BOARD OF TRUSTEES MEETING | AGENDA
September 19, 2019 | 10:00 am – 2:00 pm

Bridgerland Technical College
1301 North 600 West │ Logan, UT 84321
435 │ 734 │ 0614

1.	Call to Order and Welcome	Chair Steve Moore
2.	Introduction of New Appointed Board of Trustees Members:	Chair Steve Moore
	Jera L. Bailey	
	Brett Barton	
	Stacey K. Bettridge	
	Arthur E. Newell	
3.	Pledge of Allegiance	Trustee Charles Hansen
4.	Oath of Office for New and Reappointed Board of Trustees Members	Chair Steve Moore
5.	Roll Call	Chair Steve Moore
6.	Strategic Workforce Investments (SWI) Report from the Utah Governor's Office of Economic Development (GOED) ITEM 6	Benjamin Hart Kimberlee Carlile
7.	Host College Highlights -Bridgerland Technical College	President Chad Campbell

CONSENT ITEMS:

8.	A. Board Meeting Minutes of May 9, 2019	ITEM A
	B. Board Meeting Schedule for 2020	ITEM B
	C. College Presidents Formal and Informal Reviews Schedule for 2020	ITEM C
	D. UTech Commissioner Office Budget Report	ITEM D
	E. UTech FY2019 Annual Report	ITEM E
	F. Master Calendar	ITEM F

ITEMS OF BUSINESS:

9.	**Action Item:** Board Executive Committee Report and Approval of Minutes by Committee:	Chair Steve Moore
	6-20-2019 Minutes – Policy 220, "Campus Safety" ITEM 9a	
	7-15-2019 Minutes – Policy 209, "Institutional Civil Liberties Policy Review" ITEM 9b	

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

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10.	Proposed Board Strategic Vision	[ITEM 10](#)	Chair Steve Moore Vice-Chair Aaron Osmond Commissioner Haines
11.	**Action Item**: Appointment and Approval of Board Committees: Executive Committee, Audit, Compensation, Capital Facilities, Industry Relations, Strategic Planning	[ITEM 11](#)	Chair Steve Moore
12.	**Action Item**: FY2019 Student Enrollment and Outcomes Data	[ITEM 12](#) [PRESENTATION](#)	Zachary Barrus
13.	FY2018 Enrollment and Outcomes Internal Review	[ITEM 13](#)	Trustee Brad Tanner
14.	**Action Item**: Approval of Policy 106, "Internal Audit"; - Repeal of Policies 301 and 302	[ITEM 14](#)	Trustee Brad Tanner
15.	**Action Item**: Approval of Revisions to Policy 111, "Technical College Presidents - Selection"	[ITEM 15](#)	Chair Steve Moore

12:00 pm – Working Lunch

16.	Board of Trustees Information Binder		Commissioner Haines
17.	**Action Item**: FY2021 Budget Request	[ITEM 17](#)	Commissioner Haines
18.	K-20 Educational Pathways Summit	[ITEM 18](#)	Kim Ziebarth
19.	Overview of S.B.102, "Higher Education Capital Facilities"	[ITEM 19](#)	Tyler Brinkerhoff
20.	Custom Fit: FY 2019 Year-End Report and Policy Considerations	[ITEM 20](#)	Tyler Brinkerhoff

CLOSED SESSION:

21.   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.

22.   Adjournment

UTAH SYSTEM OF TECHNICAL COLLEGES
Board of Trustees Meeting
Date: May 9, 2019 - Time: 10:00 am – 2:00 pm
Southwest Technical College
757 West 800 South, Cedar City, UT 84720

MINUTES

Board of Trustees Present:
Jim Evans, Chair – Mountainland Technical College
Steve Moore – Vice-Chair, Ogden-Weber
Technical College
Mike Angus – Uintah Basin Technical College
Michael Jensen – Davis Technical College
Russell Lamoreaux – Union Trade
Brad Tanner – Non-Union Trade
Scott Theurer – Bridgerland Technical College
Chuck Taylor – Southwest Technical College
Stephen Wade – Dixie Technical College

Via conference call:
Charles Hansen – Tooele Technical College
Aaron Osmond – Information Technology

Board of Trustees absent/excused:
Brecken Cox – Transportation
Brian Florang – Snow College
Susan Johnson – Manufacturing

UTech 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

Guests:
Joseph Demma, Mountainland Technical College
Wendy Carter, Bridgerland Technical College
Brian Hulet, Payson City Councilman
Kirt Michaelis, Mountainland Technical College
David Tuckett, Payson City Manager

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MINUTES
UTAH SYSTEM OF TECHNICAL COLLEGES
Board of Trustees Meeting
May 9, 2019 – 10:00 am – 2:00 pm

(PENDING APPROVAL OF BOARD OF TRUSTEES)

The meeting was called to order at 10:00 am by Chair Jim Evans.

1. Welcome by Chair Jim Evans
2. Roll call by Eva Doolin, Board Secretary
   Jim Evans – yes
   Steve Moore – yes
   Mike Angus – yes
   Michael Jensen – yes
   Russell Lamoreaux – yes
   Brad Tanner – yes
   Chuck Taylor – yes
   Scott Theurer – yes
   Stephen Wade – yes
   Charles Hansen – yes (via telephone)
   Aaron Osmond – yes (via telephone)

3. Pledge of Allegiance conducted by Trustee Chuck Taylor

4. President Brennan Wood, hosting the meeting presented highlights of the Southwest Technical College; and provided the logistics for the Ribbon Cutting Ceremony of the Southwest Technical College Automotive Lab, scheduled at 2:30 pm (after the Board of Trustees meeting).
   Chair Evans thanked President Wood for hosting today's meeting.

ITEMS OF BUSINESS

5. **Consent Items:**
   5A - Approval of Board of Trustees meeting minutes for March 21, 2019
   5B - UTech Commissioner's Office Budget Report
   5C - UTech Master Calendar
   5D - FY2020 Data Dictionary

   Vice-Chair Steve Moore requested a brief explanation regarding the Data Dictionary. Commissioner Haines explained that Assistant Commissioner Zachary Barrus works every year with the Data Committee with the representation of each of the colleges. The committee reviews data elements and modifies definitions as needed. The data is presented to the Legislators and other stakeholders, and the dictionary is relatively a routine item for data collection activities.
   Motion: Trustee Scott Theurer moved to approve the consent items on the agenda
   Seconded: Trustee Chuck Taylor
   Voting: Unanimous

6. **Action Item**: **Election of Board of Trustees Chair and Vice-Chair**
   Chair Evans turned the time to Trustee Mike Angus, Board Nominating Committee Chair. Trustee Angus thanked the members of the Committee: Trustees Chuck Taylor and Scott Theurer. He also thanked the Trustees who participated via email and informed that they had a good consensus. The committee presented three names as follows: For Board of Trustees Chair, Steve Moore and for Board Vice-Chair, Chuck Taylor and Aaron Osmond. Chair Evans asked for two separate motions (one for the Chair of the Board and one for the Vice-Chair of the Board). Chair Evans closed the nomination for Chair of the Board of Trustees and asked for a motion.
   Motion: Trustee Scott Theurer, moved to appoint Steve Moore, currently, Board Vice-Chair to be the Chair of the Board of Trustees of the Utah System of Technical Colleges, effective July 1, 2019, through June 30, 2021.
   Seconded: Trustee Brad Tanner
   Voting: Unanimous
   Chair Evans asked for any comments from Trustees Osmond and Taylor.
   Trustee Osmond stated that he welcomed the opportunity to serve in the capacity of Vice-Chair and indicated that he is willing to attend the board meetings and assignments.
   Trustee Taylor indicated that he nominated Trustee Osmond.
   (Statute does not allow two Vice-Chairs on the Board).

   Since there were two nominees for Vice-Chair of the Board, Trustees voted for the two names presented for Vice-Chairs by the raising of their hands resulting in six votes for Trustee Aaron Osmond and five votes for Trustee Chuck Taylor, as follows:

BOARD MEMBER	CHUCK TAYLOR FOR BOARD VICE-CHAIR	AARON OSMOND FOR BOARD VICE-CHAIR
JIM EVANS	√	
STEVE MOORE		√
MICHAEL JENSEN	√	
MIKE ANGUS	√	
RUSSELL LAMOREAUX	√	
CHUCK TAYLOR		√
BRAD TANNER		√
STEPHEN WADE		√
AARON OSMOND		√
CHARLES HANSEN		√
SCOTT THEURER	√	
TOTAL VOTES	**5**	**6**

   Motion: Chair Evans moved to appoint Trustee Aaron Osmond, currently a member of the Utah System of Technical Colleges Board of Trustees representing Information Technology as Board Vice-Chair, effective July 1, 2019, to June 30, 2021.
   Seconded: Trustee Chuck Taylor
   Voting: Unanimous
   Chair Evans thanked the committee and congratulated the Trustees selected.
   Trustee Osmond mentioned that he wanted to officially thank Chair Evans on behalf of the Trustees for the amazing and effective work Chair Evans had done.
   Chair Evans said that it had been a pleasure to serve with the caliber of Trustees.

7. **Recognition of Departing Board Members**. Vice-Chair Moore began by thanking the Board of Trustees for their vote of confidence and stated that he would do his best to work closely with each of the Trustees for the students and their families, for the employers that hire them to improve Utah's economy. He also mentioned that it is an honor for him to work with the Trustees.

   Trustee Brian Florang's term of office will also expire June 30, 2019. Trustee Florang is the representative for Snow College, a position that will be replaced by a life sciences sector representative. Trustee Florang served for four years, from January 15, 2015, to June 30, 2019.

   Trustee Catherine Carter resigned her position as a Board member representing the healthcare sector. She served for two years from July 1, 2017, to June 30, 2019.

   Vice-Chair Moore thanked Trustees Florang and Carter for the work they have done. The term of office of Chair Jim Evans will also expire June 30, 2019. He served two full terms since April 3, 2008, with a total of eleven years.

   Vice-Chair Moore said that *great people give great service to the community*, and he recognized the excellent service Chair Evans provided for Technical Education in Utah and the work he continues to provide. He said that Chair Evans served for eleven years at Mountainland Technical College. Chair Evans is retiring from his current employment as Chief Operating Officer for Xactware Solutions, Inc. Chair Evans will serve as the Executive Director of the America's Freedom Festival Foundation in Provo, Utah. Chair Evans is a member of the Transportation Department Governing Board and is a Stake President for his church. Vice-Chair Moore thanked Chair Evans for his exceptional leadership and said that Chair Evans has great wisdom and has been a mentor.

   Chair Evans thanked Vice-Chair Moore and said that Vice-Chair Moore is well respected and will take the System to the next level.

   Doug Richards, Legal Counsel from the Attorney General Office, will retire this year. Chair Evans presented him with a plaque of a piece of the floor where Doug Richards played basketball at Brigham Young University years ago. Doug Richard thanked the Board of Trustees for their kindness and the work for technical education. Eric Peterson will replace Doug Richards after July 15, 2019.

8. **Action Item**: **Revisions to Policy 304 – Capital Facilities Requests and Development**. Assistant Commissioner Tyler Brinkerhoff explained that the policy attached to today's agenda reflects necessary changes to comply with Senate Bill 102. He also stated that the system would receive an appropriation of $7,000,000 for FY2021 and $14,000,000 per year after that.

   SB102 also requires the Board of Trustees "to establish how (it) will measure each factor...and procedures for prioritizing funding requests for capital development projects." Brinkerhoff also explained the difference between dedicated and non-dedicated projects.

   Motion: Trustee Michael Jensen moved to approve the revisions to policy 304 as provided.

   Seconded: Trustee Mike Angus

   Voting: Unanimous

   Assistant Commissioner Brinkerhoff distributed the Capital Facilities Scoresheet to all Board members present for their scores, (while Presidents Campbell and Christensen

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presented their projects, Assistant Commissioner Brinkerhoff compiled and tabulated each project's scores into one spreadsheet ranked from highest to lowest).

9. **Presentation of College FY2021 Capital Development Requests**
Per UCA 53B-2a-104(2)g, the Board of Trustees receives funding requests for capital facilities and land purchases and ensures that the requests comply with Section 53B-2a-112, prioritize the requests and submits the prioritized requests to the State Building Board.
Bridgerland Technical College
Wendy Carter Vice President for Instructional, Planning and Curriculum and Chad Campbell President of Bridgerland Technical College distributed a brochure for the Health Sciences Building showing growth and capacity, effectiveness & support of critical programs, community support/alternative funding sources, and cost-effectiveness
The project is 75,000 square feet with a cost of $36,866,940. They explained the brochure and answered questions regarding the project. Ongoing operations and maintenance costs will be $611,250
Mountainland Technical College
Clay Christensen, President of Mountainland Technical College, showed a presentation regarding the Payson Campus. The project is 98,000 square feet, with a cost of $36,750,000. Mountainland Technical College received a land donation of approximately $4.5 million. Ongoing operations and maintenance costs will be $798,700. President Christensen introduced Brian Hulet, Payson City Councilman, and David Tuckett, Payson City Manager who attended the meeting in support of the Payson Campus project and commented that there is a demand for Technical Education due to growth in the Payson area. The board thanked them for their time and support.
Trustee Stephen Wade commented that both presidents are passionate about these projects and that the board should prioritize the projects as 1 and 2.
Trustee Michael Jensen stated that it would be good for the board to be wise regarding the projects and offered to talk to Senator Ann Millner and give the board a report.
Vice-Chair Steve Moore asked regarding the cost per square feet to which President Campbell explained that it is higher due to inflation.
Trustee Brad Tanner asked about the possibility of using the same architect's plans from other buildings. President Campbell answered that the State does not permit the use of other buildings' plans.
Chair Evans asked if there were any other comments or questions regarding these projects.
(While Assistant Commissioner Brinkerhoff tabulated the score sheets, Chair Evans suggested to continue moving forward with the agenda).

