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: U-~~6459~~

**ELEMENT NAME:** CTE Completer

**FIELD NAME:** Completer

**FIELD FORMAT:** CHAR(1)

**DEFINITION:** A postsecondary CTE Concentrator who: (A) completes a single program area (program of study sequence) that is comprised of 12 or more academic and technical credits, and receives an industry-recognized credential, certificate, or degree; (B) completes a program of study of 360 membership hours or greater, and receives an industry-recognized credential, state-approved certificate, or a degree; or (C) completes a short-term CTE program sequence of less than 12 credits or 360 membership hours and receives an industry-recognized credential approved by the state.

Field Value	Field Attributes and Examples	Effective Date
1	Yes, the student is a CTE Completer.	July 1, 2017
0	No, the student is not a CTE Completer.	July 1, 2017

**COMMENTS:** Once a student meets the definition of a CTE Concentrator, he or she will be put in a cohort and tracked/reported for Perkins accountability measures. Last modified May 18, 2017.

**REFERENCE:** This field is derived using the certificate issue date ([U-47](#)) and a specified reporting period.

USB E Postsecondary Perkins IV Data Dictionary - Updated July 31, 2016. Page 40.

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
**UTech Data** -- Version: 07/01/2019

Element: U-650

**ELEMENT NAME:** Pell Grant Recipient

**FIELD NAME:** U\_PELL

**FIELD FORMAT:** CHAR(1)

**DEFINITION:** Pell grant recipients must be defined consistent with Pell guidelines with postsecondary/adult students enrolled at least half-time (based on the Pell definition of half-time), and have declared themselves as applied technology majors. \*NOTE: if students are multiple recipients of Pell, BIA, or WIOA/DWS they must only be listed once in the following order: Pell, BIA, WIOA/DWS.

All information submitted by technical colleges is subject to audit. Any institution expected to receive more than a 10 percent increase in funding over the prior year (not counting any overall increase in the grant) will be audited. Financial records showing students' names, SSNs, and numbers of hours enrolled, and Pell records will be audited to determine eligibility for Pell.

The DWS referral will be the audit document to determine DWS recipients' eligibility. The date of referral will be used to determine the current eligibility for the year. Any student who was referred in the fiscal year will be counted in that period. If a recipient began in one fiscal year and was still being served in the next fiscal year, they will be counted in the year that he/she started unless it could be shown that he/she could not be counted in the previous year. A separate DWS referral will be required for each year a student is counted for Perkins funding.

75 % of the formula is allocated for Pell/BIA recipients and 25 % for WIOA/DWS recipients.

Documentation: Each recipient must maintain documentation from the service provider verifying each student's eligibility for services.

Field Value	Field Attributes and Examples	Effective Date
1	Yes, the student received Pell funds.	November 10, 2004
0	No, the student did not receive Pell funds.	November 10, 2004

**COMMENTS:** When entering Pell data into Northstar, users should be careful that Pell dates do not overlap any enrollment period in which a student has enrollment objective indicating secondary status otherwise the Perkins submission will show secondary Pell recipients. Last modified June 8, 2016.

**REFERENCE:** Northstar Financial Aid or Sponsorships Forms

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**UTAH SYSTEM OF TECHNICAL COLLEGES**  
**Data Element Dictionary**  
*UTech Data* -- Version: 07/01/2019

Element: U-~~64~~

**ELEMENT NAME:** BIA Recipient

**FIELD NAME:** U\_BIA

**FIELD FORMAT:** CHAR(1)

**DEFINITION:** BIA recipients shall include all Native American postsecondary/adult students who are sponsored because of their economic need and who have declared themselves as applied technology education majors. \*NOTE: if students are multiple recipients of Pell, BIA, or WIOA/DWS they must only be listed once in the following order: Pell, BIA, WIOA/DWS.

All information submitted by technical colleges is subject to audit. Any institution expected to receive more than a 10 percent increase in funding over the prior year (not counting any overall increase in the grant) will be audited. Financial records showing students' names, SSNs, and numbers of hours enrolled, and Pell records will be audited to determine eligibility for Pell.

The DWS referral will be the audit document to determine DWS recipients' eligibility. The date of referral will be used to determine the current eligibility for the year. Any student who was referred in the fiscal year will be counted in that period. If a recipient began in one fiscal year and was still being served in the next fiscal year, they will be counted in the year that he/she started unless it could be shown that he/she could not be counted in the previous year. A separate DWS referral will be required for each year a student is counted for Perkins funding.

75 % of the formula is allocated for Pell/BIA recipients and 25 % for WIOA/DWS recipients.

Documentation: Each recipient must maintain documentation from the service provider verifying each student's eligibility for services.

Field Value	Field Attributes and Examples	Effective Date
1	Yes, the student was sponsored by BIA.	November 10, 2004
0	No, the student was not sponsored by BIA.	November 10, 2004

**COMMENTS:** Last modified June 8, 2016.

**REFERENCE:** Northstar Financial Aid or Sponsorships Forms

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: U-672

**ELEMENT NAME:** WIOA/DWS Sponsored Student

**FIELD NAME:** U\_WIOADWS

**FIELD FORMAT:** CHAR(1)

**DEFINITION:** WIOA/DWS service recipients include all postsecondary/adult students receiving WIOA/DWS services. Students must be enrolled in applied technology education training. *Colleges should not count secondary students or those who are assessed only!*

\*NOTE: if students are multiple recipients of Pell, BIA, or WIOA/DWS they must only be listed once in the following order: Pell, BIA, WIOA/DWS.

All information submitted by technical colleges is subject to audit. Any institution expected to receive more than a 10 percent increase in funding over the prior year (not counting any overall increase in the grant) will be audited. Financial records showing students' names, SSNs, and numbers of hours enrolled, and Pell records will be audited to determine eligibility for Pell.

The DWS referral will be the audit document to determine DWS recipients' eligibility. The date of referral will be used to determine the current eligibility for the year. Any student who was referred in the fiscal year will be counted in that period. If a recipient began in one fiscal year and was still being served in the next fiscal year, they will be counted in the year that he/she started unless it could be shown that he/she could not be counted in the previous year. A separate DWS referral will be required for each year a student is counted for Perkins funding.

75 % of the formula is allocated for Pell/BIA recipients and 25 % for WIOA/DWS recipients.

Documentation: Each recipient must maintain documentation from the service provider verifying each student's eligibility for services.

Field Value	Field Attributes and Examples	Effective Date
1	Yes, the student received WIOA/DWS services.	November 10, 2004
0	No, the student did not receive WIOA/DWS services.	November 10, 2004

**COMMENTS:** Last modified June 6, 2016.

**REFERENCE:** Northstar Financial Aid or Sponsorships Forms

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: U-683

**ELEMENT NAME:** Industry Certification Exam Name

**FIELD NAME:** ExamAttempted

**FIELD FORMAT:** UPPER(VARCHAR(100))

**DEFINITION:** The Perkins-approved industry certification attempted by the specified student.

Field Value	Field Attributes and Examples	Effective Date
<Exam Specific>	Example: COMPTIA A+ ESSENTIALS	July 1, 2018

*For the Industry Certification Exam list, please see [Appendix A](#).*

**COMMENTS:** Successful completion of industry certifications contributes to each technical college's Perkins Grant 1P1 (Technical Skill Attainment) indicator. Exams must be approved for reporting in Perkins Grant data submissions in advance by the Perkins Executive Committee. Last modified May 17, 2018.

**REFERENCE:** Northstar Certifications/Licensure Form

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: U-694

**ELEMENT NAME:** Industry Certification Exam Date

**FIELD NAME:** DateAttempted

**FIELD FORMAT:** CHAR(8); "YYYYMMDD"

**DEFINITION:** The date upon which the Perkins-approved industry certification exam ([U-63](#)) was attempted by the specified student.

Field Value	Field Attributes and Examples	Effective Date
20010510	The student attempted the specified Perkins-approved industry certification exam on May 10, 2001.	July 1, 2018

**COMMENTS:** Last modified May 17, 2018.

**REFERENCE:** Northstar Certifications/Licensure Form

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## UTAH SYSTEM OF TECHNICAL COLLEGES

### Data Element Dictionary

*UTech Data* -- Version: 07/01/2019

Element: **U-7065**

**ELEMENT NAME:** Industry Certification Exam Outcome

**FIELD NAME:** Passed

**FIELD FORMAT:** UPPER(CHAR(1))

**DEFINITION:** Results of the specified Perkins-approved industry certification exam ([U-63](#)) attempt.

Field Value	Field Attributes and Examples	Effective Date
Y	The student passed the specified Perkins-approved industry certification exam.	July 1, 2018
N	The student did not pass the specific Perkins-approved industry certification exam.	July 1, 2018

**COMMENTS:** Last modified May 17, 2018.

**REFERENCE:** Northstar Certifications/Licensure Form

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**Appendix A: Perkins-approved Industry Certifications List**

Industry Certification	Exam Code
Adobe Certified Expert (ACE) Dreamweaver	201033
American Dental Coders- CDC-A Certification	201029
ASE Auto Automatic Transmission/Transaxle	201010
ASE Auto Brakes	201006
ASE Auto Electrical/Electronic Systems	201007
ASE Auto Engine Performance	201008
ASE Auto Engine Repair	201009
ASE Auto Heating and Air Conditioning	201012
ASE Auto Manual Drive Train and Axles	201011
ASE Auto Suspension and Steering	201005
ASE Collision Mechanical and Electrical	201016
ASE Collision Non-Structural Analysis and Damage Repair	201015
ASE Collision Painting and Refinishing	201013
ASE Collision Structural Analysis and Damage Repair	201014
ASE Diesel Heavy	201018
ASE Diesel Medium	201017
ASE T2 M/H Truck: Diesel Engines	
ASE T3 M/H Truck: Drive Train	
ASE T4 M/H Truck: Brakes	
ASE T5 M/H Truck: Suspension & Steering	
ASE T6 M/H Truck: Electrical/Electronic Systems	
ASE T7 M/H Truck: Heating, Ventilation, & A/C	
ASE T8 M/H Truck: Preventive Maintenance & Inspection	
AWS Certified Welder	201022
AWS Welding Level I	201019
AWS Welding Level II	201020
AWS Welding Level III	201021
Certified Dental Assistant-CDA	201025
Certified Electronic Health Records Specialist-CEHRS	201027
Certified Medical Administrative Assistant -CMAA	201028
Certified Medical Assistant-CMA	201023
Certified Profession Coder-CPC	201026
Certified Surgical Technologist-CST	201024
Cisco - Certified Network Associate	
Cisco - Interconnecting Cisco Networking Devises, Part 1	
Cisco - Interconnecting Cisco Networking Devises, Part 2	
CIW Web Foundations Associate	201031
CompTIA A+ Essentials	201001

Industry Certification	Exam Code
CompTIA A+ Practical Application	201002
CompTIA CySA+ CS0-001	
CompTIA Linux+ LX0-101	
CompTIA Linux+ LX0-102	
CompTIA Linux+ LX0-103	
CompTIA Linux+ LX0-104	
CompTIA Network+	201003
CompTIA Network+ N10-007	
CompTIA Project +	201030
CompTIA Security+	201004
CompTIA Security+ SY0-501	
CompTIA Server+ SK0-004	
CompTIA Strata IT Fundamentals	201032
CPC-A Certified Professional Coder-Apprentice	201034
EMT Basic (National Registry of Emergency Medical Technicians)	
EMT Advanced (National Registry of Emergency Medical Technicians)	
<a href="#">Esco Section 608 Technician</a>	
MCSA Microsoft 70-410	
MCSA Microsoft 70-411	
MCSA Microsoft 70-412	
MCSA Microsoft 70-697	
MCSA Microsoft 70-740	
MCSA Microsoft 70-741	
MCSA Microsoft 70-742	
NCCT - Certified Phlebotomy Technician	
Utah Fire and Rescue Academy Fire Science certifications (viewable at <a href="https://www.uvu.edu/ufra/lookup/">https://www.uvu.edu/ufra/lookup/</a> )	

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**Appendix B: Secondary School List**

**HIGH SCHOOLS**

District Code	ACT Code	High School Names	School District	School Type	Effective Date
07-725		3-6 Program (Bountiful High School) – Bountiful		Alternative	7/1/2006
07-720		3-6 Program (Clearfield High School) – Clearfield		Alternative	7/1/2006
	450416	A City for Children and Teens – Springville		Private	7/1/2006
	459250	Ability to Benefit		State	7/1/2008
	450146	Abundant Life Academy – Kanab		Private	7/1/2007
	450429	Academy at Canyon Creek – Springville		Private	7/1/2008
83-700	450360	Academy for Math, English & Science (AMES) – Salt Lake City	Granite	Charter	7/1/2004
91-906		Accelerated Learning Center – Murray		Private	7/1/2007
	450186	Achievement Academy – Manti		Private	7/1/2007
12-760		Adult & Community Education – Salt Lake City		Alternative	7/1/2006
05-750		Adult Education – Price		Alternative	7/1/2005
12-750		Adult High School – Salt Lake City		Alternative	7/1/2007
	459050	Adult HS Diploma (Utah)		State	7/1/2003
		AFTEC Palisades Pals – Manti (See Utah Preparatory Academy [YIC])		Alternative	7/1/2006
39-780		Airport View Detention Center – Logan		Alternative	7/1/2006
	450071	Alpine Academy – Erda		Private	7/1/2007
01-735		Alpine Summit – Orem		Alternative	7/1/2007
01-730	450006	Alpine Summit Programs – Orem		Alternative	7/1/2008
01-650	458000	Alpine Transition & Education Center – Linton	Alpine	Alternative	7/1/2005
42-702	450402	Alta High School – Sandy	Canyons	Regular	7/1/2003
08-704	450000	Altamont High School – Altamont	Duchesne	Regular	7/1/2003
12-781		Alter Safe School-HS – Salt Lake City		Alternative	7/1/2006
08-755		Alternative Packet Program – Duchesne		Alternative	7/1/2006
	450480	American Academy – Salt Lake City		Private	7/1/2008
8K-700		American Academy of Innovation		Charter	7/1/2016
01-704	450005	American Fork High School – American Fork	Alpine	Regular	7/1/2003

District Code	ACT Code	High School Names	School District	School Type	Effective Date
	450003	American Heritage School – American Fork		Private	7/1/2003
8B-100	450413	American Leadership Academy – Spanish Fork	Nebo	Charter	7/1/2007
74-700		American Preparatory Academy – Draper	Granite	Charter	7/1/2007
74-110		American Preparatory Academy Accelerated School – West Valley City	Granite	Charter	7/1/2015
	450361	Anchor Christian Academy – Salt Lake City		Private	7/1/2003
1J-800		American International School of Utah	Murray	Charter	7/1/2017
74-110		American Preparatory Academy Accelerated School – West Valley City		Charter	7/1/2017
JB-904		Aneth Community School – Montezuma Creek		Private	7/1/2008
11-760		Arches Education Center – Moab	Grand	Alternative	7/1/2005
37-805		Archway Youth Service Center (YIC) – Ogden		Alternative	7/1/2008
		Arrow Academy (YIC; see Youth Health Associates) – Clearfield		Alternative	7/1/2006
		Arrow Reflections (YIC; see Paramount Reflections) – Layton		Alternative	7/1/2006
12-770		Artec (non-custodial; see Youth Education Support Service) – Salt Lake City		Alternative	7/1/2006
12-556		Artec Campus – Kearns		Alternative	7/1/2005
14-552		Artec South – Midvale		Alternative	7/1/2005
19-735		Ascent, Inc. Mona Country Residential (YIC) – Mona		Alternative	7/1/2008
20-500		Ascent, Inc. Pine Creek Ranch (YIC) – Mt Pleasant		Alternative	7/1/2008
31-750	991746	Ashley Valley Education Center – Vernal	Uintah	Alternative	7/1/2007
	450167	Aspen Ranch School – Loa		Private	7/1/2003
222223*		Athenian E-Academy – Roosevelt		Charter	11/1/2015
222224*		Athenian E-Academy – Tremonton		Charter	11/1/2015
03-704	450430	Bear River High School – Garland	Box Elder	Regular	7/1/2003
02-704	450010	Beaver High School – Beaver	Beaver	Regular	7/1/2003

District Code	ACT Code	High School Names	School District	School Type	Effective Date
3B-700	450401	Beehive Science & Tech Academy (BSTA) – Salt Lake City	Canyons	Charter	7/1/2006
37-703	450245	Ben Lomond High School – Ogden	Ogden	Regular	7/1/2003
	450460	Benchmark School – Woods Cross		Private	7/1/2003
	450044	Benjamin Franklin Academy – Midway		Private	7/1/2003
	450246	Berean Baptist Christian Academy – Ogden		Private	7/1/2003
16-712	450018	Big Water School – Big Water	Kane	Regular	7/1/2003
14-704	450020	Bingham High School – South Jordan	Jordan	Regular	7/1/2003
19-740		Birdseye Group Home – Spanish Fork		Alternative	7/1/2006
FC-912		Blessed Sacrament School – Sandy		Private	7/1/2007
30-740	991060	Blue Peak High School – Tooele	Tooele	Alternative	7/1/2010
35-701	450247	Bonneville High School – Ogden	Weber	Regular	7/1/2003
07-704	450030	Bountiful High School – Bountiful	Davis	Regular	7/1/2003
03-708	450035	Box Elder High School – Brigham City	Box Elder	Regular	7/1/2003
	450312	Brigham Young University Independent Study – Provo		Private	7/1/2003
42-705	450362	Brighton High School – Salt Lake City	Canyons	Regular	7/1/2003
	450166	Browning Academy / Cross Creek Camp – La Verkin		Private	7/1/2003
10-704	450435	Bryce Valley High School – Tropic	Garfield	Regular	7/1/2003
	450023	Bureau of Indian Affairs		Private	7/1/2003
04-710		Cache Alternative High – Logan	Cache	Alternative	7/1/2015
04-710	450168	Cache High School – Logan		Alternative	7/1/2003
	450407	Cache Instructional Workshop – Logan		Private	7/1/2003
MR-901		Cache Valley Learning Center – Logan		Private	7/1/2008
	450358	Calvary Chapel Christian School – St. George		Private	7/1/2008
07-735	450157	Canyon Heights – Kaysville		Alternative	7/1/2003
9D-100		Canyon Rim Academy – Salt Lake City	Granite	Charter	7/1/2008
13-712	450046	Canyon View High School – Cedar City	Iron	Regular	7/1/2003
35-810	991747	Canyon View School – Ogden	Weber	Alternative	3/15/2005
25-775		Canyonlands Youth Home – Blanding		Alternative	7/1/2006
42-740		Canyons Technical Education Center – Sandy	Canyons	Regular	7/1/2015
	969999	Capitol Hill Academy – Salt Lake City (also used for Provo eSchool)		Private	7/1/2017
9L-000		Capstone Classical Academy – Pleasant View		Charter	7/1/2018

District Code	ACT Code	High School Names	School District	School Type	Effective Date
05-704	450310	Carbon High School – Price	Carbon	Regular	7/1/2003
	450313	Carden-Lee School, The – Salt Lake City		Private	7/1/2003
05-550		Castle County Youth Center – Price		Alternative	7/1/2005
05-801		Castle Valley Center – Price	Carbon	Alternative	7/1/2005
	450059	CBA Center – Delta		Charter	7/1/2003
13-704	450045	Cedar City High School – Cedar City	Iron	Regular	7/1/2003
	450343	Cedar Ridge Academy – Roosevelt		Regular	11/4/2005
26-716	450333	Cedar Ridge High – Richfield	Sevier	Alternative	7/1/2015
87-700		Center City Charter School – Salt Lake City		Alternative	7/1/2004
38-610		Central Utah Enterprises – Provo		Alternative	7/1/2006
26-730		Central Utah Youth Home – Richfield		Alternative	7/1/2005
2D-100		Channing Hall – Draper	Canyons	Charter	7/1/2008
36-826		Children Behavior Therapy – Salt Lake City	Salt Lake	Alternative	7/1/2008
FL-904		Christ Lutheran – Murray		Private	7/1/2008
	450340	Christian Heritage School – Riverdale		Private	7/1/2003
12-581		Christmas Box House – Salt Lake City		Alternative	7/1/2008
	450357	Cinnamon Hills School – St. George		Private	11/4/2005
87-700	450364	City Academy – Salt Lake City	Salt Lake	Charter	11/4/2005
07-706	450053	Clearfield High School – Clearfield	Davis	Regular	7/1/2003
NJ-770		Clearfield Job Corps Center – Clearfield	Other	Alternative	7/1/2015
MV-901		Colby School – Park City		Private	7/1/2008
36-821		Columbus Community Center – Salt Lake City	Salt Lake	Alternative	7/1/2007
08-802		Con Amore Training Center – Myton	Duchesne	Alternative	7/1/2005
	450392	Concordia Preparatory School – Riverton		Private	7/1/2003
KE-672		Copper Hills Youth Center – West Jordan		Private	7/1/2008
14-703	450450	Copper Hills High School – West Jordan	Jordan	Regular	7/1/2003
42-711	450073	Corner Canyon High School – Draper	Canyons	Regular	7/1/2015
19-730		Cornerstone Evening – Spanish Fork		Alternative	7/1/2006
12-702	450363	Cottonwood High School – Salt Lake City	Granite	Regular	7/1/2003
KH-955		Cottonwood Treatment Center – Salt Lake City		Private	7/1/2008
	450232	Creekside High School – Murray		Regular	7/1/2003
	450166	Cross Creek Academy – La Verkin		Private	7/1/2008
222222*		Crossroads Academy – Ogden		Alternative	7/1/2015
3E-100		CS Lewis Academy – Payson	Nebo	Charter	7/1/2008
12-704	450175	Cyprus High School – Magna	Granite	Regular	7/1/2003
03-778	450034	Dale Young Community HS – Brigham City	Box Elder	Alternative	7/1/2003

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01-840		Dan W. Peterson – American Fork	Alpine	Alternative	7/1/2007
DM-951		Dancing Moose Montessori School – West Valley City		Private	7/1/2008
A3-700	450249	Davinci Academy of Science & the Arts – Ogden	Ogden	Charter	7/1/2004
07-032		Davis Adult Education – Kaysville		Alternative	7/1/2009
DA-951		Davis Arrow Academy (YIC) – Clearfield	Davis	Alternative	7/1/2009
07-708	450155	Davis High School – Kaysville	Davis	Regular	7/1/2003
		Day Treatment (See OWATC Day Treatment) – Ogden		Alternative	7/1/2006
	450201	Daystar Adventist Academy – Castle Valley		Private	7/1/2003
91-914		Deamude Adventist Christian School – Ogden		Private	7/1/2008
12-580		Decker Lake Youth Center – West Valley City		Alternative	7/1/2005
17-704	450060	Delta High School – Delta	Millard	Regular	7/1/2003
17-715		Delta Technical Center – Delta	Millard	Alternative	7/1/2006
	450233	Deseret Academy – Murray		Private	7/1/2003
33-703	450359	Desert Hills High School – St. George	Washington	Regular	7/1/2008
	450132	Diamond Ranch Academy – Hurricane		Private	7/1/2007
81-300	450314	Discovery Academy – Provo		Private	7/1/2003
33-760		Dixie Area Detention Center – Hurricane		Alternative	7/1/2006
33-704	450350	Dixie High School – St. George	Washington	Regular	7/1/2003
	450427	Dominquez Hills Academy – Spanish Fork		Private	7/1/2007
	450189	Dorius Academy – Layton		Private	7/1/2008
14-021		Draper Group Home (See Youth Health Associates-Draper) – Draper		Alternative	7/1/2006
12-812		Dream Charter School – Salt Lake City		Charter	7/1/2004
1X-100		Dual Immersion Academy – Salt Lake City	Salt Lake	Charter	7/1/2008
08-750		Duchesne Adult High School – Roosevelt		Alternative	7/1/2005
08-708	450065	Duchesne High School – Duchesne	Duchesne	Regular	7/1/2003
30-704	450070	Dugway High School – Dugway	Tooele	Regular	7/1/2003
MA-968		Eagle Ranch Academy – Gunlock		Private	7/1/2008
38-610		East Bay Post High School – Provo	Provo	Alternative	7/1/2015
	450417	East Carbon High School – Sunnyside		Regular	7/1/2003



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36-704	450365	East High School – Salt Lake City	Salt Lake	Regular	7/1/2003
A8-700	450475	East Hollywood High School – West Valley City	Granite	Charter	7/1/2006
01-790		East Shore Electronic High – Orem	Alpine	Alternative	7/1/2015
1Y-100		Edith Bowen Laboratory School – Logan	Logan	Charter	7/1/2008
99-700		Electronic High School – Salt Lake City		State	7/1/2008
	450419	Elevations School (RTC) – Syracuse		Alternative	7/1/2015
1Z-100		Emerson Alcott Academy – Roosevelt		Charter	7/1/2008
09-706	450043	Emery High School – Castle Dale	Emery	Regular	7/1/2003
33-712	450075	Enterprise High School – Enterprise	Washington	Regular	7/1/2003
3C-100		Entheos Academy – Kearns	Granite	Charter	7/1/2008
42-950	991054	Entrada – Sandy	Canyons	Alternative	7/1/2015
10-708	450090	Escalante High School – Escalante	Garfield	Regular	7/1/2003
38-510		Eschool at Provo District – Provo	Provo	Regular	7/1/2016
17-712	450092	Eskdale High School – Eskdale	Millard	Regular	7/1/2003
33-750		Excel Directed Studies YIC – St. George		Alternative	7/1/2006
	450174	Faith Baptist Academy – Layton		Private	7/1/2010
	450412	Faith Christian School – Spanish Fork		Private	7/1/2003
MA-951		Falcon Ridge Academy – Virgin		Private	7/1/2008
07-802		Family Enrichment Center – Kaysville	Davis	Alternative	7/1/2005
07-566	450100	Farmington Bay Youth Center – Farmington		Alternative	7/1/2003
98-700	450173	Fast Forward Charter High School – Logan	Logan	Charter	11/4/2005
33-740		Focus Center – St. George		Alternative	7/1/2006
13-550		Foothill High – Cedar City		Alternative	7/1/2005
82-100	450339	Freedom Preparatory Academy – Provo	Provo	Charter	7/1/2007
35-706	450248	Fremont High School – Plain City	Weber	Regular	7/1/2003
	450366	Garfield School – Salt Lake City		Alternative	7/1/2003
	450238	Gateway Academy – Draper		Alternative	7/1/2015
MB-951		Gateway Academy – Salt Lake City		Private	7/1/2008
7E-100		Gateway Preparatory Academy – Enoch	Iron	Charter	7/1/2008
	459400	GED (outside of Utah)		State	7/1/2003
	459300	GED (inside Utah)		State	7/1/2003
14-091	991602	Genesis YIC – Draper		Alternative	7/1/2006
5D-100		George Washington Academy – St. George	Washington	Charter	7/1/2008
37-729	450268	George Washington High School (see Project Surpass-Washington High School [YIC]) – Ogden	Ogden	Alternative	7/1/2003