10. **Commissioner Search Suspension**
The Board adopted a recommended search process for a permanent Commissioner of Technical Education in its March 21, 2019 meeting. Chair Jim Evans mentioned that he received a letter from Governor Gary Herbert asking to put the commissioner search on hold until after the Higher Education Strategic Planning Commission completes its work. Trustee Michael Jensen asked Interim Commissioner Haines if he is still OK to continue to hold the position. Commissioner Haines replied that he is OK.

11. Higher Education Strategic Planning Commission

Vice-Chair Steve Moore reported that the National Center for Higher Education Management Systems (NCHEMS), has been conducting regional meetings throughout the state as part of their study.

Vice-Chair Steve Moore also attached to the agenda his notes from the April 3, 2019, commission meeting which highlights some items including the structure of the governing boards and the creation of a coordinating board.

Trustees made comments regarding their concerns of having a merge between the USHE and UTech as the institutions have different missions.

12. Technical Education Campaign

Joseph Demma, Mountainland Technical College Vice-President for College Relations, showed Utah's Technical Education Awareness Campaign as well as the media ads. Mr. Demma mentioned that one of the purposes of the campaign is to drive people to the website. He also informed the Board that he presented at the National Governors' Association and has received daily emails from other States asking questions regarding the campaign.

13. <u>Action Item</u>: Prioritization of FY2021 Capital Development Requests

Assistant Commissioner Tyler Brinkerhoff tabulated the capital development scoresheets mentioned in item 8 and informed that Bridgerland Technical College, Health Sciences building scored number one with 94.3 out of 110 possible points and Mountainland Technical College Payson Campus number two, with 86.9 points out of 110.

Assistant Commissioner Tyler Brinkerhoff also explained that the technical colleges capital projects fund is non-lapsing and accumulate and that dedicated projects still need legislative approval.

Board members discussed the two projects and Trustee Michael Jensen's suggestion to talk to Legislators. Chair Evans stated that they had a motion to approve the order of the projects but need a separate follow-up to talk about the funds.

Commissioner Haines also mentioned that statute requires the board to designate the projects and dedicated or non-dedicated.

Motion: Trustee Stephen Wade moved to approve the order of the buildings as scored, being Bridgerland Technical College priority 1 and Mountainland Technical College priority 2, with a follow-up as stated previously.

Seconded: Trustee Scott Theurer

Voting: Unanimous

14. <u>Action Item</u>: Custom Fit Allocations

Tyler Brinkerhoff, Assistant Commissioner, explained that Legislators funded $600,000 for custom fit based on requests of $200,000 each for Davis, Mountainland and Ogden-Weber Technical Colleges and $25,000 each for Snow College and USU Eastern. The recommendation is to distribute the new funding on a pro-rated basis.

Vice-Chair Steve Moore asked if UTech has any surplus from last year. Tyler Brinkerhoff replied that there is not a significant carryover surplus from last year.

Motion: Trustee Brad Tanner moved to approve the proposed Custom Fit allocations as recommended.

<u>Seconded</u>: Trustee Mike Angus

Voting: Unanimous

15. **Action Item**: **FY2020 Proposed Tuition Rates**
    Assistant Commissioner Tyler Brinkerhoff recommended that the Board of Trustees
    approve the proposed post-secondary tuition rates for Bridgerland Technical College,
    Mountainland Technical College, and Southwest Technical College.
    Motion: Trustee Russell Lamoreaux moved to approve the proposed rates as presented.
    Seconded: Trustee Scott Theurer
    Voting: Unanimous

16. **Action Item**: **Proposed FY2020 Differential Tuition Rates**
    Assistant Commissioner, Tyler Brinkerhoff, explained that differential tuition rates expire
    each year on June 30th. Bridgerland, Davis, Ogden-Weber, Tooele and Uintah Basin
    Technical Colleges each requested differential rates for selected programs.
    Motion: Vice-Chair Steve Moore moved to approve the requested differential tuition
    rates as presented.
    Seconded: Trustee Michael Jensen
    Voting: Unanimous

17. **Action Item**: **FY2020 USTC Commissioner's Office Budget Approval**
    Assistant Commissioner, Tyler Brinkerhoff presented to the Board the proposed budget
    for FY2020, which includes revenue of just over $9M.
    Motion: Trustee Mike Angus moved to approve the budget as explained.
    Seconded: Trustee Chuck Taylor
    Voting: Unanimous

18. **College Presidents Selection Policy**
    Vice-Chair Steve Moore reported that revisions to policy 101 were sent out to college
    presidents, board members, and UTech staff for review and feedback. The Committee
    chaired by Vice-Chair Moore will present the policy for Board approval at the September
    19, 2019 meeting.

19. **College Presidents Compensation**
    Chair Jim Evans stated that Policy 113 assigns a Compensation Committee to consider
    compensation adjustments as well as vehicle allowance for college presidents with certain
    parameters. Also, it encourages the boards of directors to provide recommendations.
    The committee members: Chair Jim Evans, Trustee Michael Jensen and Commissioner
    Haines, recommended the Board consider an increase to Aaron Weight's salary of 4%
    which will bring it above the midpoint and requires Board approval, an adjustment that
    will be consistent with adjustments of other salaries below the midpoint.
    Trustee Michael Jensen stated some salaries could change depending on upcoming salary
    study results.
    Motion: Trustee Scott Theurer moved to approve President Weight's compensation as
    presented.
    Seconded: Trustee Stephen Wade
    Voting: Unanimous

20. Audit Committee Report

Trustee Brad Tanner, Chairs the Audit Committee with Trustee Mike Angus and Trustee Chuck Taylor. Trustee Tanner reported that the committee met and reviewed policy 301 to verify their roles as a committee. Assistant Commissioner Brinkerhoff prepared a draft with revisions to the policy that the committee is reviewing and will present to the Board at the next board meeting.

21. Action Item: Logan City/Bridgerland Technical College Easement/Land Swap

Chad Campbell, President of the Bridgerland Technical College, reported that Logan City is committed to Bridgerland Technical College and the future Health Sciences Building and proposes making approximately $7M of infrastructure improvements on two roads in front of the buildings. The project will include traffic signals, curb, gutter, and sidewalks on both sides of the roads.

Motion: Trustee Scott Theurer moved to approve the Logan City/Bridgerland Technical College Easement/Land Swap as presented
Seconded: Trustee Stephen Wade
Voting: Unanimous

22. Action Item: Bridgerland Technical College, Health Sciences Building - Programming and Planning

Chad Campbell, President of Bridgerland Technical College, is requesting authorization to use institutional or donated funds of approximately $300,000 to complete the planning and programming phase of the Bridgerland Tech's Health Sciences Building.

Motion: Chair Jim Evans moved to authorize Bridgerland Technical College's use of institutional or donated funds for planning and programming of its Health Sciences Building.
Seconded: Trustee Scott Theurer
Voting: Unanimous

CLOSED SESSION:

23. College Presidents 2019 Formal and Informal Evaluations

Motion: Vice-Chair Steve Moore moved that the Utah System of Technical Colleges Board of Trustees meet in closed session, as provided in Utah Code, Title 52, Chapter 4, Sections 204, 205 and 206.
Seconded: Trustee Mike Angus
Voting: Unanimous

Roll call:

Jim Evans – yes	Brad Tanner – yes
Steve Moore – yes	Chuck Taylor – yes
Mike Angus – yes	Scott Theurer – yes
Michael Jensen – yes	Stephen Wade – yes
Russell Lamoreaux – yes	

24. Adjournment: The Board of Trustees adjourned at 1:55 pm.

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

BOARD OF TRUSTEES

September 19, 2019

ITEM: 8B

TOPIC: Board Meeting Schedule for 2020

<u>BACKGROUND</u>

The Board of Trustees voted in January 2018 to schedule regular Board Meetings every other month except during the summer, rotating between each of the colleges. Meeting dates for the 2020 year are included in the proposed schedule attached.

<u>RECOMMENDATIONS</u>

It is recommended that the Board of Trustees approve the proposed meeting schedule.

Attachment: Proposed Schedule of Meetings

BOARD OF TRUSTEES MEETINGS
2019-2020 SCHEDULE

DATE	SITE	TIME
November 21, 2019	Mountainland Technical College (Lehi)	10:00 am to 2:00 pm
January 16, 2020	Davis Technical College (Kaysville)	10:00 am to 2:00 pm
March 19, 2020	Tooele Technical College (Tooele)	10:00 am to 2:00 pm
May 21, 2020	Dixie Technical College (St. George)	10:00 am to 2:00 pm
September 17, 2020	Ogden-Weber Technical College (Ogden)	10:00 am to 2:00 pm
November 19, 2020	Southwest Technical College (Cedar City)	10:00 am to 2:00 pm

UTAH SYSTEM OF TECHNICAL COLLEGES

AGENDA ITEM

BOARD OF TRUSTEES

September 19, 2019

ITEM: 8C

TOPIC: College Presidents Formal & Informal Reviews Schedule for 2020

BACKGROUND

Policy 112 calls for each college president to receive a formal, comprehensive performance evaluation following the first year of service, and at least once during every three years of service after that. Each year a formal evaluation is not conducted, a less formal annual review will be conducted which will include at least two meetings at the college during the year with the review team.

The review and evaluation teams are to include the Chair and Vice-Chair of the College Board of Directors, the member of the UTech Board of Trustees representing the college, one additional Trustee appointed by the UTech Board Chair who resides outside of the college service region, and the Commissioner of Technical Education.

The attached document lists for each college president review/evaluation team the Trustee representing the college, the additional Trustee appointed to the team by Chair Moore, and the year scheduled for the president's formal comprehensive evaluation.

RECOMMENDATIONS

Information/discussion only

Attachment: College Presidents Formal & Informal Reviews 2020 Schedule for 2020

COLLEGE PRESIDENTS - REVIEW AND EVALUATION COMMITTEES

(Informal Semi-annual Review or 3-year Formal Evaluation)

BRIDGERLAND TECHNICAL COLLEGE	DAVIS TECHNICAL COLLEGE
President Chad Campbell	**President Darin Brush**
Trustee Scott Theurer	Trustee Mike Jensen
Trustee Stacey K. Bettridge	Trustee Susan Johnson
USTC Commissioner	USTC Commissioner
(Formal Evaluation FY2020)	**(Formal Evaluation FY2020)**
DIXIE TECHNICAL COLLEGE	**MOUNTAINLAND TECHNICAL COLLEGE**
President Kelle Stephens	**President Clay Christensen**
Trustee Stephen Wade	Trustee Arthur E. Newell
Trustee Brad Tanner	Chair Steve Moore
USTC Commissioner	USTC Commissioner
(Formal Evaluation FY2020)	**(Formal Evaluation FY2021)**
OGDEN-WEBER TECHNICAL COLLEGE	**SOUTHWEST TECHNICAL COLLEGE**
President Jim Taggart	**President Brennan Wood**
Trustee Steve Moore	Trustee Chuck Taylor
Trustee Russell Lamoreaux	Trustee Jera L. Bailey
USTC Commissioner	USTC Commissioner
(Formal Evaluation FY2021)	**(Formal Evaluation FY2022)**
TOOELE TECHNICAL COLLEGE	**UINTAH BASIN TECHNICAL COLLEGE**
President Paul Hacking	**President Aaron Weight**
Trustee Charles Hansen	Trustee Mike Angus
Trustee Aaron Osmond	Trustee Brett Barton
USTC Commissioner	USTC Commissioner
(Formal Evaluation FY2022)	**(Formal Evaluation FY2021)**

UTAH SYSTEM OF TECHNICAL COLLEGES

AGENDA ITEM

BOARD OF TRUSTEES

September 19, 2019

ITEM: 8E

TOPIC: UTech FY 2019 Annual Report

BACKGROUND

In accordance with UCA 53B-2a-104(l), the UTech Board of Trustees must annually prepare and submit a report detailing the Board's progress and recommendations on career and technical education (CTE) issues to the Governor and the Legislature's Education Interim Committee by October 31 of each year.

With the Board's pending approval of FY 2019's student enrollment and outcomes data, the Office of the Commissioner is ready to begin drafting the FY 2019 USTC Annual Report. However, because the Board of Trustees does not have a regular meeting scheduled until November (i.e., after the Annual Report's statutory deadline), the Office of the Commissioner proposes that Board authority to approve the FY 2019 Annual Report be delegated to the Executive Committee of the Board of Trustees. A copy of the Annual Report will be provided to each Board member with sufficient time to recommend and incorporate suggested revisions before the Executive Committee meets. All Board members will be invited to attend that meeting, though official action will be taken by Executive Committee members only.

RECOMMENDATION

UTech Administration recommends that the Board of Trustees authorize the Executive Committee to approve the FY 2019 UTech Annual Report in a future meeting to be held before October 31, 2019.