District Code	ACT Code	High School Names	School District	School Type	Effective Date
	450013	Grace Christian Academy – West Valley City		Private	7/1/2003
11-704	450200	Grand County High School – Moab	Grand	Regular	7/1/2003
12-708	450368	Granger High School – West Valley City	Granite	Regular	7/1/2003
12-687	450371	Granite Alternative High School – Salt Lake City		Alternative	1/1/2007
12-712	450370	Granite High School – Salt Lake City		Regular	7/1/2003
12-760		Granite Peaks Adult High – Salt Lake City		Alternative	7/1/2008
12-740	450371	Granite Connection – Salt Lake City	Granite	Alternative	7/1/2008
12-775		Granite Technical Institute (GTI) – Salt Lake City		Alternative	7/1/2006
12-640		Granite Transitional Services (Hilda B. Jones Center) – Salt Lake City	Granite	Alternative	7/1/2003
30-708	450110	Grantsville High School – Grantsville	Tooele	Regular	7/1/2003
30-750		Grantsville Home Study – Grantsville		Alternative	7/1/2006
	450054	Great Basin High School – Clearfield		Alternative	7/1/2003
04-703	450017	Green Canyon High School – North Logan	Cache	Regular	7/1/2017
09-704	450115	Green River High School – Green River	Emery	Regular	7/1/2003
03-710		Grouse Creek School – Grouse Creek	Box Elder	Alternative	7/1/2006
1E-100		Guadalupe School – Salt Lake City	Salt Lake	Charter	7/1/2008
27-704	450120	Gunnison Valley High School – Gunnison	South Sanpete	Regular	7/1/2003
12-810		Hartvigsen School – Salt Lake City	Granite	Alternative	7/1/2005
8F-100	450372	Hawthorne Academy – West Jordan	Jordan	Private	7/1/2003
	450123	Heber Valley Christian School – Heber City		Private	7/1/2003
	450323	Heritage Schools, Inc. – Provo		Private	7/1/2003
14-707	450126	Herriman High School – Herriman	Jordan	Regular	7/1/2011
	450344	High Point Academy – Roosevelt			11/4/2005
HT-951		High Top Ranch School – Koosharem		Private	7/1/2008
36-708	450373	Highland High School – Salt Lake City	Salt Lake	Regular	7/1/2003
42-706	450193	Hillcrest High School – Midvale	Canyons	Regular	7/1/2003
07-631		Home Instruction – Farmington		Alternative	7/1/2006
	459500	Home Schooling		State	7/1/2003
	459600	Home Schooling (outside of Utah)		State	7/1/2007
12-608		Homebound & Hospitalized – Salt Lake City	Granite	Alternative	7/1/2006
33-810		Homeless – St. George		Alternative	7/1/2007

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91-908		Horizon Educational System – Ogden		Private	7/1/2008
01-808		Horizon School – Saratoga Springs	Alpine	Alternative	7/1/2015
36-750	450389	Horizonte Instruction & Training Center – Salt Lake City	Salt Lake	Alternative	7/1/2003
36-613		Hospital – Salt Lake City		Alternative	7/1/2006
12-710	450449	Hunter High School – West Valley City	Granite	Regular	7/1/2003
33-716	450135	Hurricane High School – Hurricane	Washington	Regular	7/1/2003
12-801		ID Group – Self-Contained – Salt Lake City		Alternative	7/1/2007
38-730	450316	Independence High School – Provo	Provo	Alternative	7/1/2003
36-748	450393	Innovations High School – Salt Lake City	Salt Lake	Regular	7/1/2015
2C-600	450288	Intech Collegiate High School – Logan	Cache	Charter	7/1/2006
	450049	Integrity School – Cedar City		Private	11/4/2005
	450162	Intermountain Christian Academy – Salt Lake City		Private	7/1/2003
	450374	Intermountain Christian School – Salt Lake City		Private	7/1/2003
	450040	Intermountain Intertribal School – Brigham City		Alternative	7/1/2003
MC-901		Iqra Academy of Utah – West Valley City		Private	7/1/2008
13-751		Iron County Adult – Cedar City		Alternative	1/1/2007
A5-700	450452	Itineris Early College High – West Jordan	Jordan	Charter	7/1/2004
IV-951		Ivy Hall Academy – Provo		Private	7/1/2008
FC-907		JE Cosgriff Memorial – Salt Lake City		Private	7/1/2007
85-100	450394	Jean Massieu Academy – Salt Lake City		Private	7/1/2004
93-105		John Hancock Charter School – Pleasant Grove	Alpine	Charter	7/1/2004
42-708	450405	Jordan High School – Sandy	Canyons	Regular	7/1/2003
14-620		Jordan Resource Center – Midvale		Alternative	7/1/2003
14-740		Jordan Technical Center Sandy – Sandy		Regular	7/1/2006
14-741		Jordan Applied Technology Center – West Jordan	Jordan	Regular	7/1/2006
42-810	450448	Jordan Valley School – Midvale	Canyons	Alternative	7/1/2003
15-704	450240	Juab High School – Nephi	Juab	Regular	7/1/2003
	450064	Juan Diego Catholic High School – Draper		Private	7/1/2003
	450375	Judge Memorial High School – Salt Lake City		Private	7/1/2003
		Juvenile Receiving Center (see Salt Lake Valley Detention Center) – Salt Lake City		Alternative	7/1/2006

District Code	ACT Code	High School Names	School District	School Type	Effective Date
4J-700	991782	Kairos Academy – West Valley City		Charter	7/1/2015
16-704	450150	Kanab High School – Kanab	Kane	Regular	7/1/2003
2E-700	450278	Karl G. Maeser Preparatory Academy – Lindon	Alpine	Charter	7/1/2008
14-830		Kauri Sue Hamilton School – Riverton	Jordan	Alternative	7/1/2015
12-714	450158	Kearns High School – Kearns	Granite	Regular	7/1/2003
FC-908		Kearns St. Ann – Kearns		Private	7/1/2007
	450306	Kimber Academy – Pleasant View		Private	2/14/2006
222225*		Kimber Academy – St. George		Private	5/12/2017
	450317	Kirkbridge Academy – Provo		Private	7/1/2003
	450244	Kolob Canyon School – New Harmony		Private	7/1/2007
	450222	La Europa Academy – Salt Lake City		Private	7/1/2007
16-714	450422	Lake Powell High School – Lake Powell	Kane	Regular	7/1/2003
4C-100	450396	Lakeview Academy – Saratoga Springs	Alpine	Charter	7/1/2008
19-720	450409	Landmark High School – Spanish Fork	Nebo	Alternative	7/1/2003
	450169	Layton Christian Academy – Layton		Private	7/1/2003
07-710	450163	Layton High School – Layton	Davis	Regular	7/1/2003
5C-100	450369	Legacy Preparatory Academy – North Salt Lake	Davis	Charter	7/1/2008
19-750		Legacy High School – Springville	Nebo	Alternative	7/1/2008
01-708	450165	Lehi High School – Lehi	Alpine	Regular	7/1/2003
	450156	Liahona Academy – Kaysville		Alternative	7/1/2003
	450307	Liahona Academy – Pleasant Grove		Private	7/1/2007
	450172	Liahona Academy – Virgin		Private	7/1/2003
6C-100		Liberty Academy – Salem	Granite	Charter	7/1/2008
	450386	Life Christian Academy – West Valley City		Private	7/1/2003
07-745		Lifeline – North Salt Lake		Private	7/1/2006
	450177	Lighthouse Christian Academy – Magna		Private	11/4/2005
05-760	450294	Lighthouse High School – Price	Carbon	Alternative	7/1/2005
2B-100		Lincoln Academy – Pleasant Grove	Alpine	Charter	7/1/2008
03-630		Lincoln Center – Brigham City		Alternative	7/1/2006
39-704	450170	Logan High School – Logan	Logan	Regular	7/1/2003
39-708		Logan North Campus – Logan		Alternative	7/1/2006
	450171	Logan River Academy – Logan		Private	7/1/2003
39-710		Logan South Campus – Logan		Alternative	7/1/2006
01-709	450129	Lone Peak High School – Highland	Alpine	Regular	7/1/2003

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MD-951		Lott's Legacy Boarding School – Escalante		Private	7/1/2008
	450434	Lumen Scholar Institute – Orem		Charter	1/12/2016
FC-922		Madeleine Choir School – Salt Lake City		Private	7/1/2008
4I-700	991880	Mana Academy Charter School – West Valley City	Granite	Charter	7/1/2015
	450179	Manila High Adult Program – Manila		Alternative	7/1/2003
06-704	450180	Manila High School – Manila	Daggett	Regular	7/1/2003
27-708	450185	Manti High School – Manti	South Sanpete	Regular	7/1/2003
	450428	Maple Lake Academy – Spanish Fork		Private	7/1/2008
19-702	450423	Maple Mountain High School – Spanish Fork	Nebo	Regular	7/1/2015
	450377	Master Academy – Salt Lake City		Private	7/1/2003
	450321	Master Academy of Arts & Science – Provo		Private	3/15/2005
MC-951		McGillis School – Salt Lake City		Private	7/1/2008
KM-OKM		McKay-Dee Psych Resources – Ogden		Private	7/1/2007
	450319	Meridian School – Orem		Private	7/1/2003
8E-700	450426	Merit College Preparatory Academy – Springville	Nebo	Charter	7/1/2008
02-708	450195	Milford High School – Milford	Beaver	Regular	7/1/2003
	450260	Mill Creek Youth Center – Ogden		Alternative	7/1/2003
17-708	450105	Millard High School – Fillmore	Millard	Regular	7/1/2003
33-718	450444	Millcreek High School – St. George	Washington	Regular	7/1/2003
	450048	Millennial Quest Cntr Family Learning – Layton		Private	7/1/2003
91-927		Moab Christian Academy – Moab		Private	7/1/2007
A7-100		Moab Charter School – Moab	Grand	Charter	7/1/2008
		Mona Group Home (see Ascent, Inc.) – Mona		Alternative	7/1/2006
	450061	Montana National Guard Youth – Dillon		Private	11/4/2005
7C-100		Monticello Academy – West Valley City	Granite	Charter	7/1/2008
25-704	450210	Monticello High School – Monticello	San Juan	Regular	7/1/2003
25-706	450213	Monument Valley High School – Monument Valley	San Juan	Regular	7/1/2003
	450069	Moonridge Academy – Cedar City		Private	7/1/2007
18-704	450215	Morgan High School – Morgan	Morgan	Regular	7/1/2003
07-732		Mount High Shoupp (10-12) – Kaysville		Alternative	7/1/2008

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15-806		Mount Nebo Training Center – Nephi		Alternative	7/1/2007
	450378	Mount Vernon Academy – Murray		Private	7/1/2003
12-500		Mount View Learning Center – Salt Lake City		Alternative	7/1/2005
04-702	450138	Mountain Crest High School – Hyrum	Cache	Regular	7/1/2003
9F-600	450391	Mountain Heights Academy – West Jordan	Statewide	Charter	7/1/2015
	450411	Mountain Heritage Academy – South Jordan		Private	11/4/2005
07-730	450154	Mountain High School – Kaysville	Davis	Alternative	7/1/2003
LQ-903	450047	Mountain Springs Preparatory Academy – Cedar City		Private	7/1/2008
MV-951		Mountain Valley School – Bluffdale		Alternative	7/1/2009
01-711	450280	Mountain View High School – Orem	Alpine	Regular	7/1/2003
12-500		Mountain View Learning Center – Salt Lake City		Alternative	7/1/2008
8C-100		Mountainville Academy – Alpine	Alpine	Charter	7/1/2008
40-650		Murray Adult Transition – Murray		Alternative	7/1/2006
40-704	450235	Murray High School – Murray	Murray	Regular	7/1/2003
	450024	Navajo Mountain High School – Tonalea	San Juan	Regular	7/1/2003
9B-100		Navigator Point Academy – West Jordan	Jordan	Charter	7/1/2008
19-747		Nebo Advanced Learning Center – Springville	Nebo	Alternative	7/1/2015
19-755		Nebo Technology Center – Spanish Fork		Alternative	7/1/2006
	450315	New Haven School – Spanish Fork		Private	7/1/2003
	450379	Newtyme School – Midvale		Private	7/1/2003
6D-100		Noah Webster Academy – Orem	Alpine	Charter	7/1/2008
03-774		North Community High – Garland		Alternative	7/1/2007
A6-100		North Davis Preparatory Academy – Layton	Davis	Charter	7/1/2008
	450160	North Rich High School – Laketown		Private	7/1/2003
20-704	450225	North Sanpete High School – Mt. Pleasant	North Sanpete	Regular	7/1/2003
26-704	450355	North Sevier High School – Salina	Sevier	Regular	7/1/2003
5B-100		North Star Academy – Bluffdale	Jordan	Charter	7/1/2008
21-704	450055	North Summit High School – Coalville	North Summit	Regular	7/1/2003
A1-700	450346	Northern Utah Academy for Math, Engineering, & Science (NUAMES) – Layton	Davis	Charter	7/1/2004
07-711	450164	Northridge High School – Layton	Davis	Regular	7/1/2003

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NR-951		Northridge Learning Center – Brigham City		Private	7/1/2008
LA-OLA		Northridge Learning Center – Layton		Private	7/1/2007
38-560	991665	Oak Springs School – Provo	Provo	Alternative	7/1/2008
KU-659	450243	Oakgrove/Waterfall Canyon – Ogden		Private	7/1/2010
	450242	Oakley School – Oakley		Private	7/1/2003
19-640		Oakridge School – Springville	Nebo	Alternative	7/1/2005
39-770		Observation/Assess - YIC – Logan		Alternative	7/1/2006
37-760		Observation/Assess - YIC – Ogden		Alternative	7/1/2005
12-595		Observation/Assess Correctional (Region II) – Salt Lake City		Alternative	7/1/2005
19-585		Observation/Assess Youth Corrections – Springville		Alternative	7/1/2006
1C-100		Odyssey Charter School – American Fork	Alpine	Charter	7/1/2008
1C-100		Odyssey House School – Salt Lake City		Alternative	7/1/2007
37-707	450255	Ogden High School – Ogden	Ogden	Regular	7/1/2003
68-100	450261	Ogden Preparatory Academy – Ogden	Ogden	Charter	7/1/2007
12-716	450380	Olympus High School – Salt Lake City	Granite	Regular	7/1/2003
8D-240		Open Classroom – Salt Lake City	Salt Lake	Charter	7/1/2008
9F-600		Open High School of Utah (see Mountain Heights Academy) – West Jordan		Alternative	4/28/2011
01-712	450281	Orem High School – Orem	Alpine	Regular	7/1/2003
	459000	Other In-State High School		State	7/1/2003
FC-921		Our Lady of Lourdes – Salt Lake City		Private	7/1/2007
OB-951		Outback Therapeutic Expeditions – Lehi		Private	7/1/2008
	459150	Out-of-Country High School		State	7/1/2003
	459100	Out-of-State High School		State	7/1/2003
35-620		OWATC Day Treatment Program – Ogden		Alternative	7/1/2007
FO-951	450072	Oxford Academy – Draper		Private	7/1/2008
FO-0FO		Oxford Learning Source – Draper		Private	7/1/2007
10-712	450285	Panguitch High School – Panguitch	Garfield	Regular	7/1/2003
		Paradigm High School – South Jordan		Alternative	1/1/1900
9C-700	450404	Paradigm High School – South Jordan	Jordan	Charter	7/1/2006
07-573		Paramount Reflections (YIC) – Layton		Alternative	7/1/2008
JC-971	450292	Park City Day School – Park City		Private	7/1/2008
22-704	450290	Park City High School – Park City	Park City	Regular	7/1/2003

District Code	ACT Code	High School Names	School District	School Type	Effective Date
22-750		Park City Learning Center – Park City		Alternative	7/1/2004
03-712		Park Valley School – Park Valley		Alternative	7/1/2006
	450293	Parowan Christian School – Parowan		Private	7/1/2003
13-708	450295	Parowan High School – Parowan	Iron	Regular	7/1/2003
19-704	450300	Payson High School – Payson	Nebo	Regular	7/1/2003
		Pine Creek Ranch-Ascent (YIC; see Ascent, Inc.) – Mt. Pleasant		Alternative	7/1/2006
33-720	450354	Pine View High School – St. George	Washington	Regular	7/1/2003
	450062	Pine Ridge Academy – Draper		Private	7/1/2003
86-100	450309	Pinnacle Canyon Academy – Price	Carbon	Charter	7/1/2004
07-801		Pioneer Adult Rehab Center – Clearfield	Davis	Alternative	7/1/2008
9H-700	450176	Pioneer High School for the Performing Arts – American Fork	Alpine	Charter	7/1/2012
	450220	Pioneer Trail Academy – Clearfield		Private	7/1/2003
23-708	450050	Piute High School – Junction	Piute	Regular	7/1/2003
20-801	450226	Pleasant Creek High School – Mount Pleasant	North Sanpete	Alternative	7/1/2015
01-716	450305	Pleasant Grove High School – Pleasant Grove	Alpine	Regular	7/1/2003
01-782	450276	Polaris High School – Orem	Alpine	Alternative	7/1/2006
33-240		Post High School Self-Cont – St. George		Alternative	7/1/2006
12-612		Post-secondary Transition – Salt Lake City		Alternative	7/1/2006
	450318	Powerspeak Languages, Inc. (AKA Middlebury Interactive Languages) – Provo		Private	7/1/2007
91-619		Primary Children’s Hospital – Salt Lake City		Private	7/1/2007
91-620		Primary Children’s School at Wasatch Canyons – Salt Lake City		Private	7/1/2007
36-630		Private School - Salt Lake City		Private	7/1/2006
		Project Surpass-Archway (see Archway Youth Service Center) – Ogden		Alternative	7/1/2006
37-736		Project Surpass-Ben Lomond – Ogden		Alternative	7/1/2006
37-806		Project Surpass-Day Treatment – Ogden		Alternative	7/1/2006
37-737		Project Surpass-Ogden – Ogden		Alternative	7/1/2006
37-804		Project Surpass-Paramount – Ogden		Alternative	7/1/2006
37-729	450268	Project Surpass-Washington High School (YIC) – Ogden		Alternative	7/1/2006
9E-100	450124	Providence Hall – Herriman	Jordan	Charter	7/1/2008
38-740	450303	Provo Adult Education – Provo	Provo	Alternative	7/1/2015
	450320	Provo Canyon School – Provo		Private	7/1/2003



District Code	ACT Code	High School Names	School District	School Type	Effective Date
38-704	450325	Provo High School – Provo	Provo	Regular	7/1/2003
1F-100		Quest Academy – West Haven	Weber	Charter	7/1/2008
A2-100		Ranches Academy – Eagle Mountain	Alpine	Charter	7/1/2008
7B-100		Reagan Academy – Springville	Nebo	Charter	7/1/2008
	450383	Realms of Inquiry Private School – Salt Lake City		Private	7/1/2003
	450356	Red Rock Canyon School – St. George		Regular	7/1/2003
FL-910		Redeemer Lutheran – Salt Lake City		Private	7/1/2003
91-918		Reid School – Salt Lake City		Private	7/1/2008
07-733		Renaissance Academy – Kaysville	Davis	Alternate	7/1/2015
1D-100		Renaissance Academy – Lehi	Alpine	Charter	7/1/2008
24-708	450330	Rich High School – Randolph	Rich	Regular	7/1/2003
26-708	450335	Richfield High School – Richfield	Sevier	Regular	7/1/2003
04-705		Ridgeline High School – Millville	Cache	Regular	7/1/2016
14-820		River’s Edge School – South Jordan	Jordan	Alternative	7/1/2015
14-710	450461	Riverton High School – Riverton	Jordan	Regular	7/1/2003
2F-700	450088	Rockwell Charter High School – Eagle Mountain	Alpine	Charter	7/1/2008
	450352	Ron Hatch Academy – Washington		Private	7/1/2003
	450385	Rowland Hall-Saint Marks School – Salt Lake City		Private	7/1/2003
35-708	450348	Roy High School – Roy	Weber	Regular	7/1/2003
FC-908		Saint Ann School – Salt Lake City		Private	7/1/2008
	450250	Saint Joseph Catholic High School – Ogden		Private	7/1/2003
19-706	450399	Salem Hills High School – Salem	Nebo	Regular	7/1/2008
36-827		Salt Lake Arts Academy – Salt Lake City	Salt Lake	Charter	7/1/2007
	450388	Salt Lake Baptist Academy – Salt Lake City		Private	7/1/2003
4F-300	450384	Salt Lake Center for Science Education – Salt Lake City	Salt Lake	Charter	7/1/2008
	450194	Salt Lake Christian Academy – Sandy		Private	7/1/2003
12-554		Salt Lake County Detention Center – Salt Lake City		Alternative	7/1/2005
12-559		Salt Lake County Division of Youth Services YIC – Salt Lake City		Alternative	7/1/2008

District Code	ACT Code	High School Names	School District	School Type	Effective Date
7D-700	450381	Salt Lake School of Performing Arts – Salt Lake City	Salt Lake	Charter	7/1/2006
36-749		Salt Lake Technology Center – Salt Lake City		Alternative	7/1/2006
12-585		Salt Lake Valley Detention Center (YIC) – Salt Lake City		Alternative	7/1/2008
25-708	450025	San Juan High School – Blanding	San Juan	Regular	7/1/2003
KY-OKY		Sandcastle Academy Private School – Woods Cross		Private	7/1/2008
27-702		Sanpete Academy – Ephraim		Alternative	7/1/2006
	450284	School College University Partnership – Orem		Private	7/1/2003
	450127	Sentry Christian Academy – Price		Private	7/1/2003
91-975		SEPS Learning Center – Salt Lake City		Private	7/1/2008
91-923		Seventh Day Adventist – Provo		Private	7/1/2007
14-071		Shelter School – Midvale		Alternative	7/1/2006
12-802		SID Self-contained – Salt Lake City		Alternative	7/1/2007
	450289	Silverrado Boys Ranch – Panguitch		Private	7/1/2008
04-706	450408	Sky View High School – Smithfield	Cache	Regular	7/1/2003
12-718	450397	Skyline High School – Salt Lake City	Granite	Regular	7/1/2003
01-785		Skyridge High School – Lehi	Alpine	Regular	7/1/2016
38-555		Slate Canyon Detention Home – Provo		Alternative	7/1/2005
33-725	450353	Snow Canyon High School – St. George	Washington	Regular	7/1/2003
91-929		Soaring Wings Montessori School – Jeremy Ranch		Private	7/1/2008
91-928		Soaring Wings Montessori School – Park City		Private	7/1/2008
89-100		Soldier Hollow Charter School – Midway	Wasatch	Charter	7/1/2007
	450159	Sorenson’s Ranch School – Koosharem		Private	7/1/2003
	450395	South Community High – Brigham City		Alternative	7/1/2003
42-712	450063	South Park Academy – Draper	Canyons	Alternative	7/1/2003
26-712	450205	South Sevier High School – Monroe	Sevier	Regular	7/1/2003
28-704	450145	South Summit High School – Kamas	South Summit	Regular	7/1/2003
14-802		South Valley School – West Jordan	Jordan	Alternative	7/1/2003
	450311	Southeastern Christian Academy – Price		Private	7/1/2003

District Code	ACT Code	High School Names	School District	School Type	Effective Date
A9-700	450052	Southern Utah Center for Computer, Engineering, and Science Students Academy (Success Academy) – Cedar City	Iron	Charter	7/1/2006
	450403	Southpointe High School – Sandy		Private	7/1/2003
33-730	450351	Southwest Behavioral Health Center – St. George		Alternative	7/1/2008
13-750	450068	Southwest Education Academy – Cedar City	Iron	Alternative	7/1/2003
13-570		Southwest Utah Youth Center – Cedar City		Alternative	7/1/2008
19-708	450410	Spanish Fork High School – Spanish Fork	Nebo	Regular	7/1/2003
37-620		Special Education ATC – Ogden		Alternative	7/1/2006
04-610		Special Services – Logan		Alternative	7/1/2006
3D-100	450241	Spectrum Academy – North Salt Lake	Davis	Charter	7/1/2008
12-748		Speech Only – Salt Lake City		Alternative	7/1/2006
NC-951		Spirit Dance Youth Academy – Richfield		Private	7/1/2008
31-775		Split Mountain Youth Center – Vernal		Alternative	7/1/2005
19-712	450415	Springville High School – Springville	Nebo	Regular	7/1/2003
FC-902		St. Francis Xavier Regional School – Kearns		Private	7/1/2007
9K-700		St. George Academy		Charter	7/1/2016
	450250	St. Joseph Catholic High School – Ogden		Private	7/1/2008
	450178	Stansbury Academy – Magna		Private	7/1/2003
30-720	450431	Stansbury High School – Stansbury Park	Tooele	Regular	7/1/2009
07-660		Star Transition – Kaysville		Alternative	7/1/2006
07-650		Steps – Farmington		Alternative	7/1/2006
	450414	Stillwater Academy – South Jordan		Private	11/4/2005
	450209	Storm Ridge Ranch – Monroe		Private	7/1/2005
23-710		Storm Ridge South – Marysvale		Private	7/1/2005
07-670		Stride - Special Education – Farmington		Alternative	7/1/2006
	450433	Success Academy at DSU – St. George		Charter	10/1/2015
88-700		Success Charter School – Taylorsville		Charter	7/1/2004
7G-700	450066	Summit Academy High School – Bluffdale	Canyons		7/15/2015
01-730		Summit High – Orem	Alpine	Alternative	7/1/2015
40-408		Summit Program – Murray		Alternative	7/1/2008
01-792		Summit YIC / At Risk – American Fork		Alternative	7/1/2005
		Summit Youth in Custody (see Alpine Summit Programs) – Orem		Alternative	7/1/2006
	450349	Sun Hawk Academy – St. George		Private	7/1/2003