Attachments: None

DRAFT

UTAH SYSTEM OF TECHNICAL COLLEGES
Board of Trustees – Executive Committee Special Meeting
June 20, 2019, 8:00 am – 8:30 am
Via Conference Call
801-341-6000

Board of Trustees Present:
Jim Evans, (Board Chair) – Mountainland Technical College
Steve Moore – (Board Vice-Chair) – Ogden-Weber Technical College
Michael Jensen – Davis Technical College
Brad Tanner – Non-Union Trades
Chuck Taylor – Southwest Technical College

Other Board Members Present:
Aaron Osmond – Information Technology

UTech Administration Present:
Jared Haines – Interim Commissioner of Technical Education
Tyler Brinkerhoff – Assistant Commissioner for Planning, Finance & Facilities
Kim Ziebarth – Associate Commissioner for Academic & Student Affairs

Others Present:
Clay Christensen – President, Mountainland Technical College
Russell Galt – Vice-President for Administrative Services, Davis Technical College

UTAH SYSTEM OF TECHNICAL COLLEGES
Board of Trustees – Executive Committee Special Meeting
June 20, 2019, 8:00 am – 8:30 am
By Conference Call

MEETING MINUTES

(PENDING APPROVAL FROM THE BOARD EXECUTIVE COMMITTEE)

Call to order and welcome by Chair Jim Evans
Meeting called to order at 8:00 am

Roll call conducted by Tyler Brinkerhoff, Assistant Commissioner

Jim Evans – yes
Steve Moore – yes
Michael Jensen – yes
Brad Tanner – yes
Chuck Taylor – yes

1. Approval of UTech Policy 220 "Campus Safety."

Chair Evans stated that the purpose of the meeting is to approve the UTech Policy 220, "Campus Safety." He noted that this policy provides the guidelines for colleges to put their local campus policy in place.

Tyler Brinkerhoff gave a background on this policy: He stated that colleges are required to have a health and safety plan in place. Senate Bill 134 passed during the last Legislature session requires that the governing board, (Board of Regents and UTech Board of Trustees) establish minimum requirements with regards to sexual assault, domestic violence, dating violence and stalking for their health and safety plans. Although all UTech colleges have a safety plan in place, there are additional requirements for colleges; this includes the posting, updating of procedures, reporting on activities regarding the safety plans, as well as an annual report to legislative committees.

Chair Evans asked if campuses have student organizations. The answer is that there are not many students' organizations (at UTech campuses); some colleges have organizations such as SkillsUSA. Kim Ziebarth replied that every student is required to receive training in response to Title IX, and this covers that criteria.

Chair Evans also asked if campuses have a safety plan that meets these requirements. Kim Ziebarth replied that all colleges have a plan under COE, but COE does not specify

contents of the plan. This policy will require modifications to their existing plans or procedures.

Vice-Chair Moore asked for an explanation regarding what is an off-campus location? Kim Ziebarth replied that UTech has multiple training locations, so it means that students at those locations should also receive the training to be consistent across the board.

Commissioner Haines mentioned that campuses plans need to have a provision for what may occur on and off-campus. Campus plans will provide direction to students should they have issues off-campus as to what to do as victims (at home, a party, etc.)

Vice-Chair Moore asked if this policy would cover students off-campus if they are engaged in an official UTech activity or curriculum. Commissioner Haines replied that this policy requires that the college safety plan addresses the coordination between the college and local law enforcement such as the direction to students to call 911, the use of the SafeUT app, etc., in relationship with students' education on and off-campus, for a fellow student, faculty or staff member.

Commissioner Haines indicated that this policy doesn't create liability for the college of what happens off-campus; it provides direction for the college to have guidelines for the students should something happen. Assistant Commissioner Brinkerhoff indicated that some colleges have security personnel on campus and other colleges contract security services or work closely with local law enforcement.

Chair Evans asked if there were any other comments or questions regarding the approval of policy 220 "Campus Safety," and if not, he requested a motion.

Motion: Trustee Chuck Taylor moved that the Executive Committee approve the UTech Policy 220 "Campus Safety" as presented.
Seconded: Trustee Brad Tanner
Vote: Unanimous

Chair Evans closed the meeting by saying that if there is not another emergency meeting between now and June 30th, perhaps this may be his last meeting in his capacity as Board Chair. He thanked all for their service. He said it was an honor, a delight, and a privilege for him to be associated with everyone in this great cause and extended his support as this is important to him and the community.

Meeting adjourned at 8:15 am.

Subject:	**Campus Safety**

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.

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);

Subject:	Campus Safety

    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.

DRAFT

UTAH SYSTEM OF TECHNICAL COLLEGES
Board of Trustees – Executive Committee Special Meeting
July 15, 2019, 7:30 am – 8:00 am
Via Conference Call
801-341-6000

MINUTES

Board of Trustees Present:
Steve Moore, (Board Chair) – Ogden-Weber Technical College
Aaron Osmond – (Board Vice-Chair) – Information Technology
Michael Jensen – Davis Technical College
Chuck Taylor – Southwest Technical College

Executive Committee Member Absent/Excused:
Brad Tanner – Non-Union Trades

UTech Administration Present:
Jared Haines – Interim Commissioner of Technical Education
Kim Ziebarth – Associate Commissioner – Academic & Student Affairs
Doug Richards – Legal Counsel

UTAH SYSTEM OF TECHNICAL COLLEGES
Board of Trustees – Executive Committee Special Meeting
July 15, 2019, 7:30 am – 8:00 am
By Conference Call

MEETING MINUTES

(PENDING APPROVAL FROM THE BOARD EXECUTIVE COMMITTEE)

Call to order and welcome by Chair Steve Moore
Meeting called to order at 7:32 am

Chair Moore thanked everyone for their attendance.

Roll call conducted by Chair Moore:
Steve Moore – yes
Aaron Osmond – yes
Michael Jensen – yes
Chuck Taylor – yes
Brad Tanner – excused

Chair Moore stated that the purpose of this meeting was to discuss and approve UTech Policy 209, related to H.B.116 Students Civil Liberties Protection Act. Chair Moore turned the time to Associate Commissioner Kim Ziebarth for the policy review and description for the respective approval.

Ms. Ziebarth stated that during the 2018 Legislative Session, Representative Kim Coleman passed House Bill 116, Students Civil Liberties Protection Act. It requires that UTech establish policy and procedures whereby a student enrolled in a UTech institution may submit a complaint to the UTech Board of Trustees alleging a policy of the institution directly affects one or more of the student's civil liberties.

Ms. Ziebarth continued explaining that a student may submit any complaint in writing to the Commissioner's office. The Commissioner's office reviews the complaint and works with the Board to come forward with a recommendation. If the complaint is valid, the Commissioner's Office would ask that the institution make adjustments to its policy and follow-up with rulemaking within 60 days. Two actions are required today from the Board Executive Committee: 1) to approve the policy, and 2) to authorize the Commissioner's office to complete the administrative rulemaking process.

Chair Moore thanked Ms. Ziebarth for the explanation and opened it up for any comments, questions, or discussion that the executive committee members may have.

Vice-Chair Osmond asked if we have had any students that we know of in the past that complained that their civil liberties were violated in any way.

Ms. Ziebarth replied that she is not aware of any complaints in the past.

Commissioner Haines stated that he is not aware of any complaints either and said that the bill also calls for each institution (USHE and UTech) to review their policies and to identify anything in the policies that affect student civil liberties and either undergo rulemaking or revoke the policy. Doug Richards and Eric Petersen from the Legal Counsel are working with the colleges on that. He continued by saying that this policy is a way for a student that believes that the institution policy affects her/his civil liberties, to send a letter to the Board of Trustees for consideration to go under rulemaking. Rulemaking is a process for making administrative rules in the state. The rules have the effect of law, and they go through a 30-day public comment period. Therefore, the purpose of undergoing administrative rulemaking is for these policies to have the opportunity for rulemaking.

Doug Richards explained that he reviewed each of the eight colleges' policies code of conducts that would affect student civil liberties. He also said that the Attorney General Office has been in contact with Representative Coleman regarding this bill and they identified the civil liberties that she was particularly interested in such as first amendment rights of expression on campus as well as due process relative to students that may be discipline or discharge from a university or college. He also indicated that by August 1st, we are required to initiate rulemaking. The statute also requires the governing board, both USHE, and UTech, to adopt the rule and submit it for rulemaking for an appeal process.

Doug Richards continued by saying that through his years representing higher education, they only have had some academic challenges such as lawsuits by students because they were dismissed from a college. Therefore, he doesn't anticipate that we would have many appeals or claims.

Doug Richards mentioned that this is his last Board of Trustees meeting due to his retirement. He said that it had been a pleasure working for the Board and the UTech Office. Chair Moore thanked Doug for his dedicated service and contributions over the years and all the good that he has done for the system.

Chair Moore also expressed his thanks for the additional explanations and clarifications on the policy and asked if there were any other questions or comments.

Trustee Michael Jensen asked if any systemwide grievances would come to the Board of Trustees or would the colleges have a similar policy to handle students' complaints. Doug Richards replied that each of the colleges would have a process to address civil liberties grievances by any student. The system policy will be an appeal whereby if a student feels that he or she didn't receive their full civil liberties or due process at the individual college level, so the system won't be initially taking any first-level student

complaints if they have concerns about violating the code of conduct or potential disciplinary action, that will be handled by the colleges.
Commissioner Haines clarified that this is not a grievance policy. The policy is for students who believe that the colleges' policy affects their civil liberties. The students would bring it to the Board's attention to review it and to direct the college to undergo administrative ruling.

Chair Moore asked if the explanation given answered Trustee Jensen's question. Trustee Jensen replied that it did.

Chair Moore asked if the report requirements by November 30th needed to be included in the policy. Ms. Ziebarth replied that it doesn't need to be included in the policy, but UTech will follow through on it and report any violations or complaints that UTech has dealt with at that time, but it requires that UTech has a procedure.

Commissioner Haines also mentioned that UTech would record the complaints for a report.

Chair Moore asked if the report needs to include that no complaints were received. Ms. Ziebarth answered that the procedure only needs to outline the process for students to submit a complaint alleging that the policy has violated their civil liberties, from there UTEch will present it, and report in the subsequent period.

Chair Moore asked if there were any other comments, and if not, he asked for a motion to approve the policy.

Motion: Trustee Aaron Osmond moved that the Executive Committee approve the UTech Policy 209 Institutional Civil Liberties Policy Review as explained by the staff.
Seconded: Trustees Michael Jensen and Chuck Taylor
Voting: Unanimous

Doug Richards stated that for the record, this is in reference to UTech policy 209. Kim Ziebarth asked if the authorization for the submission rulemaking process was included in the motion.

Chair Moore confirmed that it was included in the motion and thanked everyone who was involved in producing the draft of this policy.

Roll call conducted:
Steve Moore – yes
Aaron Osmond – yes
Michael Jensen – yes
Chuck Taylor – yes

Adjournment: Meeting adjourned at 7:49 am.

Subject:	Institutional Civil Liberties Policy Review

209.1   Purpose and Authority

To establish a procedure whereby a student enrolled in a Utah System of Technical Colleges institution may submit a complaint to the Utah System of Technical Colleges Board of Trustees alleging a policy of the institution directly affects one or more of the student's civil liberties.

209.2   Approval

UTech Board of Trustees approval: July 15, 2019.
Administrative Rulemaking: September 10, 2019 (pending).

209.3   References

UCA 53B-27-303, Student Civil Liberties Protection Act

209.4   Definitions

4.1   **Civil Liberty:** A civil liberty enumerated in the United States Constitution or the Utah Constitution.

4.2   **Board:** The Utah System of Technical Colleges Board of Trustees.

209.5   Complaint Process

5.1   A student enrolled in a Utah System of Technical Colleges institution may submit a complaint to the Utah System of Technical Colleges Board of Trustees (Board) alleging a policy of the institution directly affects one or more of the student's civil liberties.

5.2   To file a complaint, a student may send a written request that identifies the policy for which a review is requested to the Office of the Commissioner of Technical Education. The Office of the Commissioner will forward the request to the Board Chair.

5.3   Within 30 days after the day upon which the complaint was received by the Office of the Commissioner, the Board will evaluate the petition to determine whether the complaint is made in good faith; and

5.3.1   If the Board determines that the complaint is made in good faith, direct the institution against which the complaint is made to initiate rulemaking proceedings for the challenged policy; or

5.3.2   If the Board determines that the complaint is made in bad faith, dismiss the complaint.

5.4   If the Board directs an institution to initiate rulemaking proceedings for a challenged policy in accordance with this section, the institution will initiate rulemaking proceedings for the policy within 60 days after the day upon which the direction was given.

UTAH SYSTEM OF TECHNICAL COLLEGES
AGENDA ITEM
BOARD OF TRUSTEES
June 23, 2020

ITEM: 10

TOPIC: Proposed FY 2021 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

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

February 19, 2020

Commissioner Jared Haines
Utah System of Technical Colleges
310 South Main Street, 12th 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 2020-2021 as described below.

1. **Farm /Ranch Business Management:**
   Beginning students: $210/annually
   Advanced students: $240/annually
   Justification: Farm/Ranch Business Management 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. **Assessment & Learning Center:**
   All students: $20/month
   Justification: The Assessment & 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 Assessment & 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 2020-2021 Fiscal Year.

Sincerely,

K. Chad Campbell
President

OGDEN-WEBER
TECHNICAL COLLEGE

200 N. Washington Blvd.
Ogden, UT 84404
801-627-8300
www.otech.edu

MEMORANDUM

TO: Members of the Board

FROM: James R. Taggart
President

DATE: February 20, 2020

RE: Approval of FY21 Differential Tuition

Utah System of Technical Colleges (UTech) 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 UTech 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 UTech Board of Trustees to approve a differential tuition rate for the college's academic learning services. For FY21, the requested tuition rate is $20/month. This is the same amount approved by the college Board of Directors and UTech 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 UTech-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 UTech Board of Trustees for final action.