District Code	ACT Code	High School Names	School District	School Type	Effective Date
MI-951	450137	Sunrise Academy – Hurricane		Private	7/1/2008
37-730	450268	Surpass High School (YIC) – Ogden		Alternative	7/1/2008
FS-0FS		Sylvan Learning Centers – Salt Lake City		Private	7/1/2007
4D-100		Syracuse Arts Academy – Syracuse		Charter	7/1/2008
07-716	450418	Syracuse High School – Syracuse	Davis	Regular	7/1/2008
08-712	450420	Tabiona High School – Tabiona	Duchesne	Regular	7/1/2003
12-722	450398	Taylorville High School – Salt Lake City	Granite	Regular	7/1/2003
	450287	Telos Academy – Orem		Private	7/1/2007
	450600	Terra Academy – Vernal		Charter	7/1/2016
19-745		The Journey Youth in Custody – Provo		Alternative	7/1/2006
94-100		Thomas Edison Charter School North – North Logan	Cache	Charter	7/1/2007
94-110		Thomas Edison Charter School South – Logan	Cache	Charter	7/1/2008
08-804	450347	Thompson School – Ioka		Alternative	7/1/2003
95-110		Timpanogos Academy – Lindon	Alpine	Charter	7/1/2007
01-718	450283	Timpanogos High School – Orem	Alpine	Regular	7/1/2003
38-712	450326	Timpview High School – Provo	Provo	Regular	7/1/2003
29-704	450095	Tintic High School – Eureka	Tintic	Regular	7/1/2003
	450424	Tooele Baptist Academy – Tooele		Private	7/1/2003
30-712	450425	Tooele High School – Tooele	Tooele	Regular	7/1/2003
	450229	Top Flight Academy – Mt. Pleasant		Private	7/1/2008
07-811		Trident School – Layton		Layton	7/1/2006
	450161	Trinity Christian Academy – Kaysville		Private	7/1/2003
03-570		Triumph Academy – Brigham City		Private	7/1/2006
90-700	450140	Tuacahn High School for the Performing Arts – Ivins	Washington	Charter	7/1/2003
FT-TFT	450104	Turn-About Ranch – Escalante		Private	7/1/2008
13-580		Turning Point Family Care – Cedar City		Alternative	7/1/2008
35-730	450251	Two Rivers High School – Ogden	Weber	Alternative	11/4/2005
LN-918		U Can Learn Learning Center – Murray		Private	7/1/2008
LN-917		U Can Learn Learning Center – Orem		Private	7/1/2008
LN-916		U Can Learn Learning Center – Salt Lake City		Private	7/1/2008
	450441	Uinta Academy – Wellsville		Private	7/1/2007
31-704	450440	Uintah High School – Vernal	Uintah	Regular	7/1/2003
92-700	450106	Uintah River High School – Ft. Duchesne	Uintah	Charter	7/1/2004
08-714	450345	Union High School – Roosevelt	Duchesne	Regular	7/1/2003

District Code	ACT Code	High School Names	School District	School Type	Effective Date
91-618		University Academy at University Neuropsychiatric Institute – Salt Lake City		Private	7/1/2007
	459200	Unknown		State	7/1/2003
91-623		Utah Boys Ranch – West Jordan		Private	7/1/2008
91-600	450149	Utah Career Path High – Kaysville	Davis	Charter	7/1/2015
2H-101	450640	Utah Connections Academy – Woods Cross	Statewide	Charter	7/1/2015
1B-700	450286	Utah County Academy of Sciences – Orem	Alpine	Charter	11/4/2005
1I-700		Utah International Charter School – Salt Lake City	Granite	Charter	7/1/2015
2K-710		Utah Military Academy – Lehi		Charter	7/1/2018
2K-700	450338	Utah Military Academy – Riverdale		Charter	7/1/2015
27-701		Utah Preparatory Academy – Manti		Alternative	7/1/2008
4I-111	450265	Utah School for The Deaf and Blind – Ogden		Alternative	7/1/2003
0I-874		Utah State Development – American Fork		Alternative	7/1/2007
5F-700	450481	Utah Virtual Academy – Murray	Statewide	Charter	7/1/2007
8H-100		Valley Academy – Hurricane	Washington	Charter	7/1/2015
	450386	Valley Christian Schools – Kearns		Private	7/1/2003
16-708	450275	Valley High School – Orderville	Kane	Regular	7/1/2003
14-716	450192	Valley High School – Sandy	Jordan	Regular	7/1/2003
04-790		Valley View (YIC) – River Heights		Alternative	7/1/2005
3F-100	450190	Venture Academy – Ogden	Weber	Charter	7/1/2008
	450443	Vernal Christian School – Vernal		Private	7/1/2003
07-712	450032	Viewmont High School – Bountiful	Davis	Regular	7/1/2003
81-300	450322	Walden School of Liberal Arts – Provo	Provo	Charter	7/1/2007
	450230	Wasatch Academy – Mt. Pleasant		Private	7/1/2003
32-708		Wasatch Alternative High – Heber City		Alternative	7/1/2006
32-704	450125	Wasatch High School – Heber City	Wasatch	Regular	7/1/2003
MJ-951		Wasatch Intermountain Academy – Orem		Private	7/1/2009
4B-100		Wasatch Peak Academy – North Salt Lake	Davis	Charter	7/1/2008
12-583		Wasatch Youth Center – Salt Lake City		Alternative	7/1/2005
		Washington County Adult High School (see Southwest Behavioral Health Center) – St. George		Alternative	7/1/2007
33-200		Utah Online School – St. George	Washington	Regular	7/1/2008
33-318		Water Canyon School – Hilldale	Washington	Alternative	7/1/2015
	450328	Waterford School – Sandy		Private	7/1/2003

District Code	ACT Code	High School Names	School District	School Type	Effective Date
34-704	450015	Wayne High School – Bicknell	Wayne	Regular	7/1/2003
	450271	Weber Basin High School – Ogden		Alternative	7/1/2003
35-760		Weber Basin Job Corps Center – Ogden	Weber	Alternative	7/1/2015
35-704	450270	Weber High School – Ogden	Weber	Regular	7/1/2003
	450272	Weber Innovation – Ogden	Weber	Alternative	7/1/2016
35-550		Weber Valley Detention Center – Roy		Alternative	7/1/2005
30-714	450445	Wendover High School – Wendover	Tooele	Regular	7/1/2003
29-708	450437	West Desert High School – Trout Creek	Tintic	Regular	7/1/2003
36-716	450400	West High School – Salt Lake City	Salt Lake	Regular	7/1/2003
14-718	450446	West Jordan High School – West Jordan	Jordan	Regular	7/1/2003
	450458	West Ridge Academy – West Jordan		Private	7/1/2003
01-789	450004	Westlake High School – Saratoga Springs	Alpine	Regular	7/1/2008
25-710	450207	Whitehorse High School – Montezuma Creek	San Juan	Regular	7/1/2003
MK-951		White River Academy – Delta		Private	7/1/2008
	450067	Williamsburg Academy Online High School – Cedar City		Private	7/1/2008
	450324	Willow Creek School – Provo		Private	7/1/2007
0JR-JR		Wind River Academy – Provo		Private	7/1/2009
	450291	Winter Sports School in Park City – Park City		Private	7/1/2003
07-714	450447	Woods Cross High School – Woods Cross	Davis	Regular	7/1/2003
04-760		Young Mothers Program – Logan		Alternative	7/1/2005
12-616		Young Parent Program – West Valley City	Granite	Alternative	6/6/2006
19-750		Young Parents School – Spanish Fork		Alternative	7/1/2003
YP-901		Young Parents School – Kaysville		Alternative	7/1/2008
27-703		Young Women’s Empowerment Center YWEC-L (YIC) – Ephraim		Alternative	7/1/2006
27-710		Young Women’s Empowerment Center YWEC-S (YIC) – Ephraim		Alternative	7/1/2006
91-988		Youth Care, Inc. – Draper		Private	7/1/2007
	450327	Youth Center School – West Jordan		Private	7/1/2003
33-790		Youth Crisis Intervention Center – St. George		Alternative	7/1/2005
12-501	974522	Youth Education Support School – Salt Lake City	Granite	Alternative	7/1/2008

District Code	ACT Code	High School Names	School District	School Type	Effective Date
13-590		Youth Health Associates–Cedar Ranch – Cedar City		Private	7/1/2008
07-593		Youth Health Associates–Clearfield – Clearfield		Alternative	7/1/2008
14-021		Youth Health Associates–Draper Home – Draper		Alternative	7/1/2008
12-569		Youth Services (see Salt Lake County Division of Youth Services) – Salt Lake City		Alternative	7/1/2007
03-550		Youth Track - Youth in Custody – Brigham City		Alternative	7/1/2006
04-550		Youth Track Youth in Custody – Logan		Alternative	7/1/2006
<blank>	<blank>	The student is not a secondary student as defined in Policy 205.5.1.			7/1/2015

\* Indicates that the district code was assigned by UTech for the sole purpose of tracking students from the specified schools in college information systems. If/when these schools' district or ACT codes are known, the UTech-specific codes will be replaced.

## MIDDLE & JR. HIGH SCHOOLS

District Code	Middle & Jr. High School Names	School District	Effective Date
91-906	Accelerated Learning Center – Murray		7/1/2003
01-299	Alpine Online School – American Fork	Alpine	7/1/2015
01-404	American Fork Jr. High – American Fork	Alpine	7/1/2003
74-100	American Preparatory Academy – Draper	Granite	7/1/2004
91-910	Anchor Christian Academy – Salt Lake City		7/1/2003
03-404	Bear River Middle School – Garland	Box Elder	7/1/2015
12-400	Bennion Jr. High – Taylorsville	Granite	7/1/2003
91-907	Berean Baptist Christian Academy – Ogden		7/1/2003
12-402	Bonneville Jr. High – Salt Lake City	Granite	7/1/2003
07-404	Bountiful Jr. High – Bountiful	Davis	7/1/2003
03-408	Box Elder Middle School – Brigham City	Box Elder	7/1/2015
12-404	Brockbank Jr. High – Magna	Granite	7/1/2003
5G-100	Canyon Grove Academy – Pleasant Grove	Alpine	7/1/2015
01-405	Canyon View Jr. High – Orem	Alpine	7/1/2003
09-404	Canyon View Jr. High – Huntington	Emery	7/1/2003
13-308	Canyon View Middle School – Cedar City	Iron	7/1/2016
JC-971	Carden Christian Academy – Park City		7/1/2003
13-304	Cedar Middle School – Cedar City	Iron	7/1/2017
07-426	Centennial Jr. High – Kaysville	Davis	7/1/2015
07-406	Centerville Jr. High – Centerville	Davis	7/1/2003

District Code	Middle & Jr. High School Names	School District	Effective Date
07-408	Central Davis Jr. High – Layton	Davis	7/1/2003
JD-0JD	Christian Heritage – Riverdale		7/1/2003
12-410	Churchill Jr. High – Salt Lake City	Granite	7/1/2003
14-419	Copper Mountain Middle School – Herriman	Jordan	7/1/2015
JP-977	Deseret Academy – Murray		7/1/2003
33-403	Desert Hills Middle School – St. George	Washington	7/1/2014
19-402	Diamond Fork Jr. High – Spanish Fork	Nebo	7/1/2015
81-300	Discovery Charter School – Provo		7/1/2004
33-404	Dixie Middle School – St. George	Washington	7/1/2015
12-411	Eisenhower Jr. High – Salt Lake City	Granite	7/1/2003
14-413	Elk Ridge Middle School – South Jordan	Jordan	7/1/2015
3C-100	Entheos Academy-Kearns – Kearns	Granite	7/1/2015
3C-110	Entheos Academy-Kearns – Magna	Granite	7/1/2015
12-412	Evergreen Jr. High – Salt Lake City	Granite	7/1/2003
07-402	Fairfield Jr. High – Kaysville	Davis	7/1/2003
07-409	Farmington Jr. High – Farmington	Davis	7/1/2003
14-417	Fort Herriman Middle School – Herriman	Jordan	7/1/2015
01-417	Frontier Middle School – Eagle Mountain	Alpine	7/1/2015
91-958	Grace Baptist Church Academy – West Valley City		7/1/2003
12-416	Granite Park Jr. High – Salt Lake City	Granite	7/1/2003
8F-100	Hawthorn Academy – West Jordan	Jordan	7/1/2015
05-408	Helper Middle School – Helper	Carbon	7/1/2003
37-409	Highland Jr. High – Ogden	Ogden	7/1/2015
5H-100	Highmark Charter School – South Weber	Davis	7/1/2015
40-404	Hillcrest Jr. High – Murray	Murray	7/1/2003
12-608	Home Schooling Home/Hospital – Salt Lake City	Granite	7/1/2015
36-750	Horizonte Instruction & Training Center – Salt Lake City	Salt Lake	7/1/2003
36-613	Hospital Elem & Secondary – Salt Lake City		7/1/2003
12-418	Hunter Jr. High – West Valley City	Granite	7/1/2003
33-408	Hurricane Middle School – Hurricane	Washington	7/1/2015
JE-916	Intermountain Christian Academy – Salt Lake City		7/1/2003
12-422	J. F. Kennedy Jr. High – West Valley City	Granite	7/1/2003
1G-100	Jefferson Academy – Kaysville	Davis	7/1/2015
14-406	Joel P. Jensen Middle School – West Jordan	Jordan	7/1/2015
42-810	Jordan Valley School – Midvale	Canyons	7/1/2003
07-410	Kaysville Jr. High – Kaysville	Davis	7/1/2003
12-420	Kearns Jr. High – Kearns	Granite	7/1/2003
01-406	Lakeridge Jr. High – Orem	Alpine	7/1/2003
4C-100	Lakeview Academy – Saratoga Springs	Alpine	7/1/2015
33-325	Lava Ridge Intermediate School – St. George	Washington	7/1/2014
JO-976	Layton Christian Academy – Layton		7/1/2003
07-424	Legacy Jr. High – Layton	Davis	7/1/2015
01-408	Lehi Jr. High – Lehi	Alpine	7/1/2003
6C-100	Liberty Academy – Salem	Granite	7/1/2015
2B-100	Lincoln Academy – Pleasant Grove	Alpine	7/1/2015



District Code	Middle & Jr. High School Names	School District	Effective Date
KJ-0KJ	Logan River Academy – Logan		7/1/2003
19-404	Mapleton Jr. High – Mapleton	Nebo	7/1/2015
KM-0KM	McKay-Dee Psych Resources – Ogden		7/1/2003
91-916	Meridian School – Provo		7/1/2003
07-411	Millcreek Jr. High – Bountiful	Davis	7/1/2003
MI-001	Millennial Quest Center – Layton		7/1/2003
02-112	Minersville School – Minersville	Beaver	7/1/2015
05-412	Mont Harmon Middle School – Price	Carbon	7/1/2003
7C-100	Monticello Academy – West Valley City	Granite	7/1/2015
37-411	Mound Fort Jr. High School – Ogden	Ogden	7/1/2015
37-415	Mount Ogden Jr. High – Ogden	Ogden	7/1/2015
JG-915	Mount Vernon Academy – Murray	Alpine	7/1/2003
01-410	Mountain Ridge Jr. High – Highland	Alpine	7/1/2003
8C-100	Mountainville Academy – Alpine	Alpine	7/1/2015
19-406	Mt. Nebo Jr. High – Payson	Nebo	7/1/2015
07-413	Mueller Park Jr. High – Bountiful	Davis	7/1/2003
9B-100	Navigator Pointe Academy – West Jordan	Jordan	7/1/2015
JI-917	New Tyme School – Midvale		7/1/2003
04-406	North Cache Center – Richmond	Cache	7/1/2015
07-412	North Davis Jr. High – Clearfield	Davis	7/1/2003
A6-100	North Davis Preparatory Academy – Layton	Davis	7/1/2015
07-414	North Layton Jr. High – Layton	Davis	7/1/2003
35-402	North Ogden Jr. High – Ogden	Weber	7/1/2003
5B-100	North Star Academy – Bluffdale	Jordan	7/1/2015
LA-0LA	Northridge Instruction – Layton		7/1/2003
01-412	Oak Canyon Jr. High – Lindon	Alpine	7/1/2003
68-100	Ogden Preparatory Academy – Ogden	Ogden	7/1/2015
12-424	Olympus Jr. High – Salt Lake City	Granite	7/1/2003
14-409	Oquirrh Hills Middle School – Riverton	Jordan	7/1/2015
01-414	Orem Jr. High – Orem	Alpine	7/1/2003
35-405	Orion Jr. High – Harrisville	Weber	7/1/2015
FO-0FO	Oxford Learning Source – Draper		7/1/2003
03-168	Park Valley School – Park Valley	Box Elder	7/1/2015
91-970	Parowan Christian – Parowan		7/1/2003
19-408	Payson Jr. High – Payson	Nebo	7/1/2003
33-420	Pine View Middle School – St. George	Washington	7/1/2015
86-100	Pinnacle Canyon Academy – Price	Carbon	7/1/2004
01-416	Pleasant Grove Jr. High – Pleasant Grove	Alpine	7/1/2003
91-619	Primary Children’s Hospital – Salt Lake City		7/1/2003
91-620	Primary Children’s School at Wasatch Canyons – Salt Lake City		7/1/2003
JK-0JK	Realms of Inquiry – Salt Lake City		7/1/2003
40-412	Riverview Jr. High – Murray	Murray	7/1/2003
35-403	Rocky Mountain Jr. High – West Haven	Weber	7/1/2003
08-404	Roosevelt Jr. High – Roosevelt	Duchesne	7/1/2003

District Code	Middle & Jr. High School Names	School District	Effective Date
FR-0FR	Rowland Hall-St Marks Schools – Salt Lake City		7/1/2003
35-404	Roy Jr. High – Roy	Weber	7/1/2003
19-416	Salem Jr. High – Salem	Nebo	7/1/2015
97-300	Salt Lake Arts Academy – Salt Lake City	Salt Lake	7/1/2004
91-925	Salt Lake Christian Academy – Sandy		7/1/2003
09-408	San Rafael Jr. High – Ferron	Emery	7/1/2003
35-406	Sand Ridge Jr. High – Roy	Weber	7/1/2003
12-423	Scott M. Matheson Jr. High – Magna	Granite	7/1/2015
91-922	Shiloah Valley Christian School – Eskdale		7/1/2003
33-425	Snow Canyon Middle School – St. George	Washington	7/1/2015
35-412	Snowcrest Jr. High – Eden	Weber	7/1/2003
89-100	Soldier Hollow Charter School – Midway	Wasatch	7/1/2004
04-410	South Cache Center – Hyrum	Cache	7/1/2015
07-416	South Davis Jr. High – Bountiful	Davis	7/1/2003
14-415	South Hills Middle School – Riverton	Jordan	7/1/2015
14-411	South Jordan Middle School – South Jordan	Jordan	7/1/2015
35-408	South Ogden Jr. High – Ogden	Weber	7/1/2003
14-712	South Park Academy – Draper	Canyons	7/1/2003
19-420	Spanish Fork Jr. High – Spanish Fork	Nebo	7/1/2003
19-424	Springville Jr. High – Springville	Nebo	7/1/2003
A4-100	Summit Academy – Draper	Canyons	7/1/2015
33-303	Sunrise Ridge Intermediate School – St. George	Washington	2/1/2016
07-418	Sunset Jr. High – Sunset	Davis	7/1/2003
14-416	Sunset Ridge Middle School – West Jordan	Jordan	7/1/2015
07-420	Syracuse Jr. High – Syracuse	Davis	7/1/2003
35-410	T. H. Bell Jr. High – Ogden	Weber	7/1/2003
6F-300	The Early Light Academy at Daybreak – South Jordan	Jordan	7/1/2015
12-419	Thomas Jefferson Jr. High – Kearns	Granite	7/1/2003
01-420	Timberline Middle School – Alpine	Alpine	7/1/2015
33-304	Tonaquint Intermediate School – St. George	Washington	7/1/2014
30-404	Tooele Jr. High – Tooele	Tooele	7/1/2003
22-304	Treasure Mountain Jr. High – Park City	Park City	7/1/2015
JA-0JA	University for Children – Springville		7/1/2003
91-618	University Academy at University Neuropsychiatric Institute – Salt Lake City		7/1/2003
FC-0FC	Utah Catholic Schools – Salt Lake City		7/1/2003
FL-0FL	Utah Lutheran Schools – Murray		7/1/2003
12-428	Valley Jr. High – West Valley City	Granite	7/1/2003
31-408	Vernal Jr. High – Vernal	Uintah	7/1/2003
01-490	Vista Heights Middle School – Saratoga Springs	Alpine	7/1/2015
35-416	Wahlquist Jr. High – Ogden	Weber	7/1/2003
12-432	Wasatch Jr. High – Salt Lake City	Granite	7/1/2003
32-412	Wasatch Mountain Jr. High – Heber City		7/1/2003
JM-970	Waterford School – Sandy		7/1/2003
14-414	West Hills Middle School – West Jordan	Jordan	7/1/2015

District Code	Middle & Jr. High School Names	School District	Effective Date
14-412	West Jordan Middle School – West Jordan	Jordan	7/1/2015
12-434	West Lake Jr. High – West Valley City	Granite	7/1/2003
12-490	West Lake Jr. High Extended Day – West Valley City	Granite	7/1/2003
31-312	West Middle School – Roosevelt		7/1/2003
07-422	West Point Jr. High – West Point	Davis	7/1/2015
01-425	Willowcreek Middle School – Lehi	Alpine	7/1/2015

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## Appendix C: Student Classification Logic

### Student Classification Logic

Answers to the following questions dictate how students are classified in UTech legislative reporting and internal Tableau dashboards and should exactly match the logic utilized by colleges as they report to the Council on Occupational Education. If there are discrepancies between this document and any coding logic employed at a college, *college data stewards are to contact the UTech system office immediately.*

This document is provided as a reference so college personnel can understand explicitly how their exit and outcome coding decisions will impact data summaries submitted to external stakeholders. If users have any questions or concerns with the logic described here, *they are to contact the UTech system office immediately.*

Note that the following logic is employed **for each distinct student in each distinct program** into which he/she is enrolled. Hence, a student who graduated from one program, enrolls in a second program within the same fiscal year, and remains enrolled at the end of the fiscal year would be counted twice, once as a graduate completer from the first program placed in continuing education, and once as a student who was still enrolled in the second program.

1. Is the student enrolled in a COE-approved program (U\_CAT\_TYPE = COE)?
  - If yes, proceed to question 2.
  - If no, the student is enrolled in **continuing occupational education** and is not reported to COE.
2. Is the student a secondary student (U\_ENRL\_OBJ = S)?
  - If yes, the student is an **allowable subtraction** from COE reporting for being a secondary student.
  - If no, proceed to question 3.
3. Is the student's enrollment objective 3, 7, or J?
  - If yes, the student is ineligible to earn a credential and thus does not meet the accrediting body's definition of "student" ("A person who is formally engaged in learning as demonstrated by a commitment to ... earn a credential"). The student is therefore **not reported to COE**. (Note that these students are not counted as allowable subtractions; they are simply not considered students at all under COE's definitions.)
  - If no, proceed to question 4.
4. Does the student have a schedule detail with a blank exit code or an exit date that is after the end of the fiscal year?

- If yes, the student is considered **still enrolled**.
  - If no, proceed to question 5.
5. Does the student have a schedule detail with exit code P and an exit date that is within the fiscal year?
- If yes, the student is a **graduate completer**. Proceed to question 6.
  - If no, proceed to question **109**.
6. Does the student have outcome code R, M, D, E, G, or I?
- If yes, the student is considered **placed**.
  - If no, proceed to question 7.
7. Was the student enrolled in a program requiring licensure, and does the student have a blank licensure exam field?
- If yes, the student is an **allowable subtraction** from placement accountability for awaiting licensure.
  - If no, **proceed to question 8**, the student is considered **unplaced**.
- ~~7.8.~~ Does the student have outcome code V\* (i.e., any of the codes indicating unavailability) ~~or F?~~
- If yes, the student is an **allowable subtraction** from placement accountability for unavailability ~~to be placed or refusal to be placed~~.
  - If no, proceed to question **98**.
- ~~8.1.~~ Was the student enrolled in a program requiring licensure, and does the student have a blank licensure exam field?
- ~~If yes, the student is an **allowable subtraction** from placement accountability for awaiting licensure.~~
  - ~~If no, the student is considered **unplaced**.~~
9. Does the student have outcome code F?
- If yes, the student is an **allowable subtraction** from placement accountability for **having refused employment**.
  - If no, the student is **unplaced**.
- ~~9.10.~~ Does the student have outcome code R, M, or G?
- If yes, the student is a **non-graduate completer** and is considered **placed**.
  - If no, proceed to question **110**.
- ~~10.11.~~ Does the student have outcome code I?
- If yes, the student is an **allowable subtraction** for withdrawal and re-enrollment in a different COE-approved program.
  - If no, proceed to question **124**.
- ~~11.12.~~ Does the student have outcome code V\* (i.e., any of the codes indicating unavailability)?
- If yes, the student is an **allowable subtraction** for unavailability to complete a program.