/btc

February 13, 2020

TOOELE TECHNICAL COLLEGE

Board of Trustees
Utah System of Technical Colleges
310 South Main
Ste. 1250, 12th 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 an 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 11, 2020

Steve Moore, Chairman
UTECH Board of Trustees
310 South Main, Suite 1250
Salt Lake City, UT 84101

Dear Chairman Moore:

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
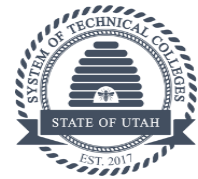
AGENDA ITEM

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

AUDIT COMMITTEE

BRAD TANNER – CHAIR

MIKE ANGUS

JERA L. BAILEY

CHUCK TAYLOR

STAFF – TYLER BRINKERHOFF

CAPITAL FACILITIES COMMITTEE

MICHAEL JENSEN – CHAIR

AARON OSMOND

STACEY BETTRIDGE

STAFF – TYLER BRINKERHOFF

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

10-YEAR STRATEGIC PLANNING COMMITTEE

AARON OSMOND – CHAIR

BRETT BARTON

SCOTT THEURER

PRESIDENT JIM TAGGART

PRESIDENT BRENNAN WOOD

STAFF – KIM ZIEBARTH

UTAH SYSTEM OF TECHNICAL COLLEGES

AGENDA ITEM

BOARD OF TRUSTEES

September 19, 2019

ITEM: 12

TOPIC: FY 2019 Student Enrollment and Outcomes Data

BACKGROUND

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

Under UTech Policy 205.10.1.3, the Board of Trustees is to approve of the year-end data and summaries thereof for use in all reporting to the Utah State Legislature, the Governor's Office, and to the public. These data are to be clearly identified in all reports as *preliminary* and *subject to change*. As provided in Policy 205.10.2, colleges continue to track the placement outcomes of certificate-seeking students after the fiscal year has ended, until annual accreditation reports are due to the Council on Occupational Education in early December. The technical colleges will provide a follow-up data submission in December reporting additional student completions, placements, and licensures pertaining to FY 2019 students. Data provided in December will then be presented to the Trustees in summary form and will be approved as *final* for all future reports pertaining to FY 2019.

RECOMMENDATION

UTech Administration recommends that the Board of Trustees approve of the technical college data submissions and the attached summaries thereof for use in all reporting to UTech and college stakeholders, pending the final data submission in early December 2019.

Attachments: Preliminary FY 2019 Year-end Data Summary
                    Preliminary technical college and system Student Enrollment and
                    Outcomes Reports (9 pages)

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

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

		MEMBERSHIP HOURS				STUDENT HEADCOUNT (DISTINCT)				PROGRAM GRADUATES (DISTINCT BY PROGRAM)			
		Prev Year	Current Yr	Growth		Prev Year	Current Yr	Growth		Prev Year	Current Yr	Growth	
BRIDGERLAND	Adult	781,812	809,439	27,627	3.53%	3,940	3,791	-149	-3.78%	743	802	59	7.94%
	High School	422,026	407,360	-14,666	-3.48%	2,142	2,031	-111	-5.18%	54	98	44	81.48%
	College Total	1,203,838	1,216,799	12,962	1.08%	6,082	5,822	-260	-4.27%	797	900	103	12.92%
DAVIS	Adult	1,104,218	1,089,527	-14,691	-1.33%	4,528	4,546	18	0.40%	1,081	1,185	104	9.62%
	High School	395,295	409,713	14,418	3.65%	1,313	1,464	151	11.50%	218	280	62	28.44%
	College Total	1,499,513	1,499,240	-273	-0.02%	5,841	6,010	169	2.89%	1,299	1,465	166	12.78%
DIXIE	Adult	257,503	339,383	81,880	31.80%	4,920	6,152	1,232	25.04%	245	300	55	22.45%
	High School	77,928	63,718	-14,210	-18.23%	292	296	4	1.37%	61	68	7	11.48%
	College Total	335,431	403,101	67,670	20.17%	5,212	6,448	1,236	23.71%	306	368	62	20.26%
MOUNTAINLAND	Adult	665,338	803,601	138,263	20.78%	2,919	3,432	513	17.57%	1,066	1,220	154	14.45%
	High School	524,637	547,603	22,966	4.38%	1,501	1,592	91	6.06%	646	860	214	33.13%
	College Total	1,189,975	1,351,204	161,229	13.55%	4,420	5,024	604	13.67%	1,712	2,080	368	21.50%
OGDEN-WEBER	Adult	905,422	893,962	-11,460	-1.27%	4,257	4,191	-66	-1.55%	707	811	104	14.71%
	High School	321,126	365,821	44,696	13.92%	1,384	1,829	445	32.15%	147	140	-7	-4.76%
	College Total	1,226,548	1,259,783	33,236	2.71%	5,641	6,020	379	6.72%	854	951	97	11.36%
SOUTHWEST	Adult	186,187	211,541	25,354	13.62%	1,351	1,512	161	11.92%	313	398	85	27.16%
	High School	99,708	79,295	-20,413	-20.47%	902	833	-69	-7.65%	58	53	-5	-8.62%
	College Total	285,895	290,837	4,942	1.73%	2,253	2,345	92	4.08%	371	451	80	21.56%
TOOELE	Adult	151,734	193,147	41,413	27.29%	721	841	120	16.64%	182	191	9	4.95%
	High School	21,289	35,081	13,792	64.78%	147	205	58	39.46%	14	30	16	114.29%
	College Total	173,023	228,228	55,205	31.91%	868	1,046	178	20.51%	196	221	25	12.76%
UINTAH BASIN	Adult	216,078	208,761	-7,317	-3.39%	2,450	2,356	-94	-3.84%	354	354	0	0.00%
	High School	259,170	263,124	3,954	1.53%	1,703	1,642	-61	-3.58%	188	220	32	17.02%
	College Total	475,248	471,885	-3,363	-0.71%	4,153	3,998	-155	-3.73%	542	574	32	5.90%
UTECH TOTALS	Adult	4,268,292	4,549,361	281,069	6.59%	25,086	26,821	1,735	6.92%	4,691	5,261	570	12.15%
	High School	2,121,178	2,171,715	50,537	2.38%	9,384	9,892	508	5.41%	1,386	1,749	363	26.19%
	System Total	6,389,470	6,721,076	331,606	5.19%	34,470	36,713	2,243	6.51%	6,077	7,010	933	15.35%

NOTES:

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

9/9/19 Draft

Certificate-seeking Students

	(Program Length)			*Incarcerated Students*	Total
	0-599 hours	600-899 hours	900+ hours		
Membership Hours	445,347	794,262	2,620,083	109,845	3,969,537
Distinct Student Headcount				369	13,659
Sum of Individual Program Headcounts *(allowing enrollment in multiple programs)* †	2,982	3,618	7,149	414	14,163
Still Enrolled	506	1,638	3,190	92	5,426
Graduates	2,046	995	2,120	82	5,243
Non-graduates	430	985	1,839	240	3,494
Graduation Rate‡	83%	50%	54%	25%	60%
Non-graduate Completers *("Early Hires")* §	43	364	506	1	914
Allowable Subtractions	63	62	246	235	606
Withdrew & Enrolled in Another Program	*24*	*27*	*84*	*2*	*137*
Unavailable to Earn a Credential ‖	*39*	*35*	*162*	*233*	*469*
Completion Rate	87%	71%	71%	95%	76%
Placed Students *(includes Non-graduate Completers)*	1,091	833	1,912	33	3,869
Related Employment	*743*	*727*	*1,669*	*4*	*3,143*
Military Service	*3*	*1*	*5*	*0*	*9*
Continuing Education	*345*	*105*	*238*	*29*	*717*
Allowable Subtractions	383	87	245	50	765
Awaiting Licensure	*361*	*73*	*166*	*0*	*600*
Unavailable for Employment ‖	*16*	*9*	*52*	*50*	*127*
Refused Employment	*6*	*5*	*27*	*0*	*38*
Unplaced Students	621	439	469	0	1,529
Placement Rate	64%	65%	80%	100%	72%
Graduates who Passed a Req'd Licensure Exam	669	162	414	0	1,245
Graduates who Took a Req'd Licensure Exam	674	162	415	0	1,251
Licensure Rate	99%	100%	100%	--	100%

Total Postsecondary Membership Hours	**4,549,361**
Total Distinct Postsecondary Headcount	**26,821**

Secondary Students

	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	1,546,608	389,766	235,341	2,171,715
Distinct Student Headcount	9,128	563	201	9,892
Certificate Awardees *(program length)*	1,362	256	131	1,749
% Secondary Students Earning Certificate				18%

Job Upgrade Students ¶

	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	57,585	0	0	57,585
Distinct Student Headcount	482	0	0	482
Additional Program Graduates	15	0	3	18

Continuing Occupational Education Students

	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	294,400	39,614	0	334,014
Distinct Student Headcount	11,177	57	0	11,234

Students Enrolled in Other Training

Membership Hours	188,225
Distinct Student Headcount	3,038
Basic Skills Students	*1,431*
Personal Interest Students	*1,530*
Job Re-entry Students	*48*
Senior Citizens	*29*

Total Secondary Membership Hours	**2,171,715**
Total Distinct Secondary Headcount	**9,892**

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

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

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

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

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

Preliminary Bridgerland Technical College FY 2019 Student Enrollment and Outcomes Report

9/9/19 Draft - Confirmed by College Data Representative

Certificate-seeking Students

	(Program Length)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	47,550	111,840	523,405	682,795
Distinct Student Headcount				1,954
Sum of Individual Program Headcounts *(allowing enrollment in multiple programs)* †	390	396	1,235	2,021
Still Enrolled	48	216	562	826
Graduates	281	124	397	802
Non-graduates	61	56	276	393
Graduation Rate‡	82%	69%	59%	67%
Non-graduate Completers ("Early Hires") §	1	8	67	76
Allowable Subtractions	2	3	30	35
Withdrew & Enrolled in Another Program	2	0	12	14
Unavailable to Earn a Credential ‖	0	3	18	21
Completion Rate	83%	75%	72%	76%
Placed Students *(includes Non-graduate Completers)*	161	106	377	644
Related Employment	107	79	323	509
Military Service	0	0	1	1
Continuing Education	54	27	53	134
Allowable Subtractions	50	8	26	84
Awaiting Licensure	47	6	7	60
Unavailable for Employment ‖	2	1	11	14
Refused Employment	1	1	8	10
Unplaced Students	71	18	61	150
Placement Rate	69%	85%	86%	81%
Graduates who Passed a Req'd Licensure Exam	144	25	56	225
Graduates who Took a Req'd Licensure Exam	144	25	56	225
Licensure Rate	100%	100%	100%	100%

Secondary Students

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

Job Upgrade Students ¶

	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	10,425	0	0	10,425
Distinct Student Headcount	94	0	0	94

Continuing Occupational Education Students

	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	61,004	18,630	0	79,634
Distinct Student Headcount	1,655	27	0	1,682

Students Enrolled in Other Training

Membership Hours	36,585
Distinct Student Headcount	714
Basic Skills Students	628
Personal Interest Students	83
Job Re-entry Students	0
Senior Citizens	3

Total Postsecondary Membership Hours	**809,439**
Total Distinct Postsecondary Headcount	**3,791**

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

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

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

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

Preliminary Davis Technical College FY 2019 Student Enrollment and Outcomes Report

8/27/19 Draft - **Confirmed by College Data Representative**

Certificate-seeking Students

	(Program Length)			Incarcerated Students	Total
	0-599 hours	600-899 hours	900+ hours		
Membership Hours	115,666	142,809	649,251	105,165	1,012,891
Distinct Student Headcount				345	3,409
Sum of Individual Program Headcounts *(allowing enrollment in multiple programs)* †	660	641	1,883	390	3,574
Still Enrolled	100	373	878	86	1,437
Graduates	469	152	496	65	1,182
Non-graduates	91	116	509	239	955
Graduation Rate‡	84%	57%	49%	21%	55%
Non-graduate Completers *("Early Hires")* §	1	43	117	1	162
Allowable Subtractions	22	2	41	235	300
Withdrew & Enrolled in Another Program	1	0	19	2	22
Unavailable to Earn a Credential ‖	21	2	22	233	278
Completion Rate	87%	73%	64%	96%	73%
Placed Students *(includes Non-graduate Completers)*	161	131	505	33	830
Related Employment	74	114	397	4	589
Military Service	0	0	3	0	3
Continuing Education	87	17	105	29	238
Allowable Subtractions	46	19	26	33	124
Awaiting Licensure	45	18	9	0	72
Unavailable for Employment ‖	1	1	14	33	49
Refused Employment	0	0	3	0	3
Unplaced Students	263	45	82	0	390
Placement Rate	38%	74%	86%	100%	68%
Graduates who Passed a Req'd Licensure Exam	181	77	150	0	408
Graduates who Took a Req'd Licensure Exam	186	77	150	0	413
Licensure Rate	97%	100%	100%	--	99%

Secondary Students

	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	236,709	116,458	56,545	409,713
Distinct Student Headcount	1,248	165	51	1,464
Certificate Awardees *(program length)*	216	40	24	280
% Secondary Students Earning Certificate				19%

Job Upgrade Students ¶

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

Continuing Occupational Education Students

	(Hours Accrued)			Total
	0-599 hours	600-899 hours	900+ hours	
Membership Hours	11,292	0	0	11,292
Distinct Student Headcount	769	0	0	769

Students Enrolled in Other Training

Membership Hours	39,002
Distinct Student Headcount	530
Basic Skills Students	371
Personal Interest Students	150
Job Re-entry Students	4
Senior Citizens	5