- If no, the student is a **non-completer**.

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**Appendix D:  
Acceptable Enrollment Objective, Program Category, and Exit Code Combinations**

Colored boxes in the matrix below indicate acceptable enrollment objective, program category, and exit code combinations given the prescriptions of UTech Policy 205 and these data fields' definitions above. Those boxes colored in gray are invalid and must be corrected prior to your submission of student data to the Office of the Commissioner of Technical Education.

Enrollment Objective (U-21)	Category Type (U-42)	Exit Codes (U-27)			
		P	N	C	R
1 – Certificate Seeker	COE				
	JOB				
	EXE				
2 – Occupational Student	COE				
	JOB				
	EXE				
	NON				
3 – Senior Citizen 7 – Personal Interest J – Job Re-entry *	COE				
	JOB				
	EXE				
	NON				
6 – Basic Skills	NON				
S – Secondary	COE				
	JOB				
	SEC				
	EXE				
	NON				

\* Though collection of outcome information for Job Re-entry students is not required by the accrediting body, collection of this information is encouraged.

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**Appendix D: Matrix of Acceptable Enrollment Objective, Exit Code, and Outcome Code Combinations**

Enrollment Objective (U-32)	Exit Code (U-39)	Verified Outcome Codes (U-31)															
		R	M	U	D	E	G	I	S	V <sup>¶</sup>	K	F	C	A	B	X	
1—Certificate Seeker	P													n/a	n/a	n/a	
	N													n/a			
2—Occupational Student	P																
	C		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	N		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a			n/a	n/a
3—Senior Citizen	C	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	N	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
6—Basic Skills	C	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	N	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
7—Personal Interest	C	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	N	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
J—Job Re-entry*	C													n/a	n/a	n/a	
	N													n/a			
S—Secondary	P														n/a	n/a	
	C	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		‡	n/a	n/a
	N	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	‡		n/a	n/a

\* Though collection of outcome information for Job Re-entry students is not required by the accrediting body, collection of this information is encouraged.

‡ This exit and outcome code combination is reserved for secondary students who successfully complete stand-alone courses that are too short or otherwise ineligible for recommendation to receive Carnegie credit.

‡ This exit and outcome code combination is reserved for secondary students who leave an approved certificate program without earning a credential, but who have completed work sufficient to be recommended to their LEA/charter school to receive Carnegie credit.

¶ Includes unavailability for any reason specified in the Data Dictionary under element U-31.

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## Appendix E: Data Validity Checks

### Data Validity Checks

(June 1, 2019 Edition)

The following table describes all data validity checks that will be performed on each technical college's end-of-year data submission, due to UTech by July 31, 2020.

The final column in the table below describes how to easily perform these validity checks using Microsoft Excel. Wherever an Excel formula is listed below, users can insert a column in the end-of-year data submission next to the column in question, then type the formulas below, copying them down the sheet for all records contained therein. Please note that in each formula, cell references are written as if the concerned field's first record were in cell A2. For example, the formula used to check whether U\_ID numbers are 10 digits long is written as =LEN(A2), assuming U\_ID values are in column A and that a header row exists in row 1.

Note that these data validity checks must be performed on *any* data submission containing the specified fields. Hence, some data validity checks will be performed on the data submission file, the completers file, and the Perkins student submission file.

Should users have questions/concerns with any of the following items, they are encouraged to email or call the UTech data team to discuss.

#	Concerned Field	Subject of Inquiry	How to Validate
1	All fields	Check to ensure that each data field adhere to the data types listed in this Dictionary (e.g., UPPER[ ], VARCHAR, FLOAT, INT, etc.).	
2	<a href="#">U_ID</a>	Must be 10 digits long	=LEN(A2)
3	<a href="#">U_SSN</a>	SSNs will be checked against the following requirements: <ul style="list-style-type: none"> <li>• Must be 9 digits long (ensure leading zeros are present)</li> <li>• First three digits cannot start with "000", "666", or "900-999" (Whereas Individual Taxpayer Identification Numbers [given to international students] may start with "9", SSNs may not.)</li> <li>• Middle two digits cannot be "00"</li> <li>• Last four digits cannot be "0000"</li> </ul>	<ul style="list-style-type: none"> <li>• =LEN(A2)</li> <li>• =LEFT(A2,3)</li> <li>• =RIGHT(LEFT(A2,5),2)</li> <li>• =RIGHT(A2,4)</li> </ul>
4	<a href="#">U_SSN</a> <a href="#">U_LAST_NAME</a> <a href="#">U_FIRST_NAME</a>	Check to ensure Social Security Numbers are unique among different students. (Northstar already enforces this requirement <i>within</i> each college; validation at the system office will occur for duplicate numbers <i>across</i> UTech colleges.)	Use "Remove Duplicates" function, selecting all 3 fields. Once complete, sort by SSN and use "IF" function to find cells with U_SSN values that are identical to the preceding row [=IF(A2=A1, "ERROR", "")].
5	<a href="#">U_SSID</a>	Must be at least 7 digits long	=LEN(A2)
6	<a href="#">U_SSID</a> <a href="#">U_FIRST_NAME</a> <a href="#">U_LAST_NAME</a>	Check to ensure U_SSID numbers are unique among different students. (Northstar already enforces this requirement <i>within</i> each college; validation at the system office will occur for duplicate numbers <i>across</i> UTech colleges.)	Use "Remove Duplicates" function, selecting all 3 fields. Once complete, sort by SSID and use "IF" function to find cells with U_SSID values that are identical to the preceding row [=IF(A2=A1, "ERROR", "")].

#	Concerned Field	Subject of Inquiry	How to Validate
7	<a href="#">U_ID</a> <a href="#">U_LAST_NAME</a> <a href="#">U_FIRST_NAME</a> <a href="#">U_BIRTH_DT</a>	Check to ensure that each student has only one U_ID number. Students can change surnames after marriage, can have nicknames (e.g. Jonathan and John), etc. that can erroneously result in two U_ID numbers for one student. Additionally, check to ensure that students do not have multiple student profiles due to different birthdates or other identifying information.	Use "Remove Duplicates" function, selecting all four fields. Once complete, sort by last and first names and use "IF" function to find cells with first and last names identical to the preceding row [=IF(AND(A2=A1,B2=B1), "ERROR"; "")].
8	<a href="#">U_LAST_NAME</a> <a href="#">U_FIRST_NAME</a> <a href="#">U_MIDDLE</a> <a href="#">U_SUFFIX</a> <a href="#">U_MAIDEN</a>	Check to ensure that names are inputted correctly with regard to middle initials, suffixes, and maiden names. Middle initials should not appear in the first name column, nor should suffixes appear in the surname column. Professional judgment and appropriate deference to what students enter in online portals should be used when determining how to input/edit students' names in Northstar.	Examine the final character of all first and last names [=RIGHT(A2,1)] to find any periods or commas. These are often indications of initials or suffixes that should be moved to the appropriate column. Also use [=LEFT(A2,1)] to find inappropriate beginnings to cell values.  Use Excel's find option to search for space bar usage in name columns; this could identify middle names that should be recorded as such. Appropriate deference should be given to students names as entered in online portals (e.g., Hispanic origin frequently have multiple surnames with spaces between).
9	<a href="#">U_LAST_NAME</a> <a href="#">U_FIRST_NAME</a> <a href="#">U_MAIDEN</a>	Check to ensure that no inappropriate characters are entered as names. In previous data submissions we've noticed question marks and even full email addresses entered in the name fields, especially in the maiden name column.	Use Excel filtering options and methodologies shown above in item 8.
10	<a href="#">U_SUFFIX</a>	Check to ensure that suffixes do not contain periods.	=RIGHT(A2,1)
11	<a href="#">U_BIRTH_DT</a>	Check to ensure that U_BIRTH_DT values are correct and complete. If birthdates are not accurate/complete, students shall <b>not</b> be reported in system data submission files.	Tabulate distinct students by DOB (using "Remove Duplicates" and "PivotTable" functions) to find anomalies that are indicative of errors (e.g., placeholder birthdates that are <b>not</b> allowed). (e.g. 11/14/26 - 1 student <b>1/1/27 - 28 students</b> 4/14/29 - 1 student).
12	<a href="#">U_RESIDENCE_N</a>	Check to ensure that if the U_RESIDENCE_N column has a value therein, the U_ETHNIC_H and U_RACE_A, B, I, P, and W columns should all be blank. U_RACE_MULTI should also equal zero.	Looking only at rows with U_RESIDENCE_N=N, use [=IF(COUNTA(A2:F2)<>0, "ERROR"; "")] to examine the U_ETHNIC_H and racial demographic columns.  Sort the U_RACE_MULTI column to find and correct nonzero values.

#	Concerned Field	Subject of Inquiry	How to Validate
13	<a href="#">U_ETHNIC_H</a>	Check to ensure that if the U_ETHNIC_H column has a value therein, the U_RACE_A, B, I, P, and W columns should all be blank. U_RACE_MULTI should also equal zero.	Looking only at rows with U_ETHNIC_H=H, use [=IF(COUNTA(A2:E2)<>>0, "ERROR","")] to examine the U_RACE_A, B, I, P, and W columns.  Sort the U_RACE_MULTI column to find and correct nonzero values.
14	<a href="#">U_ETH_RACE_U</a>	This column must be blank if the U_RACE_A, B, I, P, or W columns have a value, or if U_ETHNIC_H or U_RESIDENCE_N has a value therein.	Looking only at the U_ETHNIC_A, B, I, P, and W columns, use [=IF(COUNTA(A2:E2)=0,"U","")]
15	<a href="#">U_RACE_MULTI</a>	Check to ensure that students with multiple races have a "1" in the U_RACE_MULTI column. Look at the U_RACE_A, B, I, P, and W columns to determine multiracial students.	Looking only at the U_ETHNIC_A, B, I, P, and W columns, use [=IF(COUNTA(A2:E2)>1,1,"")]
16	<a href="#">U_AGE</a>	Check to ensure that the U_AGE field is calculated correctly. This column should show the student' age as of September 1 of the fiscal year.	=IF(MONTH(U_BIRTH_DT)>MONTH(9/1/18), YEAR(9/1/18)-YEAR(U_BIRTH_DT), IF(AND(MONTH(U_BIRTH_DT)=MONTH(9/1/18), DAY(U_BIRTH_DT)>=DAY(9/1/18), YEAR(9/1/18)-YEAR(U_BIRTH_DT), YEAR(9/1/18)-YEAR(U_BIRTH_DT)-1))
17	<a href="#">U_ENRL_OBJ</a> <a href="#">U_AGE</a>	Check to ensure that students with U_AGE values of 19 or above and who have U_ENRL_OBJ = S are indeed secondary students. Retained seniors cannot be older than 19 years old as of September 1 <sup>st</sup> of the fiscal year (per UTech Policy 205.1.3 and R277-41902[27]), unless the student has a disability under UCA 53A-15 part 3, in which case the student cannot be older than 21 as of September 1 <sup>st</sup> of the reporting year. Secondary students with U_AGE equal to 22 or greater should be reclassified as adult students.	Use Excel filtering options to find potential errors. Use internal college documentation and correspondence with LEAs/charter schools to ensure accuracy of secondary student classifications.
18	<a href="#">U_CURR_ZIP</a>	ZIP codes should be existent within USPS ZIP code databases. If not existent, Google the ZIP code and see if it is valid (i.e. if the ZIP codes file is out of date).	=VLOOKUP(LEFT(A2,5),'ZIP Codes '!A2:B42524,2,FALSE)
19	<a href="#">U_COUNTY_APPRES</a> <a href="#">U_STATE_APPRES</a>	County and state of residence at time of application must be compatible: <ul style="list-style-type: none"> <li>If county is "UT001-UT057", state must be "UT".</li> <li>If county is "UT097", state must be "XX".</li> <li>If county is "UT099", state cannot be "UT" or "XX".</li> </ul>	Use Excel filtering options to find and correct errors.
20	<a href="#">U_GRADE_LEVEL</a> <a href="#">U_ENRL_OBJ</a> <a href="#">U_FIRST_TYPE</a>	Grade level, enrollment objective, and entry action must be compatible (see Data Dictionary for definitions): <ul style="list-style-type: none"> <li>If enrollment objective is "S", grade level must be &lt;13</li> <li>If enrollment objective is "S", first time type must be "HS" unless the student recently graduated and now has first time type of "FH". There should be no records with enrollment objective "S" and first time type "FF" or "CS".</li> <li>If enrollment objective is <i>not</i> "S", grade level must be 13 and first time type cannot be "HS".</li> </ul>	Use Excel filtering options to find and correct errors.

#	Concerned Field	Subject of Inquiry	How to Validate
21	<a href="#">U_HS</a>	<ul style="list-style-type: none"> <li>High school codes must be in the data dictionary. If not, please email the UTech data team.</li> <li>Post-secondary students should not have a U_HS value.</li> <li>All secondary students must have a U_HS value.</li> </ul>	Consult the Data Dictionary to ensure secondary school codes are all included in the Dictionary.
22	<a href="#">U_ENRL_OBJ</a> <a href="#">U_CAT_TYPE</a>	Check to ensure enrollment objectives are compatible with program category types. If U_ENRL_OBJ = 1, U_CATYPE must indicate enrollment in a COE-approved program. If U_ENRL_OBJ = 6, program category type cannot indicate enrollment in a COE-approved program (See <a href="#">Appendix D</a> ).	Use Excel filtering options to find and correct errors.
23	<a href="#">U_FIRST_DATE</a> <a href="#">U_FIRST_TYPE</a>	Check to ensure that students with first-time types indicating first-time postsecondary status have date values in the U_FIRST_DATE column. Students with U_FIRST_TYPE values of "CS" or "HS" need not have a first-time date. But students with values "FH" and "FF" must have a date listed.	Use Excel filtering options to find and correct errors.
24	<a href="#">U_START_DATE</a> <a href="#">U_STOP_DATE</a>	The start date must be before the stop date.	Insert a new column and subtract the start date from the stop date [=B2-A2]. Even though the dates are formatted as text in yyyymmdd, subtraction is still possible and helpful in identifying errors. If the value produced by the formula is negative, the stop date is before the start date.
25	<a href="#">U_FIRST_DATE</a> <a href="#">U_START_DATE</a> <a href="#">U_STOP_DATE</a> <a href="#">U_EXIT_DATE</a>	All other date fields must be after the first time date if the student's first time type is "HS". While it is possible for post-secondary students to have their first time dates and type updated upon graduating high school, the first time date for secondary students (if any) should be before any other date listed here.	Insert a new column and subtract any other date from the first-time date [=B2-A2]. Even though the dates are formatted as text in yyyymmdd, subtraction is still possible and helpful in identifying errors. If the value produced by the formula is negative, the date in question is before the first-time date.
26	<a href="#">U_FIRST_TYPE</a> <a href="#">U_FIRST_DATE</a> <a href="#">U_BIRTH_DT</a>	Post-secondary students who never graduated from high school should have first-time type "FF" if they <i>should have</i> graduated more than 12 months before the first time date. Because Policy 205.5.1 states that a secondary student shall not be more than 19 years old on 9/1 of the fiscal year (unless the student is disabled), and because the data submission is not due for another 11 months, students may turn 20 during the year and still be considered secondary. Giving these students a 12-month window after graduation, all students age 22 or older by their first-time dates must have a first-time type of "FF" or "CS"; "FH" and "HS" are not allowed.	Calculate students' ages as of their first-time dates by creating a new column and using: [=IF(MONTH(U_BIRTH_DT)>MONTH(U_FIRST_DATE), YEAR(U_FIRST_DATE)-YEAR(U_BIRTH_DT), IF(AND(MONTH(U_BIRTH_DT)=MONTH(FIRST_DATE), DAY(U_BIRTH_DT)>=DAY(U_FIRST_DATE), YEAR(FIRST_DATE)-YEAR(U_BIRTH_DT), YEAR(FIRST_DATE)-YEAR(U_BIRTH_DT)-1))]. If the age is 22 or older and the student was not disabled as a secondary student, the first-time type cannot be "FH" or "CS".

#	Concerned Field	Subject of Inquiry	How to Validate
27	<a href="#">U_EXIT_CODE</a> <a href="#">U_CAT_TYPE</a>	Check to ensure that U_EXIT_CODE does not equal "P" in rows in which U_CAT_TYPE = "NON". Likewise, check to ensure that U_EXIT_CODE does not equal "C" in rows in which U_CAT_TYPE = "COE", "JOB", or "EXE". Exit codes of C are reserved only for non-COE programs.	Use Excel filtering options to find and correct errors.
28	<a href="#">U_EXIT_CODE</a> <a href="#">U_EXIT_DATE</a>	Check to ensure that there are exit codes and exit dates for all students who should not be counted as still enrolled at the end of the reporting period (i.e., fiscal year). Exit codes may be pre-entered without an exit date, and exit dates may be pre-entered without exit codes, and these students will be considered still enrolled as of the end of the reporting period. If an exit date is within the reporting period (i.e., fiscal year), there must be an exit code filled. Null values in either field will result in the student being considered still enrolled (see <a href="#">Appendix C</a> ).	Use Excel filtering options to find and correct errors.
29	<a href="#">U_LIC_EXAM</a> <a href="#">U_LIC_REQ</a>	Ensure that students do not have a value in the U_LIC_EXAM field unless U_LIC_REQ = 1.	Use Excel filtering options to find and correct errors.
30	<a href="#">U_OUTCOME</a> <a href="#">U_OUT_DT</a>	Because outcome date is defined as the date on which a student's outcome is verified, a student cannot have one without the other. If verified outcome is filled, outcome date must necessarily be filled also, and vice versa.	Use Excel filtering options to find and correct errors.
31	<a href="#">U_ENRL_OBJ</a> <a href="#">U_CAT_TYPE</a> <a href="#">U_EXIT_CODE</a> <a href="#">U_OUTCOME</a>	Enrollment objectives, <a href="#">program category types</a> , and exit codes, <del>and verified outcomes</del> must follow the matrix presented in <a href="#">Appendix D</a> .	Use Excel filtering options to find and correct errors.
32	<a href="#">U_OUT_DT</a>	Outcome dates are defined as the dates upon which students' outcomes are verified. Hence, it is impossible to have outcome dates in the future, after the date on which the data submission file is generated.	Use Excel filtering options to find and correct errors.
33	<a href="#">U_PRG_CIP</a> <a href="#">U_COMP_CIP</a> <a href="#">U_DEL_CIP</a>	Check to ensure that all CIP codes appearing in data submission files are included in the Data Dictionary.	Consult the Data Dictionary to ensure CIP codes are all included in the Dictionary.
34	<a href="#">U_COMP_DATE</a> <a href="#">U_ISSUE_DATE</a>	The issue date cannot be before the completion date.	=B2-A2 (see #23 above)
35	<a href="#">U_COMP_DATE</a> <a href="#">U_ISSUE_DATE</a> <a href="#">U_TRAINING_START</a>	The training start date must be before the completion and issue dates.	=B2-A2 (see #23 above)
36	<a href="#">U_PELL</a> <a href="#">U_BIA</a> <a href="#">U_WIOADWS</a> <a href="#">U_ENRL_OBJ</a>	Check to ensure that financial sponsorships that appear for secondary students (for whom tuition is free) are accurate. For example, if Pell is erroneously appearing in Perkins data submissions for secondary students, check to ensure that Pell periods do not overlap with secondary enrollment periods.	Use Excel filtering options to find and correct errors.
37	(all fields)	Where the Data Dictionary specifies that fields may contain only certain values (e.g., exit codes, outcome codes, site type codes, etc.), please ensure that no other values are used (e.g., we've seen U_ENRL_OBJ values of "5" and "8").	Use Excel filtering options to find and correct errors.

#	Concerned Field	Subject of Inquiry	How to Validate
38	<a href="#">U_EXIT_CODE</a> <a href="#">U_EXIT_DATE</a>	<p>Check to ensure that students with U_EXIT_CODE = P in the state data submission, who have an exit date within the fiscal year, are appearing in the completers file. Policy states that the exit code of P is given to students who have completed their programs <i>and been awarded a certificate</i>. Hence, they shouldn't have exit codes of P (with an exit date within the fiscal year) without appearing in the completers file.</p> <p>Likewise, check to ensure that students appearing in the completers file have at least one record in the data submission with exit code = P and exit date within the fiscal year. Because the data submission file includes zero-hour records, as well as records for students with open enrollment periods but no schedule details, there should not be any record in the completers file without a corresponding row with exit code P in the data submission.</p>	<p>Filter out all students except those with exit codes of P and exit dates within the fiscal year. Copy their ID numbers then use a VLOOKUP command to see if those ID numbers appear in the completers file.</p>
39		<p>Check to ensure there is no exit code of P given in the same program for which there is also an open enrollment period (i.e., students shouldn't be counted as still enrolled due to the open enrollment period at the same time that they are counted as graduates due to exit code of P).</p>	<p>Identify all completers and all students who are still enrolled by program, then compare the lists to ensure no one is double-counted in the same program.</p>

To return to the Table of Contents, please click [here](#).

**Appendix F: Scheduling Models, Tuition and Fees, and Membership Hour Accrual Matrix**

Policy	Scheduling Model (Course Session Type)	Stop Date	Tuition Process Type	Tuition	Possible Fees	Refund Policy	Membership Hours	Enter Attendance?
201.6.1	Open (open entry/open exit)	Projected in conjunction with lab sessions	TPP <sup>1</sup>	Scheduled hours within TPP * hourly tuition rate	1XSTUCLASS, 1XADULTCLASS, 1XFYCLASS, NXSTUCLASS, NXADULTCLASS, NXSTU, NXADULT, NXPTSTU (Only fees assigned to the class or college are charged.)	Refund whatever the student has not used (including fees)	Accrued as attendance is recorded	Attendance is required. If back-dated, previous attendance will need instructor input.
			Up-front	Class hours * hourly tuition rate	1XSTUCLASS, 1XADULTCLASS, 1XFYCLASS (Only fees assigned to the class are charged.)	“Days to refund” policy	<ul style="list-style-type: none"> <li>Up-front if the college employs course-based scheduling</li> <li>Accrued if the college employs program-based scheduling</li> </ul>	
201.6.2	Clinical (externship)	Projected if the session is BOI <sup>2</sup> and the college has a value for the Project Clinical BOI (hrs/week) setting	Up front	<ul style="list-style-type: none"> <li>Program level: if the course session has a custom number of hours, then the CS hours (or else the PO hours) * hourly tuition rate</li> <li>Course level: class hours * hourly tuition rate</li> </ul>	1XSTUCLASS, 1XADULTCLASS, 1XFYCLASS (Only fees assigned to the class are charged.)	“Days to refund” policy	Up-front if course-based and delivered BOI <sup>2</sup>	<ul style="list-style-type: none"> <li>If delivered BOI<sup>2</sup>, then attendance is not required. One attendance record is automatically entered up-front.</li> <li>If not BOI<sup>2</sup>, then attendance is required. If back-dated, previous attendance will need instructor input.</li> </ul>
		If the session is not BOI <sup>2</sup> or the college does not have a value for the Project Clinical BOI (hrs/week) setting, the earliest of the enrollment period stop date, session stop date, or 06/30/2299					Accrued if program-based or (course-based and not BOI <sup>2</sup> )	
201.6.2	Lock-Step (defined entry/defined exit)	Defined	Up front	Defined cost	1XSTUCLASS, 1XADULTCLASS, 1XADULT, 1XSTU (Only fees assigned to the course session are charged.)	“Days to refund” policy or lock-step refund table	Upfront (should only be used for course-based scheduling)	Attendance required. If back-dated, previous attendance will need instructor input.

<sup>1</sup>TPP = Tuition Process Period (though typically set-up as monthly, there is no restriction on the date range chosen)

<sup>2</sup>BOI = Represents the selection of any of the following delivery types: (B) Blended, (O) Electronic Media, or (I) Online



## **UTAH SYSTEM OF TECHNICAL COLLEGES**

### **AGENDA ITEM**

### **BOARD OF TRUSTEES**

**September 19, 2019**

**ITEM: 6**

**TOPIC: Strategic Workforce Investments (SWI) Report from the Utah Governor's Office of Economic Development (GOED).**

#### **BACKGROUND**

SB103, 53B-26-103 requires the Governor's Office of Economic Development to report every other year to the Legislature, the State Board of Regents, and the Utah System of Technical Colleges Board of Trustees on the high demand technical jobs projected to support economic growth in the following high need strategic industry clusters:

a) aerospace and defense; b) energy and natural resources, c) financial services, d) life sciences; e) outdoor products; f) software development and information technology; and g) any other strategic industry cluster designated by the Governor's Office of Economic Development.

Benjamin Hart, Deputy Director, and Kimberlee Carlile, Director of Industry and Talent Initiatives from the Utah Governor's Office of Economic Development will report and provide an update on the SWI process and program as indicated above.

**RECOMMENDATIONS: Information/discussion only**

**Attachment: None**



# 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

9 May 2019

#### ITEM 8

TOPIC: Revisions to Policy 304 – Capital Facilities Requests and Development

#### BACKGROUND

[Senate Bill 102](#), *Higher Education Capital Facilities*, created a capital projects fund for technical colleges and other state higher education institutions. The fund will receive an appropriation of \$7,000,000 for Fiscal Year 2021 and \$14,000,000 per year thereafter. The Board of Trustees will have the authority to request the use of this dedicated and restricted fund for future capital development projects across the system.

SB 102 also requires the Board of Trustees to officially adopt the following criteria for prioritizing capital development requests:

1. Growth and capacity
2. Effectiveness and support of critical programs
3. Cost effectiveness
4. Building deficiencies and life safety concerns
5. Alternative funding sources

The Board has used these criteria for the last several years. The attached policy reflects changes to UTech Policy 304 to comply with the requirements of SB2. SB 2 also requires the Board of Trustees to “establish how (it) will measure each factor . . . and procedures for prioritizing funding requests for capital development projects.” The attached scoring template includes scoring guidelines to assist trustees in their scoring that may be used as measurement criteria.

UTech administration suggests that the procedure for prioritizing requests proceed as follows:

1. The Board of Trustees reviews summaries and hears presentations from each technical college requesting a capital facilities project.
2. After reviewing provided information and hearing the presentations, each present trustee will score each project based on established criteria.
3. Commissioner’s Office staff will compile and tabulate each project’s scores into one spreadsheet ranked from highest to lowest score.
4. With consideration to the scoring and other relevant factors, the Board will discuss then vote on an official priority order in which technical college capital facilities funding requests will be submitted to the Governor, applicable legislative committees, and the State Building Board.

The revised policy also includes definitions for the newly created Technical Colleges Capital Facilities Fund, Dedicated Projects, and Nondedicated Projects and the differentiation between the two types of projects.

RECOMMENDATION

UTech administration recommends the Board of Trustees approve the revisions to Policy 304, adopt the guidelines on the attached scoring template for measuring the scoring criteria in the policy as revised, and procedures for prioritizing projects as listed above.

Attachments:

Revised Policy 304

Capital Facilities Scoresheet



# POLICIES

<b>Subject:</b>	<b>Capital Facilities Requests and Development</b>
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## 304.1 Purpose

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

## 304.2 References

UCA 53B-2a-104, Utah System of Technical Colleges Board of Trustees – Powers and Duties  
UCA 53B-2a-112, Technical Colleges – Relationships with Other Public and Higher Education Institutions – Agreements – Priorities – New Capital Facilities  
UCA 63A-5-104, Definitions – Capital Development and Capital Improvement Process – Approval Requirements – Limitations on New Projects – Emergencies

## 304.3 Approval

USTC Board of Trustees approval: March 23, 2017. Revised: September 13, 2017. [Draft revision: May 9, 2019](#)

## 304.4 Definitions

- 4.1 **Capital Facilities:** Land, land improvements, and any property attached to land including, but not limited to, buildings, other structures, parking lots, landscaping, etc.
- 4.2 **Capital Development and Capital Improvement:** The same as defined under UCA 63A-5-104.
- 4.3 **DFCM:** The Utah Division of Facilities Construction and Management.
- 4.4 **Building Board:** The Utah State Building Board.
- 4.5 **Technical Colleges Capital Facilities Fund:** a fund created by the legislature that may be used for a dedicated project, to pay debt service for a capital development project in accordance with Title 63B, Chapter 1a, Master General Obligation Bond Act (Debt service payments require a two-thirds majority vote of all legislators elected to each house)
- 4.5 **Dedicated Project:** a capital development project for which funds from the Technical Colleges Capital Projects Fund are requested or used.
- 4.6 **Nondedicated Project:** a capital development project for which state funds from a source other than the Technical Colleges Capital Projects Fund are requested or used.

## 304.5 Capital Development Projects

- 5.1 **Board of Trustees Responsibility:** Per UCA 53B-2a-104, the Board of Trustees shall receive funding requests pertaining to capital facilities and land purchases from each technical college [for all dedicated projects and nondedicated projects](#), ensure that the



## POLICIES

<b>Subject:</b>	<b>Capital Facilities Requests and Development</b>
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requests comply with UCA 53B-2a-112, prioritize the requests, and submit the prioritized requests to the [Governor, the Infrastructure and General Government Appropriations Subcommittee, the Higher Education Appropriations Subcommittee, and Building Board for the Building Board's recommendation only for dedicated projects and recommendation and prioritization for nondedicated projects.](#)

**5.2 Office of the Commissioner:** The Office of the Commissioner shall be directly involved in all capital development projects within the USTC system, from ascertaining need through substantial completion.

**5.2.1 Request Phase:** The Office of the Commissioner shall facilitate the process by which the Board of Trustees hears, prioritizes, and submits capital development projects.

(a) *Request Development:* The Office of the Commissioner shall receive any official documents pertaining to the official process for requesting funding required by DFCM, the Building Board, or the legislature at the time such documents are submitted.

(b) *Board of Trustees Prioritization:* The Office of the Commissioner shall facilitate the presentation of capital development priorities to the Board of Trustees. ~~In consultation with the Building Board, the Board of Trustees shall develop and follow a scoring process to rank and prioritize projects annually. The Board of Trustees shall prioritize funding requests for capital development projects based on:~~

1. Growth and capacity,
2. Effectiveness and support of critical programs
3. Cost effectiveness
4. Building deficiencies and life safety concerns, and
5. Alternative funding sources

(c) Once the Board of Trustees has officially prioritized projects for the upcoming fiscal year, any changes proposed by a college to size, scope, or projected cost shall be provided to the Office of the Commissioner immediately to determine whether Board of Trustees or other action is necessary.

(~~d~~) *Request Presentations:* The Office of the Commissioner shall be represented whenever practical at capital development presentations to the Building Board and legislative committees, participating where appropriate.

(~~e~~) *Alternative Funding Sources:* The Office of the Commissioner shall verify the existence and source of any funding outside of requested State-appropriated funds prior to the use of any such funding to promote a capital development project. Non-appropriated funding shall not create a future



# POLICIES

<b>Subject:</b>	<b>Capital Facilities Requests and Development</b>
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liability for the state or a technical college, and must be given to a college with no expectation of repayment.

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

## **304.6 Capital Improvements**

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

# Capital Facilities Scoresheet

Project: \_\_\_\_\_

	Weight	Score (1-10)	Weighted Score
1) Addresses Growth and Capacity	4		
2) Will Improve Effectiveness and Support Critical Programs	3		
3) Cost Effectiveness	2		
4) Existing Building Deficiencies and Life Safety Concerns	1		
5) Alternative Funding Sources	1		
Total Score:			

## Scoring Guidelines

- 1) Score based on the degree to which the request is driven by program growth, and the amount of space is justified based on available data.
- 2) Score based on the degree to which the project improves programmatic effectiveness and supports the College mission.
- 3) Score based on whether the project will realize long-term cost savings (Projects with "industry standard" design should receive a score near 5 representing average cost for a similar project).
- 4) Score based on the degree to which the project eliminates code, condition and life-safety deficiencies including potential and probability of occurrences.
- 5) Score based on total of project cost funded by alternative sources (If no additional funding, score 1. Scores approaching 10 would indicate a majority of the cost coming from non-state sources).

Notes:

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# 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)	<u>75,000 Square Feet</u>
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 20<sup>th</sup> 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.



## 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:**

<b>Total Project Space (Gross Square Feet)</b>	<b><u>98,000</u></b>
New Space Requirement (Gross Square Feet)	<u>98,000</u>
Remodeled Space (GSF)	<u>0</u>
Space to be Demolished (GSF)	<u>0</u>

### **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 13.31 acres 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.



# UTAH SYSTEM OF TECHNICAL COLLEGES



## AGENDA ITEM

### USTC BOARD OF TRUSTEES

9 May 2019

#### ITEM 10

TOPIC: Commissioner Search Suspension

#### BACKGROUND

The Board adopted a recommended search process for a permanent Commissioner of Technical Education in its 21 March 2019 meeting, which called for engaging a contracting with a third-party agency to receive and screen applications. A timeline was not specified for the search, with an observation that the System currently has strong leadership in place.

Board Chair Jim Evans received a letter from Governor Gary Herbert on 15 April 2019 addressed to him and the State Board of Regents Chair. In the letter, Governor Herbert asked both systems to put their commissioner searches on hold until after the 2020 legislative session. With regard to the Higher Education Strategic Planning Commission, Governor Herbert observed that “while we don’t yet know how extensive any recommended changes may be, I believe we all want to move forward with improvements to our systems in an intentional manner.”

In accordance with the Governor’s request, Chair Evans directed that all search preparations be immediately suspended until after the 2020 legislative session.

#### RECOMMENDATIONS

Information/discussion only

Attachment: Letter from Governor Gary R. Herbert



# STATE OF UTAH

GARY R. HERBERT  
GOVERNOR

OFFICE OF THE GOVERNOR  
SALT LAKE CITY, UTAH  
84114-2220

SPENCER J. COX  
LIEUTENANT GOVERNOR

April 15, 2019

Harris Simmons, Chair  
Utah System of Higher Education

Jim Evans, Chair  
Utah System of Technical Education

Dear Sirs:

As you are both aware, in 2018 several changes were made to both the System of Technical Education and the System of Higher Education through HB300. This legislation also created the Higher Education Strategic Planning Commission, which was charged with conducting an extensive analysis of our postsecondary education systems and creating a strategic plan "aimed at meeting the future challenges of the state system of higher education." Commissioner Buhler and Interim Commissioner Haines both serve on this commission, along with several members of your boards.

At their most recent meeting, the commission's consultants reported on their progress with this study, noting that their final report and recommendations will be made in November of this year. Any recommendations requiring statutory changes would then be addressed in the 2020 legislative session. While we don't yet know how extensive any recommended changes may be, I believe we all want to move forward with improvements to our systems in an intentional manner, working together with our legislative partners.

With that in mind, I am asking you both to put your commissioner searches on hold until after the commission completes its work, as I will delay my approval of any candidate referred by your boards (as required in 53B-1-105 and 53B-2a-102) until the legislature has had the opportunity to respond to the recommendations of the Higher Education Strategic Planning Commission.

Due to the critical work of developing your budgets and legislative agendas for the 2020 session in a timely manner, I encourage you each to utilize an interim commissioner who can begin to work on these issues immediately and see them through the 2020 session.

I look forward to supporting you both in this important work.

Sincerely,

Gary R. Herbert  
Governor

**UTAH SYSTEM OF TECHNICAL COLLEGES**



**AGENDA ITEM**

**BOARD OF TRUSTEES**

**September 19, 2019**

ITEM: 11

TOPIC: Appointment and Approval of Board Committees

**BACKGROUND**

The Executive Committee, Audit Committee, and Compensation Committee were previously formed. Additional Board members were asked to serve in these existing Committees.

The UTech Board Leadership also formed other Committees and requested Board of Trustees members, College Presidents, and UTech Staff to serve in the following Committees:

Capital Facilities Committee  
Industry Relations Committee, and  
10-Year Strategic Planning Committee

**RECOMMENDATIONS**

Proposal/discussion

Attachment: List of Proposed Committees

# BOARD OF TRUSTEES PROPOSED COMMITTEES



## EXECUTIVE COMMITTEE

STEVE MOORE – CHAIR

AARON OSMOND

SUSAN JOHNSON

BRAD TANNER

CHUCK TAYLOR

JARED HAINES

## PRESIDENTS COMPENSATION COMMITTEE

CHARLES HANSEN – CHAIR

STEVE MOORE

ARTHUR E. NEWELL

JARED HAINES

## INDUSTRY RELATIONS COMMITTEE

SCOTT THEURER – CHAIR

BRETT BARTON

RUSSELL LAMOREAUX

BRAD TANNER

STAFF – KIM ZIEBARTH

## AUDIT COMMITTEE

BRAD TANNER – CHAIR

MIKE ANGUS

JERA L. BAILEY

CHUCK TAYLOR

STAFF – TYLER BRINKERHOFF

## 10-YEAR STRATEGIC PLANNING COMMITTEE

AARON OSMOND – CHAIR

BRETT BARTON

SCOTT THEURER

PRESIDENT JIM TAGGART

PRESIDENT BRENNAN WOOD

STAFF – KIM ZIEBARTH

## CAPITAL FACILITIES COMMITTEE

MICHAEL JENSEN – CHAIR

AARON OSMOND

STACEY BETTRIDGE

STAFF – TYLER BRINKERHOFF

# UTAH SYSTEM OF TECHNICAL COLLEGES



## AGENDA ITEM

### USTC BOARD OF TRUSTEES

9 May 2019

#### ITEM 13

TOPIC: Prioritization of FY2021 Capital Development Requests

#### BACKGROUND

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

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:

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.

# UTAH SYSTEM OF TECHNICAL COLLEGES



## AGENDA ITEM

### USTC BOARD OF TRUSTEES

9 May 2019

#### ITEM 14

#### BACKGROUND

TOPIC: Custom Fit Allocations

#### BACKGROUND

Senate Bill 2 Appropriated an additional \$600,000 of the requested \$650,000 for Custom Fit. The request was based on a request for \$200,000 each for Mountainland Technical College, Davis Technical College, and Ogden-Weber Technical College and \$25,000 each for Snow College and Utah State University, Eastern. Snow and USU, Eastern are not part of UTech, but their Custom Fit service regions are administered by UTech. The following is a pro-rated distribution based on a percentage of the requested amount that was funded:

<b>Proposed FY 2020 Custom Fit Allocations</b>			
<b>College</b>	<b>FY 2019</b>	<b>FY 2020 Increase</b>	<b>FY 2020 Total</b>
Bridgerland	500,000	-	500,000
Davis	500,000	184,600	684,600
Dixie	345,000	-	345,000
Mountainland	500,000	184,600	684,600
Ogden-Weber	500,000	184,600	684,600
Southwest	345,000	-	345,000
Tooele	325,000	-	325,000
Uintah Basin	410,000	-	410,000
USU-Eastern	250,000	23,100	273,100
Snow	275,000	23,100	298,100
UTech Admin	9,200	-	9,200
<b>TOTALS</b>	<b>3,959,200</b>	<b>600,000</b>	<b>4,559,200</b>

#### RECOMMENDATION

UTech Administration recommends the Board of Trustees consider and approve the proposed Custom Fit funding allocations or consider alternate allocations as the Board deems appropriate.

**UTAH SYSTEM OF TECHNICAL COLLEGES**

**AGENDA ITEM**

**BOARD OF TRUSTEES**

**September 19, 2019**



ITEM: 15

TOPIC: Approval of Revisions to Policy 111 – Technical College Presidents Selection

**BACKGROUND**

A committee, chaired by current Board Chair Steve Moore, was commissioned to revisit Policy 111 to improve the process by which technical college presidents are selected. The committee also included Trustees Scott Theurer and Mike Angus, Presidents Clay Christensen and Paul Hacking, and Assistant Commissioner Tyler Brinkerhoff. The committee met multiple times to provide input and provided additional input via email. The Council of Presidents also had an opportunity to provide insight based on their experiences in the hiring process.

Based on the feedback, the committee decided the best approach was to revise and condense the policy and draft a companion procedure to offer a degree of flexibility in the process. The policy will provide overall parameters stipulated by the Board of Trustees. The procedure will serve as a non-binding guide to structure details of the selection process and can be adjusted as needed for any search within the parameters of the policy. The procedure, which will not require board approval, is attached for reference.

**RECOMMENDATION**

UTech administration recommends the Board of Trustees approve the revisions to Policy 111.

Attachments:

Draft Policy 111, "Technical College Presidents – Selection"  
Procedure P111, "Technical College Presidents – Selection"



# POLICIES

Date: ~~March 15, 2018~~September 13,  
2019 (DRAFT)

Page: 1 of 7

<b>Subject:</b>	<b>Technical College Presidents – Selection</b>
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## 111.1 Purpose

To provide for the search for and selection of technical college presidents by the Utah System of Technical Colleges Board of Trustees (~~UCA 53B-2a-107[1]~~).

## 111.2 Approval

UTech Board of Trustees approval: January 12, 2017. Revised: September 13, 2017; March 15, 2018; May 19, 2019 (pending).

## 111.3 References

UCA 53B-2a-107, Technical College Presidents – Appointments – Duties  
UCA 53B-4, Open and Public Meetings Act  
UTech Policy 110, Technical College President Functions  
UTech Policy 113, Technical College President Compensation

## 111.4 Presidential Vacancy

- 4.1 President Notification of Planned Vacancy:** It is the preference of the Board of Trustees that a technical college president inform the Commissioner of Technical Education via written communication of his or her ~~intention intent~~ to vacate the president's position as early as possible, preferably at least six months before the effective date.
- 4.2 Notification to Boards of Presidential Vacancy:** ~~Within 24 hours of~~ As soon as practicable after receiving notification of a planned or unplanned presidential vacancy, the Commissioner of Technical Education shall inform all members of the UTech Board of Trustees and the president's technical college board of directors ~~via email~~ of the vacancy and of provisions for leadership continuity and selection of a replacement as set forth in this policy.
- 4.3 Leadership Continuity**
  - 4.3.1 Unplanned Vacancy or Incapacitation:** In the event of a technical college president's unplanned vacancy or short-term unavailability to serve, the Commissioner shall, ~~within 48 hours and~~ after consultation with the chair of the technical college board of directors and with the approval of the Chair of the Board of Trustees, immediately designate a vice president or other senior executive of the college to function in the capacity of the president until a new president or acting president is appointed.
  - 4.3.2 Acting President:** For a vacancy that is expected to exceed four weeks, the college board of directors shall, ~~within two weeks of~~ as soon as practicable after receiving notification (111.4.2), submit to the Board of Trustees in nomination the names of individuals who could serve as acting technical college president. The Board of Trustees shall, ~~within one week of~~ as soon as practicable after receiving nominations, select an acting technical college president. The acting president shall commence service





## POLICIES

<b>Subject:</b>	<b>Technical College Presidents – Selection</b>
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immediately upon the Board of Trustees' approval until a new president is appointed (as provided in this policy) and begins service. The acting president's compensation shall be set during the term of service at the minimum salary in the range established for that technical college president's position (as provided in Policy 113), or ten percent above the acting president's salary prior to assuming the position, whichever is greater.

## 111.5 Presidential Search and **Recommendation of Finalists Appointment**

**5.1 Confidentiality:** In all activities herein described, Presidential Search Committee members, local college directors, the UTech Commissioner and relevant staff, and UTech Trustees shall maintain strict confidentiality. Information about applicants, scoring, background and reference checks, internal discussions, etc. shall not be disclosed to anyone outside of formal meetings herein described.

**.1 Engagement with Relevant Parties:** Technical college presidential applicants shall be strongly discouraged from soliciting or engaging in discussions with Search Committee members, local college directors, or UTech Trustees during the search process.

**5.1.2 External Information:** Search Committee members, local college directors, the UTech Commissioner and staff, and UTech Trustees shall not seek, solicit, or otherwise invite information on applicants from sources or persons outside of submitted application materials or reference/background checks (111.5.3.3).

**5.1.3 Lobbying:** Invitations, inquiries, emails, texts, letters, phone calls, etc. from outside persons to Presidential Search Committee members for purposes of discussing the search process or recommending or detracting from any and all candidates shall be avoided and strongly discouraged.

### **5.4.5.2 Search Committee**

**5.4.1 2.1 Committee Appointment:** The Chair of the UTech Board of Trustees, after consultation with the Commissioner of Technical Education and the chair of the technical college board of directors, and with the approval of the Board of Trustees, shall appoint a Presidential Search Committee and committee leadership ~~within thirty days of a~~ as soon as practicable after receiving the presidential vacancy notification (111.4.2).

**5.4.2 2.2 Committee Composition:** The Presidential Search Committee shall, in accordance with UCA 53B-2a-107(1)(b)(i), consist of an equal number, not to exceed four, of Board of Trustees members and members of the technical college board of directors. ~~Technical college faculty, students, or other individuals may also be appointed to serve on the Committee, though their number shall not exceed the number of Trustees appointed to the Committee. The Committee chair may also appoint college faculty, students, community leaders, etc. to serve on the Committee, though their number shall not exceed that of the Trustees. These community members shall not have previously served as UTech trustees or college directors.~~



## POLICIES

Subject:	Technical College Presidents – Selection
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**5.1.3 2.3 Committee Leadership and Staffing:** Leadership of the Search Committee shall be appointed by the Chair of the UTech Board of Trustees from among Committee members, with a Trustee serving as chair and the college board of directors' chair or his/her designee as the Committee vice chair. The Commissioner shall provide one or more members of his or her staff to support the Committee.

~~The leadership of the Presidential Search Committee shall be appointed by the Chair of the UTech Board of Trustees from among the members of the Committee, with one of the Trustees serving as the chair, and the chair of the college board of directors as the vice chair. The Commissioner shall provide one or more members of the Commissioner's staff to serve as staff support to the Committee.~~

**5.1.4 2.4 Committee Duties:** The responsibility of the Presidential Search Committee shall be to establish search timelines, recruit applicants, screen and interview applicants, and resultantly recommend up to four candidates for further consideration by the UTech Board of Trustees. Committee members shall meet as soon as practicable after appointment and as frequently as necessary thereafter to fulfill these duties.

~~The responsibility of the Presidential Search Committee shall be, as detailed in this policy, to search for qualified candidates for the technical college president position, and to recommend up to four applicants for further consideration by the UTech Board of Trustees. The Committee shall meet within two weeks of its appointment to: (1) finalize the position posting and application requirements using a template similar to 111.7; (2) develop the schedule for the search and selection process set forth in this policy, to be completed in three to four months (or as determined by the Committee) at a regular or special meeting of the UTech Board of Trustees scheduled with the Chair of the Board of Trustees; and (3) determine the criteria for which applications and interviews will be scored by the Committee in 111.5.3 and 111.5.4.~~

**5.1.5 Confidentiality:** ~~The Presidential Search Committee shall keep all information about applicants strictly confidential during and after the search process~~

~~**5.2 Recruitment of Candidates:** The Office of the Commissioner of Technical Education shall advertise and recruit applicants for the position, with consideration to national, regional, and statewide educational, professional, and industry channels. Postings shall announce the availability of the position and an invitation to all interested persons to apply for the position. Applications shall be made to the UTech Commissioner's Office and shall be accepted until the deadline established by the Committee. Acceptance of applications for the position shall last for a minimum of 30 days and shall close upon a deadline established by the Committee.~~

~~**5.3 Screening of Applications**~~

~~**5.3.1 Review of Applications:** The Office of the Commissioner shall, within two weeks of the application deadline, provide the Presidential Search Committee members electronically with: (1) confidential files containing each application received that met the basic requirements of the process, as determined by the UTech Commissioner and staff; (2) a~~



## POLICIES

Subject:	Technical College Presidents – Selection
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~~list of those that did not meet the basic requirements; and (3) the criteria for scoring the applications, as determined in 111.5.1.4(3).~~

~~5.3.2 — Scoring of Applications: Each search committee member shall, within two weeks of receiving the files, confidentially submit applicants' scores to the Office of the Commissioner.~~

~~5.3.3 — Selection for Search Committee Interviews: The Presidential Search Committee shall meet electronically or in person to review applicants' cumulative scores (111.5.3.2) and, after discussion, identify a group of up to eight candidates to be interviewed by the Committee.~~

~~5.4 — Search Committee Interviews and Recommendations: The UTech Commissioner shall notify all applicants whether they were selected for interviews under 111.5.3.3 and will schedule the interviews with the Presidential Search Committee within one to two weeks following the screening. The Presidential Search Committee shall confidentially interview the candidates utilizing a standardized question and answer form designated in 111.5.1.4(3). After concluding the interviews and discussing applicants' qualifications, Committee members shall vote by anonymous ballot on each interviewee who has indicated his or her willingness to serve as president. The voting procedure shall be as follows:~~

~~5.4.1 — Each Committee member shall write the name of the candidate on one side of a sheet of paper.~~

~~5.4.2 — On the other side of the sheet of paper, each Committee member shall answer the question, "Is this applicant fully qualified to be president of this institution?", by writing the word "yes" or "no."~~

~~5.4.3 — All papers will be folded and handed to the Committee staff support appointed by the Commissioner (111.5.1.3). The Committee staff support and the chair will then compile the responses.~~

~~5.4.4 — The chair shall then announce to the Committee the names of those candidates that received a majority of "yes" responses to the question. The response counts on other candidates shall not be reported to the Committee.~~

~~5.4.5 — After further discussion regarding the qualified candidates as identified in 111.5.4.4, the anonymous ballot voting process is repeated using the question, "Relative to the other remaining applicants, is this applicant sufficiently qualified to be recommended to the Board of Trustees for further consideration?", until the Committee agrees upon at least three but not more than four candidates to recommend to the Board of Trustees as persons qualified to serve as president of the institution.~~

~~5.4.6 — The Committee chair shall report to the Board of Trustees the results of the voting of the Presidential Search Committee on all candidates that were interviewed.~~



## POLICIES

Subject:	Technical College Presidents – Selection
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~~5.4.7~~ — Unless the Board of Trustees calls upon the Committee for more information, or unless the Board votes to recommence the presidential search process, the work of the Presidential Search Committee shall be finished after it has concluded its balloting on each candidate and submitted its written report and recommendations to the Board.

#### ~~111.6~~ Consideration of Recommended Applicants and Presidential Appointment

##### ~~5.3~~ Preliminary Discussions with Recommended Candidates

~~6.1~~ **5.3.1 Notification and Interview Scheduling of Recommended Applicants:** Upon recommendation of up to four candidates for full UTech Board consideration (111.5.2.4), the Commissioner shall notify all applicants whether they were recommended for further consideration. For recommended candidates, the Commissioner shall: (a) inform them of the salary range currently established for the technical college's president under UTech Policy 113; (b) confirm their willingness to be considered given the starting salary range prescribed in UTech Policy 113, or seek their rationale for requesting another starting salary; and (c) schedule their respective meetings and interviews with college directors and the UTech Board of Trustees (111.5.3.4 and 111.5.4.2[b], respectively).