Total Postsecondary Membership Hours	1,089,527		**Total Secondary Membership Hours**	409,713
Total Distinct Postsecondary Headcount	4,546		**Total Distinct Secondary Headcount**	1,464

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

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

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Preliminary Dixie Technical College FY 2019 Student Enrollment and Outcomes Report

*8/22/19 Draft - **Certified by President Stephens***

Certificate-seeking Students				
	(Program Length)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	16,166	73,480	186,717	276,363
Distinct Student Headcount				938
Sum of Individual Program Headcounts	122	405	413	940
(allowing enrollment in multiple programs) †				
Still Enrolled	15	241	214	470
Graduates	98	69	129	296
Non-graduates	9	95	70	174
Graduation Rate‡	92%	42%	65%	63%
Non-graduate Completers *("Early Hires")* §	0	38	15	53
Allowable Subtractions	1	1	5	7
Withdrew & Enrolled in Another Program	0	0	0	0
Unavailable to Earn a Credential ‖	1	1	5	7
Completion Rate	92%	66%	74%	75%
Placed Students *(includes Non-graduate Completers)*	72	95	120	287
Related Employment	53	90	115	258
Military Service	1	1	0	2
Continuing Education	18	4	5	27
Allowable Subtractions	0	6	1	7
Awaiting Licensure	0	6	0	6
Unavailable for Employment ‖	0	0	1	1
Refused Employment	0	0	0	0
Unplaced Students	26	6	23	55
Placement Rate	73%	94%	84%	84%
Graduates who Passed a Req'd Licensure Exam	0	15	0	15
Graduates who Took a Req'd Licensure Exam	0	15	0	15
Licensure Rate	--	100%	--	100%

Secondary Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	40,556	12,241	10,921	63,718
Distinct Student Headcount ☞	268	17	11	296
Certificate Awardees *(program length)* ☞	48	6	14	68
% Secondary Students Earning Certificate				23%

Job Upgrade Students ¶				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	1,390	0	0	1,390
Distinct Student Headcount	10	0	0	10
Additional Program Graduates	4	0	0	4

Continuing Occupational Education Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	60,758	0	0	60,758
Distinct Student Headcount	5,257	0	0	5,257

Students Enrolled in Other Training	
Membership Hours	873
Distinct Student Headcount	14
Basic Skills Students	0
Personal Interest Students	11
Job Re-entry Students	2
Senior Citizens	1

Total Postsecondary Membership Hours	**339,383**
Total Distinct Postsecondary Headcount	**6,152**

Total Secondary Membership Hours	**63,718**
Total Distinct Secondary Headcount	**296**

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

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

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Preliminary Mountainland Technical College FY 2019 Student Enrollment and Outcomes Report

8/29/19 Draft - Certified by President Christensen

Certificate-seeking Students				
	(Program Length)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	94,502	238,220	447,047	779,769
Distinct Student Headcount				2,961
Sum of Individual Program Headcounts *(allowing enrollment in multiple programs)* †	639	1,226	1,124	2,989
Still Enrolled	152	610	571	1,333
Graduates	429	353	431	1,213
Non-graduates	58	263	122	443
Graduation Rate‡	88%	57%	78%	73%
Non-graduate Completers *("Early Hires")* §	1	6	13	20
Allowable Subtractions	5	15	23	43
Withdrew & Enrolled in Another Program	0	0	1	1
Unavailable to Earn a Credential ‖	5	15	22	42
Completion Rate	89%	60%	84%	76%
Placed Students *(includes Non-graduate Completers)*	154	90	168	412
Related Employment	106	75	153	334
Military Service	0	0	1	1
Continuing Education	48	15	14	77
Allowable Subtractions	187	36	135	358
Awaiting Licensure	183	31	121	335
Unavailable for Employment ‖	4	5	14	23
Refused Employment	0	0	0	0
Unplaced Students	89	233	141	463
Placement Rate	63%	28%	54%	47%
Graduates who Passed a Req'd Licensure Exam	81	19	61	161
Graduates who Took a Req'd Licensure Exam	81	19	62	162
Licensure Rate	100%	100%	98%	99%

Secondary Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	308,836	135,536	103,231	547,603
Distinct Student Headcount	1,311	204	77	1,592
Certificate Awardees *(program length)*	702	135	23	860
% Secondary Students Earning Certificate				54%

Job Upgrade Students ¶				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	3,483	0	0	3,483
Distinct Student Headcount	23	0	0	23
Additional Program Graduates	7	0	0	7

Continuing Occupational Education Students				
	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	343	0	0	343
Distinct Student Headcount	16	0	0	16

Students Enrolled in Other Training	
Membership Hours	20,006
Distinct Student Headcount	640
Basic Skills Students	84
Personal Interest Students	555
Job Re-entry Students	0
Senior Citizens	1

Total Postsecondary Membership Hours	803,601
Total Distinct Postsecondary Headcount	3,432

Total Secondary Membership Hours	547,603
Total Distinct Secondary Headcount	1,592

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

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

*8/29/19 Draft - **Certified by President Taggart***

Certificate-seeking Students	(Program Length)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	64,832	121,338	554,023	740,193
Distinct Student Headcount				2,855
Sum of Individual Program Headcounts *(allowing enrollment in multiple programs)* †	472	662	1,834	2,968
Still Enrolled	96	125	736	957
Graduates	269	133	409	811
Non-graduates	107	404	689	1,200
Graduation Rate‡	72%	25%	37%	40%
Non-graduate Completers *("Early Hires")* §	17	259	234	510
Allowable Subtractions	17	28	115	160
Withdrew & Enrolled in Another Program	12	18	44	74
Unavailable to Earn a Credential ‖	5	10	71	86
Completion Rate	80%	77%	65%	71%
Placed Students *(includes Non-graduate Completers)*	176	324	516	1,016
Related Employment	124	315	485	924
Military Service	0	0	0	0
Continuing Education	52	9	31	92
Allowable Subtractions	67	14	48	129
Awaiting Licensure	63	11	26	100
Unavailable for Employment ‖	1	0	12	13
Refused Employment	3	3	10	16
Unplaced Students	43	54	79	176
Placement Rate	80%	86%	87%	85%
Graduates who Passed a Req'd Licensure Exam	39	26	87	152
Graduates who Took a Req'd Licensure Exam	39	26	87	152
Licensure Rate	100%	100%	100%	100%

Secondary Students	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	265,536	66,716	33,569	365,821
Distinct Student Headcount	1,703	93	33	1,829
Certificate Awardees *(program length)*	97	13	30	140
% Secondary Students Earning Certificate				8%

Job Upgrade Students ¶	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	5,603	0	0	5,603
Distinct Student Headcount	94	0	0	94

Continuing Occupational Education Students	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	113,452	0	0	113,452
Distinct Student Headcount	1,016	0	0	1,016

Students Enrolled in Other Training	
Membership Hours	34,714
Distinct Student Headcount	321
Basic Skills Students	170
Personal Interest Students	101
Job Re-entry Students	41
Senior Citizens	9

Total Postsecondary Membership Hours	**893,962**
Total Distinct Postsecondary Headcount	**4,191**

Total Secondary Membership Hours	**365,821**
Total Distinct Secondary Headcount	**1,829**

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

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

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

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

Preliminary Southwest Technical College FY 2019 Student Enrollment and Outcomes Report

8/22/19 Draft - Certified by President Wood

Certificate-seeking Students

	(Program Length)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	29,475	79,673	82,152	191,300
Distinct Student Headcount				566
Sum of Individual Program Headcounts *(allowing enrollment in multiple programs)* †	207	181	216	604
Still Enrolled	7	42	69	118
Graduates	182	108	108	398
Non-graduates	18	31	39	88
Graduation Rate‡	91%	78%	73%	82%
Non-graduate Completers *("Early Hires")* §	0	1	10	11
Allowable Subtractions	2	8	6	16
Withdrew & Enrolled in Another Program	*0*	*6*	*0*	*6*
Unavailable to Earn a Credential ‖	*2*	*2*	*6*	*10*
Completion Rate	92%	83%	84%	87%
Placed Students *(includes Non-graduate Completers)*	86	35	60	181
Related Employment	*50*	*23*	*51*	*124*
Military Service	*2*	*0*	*0*	*2*
Continuing Education	*34*	*12*	*9*	*55*
Allowable Subtractions	27	1	0	28
Awaiting Licensure	*20*	*0*	*0*	*20*
Unavailable for Employment ‖	*7*	*0*	*0*	*7*
Refused Employment	*0*	*1*	*0*	*1*
Unplaced Students	75	73	58	206
Placement Rate	55%	32%	51%	48%
Graduates who Passed a Req'd Licensure Exam	118	0	6	124
Graduates who Took a Req'd Licensure Exam	118	0	6	124
Licensure Rate	100%	--	100%	100%

Secondary Students

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

Job Upgrade Students ¶

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

Continuing Occupational Education Students

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

Students Enrolled in Other Training

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

Total Postsecondary Membership Hours	**211,541**
Total Distinct Postsecondary Headcount	**1,512**

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

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

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

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

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

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

Preliminary Tooele Technical College FY 2019 Student Enrollment and Outcomes Report

8/29/19 Draft - Confirmed by College Data Representative

Certificate-seeking Students

	(Program Length)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	32,516	3,615	120,994	157,125
Distinct Student Headcount				510
Sum of Individual Program Headcounts *(allowing enrollment in multiple programs)* †	211	31	330	572
Still Enrolled	56	8	130	194
Graduates	90	11	86	187
Non-graduates	65	12	114	191
Graduation Rate‡	58%	48%	43%	49%
Non-graduate Completers ("Early Hires") §	13	3	42	58
Allowable Subtractions	13	5	24	42
Withdrew & Enrolled in Another Program	8	3	8	19
Unavailable to Earn a Credential ‖	5	2	16	23
Completion Rate	73%	78%	73%	73%
Placed Students *(includes Non-graduate Completers)*	89	14	114	217
Related Employment	61	5	101	167
Military Service	0	0	0	0
Continuing Education	28	9	13	50
Allowable Subtractions	6	0	8	14
Awaiting Licensure	3	0	2	5
Unavailable for Employment ‖	1	0	0	1
Refused Employment	2	0	6	8
Unplaced Students	8	0	6	14
Placement Rate	92%	100%	95%	94%
Graduates who Passed a Req'd Licensure Exam	45	0	37	82
Graduates who Took a Req'd Licensure Exam	45	0	37	82
Licensure Rate	100%	--	100%	100%

Total Postsecondary Membership Hours	**193,147**
Total Distinct Postsecondary Headcount	**841**

Secondary Students

	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	29,657	2,088	3,336	35,081
Distinct Student Headcount	199	3	3	205
Certificate Awardees *(program length)* ☞	25	0	5	30
% Secondary Students Earning Certificate				15%

Job Upgrade Students ¶

	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	4,578	0	0	4,578
Distinct Student Headcount	42	0	0	42
Additional Program Graduates	4	0	0	4

Continuing Occupational Education Students

	(Hours Accrued)			
	0-599 hours	600-899 hours	900+ hours	Total
Membership Hours	5,528	0	0	5,528
Distinct Student Headcount	82	0	0	82

Students Enrolled in Other Training

Membership Hours	25,916
Distinct Student Headcount	289
Basic Skills Students	126
Personal Interest Students	155
Job Re-entry Students	0
Senior Citizens	8

Total Secondary Membership Hours	**35,081**
Total Distinct Secondary Headcount	**205**

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

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

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

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

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

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

Preliminary Uintah Basin Technical College FY 2019 Student Enrollment and Outcomes Report

*8/28/19 Draft - **Certified by President Weight***

Certificate-seeking Students

	(Program Length)			*Incarcerated Students*	Total
	0-599 hours	600-899 hours	900+ hours		
Membership Hours	44,641	23,287	56,494	4,680	129,102
Distinct Student Headcount				24	466
Sum of Individual Program Headcounts *(allowing enrollment in multiple programs)* †	281	76	114	24	495
Still Enrolled	32	23	30	6	91
Graduates	228	45	64	17	354
Non-graduates	21	8	20	1	50
Graduation Rate‡	92%	85%	76%	94%	88%
Non-graduate Completers *("Early Hires")* §	10	6	8	0	24
Allowable Subtractions	1	0	2	0	3
Withdrew & Enrolled in Another Program	1	0	0	0	1
Unavailable to Earn a Credential ‖	0	0	2	0	2
Completion Rate	96%	96%	88%	94%	94%
Placed Students *(includes Non-graduate Completers)*	192	38	52	0	282
Related Employment	168	26	44	0	238
Military Service	0	0	0	0	0
Continuing Education	24	12	8	0	44
Allowable Subtractions	0	3	1	17	21
Awaiting Licensure	0	1	1	0	2
Unavailable for Employment ‖	0	2	0	17	19
Refused Employment	0	0	0	0	0
Unplaced Students	46	10	19	0	75
Placement Rate	81%	79%	73%	--	79%
Graduates who Passed a Req'd Licensure Exam	61	0	17	0	78
Graduates who Took a Req'd Licensure Exam	61	0	17	0	78
Licensure Rate	100%	--	100%	--	100%

Secondary Students

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

Job Upgrade Students ¶

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

Continuing Occupational Education Students

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

Students Enrolled in Other Training

Membership Hours	29,296
Distinct Student Headcount	277
Basic Skills Students	52
Personal Interest Students	223
Job Re-entry Students	1
Senior Citizens	1

Total Postsecondary Membership Hours	208,761		**Total Secondary Membership Hours**	263,124
Total Distinct Postsecondary Headcount	2,356		**Total Distinct Secondary Headcount**	1,642

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

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

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

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

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

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

UTAH SYSTEM OF TECHNICAL COLLEGES

AGENDA ITEM

BOARD OF TRUSTEES

September 19, 2019

ITEM: 13

TOPIC: FY2018 Enrollment & Outcomes Internal Review

BACKGROUND

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

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

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

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

RECOMMENDATION

None.