~~After the Presidential Search Committee recommends up to four applicants for full UTech Board consideration (111.5.4), the Commissioner shall notify all applicants whether they were recommended for further interviews. For each recommended applicant, the Commissioner shall: (a) inform the applicant of the salary range currently specified for the technical college's president under UTech Policy 113; (b) verbally confirm with the applicant his or her willingness to be considered for compensation in the starting salary range prescribed in UTech Policy 113, or the applicant's rationale for consideration of another starting salary; (c) verbally confirm with the applicant his or her willingness for his or her name being made available to the public as the applicant meets with college faculty/staff and directors (111.6.4-5); and (d) schedule the applicant's meetings with college faculty/staff and directors, and the applicant's interview with the UTech Board of Trustees (111.6.4-6).~~

~~6.2~~ **5.3.2 Notification and Transmittal to Boards:** The Commissioner of Technical Education shall confidentially notify the members of the Board of Trustees and the college board of directors of the recommended ~~applicant~~candidate selection and interview schedule; shall transmit to them the confidential application materials for each recommended ~~applicant~~candidate; and shall, with the chair of the Board of Trustees, develop standardized questions and metrics for use in the applicant interviews specified in ~~111.65.4.2(b)~~.

~~6.3~~ **5.3.3 Reference/Background Checks:** Utilizing ~~the UTech Commissioner's~~ staff and/or a professional provider, the Commissioner ~~shall, within one week of recommended applicant selection and for each applicant, shall confidentially, prior to candidates' respective meetings and interviews with college directors and the UTech Board of Trustees:~~ (a) conduct a criminal background check in accordance with statutory and college requirements; (b) contact ~~the applicant's~~ previous employers and references; and



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~~(c) other work-related reference checks as determined by the Chair of the Board of Trustees for each candidate recommended for full Board consideration. conduct a review of internet and social media. The three checks may be done simultaneously.~~

~~6.4 — Meetings with College Faculty/Staff and the Board of Directors: Each applicant recommended for further Board of Trustees consideration shall, prior to being interviewed by the Board, meet informally with college faculty and staff to tour the technical college, introduce him/herself, and answer questions from college employees.~~

~~6.5 5.3.4 Meeting with the College Board of Directors: Each applicant candidate recommended for further Board of Trustees consideration shall, prior to being interviewed by the Board, meet with the technical college's board of directors in a closed session thereof (in accordance with UCA 52-4-204 through 206) to introduce him/herself, discuss his/her professional competence to serve as technical college president, and answer questions from board members. A member of the UTech Commissioner's staff shall be assigned to attend this meeting and report to the Board of Trustees observations made by the board of local directors (111.6.6.3 5.4.2[c]).~~

#### ~~6.6 5.4 Interviews of Recommended Applicants Candidates and Potential Appointment~~

~~6.6.1 — Confidentiality: The Presidential Search Committee, college board of directors, UTech Board of Trustees, and all others participating in the interview and selection process shall keep all information about applicants strictly confidential during and after the search process.~~

~~6.6.2 5.4.1 Scheduling and Notice of UTech Board Meeting: The Chair of the Board of Trustees shall, after consultation with the chair of the college board of directors and the Commissioner of Technical Education, schedule the interviewing of the recommended applicants and potential selection of a technical college president at a regular or special meeting of the Board of Trustees on location at the technical college's main campus one to four as soon as practicable but not to exceed two weeks after the Presidential Search Committee's recommendation of applicants/candidates to further interview (111.5.2.4). The Board shall convene and provide public notice of the meeting in accordance with the Utah Open and Public Meetings Act (UCA 52-4-202) and UTech bylaws (UTech Policy 101.8.8-11).~~

~~6.6.3 5.4.2 UTech Board Meeting: The UTech Board of Trustees shall convene in open session then vote to move to closed session for discussion of applicants' candidates' character and professional competence, as provided in UCA 52-4-205(1)(a). In accordance with UCA 53B-2a-107(1)(b)(iii), two members of the technical college board of directors, as appointed by the chair of the board of directors, shall join the Board in closed session and participate in recommended applicants' interviews as non-voting members.~~

~~(a) Commissioner Briefing: The Commissioner of Technical Education shall, while the Board is in closed session, report on proposed salary expectations (111.6.1[b]), the~~



## POLICIES

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~~(111.5.3.1[b]) and results from~~ reference and background checks (111.5.3.3) 6.3), ~~and any other input received regarding the character and professional competence of each applicant.~~

- (b) *Interviews:* After the UTech Commissioner's briefing, the Board of Trustees and the two appointed members of the technical college board of directors ~~(111.6.4.3)~~ (111.5.4.2) shall interview each finalist in closed session, utilizing a standardized ~~question and answer form~~ questionnaire with metrics developed for the Board in 111.65.3.2. In accordance with the Utah Open and Public Meetings Act (UCA 52-4-202), the Board shall not take any action during the closed session to vote on ~~applicants candidates~~ but shall limit discussion to individual Board members' observations and assessments of the ~~applicants' candidates'~~ character and professional competence.
- (c) *Board of Directors' and College Faculty/Staff Observations:* After Board discussion of each interviewed ~~applicant candidate~~, a report made by a member of the Commissioner's staff detailing observations made by members of the technical college's board of directors upon meeting with each applicant ~~(111.6.5)~~ (111.5.3.4) will be shared with the ~~Board of~~ Trustees. Further information on directors' impressions of candidates' qualifications may be provided by the college directors participating in the Board of Trustees' interviews ~~(111.6.6.3).~~

**6.75.4.3 Appointment of President:** In accordance with UCA 53B-2a-107(1)(b)(iv), the Board of Trustees shall, after discussion of ~~applicants' candidates'~~ character and professional competence, return ~~from closed session~~ into open meeting in compliance with UCA 52-4. The Board shall ~~may~~ then vote: (1a) to appoint a technical college president; and (2b) to authorize the Chair and Vice Chair of the Board of Trustees, in consultation with the chair of the college board of directors and the Commissioner of Technical Education, to negotiate and finalize the technical college president's compensation within the ~~range and parameters provided in parameters of~~ UTech Policy 113, with consideration to the college's budget. ~~In accordance with statute, only~~ Only voting members of the Board of Trustees may vote in the selection of the president, ~~after having considered input provided.~~ In the event the Board of Trustees does not appoint a technical college president, it shall specify additional action to be taken to identify and appoint a president.

~~111.7 Position Posting and Application Template:~~ As provided in 111.5.1.4(1), the Presidential Search Committee shall establish position posting and application requirements using a template similar to the following:



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### **P111.1 Purpose**

To provide guidance for the Board of Trustees, search committees, and staff to assist in the search for and selection of technical college presidents by the Utah System of Technical Colleges Board of Trustees per Policy 111. This procedural document is intended for guidance only, is non-binding, and may be altered as appropriate by the Board of Trustees, the Chair of Board of Trustees, a search committee, or the Office of the Commissioner of Technical Education.

### **P111.2 References**

UCA 53B-2a-107, Technical College Presidents – Appointments – Duties  
UTech Policy 101, Bylaws  
UTech Policy 110, Technical College Presidents – Functions  
UTech Policy 111, Technical College Presidents – Selection  
UTech Policy 400, Criminal Background Checks

### **P111.3 Search Committee Processes**

- 3.1 Formation of Search Committee:** Per Policy 111.5.2, a Search Committee and Committee leadership will be appointed to select up to four applicants for further consideration by the UTech Board of Trustees.
- 3.2 Notify Search Committee Members:** As soon as reasonably possible, the chair of the Search Committee should contact each Committee member to ensure willingness to serve and accept the necessary time commitments. The Committee chair should also cause each Committee member including him/herself sign a confidentiality and commitment agreement.
- 3.3 Initial Meeting:** Shortly after notification and finalization of Search Committee membership, the chair should arrange for an initial meeting. This initial meeting may be held electronically or in-person. The following should be addressed in the initial meeting:
  - 3.3.1 Recruitment:** Utilizing a format similar to the template format at the end of this procedure, the Committee may determine the method and extent of position advertisement with consideration to national, regional, and statewide educational, professional, and industry channels. The position will generally be advertised for a minimum of 30 days with a deadline for full consideration. The time may be longer or shorter as directed by the Committee.
  - 3.3.2 Minimum qualifications and Initial Screening:** The Search Committee may establish minimum qualifications based on Policy 110 and UCA 53B-2a-107. The Committee may also direct Commissioner's staff to perform an initial screening to ensure only candidates meeting such minimum qualifications are forwarded to the Committee for full review. This initial screening will minimize time spent by Committee members reviewing material submitted by unqualified candidates. The initial screening should happen within one (1) week of application deadline.



**PROCEDURE**

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**3.3.3 Screening and Scoring Criteria:** The Search Committee should determine criteria by which application material is scored. The Committee may direct Commissioner’s staff to create a scoring matrix or other tool to facilitate applicant screening.

**3.3.4 Timeline:** The Committee may establish a timeline for completion of its responsibilities. The timeline should allow sufficient time for advertisement, recruitment, initial screenings, comprehensive review of application material by Committee members, and interviews. The timeline should also include a deadline for full consideration of application material, date and time for a second short meeting to select candidates to interview, and a full business day afterward to interview selected applicants.

**3.4 Applicant Screening:** After the deadline for consideration and any initial screening processes, Commissioner’s staff will make qualified application material available electronically to each member of the Search Committee. The Committee members should use a uniform scoring matrix or other tool to individually score each applicant. The Committee members will submit their scores to Commissioner’s staff for compilation and tabulation. Commissioner’s staff will provide a summary ranking of all applicants by total or average score to Committee members at the second meeting of the Search Committee. The summary will utilize a method of statistical softening, such as eliminating each applicant’s high and low scores to minimize the ability of any one Committee member to unfairly skew an individual applicant positively or negatively.

**3.5 Second Meeting:** Upon completion of any initial screening processes, the Search Committee should hold a second meeting in-person, via video conference, or via telephone conference to select applicants to interview and to determine a standardized list of questions to ask each selected candidate. The Committee may review the summary score sheet provided by staff and use a combination of the rankings and Committee discussion to select candidates to interview. It is recommended that the Committee choose approximately eight (8) applicants to interview.

**3.6 Notification of Applicants and Scheduling Interviews:** As soon as practicable following the selection of candidates to interview, the Committee chair or his/her designee from the Committee or Commissioner’s staff should contact applicants to schedule available interview times and notify applicants who were not selected for an interview.

**3.7 Final Meeting/Interviews:** The final meeting of the Search Committee will generally take a full business day and may proceed as follows:

**3.7.1 Orientation (30 minutes or less):** The Search Committee chair conducts the meeting, welcomes Committee members, directs that any requested material is distributed to the Committee members including daily schedule, interview questions, scoring sheets, secret ballots, etc. The chair may make question assignments and provide any other instruction he or she deems appropriate.





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- 3.7.2 Interviews (45 – 60 minutes each):** The Committee should use the standardized list of questions designated in P111.3.6 for each candidate and use a uniform scoring template to score each candidate’s response to each question. Scoring sheets may be provided to Commissioner’s staff for compilation and tabulation once completed. Tabulation and compilation of scores may take place concurrent to subsequent interviews.
  
- 3.7.3 Final Discussion and Final Recommendations:** Following the interviews and the tabulation of applicant scores, staff will provide summary ranking of all interviewed candidates by total or average score to the Committee. The summary will utilize a method of statistical softening, such as eliminating each candidate’s high and low scores to minimize the ability of any one committee member to unfairly skew an individual candidate positively or negatively. The Committee may review summary scores and rankings provided by staff and use a combination of the rankings and Committee discussion to consider candidates to recommend to the Board of Trustees for further consideration. It is recommended that the Search Committee select via secret ballot up to four candidates to recommend to the Board of Trustees for further consideration. The meeting may be adjourned once final recommendations are determined, or if the Committee is unable to agree, one additional meeting may be scheduled to finalize recommendations. (reference Appendix A)
  
- 3.7.4 Notice to the Board of Trustees:** As soon as reasonably possible, the chair of the Search Committee shall report or cause to be reported the names of those candidates recommended for further consideration to the Chair of the UTech Board of Trustees. Once the report and recommendations are reviewed by the Board of Trustees and accepted, the Search Committee’s work is finished, and the Committee is dissolved.

**P111.4 Board of Trustees Consideration of Recommended Candidates**

- 4.1 Board of Trustees Acceptance of Search Committee Recommendations:** After the Search Committee completes its responsibilities, the Board of Trustees may meet in-person or electronically in accordance with the Utah Open and Public Meetings Act (UCA 52-4-202) and UTech bylaws (UTech Policy 101.8.8-11) to discuss candidates recommended by the Search Committee for further consideration. The Board may enter a closed session for discussion of applicants’ character and professional competence, as provided in UCA 52-4-205(1)(a). The Board of Trustees may accept the candidates recommended by the Search Committee and select a date for final interviews and possible selection of a college president or direct the Search Committee to extend the search. If the search is extended, the Search Committee may follow the applicable sections of P111.3 above.
  
- 4.2 Notification of Candidates and Interview Scheduling:** Once the date for final interviews is set, The Chair of the Board of Trustees may personally notify or designate another Board member or the Commissioner’s office to notify the candidates not



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recommended for further consideration and to notify the recommended candidates and schedule final interviews within available timeslots.

- 4.3 Background and Reference Checks:** Anytime after the acceptance of candidates for further review, the Chair of the Board of Trustees may cause reference and background checks to be conducted. These checks may be conducted utilizing available college resources, Commissioner’s staff, and/or a professional provider. The checks should include a criminal background check as defined in UTech Policy 400, contacting previous employers and references, and a review of internet and social media. These checks should be completed in advance of the final interviews.
- 4.4 Board of Trustees Interviews:** A meeting and interviews with recommended candidates shall be conducted in accordance with Policy 111.5.4.2. The board may use scoring sheets or other mechanisms to rank candidates as appropriate.
- 4.5 Announcement of the newly selected President:** As deemed appropriate and timely, the Chair of the Board of Trustees may have arrangements prepared with college personnel, college boards of directors, media, and interested parties to publicly announce the new president on the same day that the Trustees complete their final interviews, deliberate, vote, and make the presidential selection. Or, at the discretion of the Chair of the Board of Trustees, public announcement of the new president may otherwise take place within 2 days of the completed selection process.

# UTAH SYSTEM OF TECHNICAL COLLEGES



## AGENDA ITEM

### USTC BOARD OF TRUSTEES

9 May 2019

#### ITEM 16

TOPIC: Proposed FY 2020 Differential Tuition Rates

#### BACKGROUND

UTech policy 204.6.4 provides for differential tuition rates based on extraordinary circumstances. Requests for differential tuition rates are presented to the Board of Trustees annually as approved differential tuition rates expire each year on June 30.

#### **Bridgerland Technical College:**

Farm and Ranch Management - \$210 per year for beginning students, \$240 for advanced students

Academic Learning Center - \$20 per month

#### **Davis Technical College:**

Academic Learning Center - \$1.00 per hour

#### **Ogden-Weber Technical College:**

Academic Learning Center - \$20 per month

#### **Tooele Technical College:**

Academic Learning Center - \$20 per month

#### **Uintah Basin Technical College:**

Farm and Ranch Management - \$204 per year for beginning students, \$240 for advanced students

#### RECOMMENDATIONS

UTech administration recommends the Board of Trustees approve the requested differential tuition rates.

#### Attachments:

Letters from each college requesting differential tuition rates



April 16, 2019

Commissioner Jared Haines  
Utah System of Technical Colleges  
310 South Main Street, 12<sup>th</sup> Floor  
Salt Lake City, UT 84101

Dear Commissioner:

In accordance with USTC Policy Number 204.6-6.4, "Differential Tuition," please accept this letter as Bridgerland Technical College's official request for differential tuition rates in Fiscal Year 2020 as described below.

1. **Farm /Ranch Business Management:**

**Beginning students:** \$210/annually

**Advanced students:** \$240/annually

**Justification:** The Farm/Ranch Business Management Program began in the early to mid-1980s in an effort to help small- and medium-sized farms and ranches become successful. For each year of its existence, it has operated with a differential tuition rate. In prior years, the process of renewing the differential rate was virtually automatic and occurred at the same time the regular tuition rate was approved. With the development and approval of the newest version of USTC Policy Number 204.6-6.4, the College is now required to request approval of this differential rate on an annual basis.

2. **Academic Learning:**

**All students:** \$20/month

**Justification:** The Academic Learning Center exists as a resource to assist students in transitioning from wherever they are academically, to a level that will ensure success in their chosen training program. The Academic Learning Center does not result in an occupational credential but rather prepares students for success in both their chosen training program and eventual occupation. This center has also existed since the mid-1980s and has always operated with a differential tuition rate. The rate has been established as a means of removing or at least reducing barriers to enrollment as students move through the remedial math, English, and/or reading curriculum at their own pace. Upon successful completion of the curriculum, students are then prepared to enter one of the College's training programs and will be charged the USTC approved tuition rate for their chosen occupational program.

Because of the reasons stated above, and on behalf of the Bridgerland Technical College Board of Directors, I would like to respectfully request approval of these differential tuition rates for the 2020 Fiscal Year.

Sincerely,

A handwritten signature in black ink that reads "K. Chad Campbell". The signature is written in a cursive style with a large, stylized initial "K".

K. Chad Campbell  
President



## MEMO

To: Utah System of Technical Colleges Board of Trustees  
From: Darin Brush, Davis Technical College President  
Date: April 2, 2019  
Subject: Regular Tuition Rate, Differential Tuition Rate Request

The Davis Technical College administration has proposed no tuition increase for FY 2020, keeping tuition level at \$2.10 per hour. Student fees are reduced by \$0.21 per hour from \$0.56 per hour to \$0.35 per hour.

The Davis Technical College Board of Directors' met on March 28, 2019, and approved the proposed no tuition increase and the reduction in student fees for FY 2020.

### Differential Tuition Rate Request

UTech Policy 204, Tuition and Fees, provides a mechanism for a differential tuition rate to be applied for a specific course or program due to a unique or extraordinary circumstance. A college Board of Directors' may request from the Utah System of Technical Colleges Board of Trustees' a one-year waiver.

The Davis Technical College Board of Directors, again this year, approved a \$1.00 per hour differential tuition. Academic learning services are provided by the college to assist students in the development of fundamental academic skills for successful enrollment in Davis Technical College's technical programs and success in employment. These programs do not generate a college certificate. College administration recommends approval of a differential tuition rate intended to improve skill attainment for enrolling students who fail to pass math, literacy and writing levels required for program entry.

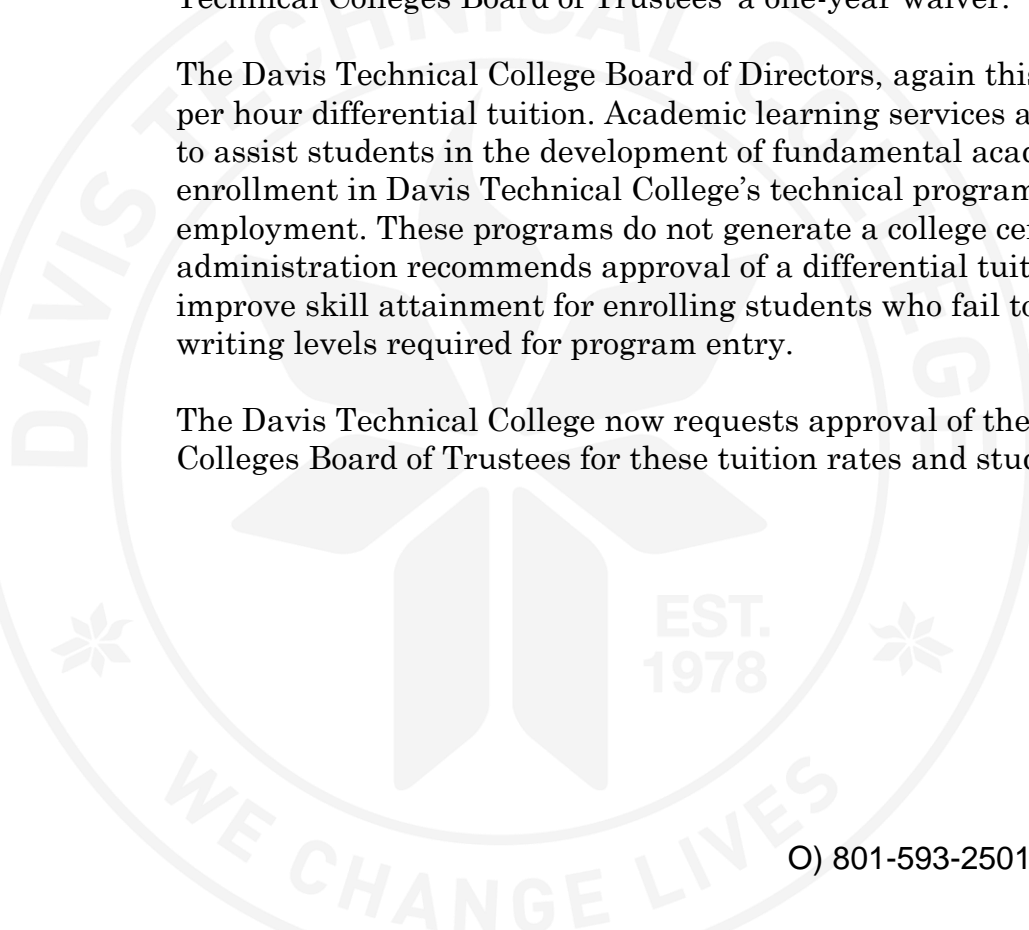
The Davis Technical College now requests approval of the Utah System of Technical Colleges Board of Trustees for these tuition rates and student fees reduction.

**Darin Brush**

President/CEO

darin.brush@davistech.edu

O) 801-593-2501 C) 801-209-1008 F) 801-593-2531



**MEMORANDUM**

**TO:** Members of the Board

**FROM:** James R. Taggart  
President

**DATE:** February 6, 2019

**RE:** Approval of FY20 Differential Tuition

Utah System of Technical Colleges (USTC) Policy 204 – Tuition and Fees provides a mechanism for a differential tuition rate to be applied for a specific course or program. The differential rate is usually a lower tuition rate that is based on a unique or extraordinary circumstance. The college Board of Directors may request that the USTC Board of Trustees approve a differential tuition rate. Approved differential tuition rates expire at the end of each fiscal year, and a new request must be submitted.

For the past several fiscal years, with support from the Board of Directors, the college has submitted a request to the USTC Board of Trustees to approve a differential tuition rate for the college's academic learning services. For FY20, the requested tuition rate is \$20/month. This is the same amount approved by the college Board of Directors and USTC Board of Trustees for previous years.

Academic learning services are provided by the college to assist students in the development of fundamental skills required for successful enrollment in college technical programs and eventual employment. Completion of academic learning courses does not result in a college post-secondary certificate but does prepare students for success in their chosen instructional program and as a productive member of a technically-trained workforce.

Mirroring successful academic learning programs offered at other institutions, the request to establish a differential tuition rate is intended to reduce economic barriers to skill attainment in areas such as remedial math, literacy, writing, and basic business courses taught in Spanish. Academic learning services also support high school completion for YouthBuild students. Upon successful skill attainment, students are either co-enrolled or fully-enrolled in college certificate programs. The regular USTC-approved tuition is applied to courses leading to a college post-secondary certificate of completion.

Approval of the \$20 differential tuition rate for academic learning services is requested. If approved, this request will be forwarded to the USTC Board of Trustees for final action.

/btc



Board of Trustees  
Utah System of Technical Colleges  
310 South Main  
Ste. 1250, 12<sup>th</sup> Floor  
Salt Lake City, UT 84101

**Subject: Differential Tuition**

Please accept this letter as Tooele Technical College's (TTECH) official request to continue a differential tuition of \$20.00 per month for our Academic Development Center (ADC).

Before any student is enrolled in an occupational program, they first take a math and reading test to determine if their skills are high enough to be successful in the program of their choosing. Should their scores reflect a need for improvement, we enroll them in our ADC. The ADC is a safe and motivating environment that helps students quickly learn or relearn skills, which removes a potential barrier by boosting their academic abilities to a sufficient level for program entry. When an adult learns that their math and reading skills are below the necessary level to enter a program, the potential student is often embarrassed or discouraged; some are even deterred enough to consider never returning. By offering these services at a low tuition rate, we remove a significant barrier and encourage students to improve these basic skills in a safe and positive environment. Upon the student reaching a sufficient academic level, they are soon enrolled in the program they initially requested.

This differential tuition is needed because students who require academic assistance prior to enrolling in their program cannot receive financial aid. We want to provide a simple process for students to overcome any barriers by attending our ADC without further concerns of additional financial burden. Aiding students in this first step will help us better support them in successfully completing their training at TTECH.

Sincerely,

Paul E. Hacking

President







March 15, 2019

Jim T. Evans, Chairman  
UTECH Board of Trustees  
310 South Main, Suite 1250  
Salt Lake City, UT 84101

Dear Chairman Evans:

As the UTECH Board of Trustees approves the tuition, we would appreciate their consideration in keeping some of the differential tuition rates which we have followed for many years. One of the core values of UTECH is flexibility which allows for us to respond to requests in a manner which is appropriate for that situation. Farm and Ranch Management is where we would urge the board to consider some flexibility in the way we apply our tuition policy.

For many years, the Farm and Ranch Management programs within UTECH have followed their own membership hour and tuition policy. This policy was developed with the input of all the instructors and the agricultural specialist from the Utah State Office of Education. Because of the unique nature of this program, the policy has done a very good job of providing a pricing structure which was acceptable to the market and accounted for membership hours in a way that treated it in a manner which is very comparable to other UTECH programs.

Duchesne County is one of the highest beef producing counties in the state. The skills taught in the program help farmers and ranchers develop management practices based on sound economic principles. The agricultural lending institutions encourage their clients to complete the Farm and Ranch Business Management program as a condition of the lending process. This program is primarily an occupational upgrade program which helps the businesses be more competitive in the market place. Without our program, there would not be another training program to take its place.

By requiring the normal tuition rate, the cost would rise from \$204 to \$960 a year. This would create an economic hardship on the farming families who need this training. We therefore request approval to continue to utilize a differential tuition rate of \$204 for the 480 & 576 hour basic courses and \$240 for the 690 & 828 hour advanced courses.

Thank you for your consideration.