UTAH SYSTEM OF TECHNICAL COLLEGES

AGENDA ITEM

BOARD OF TRUSTEES

September 19, 2019

ITEM: 14

TOPIC: Approval of Policy 106 - Internal Audit, and Repeal of Policies 301 and 302

BACKGROUND

The Board of Trustees Audit Committee met on May 9, 2019. During its first meeting under new leadership and with partially new membership, the committee conducted a review of current policy addressing audit committees and internal audit. Current policy dates back to the prior organization of the Utah College of Applied Technology (UCAT) and different governance. The committee determined that policy needed to be updated to better suit current structure and governance.

Commissioner's office staff has worked closely with Board of Trustees leadership and the Audit Committee to develop draft Policy 106. The new policy combines elements from existing Policies 301 and 302. While still emphasizing the Audit Committee's financial and asset safeguarding role, the new policy more explicitly defines the committee's oversight role over other departments and processes. If passed, Policy 106 will be included in the policy section for Institutional Governance rather than in the more limited Finance and Facilities section where Policies 301 and 302 are found.

RECOMMENDATION

UTech administration recommends the Board of Trustees repeal Policies 301 and 302 and approve Policy 106 for immediate implementation.

Policy 301 – Policy 302

Attachments:

Draft Policy 106

UTAH SYSTEM OF TECHNICAL COLLEGES

POLICIES

Number: 106

Date: 9/10/2019
revision DRAFT

Page: 1   of   4

Subject:	Auditing

106.1   Purpose

To provide for audit and review of college and system policies, finances, data, operations, and processes.

106.2   Approval

Pending (if passed, this policy will repeal and replace current Policies 301 and 302)

106.3   Definitions

3.1   **Audit:** A formal examination resulting in a reasonable assurance level of compliance, fair representation, efficiency, etc.

3.2   **Review:** A less formal examination resulting in a more limited assurance level of compliance, fair representation, efficiency, etc.

106.4   References

UCA 53B-2a-102, Commissioner of technical education – Appointment – Duties
UCA 53B-2a-104, Board of trustees powers and duties
UTech Policy 101.10.1.3, Bylaws – The Chair of the Audit Committee
UTech Policy 101.10.3, Bylaws – Standing Committees
UTech Policy 105, Commissioner of Technical Education – Functions

106.5   Board of Trustees Audit and Review Authority

5.1   **Internal Audit:** To ensure compliance with applicable laws, policies, and regulations, and to maintain reliability of stakeholder reporting, the Board of Trustees shall annually, in its last regular meeting of the calendar year, identify areas of focus for audits or reviews. To accomplish this purpose, the Board may engage Commissioner's office staff or independent contractors to conduct audits or reviews of any enrollment, instructional, financial, or other operational process, department, or function within the UTech system. Any such audit or review and associated findings, recommendations, and other reports shall be presented to the Audit Committee in the Committee's next meeting after completion of the audit or review.

5.2   **External Audits:** The Board of Trustees shall review external audit reports and respond as deemed appropriate.

5.3   **Delegation:** The Board of Trustees may delegate its responsibilities in 5.1 and 5.2 above to the Audit Committee.

5.4   **Commissioner's Authority:** The Commissioner of Technical Education, in consultation with the Board Chair or Audit Committee Chair may identify specific areas of need or concern and may engage staff or independent contractors to conduct internal reviews of

Subject:	Auditing

any enrollment, instructional, financial, or other operational process, department, or function within the UTech system.

106.6   Audit Committee

6.1   Appointment: The Board of Trustees shall appoint an Audit Committee as specified in Policy 101.10.3 to assist the Board of Trustees in fulfilling its audit, and review responsibilities. The Chair of the Board of Trustees shall appoint a chair of the committee confirmed by a majority vote of the Board. The members, individually, shall be independent and free from any relationship the Board of Trustees believes would interfere with the exercise of each member's judgment as a member of the committee. Membership shall not constitute a quorum of either the Board of Trustees or Executive Committee of the Board.

6.2   Authority and Responsibility: The Audit Committee is not vested with decision-making authority on behalf of the full Board of Trustees. The Audit Committee has authority and responsibility to:

6.2.1   Review college budget and financial reports to be apprised of approved budgets and financial position.

6.2.2   Confer with external auditors, legal counsel, and others as deemed appropriate;

6.2.3   Facilitate full access for external auditors during regularly scheduled and unscheduled audits as necessary;

6.2.4   Assist in the resolution of disagreements between institutional representatives and external auditors;

6.2.5   Request information from technical college or commissioner's office administrators, faculty, staff, and other institutional representatives, all of whom are directed to comply with committee requests;

6.2.6   Conduct or authorize investigations into any matters considered necessary to achieve its purposes;

6.2.7   Consult with boards of directors and/or directors' audit committees concerning college finances, operations, internal controls, reporting, etc.; and

6.2.8   Engage commissioner's office staff or independent contractors to conduct internal audits or reviews of any enrollment, instructional, financial, or other operational process, department, or function within the UTech system.

	UTAH SYSTEM OF TECHNICAL COLLEGES	Number:	106
	POLICIES	Date:	9/10/2019 revision DRAFT
		Page:	3 of 4

Subject:	Auditing

6.3 **Meetings:** The committee shall meet at least annually with additional meetings as needed to perform its responsibilities.

6.4 **Commissioner's Office Responsibilities:** Prior to the last regular Board of Trustees meeting of each fiscal year, Commissioner's office staff shall provide a report to the Audit Committee summarizing external audit reports and associated findings and recommendations along with any action taken by administration as a result of such audits.

6.5 **Reporting:** The Audit Committee shall provide a report to the full Board of Trustees at least annually, in the Board's last regular meeting of the fiscal year, summarizing the Committee's activities and recommendations. Sensitive information reviewed by the Audit Committee will be held confidentially and discussed only summarily in Board of Trustees meetings with a high level of discretion.

106.7 **College Boards of Directors**

7.1 **Responsibilities:** Prior to the first UTech Board of Trustees meeting of each fiscal year, each college board of directors or the board of directors audit committee shall report or cause to be reported to the Board of Trustees Audit Committee regarding internal and external audits, internal controls, ethics reports, and other issues of concern identified by either the Audit Committee or board of directors. Boards of directors shall promptly report to the Board of Trustees Chair, UTech Audit Committee Chair, and Commissioner regarding any apparent fraud or misconduct with any of the following attributes;

   7.1.1 Significant embezzlement, theft, or other fraud;

   7.1.2 Concerns that may damage an institution's reputation;

   7.1.3 Apparent material misuse of institutional resources;

   7.1.4 Issues that may be covered by the media; or

   7.1.5 Any other issue that requires prompt or immediate attention from the Board of Trustees or the Commissioner

7.2 **Board of Directors Audit Committee:** A college board of directors shall create an audit committee to assist the full board in fulfilling its oversight responsibilities for college financial, operational, and reporting matters and to ensure compliance with applicable policies, laws, and regulations. A board of directors audit committee shall not be vested with decision-making authority on behalf of a full board of directors but may be granted similar authority at the college level as the Trustees Audit Committee has at the system level as reflected herein (106.4.2). Committee composition is at the discretion of the board of directors but shall in no way constitute a quorum of either the board of directors or its executive committee.

Subject:	Auditing

106.8 Access and Confidentiality

8.1 Access: Staff and/or independent contractors engaged to conduct internal audits or reviews, whether by the Trustees Audit Committee or the Commissioner of Technical Education, shall have free and unrestricted access to all records, personnel, and physical properties relevant to the performance of the engagement, provided that access is gained within applicable law.

8.2 Sensitive Information: Auditors, staff, audit committees, and boards shall protect the confidentiality of all sensitive information and shall not disclose any sensitive information except for authorized purposes.

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"

Subject:	**Technical College Presidents – Selection**

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

Subject:	**Technical College Presidents – Selection**

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.

~~5.1~~ 5.2   Search Committee

5.~~1.1~~ 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.~~1.2~~ 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.

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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~~

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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.~~

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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.~~6~~5.4.2(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~~

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(111.5.3.1[b]) and results from reference and background checks (111.~~5,3,3) 6.3),~~ 5,3,3) ~~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~~5.3.2. 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).~~.

~~6.7~~5.4.3 **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: (~~1~~a) to appoint a technical college president; and (~~2~~b) 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:~~

Subject:	Technical College Presidents – Selection (in accordance with and subject to Policy 111)

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.

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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
BOARD OF TRUSTEES

September 19, 2019

ITEM: 17

TOPIC: Approval of FY 2021 Budget Request

BACKGROUND

Per UCA 53B-2a-104(2)(f), the UTech Board of Trustees receives budget requests from each college, compiles and prioritizes the requests, and submits the request to the Legislature and the Governor's Office of Management and Budget. UTech Administration and the college presidents have identified budget priorities for consideration in the 2020 legislative session.

The colleges participated in a rigorous exercise to identify urgent program and support needs and have been limited to programs that can be started immediately and critical support priorities. Documentation for each programmatic and support request is available at the Office of the Commissioner.

The UTech ongoing budget priorities recommended for Fiscal Year 2021 include:

- **Annual salary increases** for faculty and staff and anticipated health premium increases consistent with other State Agencies and higher education institutions.
- **Programs** identified by colleges to begin or expand in their respective service regions based on employer demand and critical support positions for colleges and the system.
- **Targeted compensation** increases to ensure industry competitiveness and retention of key faculty and staff, based on three-year plans by each college to reach market-based targets identified in salary studies this year. The Board will consider whether to include this within each of the college priorities or as a separate system priority.
- Additional funding for ongoing new **equipment** purchases and replacement needs.
- Funding to expand **Custom Fit** capabilities in selected regions.
- Funding for Statewide **College Access Advisors** that will station an advisor in most high schools to help students navigate through college opportunities (jointly requested under Board of Regents budget).

RECOMMENDATIONS:

UTech Administration recommends that the Board of Trustees approve the attached budget request for presentation to the Governor's office and Legislature or approve an alternate budget request, with authorization for the Chair, Vice Chair, and Commissioner jointly to make adjustments as deemed necessary during the submission and funding process.

Attachments:
Draft FY 2020 UTech Budget Request Summary
Program and Support Breakout Summary

Utah System of Technical Colleges

Legislative Budget Request Summary

For the Fiscal Year Ending June 30, 2021

DRAFT 9/17/2019

Anticipated FY 2021 Base Budget (State Tax Funds Only)	$	**105,732,800**
Ongoing Budget Increase Requested	$	**15,072,000**
1. **Compensation Total**	$	**2,000,000**
Compensation Increases (same as State Agencies)*	1,600,000	
Health Insurance*	400,000	
2. **Employer-Driven Program Expansion/Student Support**	$	**10,827,000**
Bridgerland Technical College	868,000	
Davis Technical College	1,669,200	
Dixie Technical College	1,064,200	
Mountainland Technical College	2,678,400	
Ogden-Weber Technical College	2,000,000	
Southwest Technical College	449,600	
Tooele Technical College	628,400	
Uintah Basin Technical College	1,179,200	
System Student Information/Data	290,000	
$1,791,800 Industry Competitiveness - Faculty/Staff Compensation Included in Totals		
3. **Equipment Funds**	$	**2,000,000**
4. **Custom Fit**	$	**245,000**
Bridgerland	100,000	
Dixie	80,000	
Southwest	25,000	
Uintah Basin	40,000	
5. **College Access Advisors** (Board of Regents Budget)	3,000,000 $	**-**

* These amounts are estimates to be updated when further information is available

FY 2021 Budget Request - Program/Support Breakout

College	Need	Amount	Projected Increased Production			Demand/Capacity Comparison			
			Membership Hours	Graduates	Placements	Current Capacity	Current Demand	Unmet Demand	Capacity if Funded
BTech	Diesel	110,000	14,400	14	12	16	46	30	30
BTech	Welding	55,000	7,200	8	6	16	28	12	24
BTech	Pharmacy Technician	110,000	14,400	14	12	16	64	48	30
BTech	Culinary Arts	110,000	14,400	14	12	32	56	24	46
BTech	Industry Competitiveness - Faculty/Staff Compensation	362,200	Attracting and retaining the best faculty and staff to ensure the best student outcomes						
BTech	Student Success/Data Quality	120,800	Improve accuracy and timeliness of student data for greater efficiency and student success						
	BTech Totals: $	868,000	50,400	50	42	80	194	114	130

College	Need	Total	Membership Hours	Graduates	Placements	Current Capacity	Current Demand	Unmet Demand	Capacity if Funded
Davis	Welding Technology	184,500	32,400	21	18	82	143	61	114
Davis	Heavy Equipment Operator	103,200	9,216	48	41	-	86	86	96
Davis	Manufacturing Technology	90,900	11,000	19	13	25	60	35	50
Davis	Health Professions - CPR Centralization	103,300	Increase effectiveness and efficiency for health programs and increase capacity						
Davis	Academic Development	160,100	Provide services that reduce roadblocks to education						
Davis	Medical Assistant	104,500	24,840	13	12	35	116	81	53
Davis	Heating and Air Conditioning	141,900	16,000	23	21	15	351	326	38
Davis	Esthetics	103,200	19,200	29	24	184	204	20	215
Davis	Safety and Security	250,000	Two new positions to increase campus safety and security						
Davis	Industry Competitiveness - Faculty/Staff Compensation	227,000	Attracting and retaining the best faculty and staff to ensure the best student outcomes						
Davis	Career and Academic Advisor	90,600	Provide career and technical advising to students to promote retention and employment readiness						
Davis	Apprenticeship Coordinator	110,000	Coordinate apprenticeship, grow opportunities, engage HS students, and gather data to improve						
	Davis Totals: $	1,669,200	112,656	153	129	341	960	609	566