William A. Ryan,  
Chairman – UBTECH Board of Directors

# UTAH SYSTEM OF TECHNICAL COLLEGES



## AGENDA ITEM

### USTC BOARD OF TRUSTEES

9 May 2019

#### ITEM 17

TOPIC: FY 2020 USTC Commissioner's Office Budget Approval

#### BACKGROUND

The Office of the UTech Commissioner is primarily funded by tax dollars appropriated by the State Legislature. Per UTech Policy 555.3.3, *"After review and approval by the UTech Commissioner, the proposed budget shall be submitted to the UTech Board of Trustees for final approval prior to the beginning of each fiscal year."* The attached spreadsheet is administration's budget for funds appropriated to The Office of the Commissioner for the fiscal year ending June 30, 2020

#### RECOMMENDATION

UTech Administration recommends the Board of Trustees approve the budget as attached.

#### Attachments:

FY 2020 Schedule of Revenue – Commissioner's Office

FY 2020 Budget – Commissioner's Office



Utah System of Technology Colleges  
Office of the Commissioner

Office Budget FY 2020 Expected Appropriations and Other Funding - DRAFT

**Appropriated Funds**

UTech Administration Ongoing Base Appropriation	1,588,700
Commissioner's Office Equipment Allocation	17,700
Custom Fit Appropriation	4,559,200
Performance Funding	1,650,000
Compensation and Insurance Adjustments	40,600
Scholarship Funds	800,000
ISF Rate Adjustments	148,600

**Total Appropriations** **8,804,800**

**Other Funds**

USBE CTE Perkins Funds	53,500
College Support for Northstar	170,000
SLDS Grant (exact amount TBD)	50,000

**Total Other Funding** **273,500**

**Total Funds Appropriated/Allocated to Cmsr's Office** **9,078,300**

**Restricted Funds for Colleges**

Custom Fit	4,550,000
Performance Funding	1,650,000
Scholarship Funds	800,000

**Total Restricted Dollars** **7,000,000**

**Total Commissioner's Office Budget** **2,078,300**



*Utah System of Technology Colleges  
Office of the Commissioner*

*Office Budget FY 2020 DRAFT*

**Budget**

Total Budget for the Commissioner's Office 2,078,300

**Expenditures**

Salaries, Payroll Tax & Benefits	1,579,952
Building Occupancy Costs	118,310
Legal Services	150,000
Equipment Purchases	17,700
Employee Travel	35,000
Board Meetings	25,000
Staff & System Meetings	15,000
Public Relations/Marketing	20,000
Automobile Expenses	10,000
Supplies & Misc. Expenses	41,844
IT Support & Upgrades	14,000
Memberships	30,000
Contingency	21,494
<b>Total Expenditures</b>	<b>2,078,300</b>

# UTAH SYSTEM OF TECHNICAL COLLEGES



## AGENDA ITEM

### USTC BOARD OF TRUSTEES

9 May 2019

#### ITEM 18

TOPIC: College Presidents Selection Policy

#### BACKGROUND

After taking input from college presidents and members of the Board of Trustees, Vice Chair Moore and UTech staff have updated UTech Policy 111 and drafted a companion procedure. These drafts will now go back to the committee chaired by Vice Chair Moore for additional input and finetuning. It is expected that the policy will be ready for full Board of Trustees approval at the September 2019 meeting.

Attachments: None

# UTAH SYSTEM OF TECHNICAL COLLEGES

## AGENDA ITEM

### BOARD OF TRUSTEES

September 19, 2019



ITEM: 19

TOPIC: Overview of SB 102 – Higher Education Capital Facilities

#### BACKGROUND

[Senate Bill 102](#), *Higher Education Capital Facilities*, created a capital projects fund for technical colleges and other state higher education institutions. The fund will receive an appropriation of \$7,000,000 for Fiscal Year 2021 and \$14,000,000 per year thereafter. The Board of Trustees will have the authority to request the use of this dedicated and restricted fund for future capital development projects across the system.

Pursuant to new requirements established by the bill, the Board of Trustees officially adopted the following criteria for prioritizing capital development requests:

1. Growth and capacity
2. Effectiveness and support of critical programs
3. Cost-effectiveness
4. Building deficiencies and life safety concerns
5. Alternative funding sources

Capital development projects funded using the Technical Colleges Capital Projects Fund are designated in new statute as dedicated projects, and projects utilizing state funds from a source other than the Technical Colleges Capital Projects Fund are designated as nondedicated projects. All capital development projects are subject to legislative approval whether dedicated or nondedicated. All projects also go before the State Building Board. Nondedicated projects are prioritized and ranked by the building board and submitted to the legislature for consideration. Dedicated projects are presented to the building board for recommendation only but are not prioritized or ranked. The Board of Trustees is responsible for creating list of dedicated projects and a list of nondedicated projects for submittal to the governor, building board, and legislative appropriations committees.

#### RECOMMENDATIONS:

Staff will provide the Board with an orientation to the newly-enacted Higher Education Capital Facilities statute. It is recommended that Trustees discuss possible approaches to the processes for the Board's Capital Facilities Committee to consider in developing a recommended strategy.

Attachment: None

# UTAH SYSTEM OF TECHNICAL COLLEGES



## AGENDA ITEM

### USTC BOARD OF TRUSTEES

9 May 2019

#### ITEM 21

TOPIC: Logan City/Bridgerland Technical College Easement/Land Swap

#### BACKGROUND

Logan City's commitment to Bridgerland Technical College and the future Health Sciences building includes an effort to put approximately \$7.0 million worth of infrastructure improvements on the two roads directly in front of these buildings. The project will create a three-lane road (including the turn lane on 600 West) and will create a five-lane road (including a turn lane) on 1400 North. The project will include traffic signals at the intersection and will provide curb, gutter, and sidewalk on both sides of 1400 North and the west side of 600 West.

A copy of the proposed Easement and Warranty Deed document to facilitate this transaction, along with the estimated values and an overview map of the property, is attached.

#### RECOMMENDATION

UTech administration recommends approval of the Logan City/BTECH Easement/Land Swap as presented.

#### Attachments:

Easement map

Property acquisition detail

Easement deed

PRINT DATE/TIME: 3/22/2019 3:22 PM

PROJECT FILE LOCATION: C:\Users\david.meady\Desktop\BTECH\Exhibit.dwg

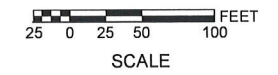


NEW ASPHALT



NEW CONCRETE SIDEWALK

MATCH LINE BT 2



<p>LOGAN CITY ENGINEERING 290 NORTH 100 WEST LOGAN, UTAH 84321</p>	<p>1400 NORTH AT 600 WEST TRAFFIC SIGNAL PROJECT BTECH EXHIBIT</p>	<p>756 E Winchester St. Suite 400 Salt Lake City, UT 84107 801-904-4000</p>	<p>DESIGNED: DAN DRAFTED: DAN CHECKED: TOB</p>	<p>REVISION BLOCK</p>	<p>SHEET NO: <b>BT 1</b></p>
	<p>LOGAN CITY ENGINEERING CITY UNITED IN SERVICE PUBLIC WORKS DEPARTMENT</p>				



BTEC PROPERTY ROM 600 W 1400 N  
ROM

AREA ROW ACQUISITION (sf)	57876	\$ 202,566.00	ACE comps/SF
PUE (10-ft) {guess}	15940	\$ 13,947.50	\$ 3.50 25%
ROW Acquisition costs total		<b>\$ 216,513.50</b>	

Curb and Gutter (lf)	1461	\$22.00	\$32,142.00
UTBC (ton)	710	\$30.00	\$21,300.00
5-FT Sidewalk (sf)	13625	\$4.98	\$67,852.50
ADA Ramp (each)	14	\$2,800.00	\$39,200.00
Approaches (8x32) x 4 (each)	4	\$4,100.00	\$16,400.00
Pipe Storm irrigation ditch	1334	\$90.00	\$120,060.00
Connect to exist waterline	1	\$3,300.00	\$3,300.00
8-inch waterline stub (45 ft)	45	\$45.00	\$2,025.00
8-inch gate valve	1	\$2,200.00	\$2,200.00
8-inch fire hydrant	1	\$6,100.00	\$6,100.00
8-inch sewer stub	45	\$91.00	\$4,095.00
Manhole	1	\$8,400.00	\$8,400.00
Asphalt 800 W (ton) (PT to PC 26 x 66)	70	\$90.00	\$6,300.00
Asphalt patch (ton@ 3-ft wide)	170	\$90.00	\$15,300.00
Asphalt approaches (ton)	200	\$80.00	\$16,000.00
4 approaches x 40 ft x 26-ft			<b>\$360,674.50</b>

**\$240,614.50** Without irrigation piping

When Recorded Mail To:  
Logan City Engineer  
290 North 100 West  
Logan, Utah 84321

**EASEMENT**  
Cache County

Tax ID No. 05-050-0020  
Project – Logan 1400 N 600 W  
Parcel No. 16:EC

*Utah College of Applied Technology*, **GRANTOR**, of *Logan*, in Cache County, State of Utah, hereby CONVEY AND WARRANT to THE CITY of LOGAN, a municipal corporation of the State of Utah, for the sum of ten dollars and other good and valuable considerations, the following described perpetual utility easement in Cache County, State of Utah, to-wit:

PART OF THE NORTHWEST QUARTER OF SECTION 28 AND THE PART OF THE NORTHEAST QUARTER OF SECTION 29 TOWNSHIP 12 NORTH RANGE 1 EAST SALT LAKE MERIDIAN; ALSO PART OF LOTS 5 AND 6 OF BLOCK 4, PLAT D OF THE LOGAN FARM SURVEY, LOCATED IN LOGAN CITY, CACHE COUNTY, UTAH, DESCRIBED AS FOLLOWS:  
COMMENCING AT THE NORTHEAST CORNER OF SAID LOT 6;  
THENCE N88°54'29"W 1664.51 FEET ALONG THE NORTH LINE OF SAID BLOCK TO THE GRANTOR'S NORTHWEST CORNER;  
THENCE S1°37'58"W 36.00 FEET ALONG THE GRANTOR'S WEST LINE TO THE POINT OF BEGINNING;  
THENCE S88°54'29"E 337.21 FEET;  
THENCE EASTERLY 49.62 FEET ALONG A CURVE CONCAVE TO THE NORTH WITH A RADIUS OF 561.00 FEET AND A LONG CHORD BEARING N88°34'05"E 49.41 FEET;  
THENCE N86°02'40"E 159.63 FEET;  
THENCE EASTERLY 40.44 FEET ALONG A CURVE CONCAVE TO THE SOUTH WITH A RADIUS OF 459.00 FEET AND A LONG CHORD BEARING N88°34'05"E 40.42 FEET;  
THENCE S88°54'29"E 999.02 FEET;  
THENCE S57°33'46"E 19.22 FEET;  
THENCE N88°54'29"W 1015.44 FEET;  
THENCE WESTERLY 39.55 FEET ALONG A CURVE CONCAVE TO THE SOUTH WITH A RADIUS OF 449.00 FEET AND A LONG CHORD BEARING S88°34'05"W 39.54 FEET;  
THENCE S86°02'40"W 159.63 FEET;  
THENCE WESTERLY 50.30 FEET ALONG A CURVE CONCAVE TO THE NORTH WITH A RADIUS OF 571.00 FEET AND A LONG CHORD BEARING S88°34'05"W 50.29 FEET;  
THENCE N88°54'29"W 337.31 FEET TO THE GRANTOR'S WEST LINE;  
THENCE N1°37'58"E 10.00 FEET TO THE POINT OF BEGINNING;  
CONTAINING 15,940 SQUARE FEET, MORE OR LESS.

Witness the hand of said Grantor this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
GRANTOR

State of Utah     )  
                          )ss.  
County of Cache )

On the \_\_\_\_\_ day of \_\_\_\_\_, 2019, personally appeared before me Grantor the  
signer(s) of the within instrument, who duly acknowledged to me that they executed same.

Notary Public

When Recorded Mail To:  
Logan City Engineer  
290 North 100 West  
Logan, Utah 84321

**WARRANTY DEED**  
Cache County

Tax ID No. 05-050-0020  
Project – 1400 N 600 W  
Parcel No. 16:C

*Utah College of Applied Technology*, **GRANTOR**, of *Logan*, in Cache County, State of Utah, hereby GRANTS AND CONVEYS to THE CITY of LOGAN, a municipal corporation of the State of Utah, for the sum of ten dollars and other good and sufficient consideration the following described parcel of land in Cache County, Utah, to wit:

PART OF THE NORTHWEST QUARTER OF SECTION 28 AND THE PART OF THE NORTHEAST QUARTER OF SECTION 29 TOWNSHIP 12 NORTH RANGE 1 EAST SALT LAKE MERIDIAN; ALSO PART OF LOTS 5, 6 AND 7 OF BLOCK 4, PLAT D OF THE LOGAN FARM SURVEY, LOCATED IN LOGAN CITY, CACHE COUNTY, UTAH, DESCRIBED AS FOLLOWS:  
BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 6;  
THENCE S1°35'59"W 1322.45 FEET ALONG THE EAST LINE OF SAID BLOCK TO THE SOUTHEAST CORNER OF SAID LOT 7;  
THENCE N89°00'25"W 14.00 FEET ALONG THE SOUTH LINE OF SAID LOT 7;  
THENCE N1°35'59"E 1264.67 FEET;  
THENCE N57°33'46"W 76.52 FEET;  
THENCE N88°54'29"W 999.02 FEET ALONG A LINE PARALLEL WITH AND SOUTH 18.00 FEET FROM THE NORTH LINE OF SAID BLOCK, AS MEASURED AT RIGHT ANGLES;  
THENCE WESTERLY 40.44 FEET ALONG A CURVE CONCAVE TO THE SOUTH WITH A RADIUS OF 459.00 FEET AND A LONG CHORD BEARING S88°34'05"W 40.42 FEET;  
THENCE S86°02'40"W 159.63 FEET;  
THENCE WESTERLY 49.42 FEET ALONG A CURVE CONCAVE TO THE NORTH WITH A RADIUS OF 561.00 FEET AND A LONG CHORD BEARING S88°34'05"W 49.41 FEET;  
THENCE N88°54'29"W 337.21 FEET TO THE GRANTOR'S WEST LINE;  
THENCE N1°37'58"E 36.00 FEET ALONG THE GRANTOR'S WEST LINE TO THE NORTH LINE OF SAID BLOCK;  
THENCE S88°54'29"E 1664.51 FEET ALONG SAID NORTH LINE TO THE POINT OF BEGINNING;  
CONTAINING 57,876 SQUARE FEET, MORE OR LESS.

Witness the hand of said Grantor this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
GRANTOR

State of Utah     )  
                          )ss.  
County of Cache )

On the \_\_\_\_\_ day of \_\_\_\_\_, 2019, personally appeared before me Grantor the signer(s) of the within instrument, who duly acknowledged to me that they executed same.

Notary Public

# UTAH SYSTEM OF TECHNICAL COLLEGES



## AGENDA ITEM

### USTC BOARD OF TRUSTEES

9 May 2019

#### ITEM 22

TOPIC: Bridgerland Technical College, Health Sciences Building – Programming and Planning

#### BACKGROUND

Bridgerland Technical College is requesting authorization from the Board of Trustees to use institutional or donated funds to complete the planning and programming for its Health Sciences Building. The Director of the State Division of Facilities Construction and Management recommended the college proceed with the planning and programming process phase of the project during the interim between legislative sessions. Doing so will ensure that the project is ready for work to begin when funded and thus increase the likelihood of funding in the next legislative session. Bridgerland has already completed the required feasibility study and has done substantial work on pre-programming. However, to have the project be considered by the Legislature as “shovel ready,” programming and planning are imperative.

The cost for programming and planning is estimated to be approximately \$300,000. This would have to be initially funded from institutional or donor funds. When the Legislature eventually funds the building, the cost of programming and planning would be reimbursed to the College.

If approved, programming and planning will occur between June and the beginning of the 2020 legislative session.

#### RECOMMENDATION

UTech administration recommends the Board of Trustees authorize Bridgerland Technical College’s use of institutional or donated funds for planning and programming for its Health Sciences Building.

Attachments: None

# UTAH SYSTEM OF TECHNICAL COLLEGES



## AGENDA ITEM

### USTC BOARD OF TRUSTEES

9 May 2019

ITEM 20

TOPIC: Audit Committee Report

#### BACKGROUND

UTech Policy 301, "Audit Committees", provides for the Trustees Audit Committee "to assist the Board in fulfilling its oversight responsibilities for financial matters." Current committee members are Trustees Brad Tanner who serves as chair, Mike Angus, and Chuck Taylor. Chair Tanner will report on audit committee activities that include examining UTech Policies 301 and 302 and the progress of the FY 2018 enrollment audit.

Attachments: None

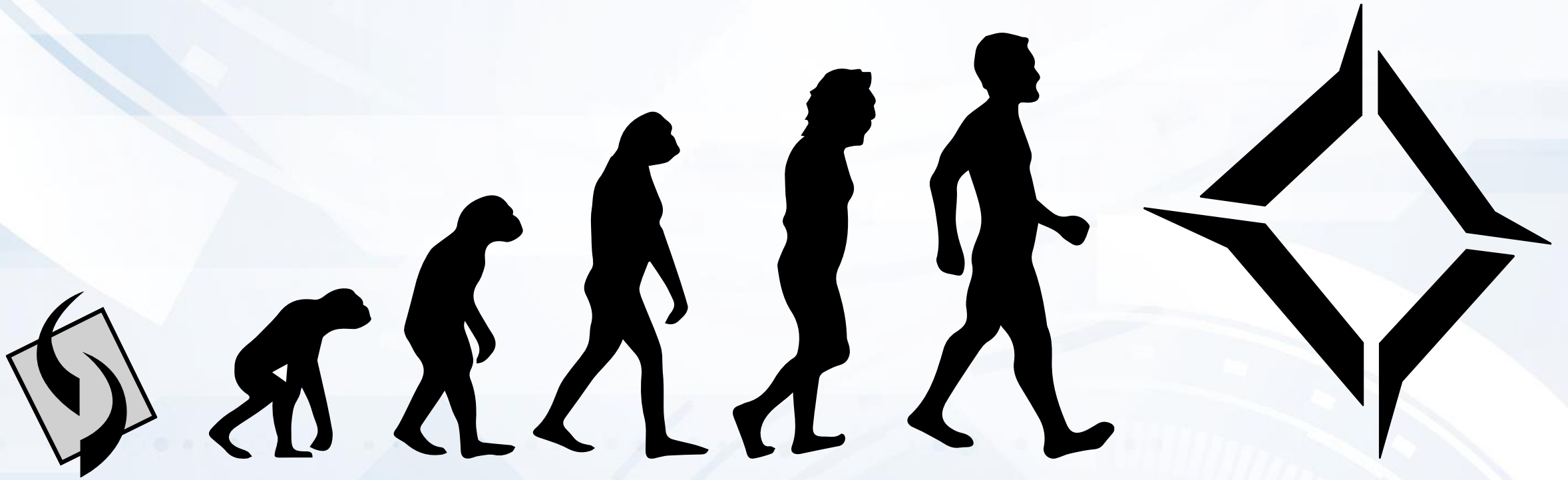


# SOUTHWEST TECH





# THE EVOLUTION OF SOUTHWEST TECH



# 2019 DEPARTMENT STUDENTS OF THE YEAR



**13-82**

AGE RANGE

**27**

AVERAGE AGE

**87%**

IRON COUNTY

**13%**

GARFIELD, BEAVER,  
& KANE

**60%**

WORK IN SERVICE  
REGION

**81%**

WORK IN UTAH

# CHALLENGES & High School Fee Response

## INTERGENERATIONAL POVERTY IN IRON COUNTY

**12%**

Kids living in IGP

**34%**

At risk of remaining in poverty as adults

**4.6%**

Adults experiencing IGP

## INTERGENERATIONAL POVERTY STUDENTS

	% IGP ENROLLMENT	% IGP RATE CHRONIC ABSENCE
CEDAR NORTH ELEM	<b>13.2%</b>	<b>37.7%</b>
CEDAR HIGH	<b>5.4%</b>	<b>16.1%</b>

## AVERAGE ANNUAL WAGES (2017)

STATEWIDE	\$40,492
STATEWIDE IGP	\$13,022
IRON COUNTY IGP	\$13,055

## HIGHER EDUCATION

**88%**

IGP Adults in Iron County lack education beyond high school

**11%**

An additional 11% have some college

Utah Intergenerational Welfare Reform Commission

High School Fee Reduction by 52%

# TOP 8 AREAS OF STUDY

#1



NURSING ASSISTANT

#2



MEDICAL CLINICAL ASSISTANT

#3



PROFESSIONAL TRUCK DRIVING

#4



PORK PRODUCTION

#5



AUTOMOTIVE TECHNICIAN

#6



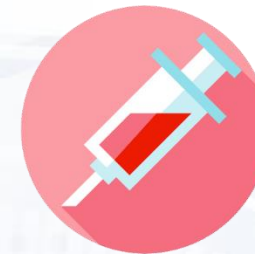
EMERGENCY MEDICAL TECHNICIAN

#7



WELDING ESSENTIALS

#8



PHLEBOTOMY

# PARTNERSHIPS

**IRON**  
COUNTY SCHOOL  
DISTRICT



**SOUTHWEST TECH**

**SUU** SOUTHERN  
UTAH  
UNIVERSITY

SUU – HOTEL & HOSPITALITY  
MANAGEMENT



UtahStateUniversity

USU - 2<sup>nd</sup> YEAR NURSING

**S** SNOW  
COLLEGE

SNOW - TRUCK DRIVING



**SOUTHWEST TECH TEAMS UP WITH SUU FOR COMMUNITY COURSE OFFERINGS**



**SUU/STECH DUAL ENROLLMENT PROGRAM APPROVED**



**2019 SUU Valedictorian, Cameron Aston**  
"Began his education at Southwest Tech, he graduated top of his class (Automotive & Welding). STECH faculty encouraged Cameron to study engineering and to enroll at SUU."

# SOUTHWEST TECH IN THE NEWS



**2018 EMPLOYER  
OF THE YEAR**



**2018  
INNOVATIVE  
BUSINESS OF  
THE YEAR**



**ACCREDITED  
APRIL 6, 2018**

LARRY H. & GAIL  
**MILLER**  
FAMILY FOUNDATION

**Southwest Tech  
Succeeds in  
Reaching Funding  
Goal Necessary to  
Get Matching  
\$400,000.00**



# DUAL ENROLLMENT UPDATE

## COMPUTER SCIENCE

SOUTHWEST TECH / SUU ARTICULATION

Course-by-Course Equivalency List



 SOUTHWEST TECH		 SUU SOUTHERN UTAH UNIVERSITY	
STECH #	STECH CS COURSE NAME	SUU #	SUU CSIS COURSE NAME
<b>CSCI 1105</b>	Introduction to Programming	<b>CSIS 1400</b> (3 credits)	Fundamentals of Programming
<b>CSCI 1110</b>	Object Oriented Programming	<b>CSIS 1410</b> (3 credits)	Object Oriented Programming
<b>CSCI 1115</b>	Algorithms & Data Structures	<b>CSIS 2420</b> (3 credits)	Introduction to Algorithms and Data Structures
<b>ITEC 2915</b>	HTML and CSS *	<b>CSIS 2000</b> (3 credits)	Web Development
<b>ITEC 2838</b>	JavaScript *		
<b>ITEC 1310</b>	A+ Courses	<b>EET 2750</b> (3 credits)	PC Hardware
<b>ITEC 1500</b>	Networking Technology	<b>CSIS 2600</b> (3 credits)	Data Communications & Networking
<b>ITEC 2700</b>	Linux Fundamentals	<b>CSIS 2620</b> (3 credits)	Network Administration I
<b>ITEC 2211</b>	Security Professional	<b>CSIS 2670</b> (3 credits)	Information Security & Assurance
<b>ITEC 2532</b>	Installing and Configuring Windows Server 2012 *	<b>CSIS 3620</b> (3 credits)	Network Administration II
<b>ITEC 2530</b>	Administering Windows Server *		
<b>ITEC 2533</b>	Configuring Advanced Windows Server 2012 Services *		



\* Classes with an asterisk must be taken with accompanying classes in order to transfer to SUU.

## ENGINEERING TECHNOLOGY

SOUTHWEST TECH / SUU ARTICULATION

Course-by-Course Equivalency List



 SOUTHWEST TECH		 SUU SOUTHERN UTAH UNIVERSITY	
STECH #	STECH COURSE NAME	SUU #	SUU COURSE NAME
<b>WELD 1015</b>	Welding Safety *	<b>TECH 1210</b> (3 credits)	Introduction to Welding, Safety, and Testing
<b>WELD 1705</b>	Welding Inspection & Testing *		
<b>WELD 1145</b>	Welding Metallurgy Basics *		
<b>WELD 1215</b>	Oxy-fuel Gas Welding	<b>TECH 1215</b> (1 credit)	Oxy-fuel Gas Welding Lab
<b>WELD 1305</b>	SMAW Welding	<b>TECH 1235</b> (1 credit)	SMAW Welding Lab
<b>WELD 1405</b>	GMAW Welding I	<b>TECH 1255</b> (1 credit)	GMAW Welding I Lab
<b>WELD 1510</b>	FCAW II (Self Shield)	<b>TECH 1275</b> (1 credit)	FCAW II (Self Shield) Lab
<b>WELD 1610</b>	GTAW Welding II (Aluminum)	<b>TECH 1295</b> (1 credit)	GTAW Welding II (Aluminum) Lab
<b>WELD 2540</b>	GMAW Aluminum	<b>TECH 1305</b> (1 credit)	GMAW Aluminum Lab

\* Classes with an asterisk must be taken with accompanying classes in order to transfer to SUU.