College	Need	Total	Membership Hours	Graduates	Placements	Current Capacity	Current Demand	Unmet Demand	Capacity if Funded
Dixie	App Development	225,000	28,800	24	24	-	-	-	-
Dixie	Web Development	225,000	28,800	24	24	-	-	-	-
Dixie	Practical Nursing	142,300	14,400	16	16	16	48	36	32
Dixie	Medical Assisting	99,500	27,500	24	24	48	80	32	72
Dixie	CDL Instructor	117,900	8,000	24	24	24	60	36	48
Dixie	Industry Competitiveness - Faculty/Staff Compensation	155,000	Attracting and retaining the best faculty and staff to ensure the best student outcomes						
Dixie	Data Analyst	99,500	Mine and analyze data to provide insight and drive decision-making to improve service						
	Dixie Totals: $	1,064,200	107,500	112	112	88	188	104	152

College	Need	Total	Membership Hours	Graduates	Placements	Current Capacity	Current Demand	Unmet Demand	Capacity if Funded
MTech	Campus Security	305,000							
MTech	Automotive Technology	220,000	44,000	64	58	160	240	80	240
MTech	Diesel Technology	255,000	46,000	56	50	54	80	26	110
MTech	Precision Machining	220,000	30,800	39	30	90	150	60	120
MTech	Automated Manufacturing	220,000	42,000	40	34	30	75	45	60
MTech	Welding	250,000	24,000	56	50	112	150	90	172
MTech	Information Technology	122,500	15,000	20	15	104	150	46	135
MTech	Web Programming and Development	180,000	15,000	26	23	60	90	30	90
MTech	Mobile Development	115,000	8,682	5	N/A	24	50	26	48
MTech	Radiology Technician	120,000	45,000	24	24				
MTech	Digital Marketing and Analytics	115,000	28,000	34	30				
MTech	Support Staff	330,000	Add support to critical areas which have become understaffed due to extreme growth						
MTech	Industry Competitiveness - Faculty/Staff Compensation	225,900	Attracting and retaining the best faculty and staff to ensure the best student outcomes						
	MTech Totals: $	**2,678,400**	**298,482**	**364**	**314**	**634**	**985**	**403**	**975**

College	Need	Total	Membership Hours	Graduates	Placements	Current Capacity	Current Demand	Unmet Demand	Capacity if Funded
OTech	Campus Safety/ADA and Security Updates	90,000	Software and hardware subscriptions and adding an ADA Technician						
OTech	Early Mental Health Intervention	75,000	ADA and Pre-enrollment support for students, early identification and remediation						
OTech	Marketing Support/Resources	180,000	Funding for program support (marketing to potential students, Academic Success Advisors, etc.)						
OTech	Access and Outreach – Recruitment	175,000	Support for growing student population						
OTech	College Help Desk / Student Support	80,000	Additonal staff member and software applications						
OTech	Industry Competitiveness - Faculty/Staff Compensation	250,000	Attracting and retaining the best faculty and staff to ensure the best student outcomes						
OTech	Computer Aided-Design	110,000	8,709	3	8	135	175	40	175
OTech	Practical Nursing	130,000	21,600	23	23	48	91	43	72
OTech	Proctored Testing and Tutoring Center in Health Bldg	150,000							
OTech	AM STEM apprenticeship expansion in 4 more schools	150,000	5,280	30	30	25	39	14	75
OTech	Automotive	90,000	50,000	30	32	100	150	50	150
OTech	Machining and Welding	150,000	16,550	41	66	170	370	200	210
OTech	Electrical Apprenticeship	150,000	15,000	50	50	550	730	180	750
OTech	Plumbing Apprenticeship	100,000	5,000	10	150	110	150	40	150
OTech	Instructional Services Professional Development	120,000							
	OTech Totals: $	**2,000,000**	**122,139**	**187**	**359**	**1,028**	**1,555**	**527**	**1,432**

College	Need	Total	Membership Hours	Graduates	Placements	Current Capacity	Current Demand	Unmet Demand	Capacity if Funded
STech	Industry Competitiveness - Faculty/Staff Compensation	205,100	Attracting and retaining the best faculty and staff to ensure the best student outcomes						
STech	Pharmacy Tech	149,800	9,000	15	15	-	37	37	15
STech	Human Resources Specialist	57,200	Convert part-time SIS Specialist to full time to increase data-driven decision making						
STech	Student Information System Specialist	37,500	To accommodate growing needs, convert part-time SIS Specialist to full time						
	STech Totals: $	**449,600**	**9,000**	**15**	**15**	**-**	**37**	**37**	**15**

College	Need	Total	Membership Hours	Graduates	Placements	Current Capacity	Current Demand	Unmet Demand	Capacity if Funded
TTech	Commercial Driver's License	108,000	4,800	23	23	49	500	451	98
TTech	Carpentry	113,000	10,800	42	42	-	-	-	-
TTech	Welding	101,000	12,500	30	30	29	110	81	48
TTech	Industry Competitiveness - Faculty/Staff Compensation	167,400	Attracting and retaining the best faculty and staff to ensure the best student outcomes						
TTech	Security Upgrades	139,000	Increase physical and cyber security at the campus for a safe learning environment						
	TTech Totals: $	**628,400**	**28,100**	**95**	**95**	78	610	532	146

College	Need	Total	Membership Hours	Graduates	Placements	Current Capacity	Current Demand	Unmet Demand	Capacity if Funded
UBTech	Year-Round Programs	336,000	40,000	132	119				
UBTech	Industry Competitiveness - Faculty/Staff Compensation	159,200	Attracting and retaining the best faculty and staff to ensure the best student outcomes						
UBTech	Welding Program Expansion	569,000	42,000	50	48	80	110	30	130
UBTech	IT Program Expansion	115,000	10,000	13	13	25	40	15	50
	UBTech Totals: $	**1,179,200**	**92,000**	**195**	**180**	105	150	45	180

College	Need	Total	Membership Hours	Graduates	Placements	Current Capacity	Current Demand	Unmet Demand	Capacity if Funded
UTech	Student information, data, and security enhancements	250,000	Expand SIS development and data utilization to better serve Utah's employers and students						
UTech	Industry Competitiveness - Staff Compensation	40,000	Increase salaries for software engineers due to significant industry competition						
	UBTech Totals: $	**290,000**	**-**	**-**	**-**	-	-	-	-

	Programs Request Total: $	**10,827,000**	**820,277**	**1,171**	**1,246**				
	Comp Total: $	**1,791,800**							

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 approve 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

BOARD OF TRUSTEES

September 19, 2019

ITEM: 20

TOPIC: Custom Fit: FY2019 Year-End Report and Policy Considerations

BACKGROUND
Custom Fit – FY2019 Year-End Report:

The mission of Custom Fit is to support economic and workforce development through training partnerships between Utah companies and the Utah System of Technical Colleges (UTech). Custom Fit provides state-subsidized training for Utah employers that meets their specific educational needs and is designed to attract new businesses to the state and aid in the retention and expansion of existing companies.

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

- Companies served, -6.33%
- Unduplicated Trainees, +11.75%
- Instructional Hours, -13.31%

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

Policy Considerations:

Custom Fit Policy 202 was revised in March 2018. Since then, there have been concerns raised regarding some of the new provisions in the policy. UTech administration and the Council of Presidents request that the Board of Trustees consider possible revisions specifically 202.7.7 discussing carry-forward balances and 202.10.4 Enrollment in Regular Courses/Certificate Programs. If the Board believes revisions are appropriate, UTech administration will prepare a draft for consideration in the November meeting.

Attachments:
Custom Fit Program Performance
Custom Fit Financial Report

Custom Fit Performance for Fiscal Year 2019

Region	Companies Served	Unduplicated Trainees	Instructional Hours
Bridgerland	220	4,653	72,989
Davis	210	2,183	52,835
Dixie	316	1,515	19,150
Mountainland	301	4,949	44,891
Ogden-Weber	114	1,450	29,687
Snow College	86	660	18,062
Southwest	148	1,266	24,826
Tooele	82	734	17,195
Uintah Basin	147	1,846	21,775
USU - Eastern	92	370	15,448
Grand Total	**1,716**	**19,626**	**316,858**
FY 2018 Totals	**1,832**	**17,563**	**365,510**
Change	(116)	2,063	(48,652)
% Change	-6.33%	11.75%	-13.31%

Custom Fit Financial Report for the Fiscal Year Ended June 30, 2019

Service Region	Revenue				Expenditures					Carried Over to Next FY
	Carried Over from Prior FY	State Appropriation	Company Contributions	Total Funds Available	Direct Training Costs	Salaries/ Benefits	Equipment	Other Expenses	Total Expenditures	
Bridgerland Technical College	$ 6,875	$ 500,000	$ 526,532	$ 1,033,407	$ 806,697	$ 204,853	$ 2,298	$ 12,314	$ 1,026,162	$ 7,245
Davis Technical College	32,066	500,000	422,032	954,098	673,582	230,020	1,901	30,365	935,867	18,231
Dixie Technical College	15,262	345,000	221,090	581,352	383,798	204,839	392	1,769	590,798	(9,446)
Mountainland Technical College	23,870	500,000	758,214	1,282,084	1,046,910	221,388	-	6,591	1,274,889	7,195
Ogden-Weber Technical College	12,202	500,000	339,401	851,603	500,835	304,912	4,677	2,653	813,077	38,526
Snow College	383,521	275,000	153,959	812,480	322,747	158,216	-	6,160	487,123	325,357
Southwest Technical College	3,219	345,000	208,878	557,098	349,023	179,879	-	8,813	537,715	19,383
Tooele Technical College	88,660	325,000	157,288	570,948	297,577	156,448	41,702	2,884	498,611	72,337
Uintah Basin Technical College	4,204	410,000	247,274	661,478	413,175	208,559	15,168	12,678	649,580	11,898
Utah State University - Eastern	279,548	250,000	112,518	642,066	316,593	52,703	-	20,000	389,296	252,770
Utah System of Technical Colleges Admin.	-	9,200	-	9,200	-	9,200	-	-	9,200	-
Total	$ 849,428	$ 3,959,200	$ 3,147,187	$ 7,955,815	$ 5,110,937	$ 1,931,017	$ 66,138	$ 104,227	$ 7,212,319	$ 743,496

UTAH SYSTEM OF TECHNICAL COLLEGES

AGENDA ITEM

BOARD OF TRUSTEES

September 19, 2019

ITEM: 8D

TOPIC: UTech Commissioner's Office Budget Report

BACKGROUND

Per UTech policy 555.4.5, *"A report detailing revenue and expenditures for all budget categories and an investment report reflecting cash and investment balances as of the month most recently ended shall be presented to the Board of Trustees in all regular meetings of the Board."* The attachments include a report detailing appropriated revenues and expenditures by category for the Office of the Commissioner for the current fiscal year through August 31, 2019, a check register for July – August 2019, and a cash and investment report as of August 31, 2019.

Attachments:

Budget progress report

Check/Disbursement register

Cash & Investment Balances

Utah System of Technology Colleges
Office of the Commissioner
FY 2020 Office Budget as of August 31, 2019

Budget	Budget	Year to Date	%
Total Budget for the Commissioner's Office	2,078,300	451,200	21.7%

Expenditures

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

Utah System of Technical Colleges
Check Register
July - August 2019

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

Utah System of Technical Colleges

Office of the Commissioner

Fiscal Year 2019 Office Budget

CASH AND INVESTMENTS
as of
August 31, 2019

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

UTAH SYSTEM OF TECHNICAL COLLEGES

AGENDA ITEM

BOARD OF TRUSTEES

September 19, 2019

ITEM: 8F

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 at each Board of Trustees meeting.

RECOMMENDATIONS

Information/discussion only

Attachment: UTech Master Calendar (September 2019 through December 2020).