# \$320,000 In Lease Savings

O&M  
\$124,500



New  
Welding  
Instructor

New FT  
EMT  
Coordinator

New  
Facilities  
Maintenance  
Manager

New PT  
Short Term  
Assistant

# STECH Facilities Improvements: Phase II & III



# Larry H. & Gail Miller Family Foundation

Cedar City Rotary Club

CENTRO PIZZERIA

ROCKY MOUNTAIN POWER

Bruce & Melody Hughes

STATE BANK OF  
SOUTHERN UTAH

## Dixie & Anne Leavitt Foundation

IRON COUNTY HOME  
BUILDERS ASSOCIATION

Utah Steel

Utah Culinary Fest

GOLD CROSS AMBULANCE

ANDERSON SALES

Cedar City Lions

US Foods

Elizabeth & Thomas Biller

CONSTRUCTION STEEL

IPS

## Sorenson Legacy Foundation

Smithfield

CARMEN WATSON TRUST

CASINO GAME  
MAKER

Anonymous

DOMINION ENERGY

Donna & Frank McNabb

Sunshine Foods

BECKHOFF

SCOTT & DOROTHY WATKINS

Lincoln Electric

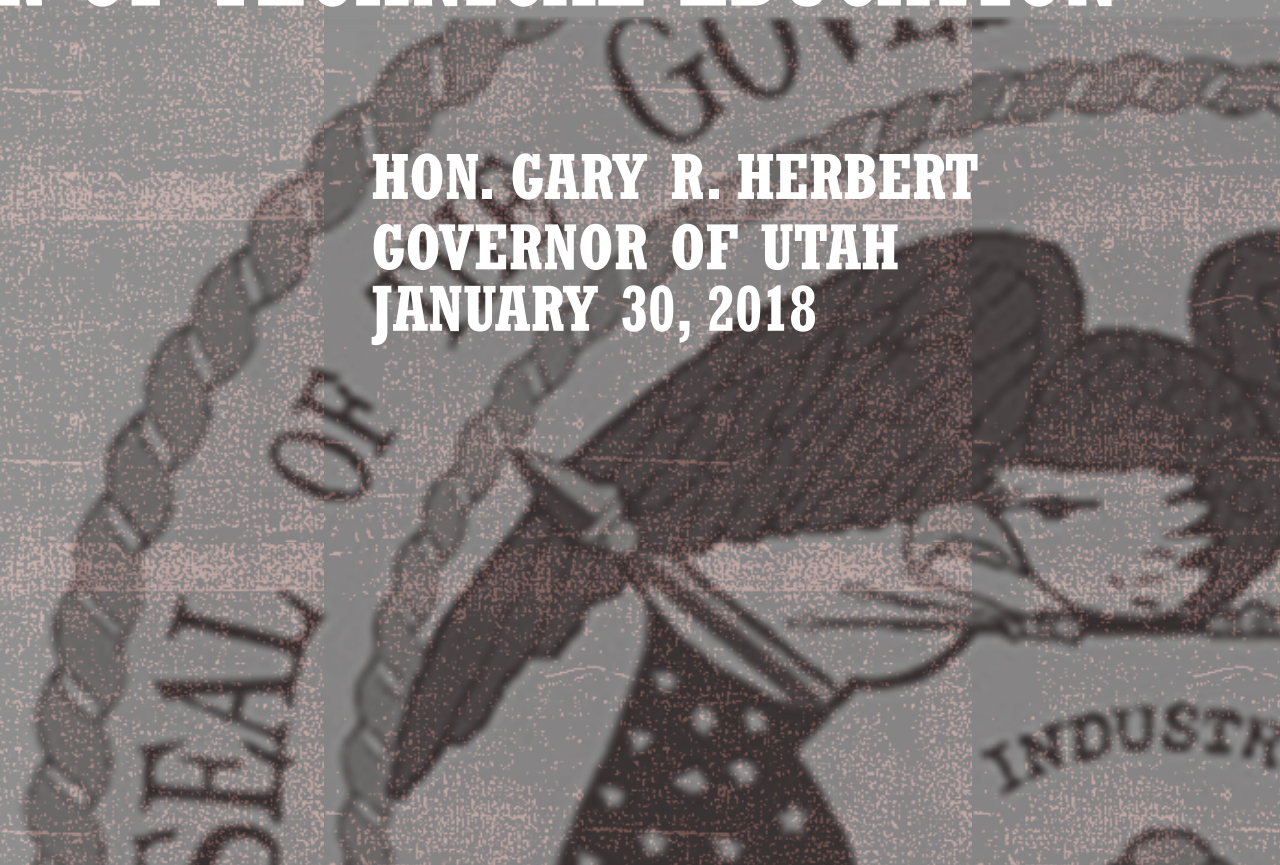


# SOUTHWEST TECH



**“I DECLARE 2018 AS THE YEAR OF TECHNICAL EDUCATION”**

**HON. GARY R. HERBERT  
GOVERNOR OF UTAH  
JANUARY 30, 2018**



# UTAH'S TECHNICAL EDUCATION AWARENESS CAMPAIGN

- Utah's Technical Colleges
- Brief Overview of the Problem
- Review of Strategies to Help Solve the Problem
- Specific Review of Paid Media Campaign
- Measurements

- Joseph M. Demma
  - Vice President
- Mountainland Technical College
  - May 9, 2019



# Utah's System of Technical Colleges



# THE PROBLEM(S) TO SOLVE

- Industry Demand for a Skilled Workforce
- Enrollment Challenges in Programs that Support Industry Demand
- Capacity Challenges in Programs that Support Industry Demand







**Gary Richard Herbert**  
**Governor**  
**Declaration**

*Whereas*, technical education is critically important for the continued growth of Utah's economy -- and more importantly -- for the long-term well-being of Utah's residents;

*Whereas*, Utah hosts a wide-array of outstanding technical opportunities that provide students with high quality programs that align to the needs of the marketplace;

*Whereas*, a technical education exposes students to the practical needs of a developing, global economy and trains them to be successful, adaptive, well-rounded, and industrious;

*Whereas*, the 40,000 students currently enrolled in technical education programs and institutions will find high-quality, high-compensated careers with the nearly 1,200 business partners that collaborate with, support, and invest in these technical education programs;

*Whereas*, industry representation and participation in program design and evaluation create a greater and more effective educational experience for students as well as substantive networking opportunities prior to graduation or certification;

*Whereas*, high school aged students who have a concentration in a specific CTE pathway or program of study are more likely to graduate than students who do not participate in these programs;

*Whereas*, these students are also more likely to further pursue technical education at the collegiate level, eventually landing them a higher likelihood of employment with an occupation related to their interests and training; and,

*Whereas*, it is important we recognize and emphasize the value technical education provides our students and our workforce, which is why my 2019 fiscal year budget calls for a significant investment in technical education programs in every state education system;

*Now, therefore*, I, Gary R. Herbert, Governor of the great State of Utah, do hereby declare 2018 as

**The Year of Technical Education**

A handwritten signature in black ink that reads "Gary R. Herbert".

Gary R. Herbert  
Governor

# SIGNIFICANCE & SATURATION

- 2017 Statewide Education Summit, focused on Technical Education
- 2018 Declaration by Governor Herbert
- 2018 Record Funding
- 2018/2019 Earned & Paid Media



# A STATEWIDE EFFORT STUDENT-FOCUSED, EMPLOYER DRIVEN

- 480 High Schools
- 8 Technical Colleges
- 8 Colleges & Universities



Utah Governor's Office of  
Economic Development

BUSINESS • TOURISM • FILM



**Karah Altman**,  
Marketing Manager,  
Workforce & Economic  
Development, Salt Lake  
Community College

**Kimberlee Carlile**,  
Director of Industry &  
Talent Initiatives,  
Governor's Office of  
Economic Development

**Joseph M. Demma**,  
Assistant Commissioner  
for Government &  
Public Affairs, Utah  
System of Technical  
Colleges

**Melanie Hall**,  
Marketing Director,  
Davis Technical College

**Spencer Jenkins**,  
Assistant Commissioner  
for Public Affairs, Utah  
System of Higher  
Education

**Thalea Longhurst**,  
State Director, Career &  
Technical Education,  
Utah State Board of  
Education

**Nate McDonald**,  
Assistant Deputy &  
Communication  
Director, Utah  
Department of  
Workforce Services

**Jay Wright**, Marketing  
Director, Utah State  
University

# CAMPAIGN MANAGEMENT COMMITTEE



1

Increased enrollment in high-wage, high-demand programs

2

Increase in trained workforce

3

Enhanced awareness about the importance and relevance of technical careers

4

Improved perception of technical education

5

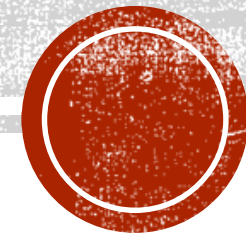
Enhanced partnerships between education stakeholders

# KEY DELIVERABLES

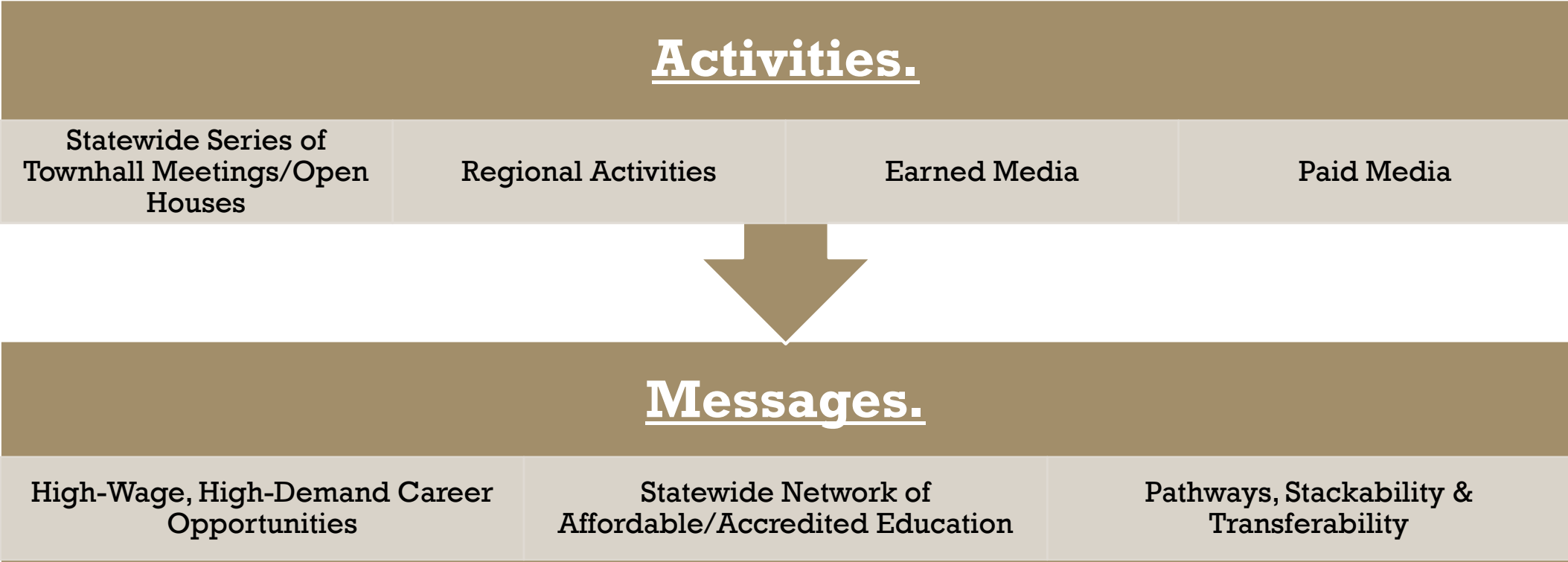


<i>Bear River Region</i>	<i>Central &amp; Southeast Regions</i>	<i>Mountainland Region</i>
<ul style="list-style-type: none"> <li>• Apprenticeship</li> <li>• Information Technology</li> <li>• Coding</li> <li>• Automated Manufacturing</li> <li>• Drafting</li> <li>• Fashion Merchandising and Development</li> <li>• Heavy Equipment Operator/CDL</li> <li>• Media Design</li> </ul>	<ul style="list-style-type: none"> <li>• Welding Technology</li> <li>• Business and Computer Information Systems</li> <li>• Building Construction and Construction Management</li> <li>• Engineer Drafting and Design</li> <li>• Electrical Apprenticeship</li> <li>• Automotive Technology</li> <li>• Industrial Automation and Manufacturing Systems</li> <li>• Machine Shop Technology</li> <li>• Heavy Equipment Operation and Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• HVAC Apprenticeship</li> <li>• Mobile App Development</li> <li>• Web Development</li> <li>• Dental Assisting</li> <li>• Medical Assistant</li> <li>• Automated Manufacturing</li> <li>• Commercial Truck Driving</li> </ul>
<i>Wasatch Front North Region</i>		<i>Utah Basin Region</i>
<ul style="list-style-type: none"> <li>• Architectural and Engineering Design</li> <li>• Composite Materials Technology</li> <li>• Construction</li> <li>• Surgical Technology</li> <li>• Dental Assisting</li> <li>• Firefighter</li> <li>• Radiology Practical Technician</li> <li>• Industrial Automation</li> <li>• Automotive Technician</li> <li>• Computer Aided Design</li> <li>• HVAC Apprentice</li> <li>• Information Technology Networking</li> <li>• Software Development</li> <li>• Web Development</li> <li>• Digital Media Design</li> </ul>	<ul style="list-style-type: none"> <li>• Surgical Technology</li> <li>• Pharmaceutical Technology</li> <li>• Medical Assisting</li> <li>• Practice Nursing and Registered Nursing</li> </ul>	<ul style="list-style-type: none"> <li>• Automotive Technology</li> <li>• Commercial Driver's License</li> <li>• Civil Technology</li> <li>• Office Professional</li> <li>• Surgical Technician</li> </ul>
	<i>Southwest Region</i>	<i>Wasatch Front South Region</i>
	<ul style="list-style-type: none"> <li>• Drafting and Design</li> <li>• Industrial Maintenance and Automation</li> <li>• Information Technology</li> <li>• Automotive Technician</li> <li>• Practical Nursing</li> <li>• Professional Truck Driving</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial Driver's License</li> <li>• Composites Technology</li> <li>• Diesel Service/Systems Technician</li> <li>• Engineering Design/Drafting Technology</li> <li>• Industrial Automation</li> <li>• Manual Machinist</li> <li>• Non-destructive Testing</li> <li>• Plastics Technology</li> <li>• Solar Photovoltaic – Sales and Installation</li> <li>• Software Developer</li> <li>• Welding</li> </ul>

# TARGETED 4-STAR & 5-STAR PROGRAMS



# ACTIVITIES & MESSAGES



# TIMELINE

## ▪ **JULY - SEPTEMBER 2018**

- Campaign Production
- Town Hall Series Planning
- Earned media: Industry leaders, Governor Herbert, Supt. Dickson & Commissioners Buhler & Woolstenhulme, university/college presidents and high school leaders that includes an announcement of statewide town hall meetings and other CTE events of profile
- Institutional CTE Outreach activities

## ▪ **SEPTEMBER 2018**

- Town Hall Series #1 MOUNTAINLAND
- Town Hall Series #2 – BEAR RIVER
- Town Hall Series #3 – WASATCH FRONT NORTH

## ▪ **OCTOBER 2018**

- Town Hall Series #4 – CENTRAL
- Town Hall Series#5 – SOUTHEAST
- Town Hall Series #6 – Uintah Basin

## ▪ **NOVEMBER 2018**

- Town Hall Series #7 – SOUTHWEST
- Town Hall Series #8 – WASATCH FRONT SOUTH
- Earned media by industry leaders, Governor Herbert, Supt. Dickson & Commissioners Buhler & Woolstenhulme, university/college presidents and high school leadership that includes an overview of experience and next steps for 2019 and beyond

## ▪ **DECEMBER 2018 – JUNE 2019**

- *Paid Media Engagement*
- Earned Media Engagement Continues
- Regional Activities and Recruitments Continue



A BETTER YOU





## **Overview and Challenge**

Good news, enrollments are up 7-10% higher than years past. The challenge is that it is still not enough to meet the workforce demand.

## **Goal**

- Keep the enrollment pipeline full in high-demand, high-wage career training.

## **Objectives**

- Increase enrollment and certificate attainment in the 29 high-demand, high-wage technical college career programs.
- Bolster the perception and reputation of Utah's technical college and public colleges and universities.



## **Strategies**

- Persuade target audiences to believe that a skilled, technical education is security for their future, then
- Motivate them to take the next step to taking control of their future. Instead of bouncing around from low-paying dead-end job to dead-end job trying to make ends meet, get desired technical skill training fast and get hunted.



## **Action Plan**

- Deliver targeted messaging to audiences in the media channels research shows they consume.
- Drive target to an easy-to-navigate microsite that gets them into the top 29 high-tech, high-demand career training programs in a couple of clicks.

Call to Action: Get trained, get paid, get ahead.



## **Target Audiences**

- Primary – A26-35, with 39k income or lower
- Secondary – High school students that are doing concurrent enrollment and their parents

## **Campaign Evaluation/KPIs**

- Drive to the microsite of high-demand, high-wage career programs
- Increase enrollment and certificate attainment in the high-demand career programs

Note: Additional media KPIs to be covered in the media section



# MEDIA QUINTILES

Pandora/Spotify

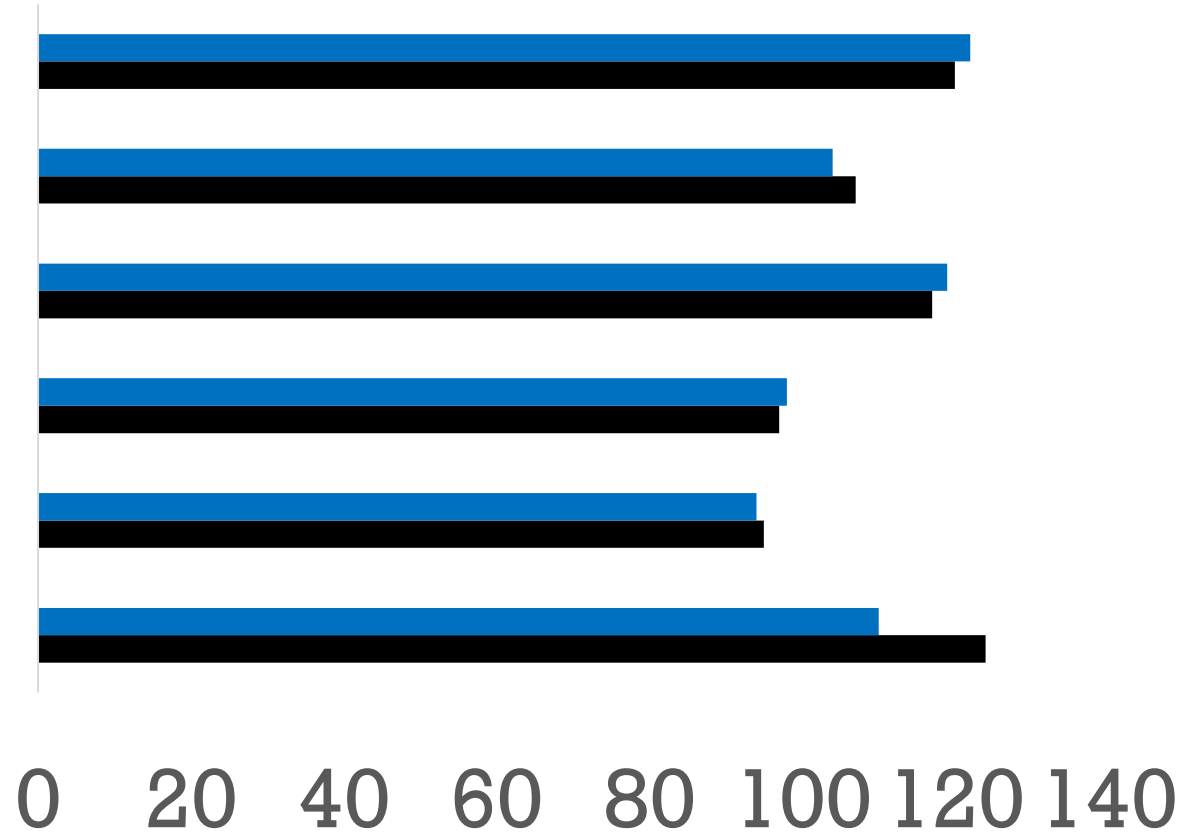
Digital Video

Internet

Newspaper

TV

Radio



■ Female 25-34

■ Male 25-34

Respondent's Age Summary:25-34 AND Education Of Respondent: High School Grad.12th Grade/GED AND Household Income:0-\$39,999 AND Detailed Occupations: Food Preparation And Serving OR Building/Grounds Cleaning&Maintenance OR Office And Administrative Support

Salt Lake City, UT-Syndicated, Ja17-Ja18, Scarborough (medium to heaviest usage)



A man in a dark t-shirt is working in a server room. He is looking at a rack of servers and has his hand on one of the units. The room is dimly lit with blue and green light from the server racks. The text 'High Tech. Higher Wages.' is overlaid on the right side of the image.

High Tech.  
Higher Wages.

A better you.

START MY CAREER

**TALENT READY**

UTAH

BUILDING OUR WORKFORCE











**TALENT READY**  
UTAH  
BUILDING OUR WORKFORCE

[Home](#) [Browse High-Demand Programs](#) [Talent Ready Utah](#)

# HIGH TECH HIGHER WAGES

GET TRAINED. GET PAID. GET AHEAD.

Highly technical careers are in demand. Thousands of local companies are hiring for high-wage careers. Get trained and start earning in your career within just a few months.

Search by your interest or browse the skilled technical training programs in high-demand today. Find out how quickly you can get trained and get started in your new life with a highly technical, high-demand career.

Search

BROWSE HIGH-DEMAND PROGRAMS

ADDITIONAL INFORMATION FOR HIGH SCHOOL STUDENTS

## ABOUT UTAH'S TECH ED

## TRAINING GROUNDS

Utah's technical-skill training is





## YOUR CAREER RESULTS



Specialized tech training will have you ready to work in just a few months.

### CAREERS RELATED TO *COMPUTERS*

- [Computer Network Technician](#)
- [Computer-Aided Design & Drafting](#)
- [Information Technology](#)
- [Media Design](#)
- [Software Development/Coding](#)
- [Web Development](#)

### TRAINING GROUNDS



## FILTER PROGRAMS

Choose County



## COUNTY MAP

<b>Computer Science – Information Technology</b>	Southwest Technical College	<a href="#">MORE INFO</a>
<b>Computer Upgrade and Repair Technician</b>	Tooele Technical College	<a href="#">MORE INFO</a>
<b>Information Technology Networking</b>	Ogden-Weber Technical College	<a href="#">MORE INFO</a>
<b>IT Support Technician</b>	Uintah Basin Technical College	<a href="#">MORE INFO</a>
<b>Information Technology</b>	Dixie Technical College	<a href="#">MORE INFO</a>
<b>Computer Science – Information Technology</b>	Southwest Technical College	<a href="#">MORE INFO</a>
<b>Business and Computer Information Systems</b>	Utah State University Eastern	<a href="#">MORE INFO</a>
<b>Information Technology Technician</b>	Mountainland Technical College	<a href="#">MORE INFO</a>
<b>Computer Information Technology</b>	Snow College	<a href="#">MORE INFO</a>
<b>Information Technology</b>	Bridgerland Technical College	<a href="#">MORE INFO</a>

## TRAINING GROUNDS





Students may waive portions of this program by providing proof of current certifications.

### Schedule

SESSION	LOCATION	RM	START DATE	END DATE	START TIME	END TIME	DAYS
Open	Lehi	215	Open	Open	7:30 am	10:30 am	M-Th
Open	Lehi	215	Open	Open	11:30 am	2:30 pm	M-Th
Open	Lehi	215	Open	Open	6:00 pm	8:30 pm	M-Th
Open	Orem	105	Open	Open	7:30 am	10:30 am	M-Th
Open	Orem	105	Open	Open	11:30 am	2:30 pm	M-Th
Open	Spanish Fork	213	Open	Open	6:00 pm	8:30 pm	M-Th
Open	Provo	TBD	TBD	Open	7:30 am	11:30 am	M-Th
Open	Provo	TBD	TBD	Open	11:30 am	2:30 pm	M-Th

\*Students attend Monday - Thursday during registered class time. On Fridays students will work on assignments from home.

### Tuition and Fees

ITEM	COST	NOTES
Registration Fee	\$40.00	
Program Fees	\$345.00	Includes facilities fee
Tuition	\$1,350.00	
<b>total:</b>	<b>\$1,735.00</b>	<b>All tuition and fees are due at the time of registration.</b>

# CAMPAIGN PERFORMANCE

- Report dates: January 21st – March 19<sup>th</sup>
- 92% of all traffic to TalentReadyUtah.com can be directly attributed to the campaign.
- Data:
  - 13,112 sessions
  - 20,941 pageviews



# MEASUREMENTS, CONT.

Top Programs by page view volume:

- Browse Careers
- Information Technology
- Software development coding
- Search Careers
  - Top searches include:
    - Welding
    - Radiology
    - Electrician
- Composite Materials
- Surgical technician
- Radiology Technician
- Media design
- 5,626 link clicks out to Utah Tech Schools
  - Programs generating the most Utah Tech School interest:
    - Software Development Coding
    - Composite Materials
    - Surgical Technician







A young man with short dark hair, wearing a dark blue uniform with a shoulder strap, is focused on a laptop. He is holding a black handheld device in his right hand. The background is a blurred industrial or technical setting with white structural elements. The entire image has a blue color overlay.

High Tech.  
Higher Wages.

A better you.

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ENROLL NOW

**TALENT READY**

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A woman with curly hair, wearing a grey sweater and a red lanyard, is looking at a screen in a server room. The room is dimly lit with blue and purple tones. In the background, there are server racks with yellow cables.

High Tech.  
Higher Wages.

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A man in a dark t-shirt is working in a server room. He is looking at a server rack and has his hand on a component. The room is dimly lit with blue and green light from the server racks. A laptop is open on a desk in front of him.

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