Utah System of Technical Colleges
MASTER CALENDAR 2019-2020

DATE	EVENT	LOCATION	TIME
SEPTEMBER	**2019**		
9/19/2019	BOARD OF TRUSTEES MEETING @ BRIDGERLAND TECH	LOGAN	10:00 AM – 2:00 PM
9/24/2019	DIXIE TECH BOARD OF DIRECTORS MEETING	ST. GEORGE	2:00 PM
9/24/2019	TOOELE VALLEY BUSINESS SUMMIT	TOOELE	8:00 AM – 5:00 PM
9/26/2019	DAVIS TECH – COMMUNITY RECOGNITION LUNCHEON	KAYSVILLE	11:30 AM
9/26/2019	DAVIS TECH BOARD OF DIRECTORS MEETING	KAYSVILLE	3:30 PM – 5:30 PM
OCTOBER			
10/8/2019	DAVIS TECH CAREER FAIR	KAYSVILLE	1:00 PM – 4:00 PM
10/9/2019	COUNCIL OF PRESIDENTS MEETING	UTECH OFFICE -SLC	9:00 AM – 2:00 PM
10/11-12/2019	3rd ROCKY MTN. HTEC CNC EDUCATOR CONFERENCE	BRIDGERLAND TECH	12-9 PM/8 to 4 PM
10/16/2019	DAVIS TECH NTHS INDUCTION CEREMONY	LAYTON HS	6:00 PM – 7:30 PM
10/17/2019	OGDEN-WEBER FALL GRADUATION	OGDEN	6:30 PM – 7:30 PM
10/17-18, 2019	BRIDGERLAND FALL BREAK (Campus closed)	LOGAN	CAMPUS CLOSED
10/21/2019	OGDEN-WEBER -COLLETTE MERCIER CAMPUS DEDICATION	BDO CAMPUS	3:30 PM – 5:00 PM
10/23/2019	MOUNTAINLAND TECH BOARD OF DIRECTORS MEETING	THANKSGIVING POINT	4:00 PM – 6:00 PM
10/24/2019	DAVIS TECH FOUNDATION BOARD MEETING	KAYSVILLE	7:30 AM – 9:30 AM
10/24/2019	OGDEN-WEBER BOARD OF DIRECTORS MEETING	OGDEN	4:00 PM – 6:00 PM
NOVEMBER			
11/5/2019	COUNCIL OF PRESIDENTS MEETING	UTECH OFFICE -SLC	9:00 AM – 2:00 PM
11/6/2019	UINTAH BASIN STUDENT OF THE YEAR BANQUET	UBTECH	TBA
11/6/2019	TOOELE TECH BOARD OF DIRECTORS MEETING	TOOELE	12:00 PM – 2:00 PM
11/7/2019	SOUTHWEST TECH BOARD OF DIRECTORS MEETING	CEDAR CITY	1:00 PM – 3:00 PM
11/14/2019	K-20 EDUCATIONAL PATHWAYS SUMMIT	UVU - OREM	9:00 AM – 4:00 PM

11/15/2019	BOARD OF REGENTS 50TH ANNIVERSARY	UVU – OREM	TBA
11/18/2019	BRIDGERLAND BOARD OF DIRECTORS MEETING	LOGAN	4:00 PM
11/20/2019	UINTAH BASIN BOARD OF DIRECTORS MEETING	VERNAL	3:00 PM
11/21/2019	BOARD OF TRUSTEES MEETING AT MOUNTAINLAND	LEHI	10:00 AM – 2:00 PM
11/21/2019	OGDEN-WEBER TECH -COSMETOLOGY FASHION SHOW	OGDEN	6:00 PM – 7:30 PM
11/22/2019	SOUTHWEST TECH STUDENT OF THE YEAR DINNER	CEDAR CITY	6:00 PM
DECEMBER			
12/5/2019	DAVIS TECH BOARD OF DIRECTORS MEETING	KAYSVILLE	3:30 PM – 5:30 PM
12/5/2019	DAVIS TECH -HOLIDAY SOCIAL	KAYSVILLE	5:30 PM – 7:00 PM
12/6/2019	DAVIS TECH – EMPLOYEE CHRISTMAS PARTY	LAYTON	6:00 PM – 10:00 PM
12/09/2019	DAVIS TECH - PN PINNING	DAVIS TECH	5:30 PM – 7:00 PM
12/11/2019	COUNCIL OF PRESIDENTS MEETING	UTECH - SLC	9:00 AM – 5:30 PM
12/18/2019	MTLAND TECH BOARD OF DIR. MTG. & HOLIDAY SOCIAL	THANKSGIVING POINT	6:00 PM
12/19/2019	OGDEN-WEBER TECH BOARD OF DIRECTORS MEETING	OGDEN	4:00 PM – 6:00 PM
JANUARY	**2020**		
1/2/2020	SOUTHWEST TECH BOARD OF DIRECTORS MEETING	CEDAR CITY	1:00 PM – 3:00 PM
1/8/2020	COUNCIL OF PRESIDENTS' MEETING	UTECH - SLC	9:00 AM – 2:00 PM
1/8/2020	DAVIS TECH GRADUATION CEREMONY -FARMINGTON HS	FARMINGTON	6:00 PM
1/15/2020	UINTAH BASIN TECH BOARD OF DIRECTORS MEETING	ROOSEVELT	3:00 PM
1/15/2020	MOUNTAINLAND TECH BOARD OF DIRECTORS MEETING	THANKSGIVING POINT	4:00 PM – 6:00 PM
1/15/2020	TOOELE TECH BOARD OF DIRECTORS MEETING	TOOELE	12:00 PM – 2:00 PM
1/16/2020	BOARD OF TRUSTEES MEETING AT DAVIS TECH	KAYSVILLE	10:00 AM – 2:00 PM
1/23/2020	DAVIS TECH FOUNDATION BOARD MEETING	KAYSVILLE	7:30 AM – 9:30 AM
1/23/2020	UINTAH BASIN CHAMPIONS NIGHT	ROOSEVELT	TIME TBA
1/23/2020	SOUTHWEST TECH GRADUATION	CEDAR CITY	6:00 PM
1/27/2020	BRIDGERLAND TECH BOARD OF DIRECTORS MEETING	LOGAN	4:00 PM
FEBRUARY			
2/4/2020	2019 STUDENTS OF THE YEAR DINNER	JSM BLDG.	6:30 PM – 8:30 PM
2/12/2020	COUNCIL OF PRESIDENTS MEETING	UTECH - SLC	9:00 AM – 2:00 PM

2/20/2020	OGDEN-WEBER WINTER GRADUATION	OGDEN	6:30 PM – 7:30 PM
2/27/2020	OGDEN-WEBER TECH BOARD OF DIRECTORS MEETING	OGDEN	4:00 PM – 6:00 PM
MARCH			
3/5/2020	SOUTHWEST TECH BOARD OF DIRECTORS MEETING	CEDAR CITY	1:00 PM – 3:00 PM
3/11/2020	COUNCIL OF PRESIDENTS MEETING	UTECH OFFICE -SLC	9:00 AM – 2:00 PM
3/18/2020	UINTAH BASIN TECH BOARD OF DIRECTORS MEETING	VERNAL	3:00 PM
3/18/2020	MOUNTAINLAND BOARD OF DIRECTORS MEETING	THANKSGIVING POINT	4:00 PM – 6:00 PM
3/19/2020	BOARD OF TRUSTEES MEETING @ TOOELE TECH	TOOELE	10:00 AM – 2:00 PM
3/20/2020	TOOELE TECH EMPLOYEE TRAINING	TOOELE	12:00 PM – 5:00 PM
3/26/2020	DAVIS TECH FOUNDATION BOARD MEETING	KAYSVILLE	7:30 AM – 9:00 AM
3/26/2020	DAVIS TECH BOARD OF DIRECTORS MEETING	KAYSVILLE	3:30 PM – 5:30 PM
APRIL			
4/6/2020	DAVIS TECH GRADUATION CEREMONY @WSU	OGDEN	6:00 PM
4/7/2020	DAVIS TECH NTHS INDUCTION (FARMINGTON HS)	FARMINGTON	6:00 PM – 7:30 PM
4/8/2020	COUNCIL OF PRESIDENTS MEETING	UTECH OFFICE -SLC	9:00 AM – 2:00 PM
4/9/2020	DAVIS TECH APPRENTICESHIP VENDOR FAIR	KAYSVILLE	TBD
4/15/2020	DAVIS TECH PRACTICAL NURSE PINNING (ROTUNDA)	KAYSVILLE	5:30 PM – 7:30 PM
4/16/2020	OGDEN-WEBER -NAT. TECH. HONOR SOCIETY INDUCTION	OGDEN	6:00 PM – 7:00 PM
4/23/2020	OGDEN-WEBER TECH BOARD OF DIRECTORS MEETING	OGDEN	4:00 PM – 6:00 PM
4/23/2020	TOOELE TECH BOARD OF DIRECTORS MEETING	TOOELE	3:00 PM – 5:00 PM
4/23/2020	TOOELE TECH GRADUATION	GRANTSVILLE	6:00 PM – 7:30 PM
4/30/2020	DIXIE TECH GRADUATION @ DSU (BURNS ARENA)	ST. GEORGE	TBD
MAY			
5/6/2020	UINTAH BASIN TECH BOARD OF DIRECTORS MEETING	ROOSEVELT	3:00 PM
5/7/2020	SOUTHWEST TECH BOARD OF DIRECTORS MEETING	CEDAR CITY	1:00 PM – 3:00 PM
5/13-14, 2020	COUNCIL OF PRESIDENTS RETREAT	TBA	TBA
5/14/2020	DAVIS TECH BOARD OF DIRECTORS MEETING	KAYSVILLE	3:30 PM – 5:30 PM
5/19/2020	MOUNTAINLAND TECH STUDENT GRADUATION	UVU - OREM	7:00 PM
5/20/2020	MOUNTAINLAND TECH STUDENT GRADUATION	WASATCH HS	6:00 PM
5/20/2020	MOUNTAINLAND TECH BOARD OF DIRECTORS MEETING	UVU - OREM	4:00 PM – 6:00 PM

May...Cont.

5/21/2020	DAVIS TECH FOUNDATION BOARD MEETING	KAYSVILLE	7:30 AM – 9:00 AM
5/21/2020	BOARD OF TRUSTEES MEETING AT DIXIE TECH	ST. GEORGE	10:00 AM – 2:00 PM
JUNE			
6/3/2020	TOOELE TECH BOARD OF DIRECTORS MEETING	TOOELE	12:00 PM – 2:00 PM
6/5/2020	DAVIS TECH EMPLOYEE SPRING SOCIAL	SYRACUSE	TBD
6/11/2020	SOUTHWEST TECH GRADUATION	CEDAR CITY	6:00 PM
6/12/2020	DAVIS TECH AWARDS/STRATEGIC PLANNING (ROTUNDA)	KAYSVILLE	7:30 AM – 12:00 N
6/10/2020	COUNCIL OF PRESIDENTS MEETING	UTECH OFFICE -SLC	9:00 AM – 2:00 PM
6/17/2020	DAVIS TECH FOUND.GOLF TOURNAMENT (BTFUL RIDGE)	BOUNTIFUL	7:30 AM – 1:00 PM
6/17/2020	UINTAH BASIN BOARD OF DIRECTORS MEETING	VERNAL	3:00 PM
6/18/2020	DAVIS TECH BOARD OF DIRECTORS MEETING	KAYSVILLE	3:30 PM – 5:30 PM
6/18/2020	OGDEN-WEBER SUMMER GRADUATION	OGDEN	6:30 PM – 7:30 PM
6/25/2020	OGDEN-WEBER TECH BOARD OF DIRECTORS MEETING	OGDEN	4:00 PM – 6:00 PM
JULY			
7/8/2020	COUNCIL OF PRESIDENTS MEETING	UTECH OFFICE -SLC	9:00 AM – 2:00 PM
7/16 – 7/17	OGDEN-WEBER EMPLOYEE TRAINING	CAMPUS CLOSED	
AUGUST			
8/12/2020	COUNCIL OF PRESIDENTS MEETING	UTECH OFFICE -SLC	9:00 AM – 2:00 PM
8/14/2020	TOOELE TECH EMPLOYEE TRAINING	TOOELE	8:00 AM – 5:00 PM
8/19/2020	MOUNTAINLAND TECH BOARD OF DIRECTORS MEETING	THANKSGIVING POINT	4:00 PM – 6:00 PM
8/27/2020	OGDEN-WEBER TECH BOARD OF DIRECTORS MEETING	OGDEN	4:00 PM – 6:00 PM
SEPTEMBER			
9/2/2020	TOOELE TECH BOARD OF DIRECTORS MEETING	TOOELE	12:00 PM – 2:00 PM
9/9/2020	COUNCIL OF PRESIDENTS MEETING	UTECH OFFICE -SLC	9:00 AM – 2:00 PM
9/12/2020	TOOELE TECH SCHOLARSHIP FUNDRAISER EVENT	TOOELE COUNTY	TBA
9/16/2020	OGDEN-WEBER NAT. TECH HONOR SOCIETY INDUCTION	OGDEN	6:00 PM – 7:00 PM
9/17/2020	BOARD OF TRUSTEES MEETING AT OGDEN-WEBER TECH	OGDEN	10:00 AM – 2:00 PM
OCTOBER			
10/14/2020	COUNCIL OF PRESIDENTS MEETING	UTECH OFFICE -SLC	9:00 AM – 2:00 PM

October…Cont.

10/15/2020	OGDEN-WEBER FALL GRADUATION	OGDEN	6:30 PM – 7:30 PM
10/16/2020	OGDEN-WEBER EMPLOYEE DEVELOPMENT DAY	OGDEN	--
10/22/2020	OGDEN-WEBER TECH BOARD OF DIRECTORS MEETING	OGDEN	4:00 PM – 6:00 PM
NOVEMBER			
11/4/2020	COUNCIL OF PRESIDENTS MEETING	UTECH OFFICE -SLC	9:00 AM – 2:00 PM
11/18/2020	TOOELE TECH BOARD OF DIRECTORS MEETING	TOOELE	12:00 PM – 2:00 PM
11/19/2020	BOARD OF TRUSTEES MEETING AT SOUTHWEST TECH	CEDAR CITY	10:00 AM – 2:00 PM
DECEMBER			
12/9/2020	COUNCIL OF PRESIDENTS MEETING	UTECH OFFICE -SLC	9:00 AM – 2:00 PM
12/17/2020	OGDEN-WEBER TECH BOARD OF DIRECTORS MEETING	OGDEN	4:00 PM – 6:00 PM

HOLIDAYS:

1/20/2020	MARTIN LUTHER KING
2/17/2020	PRESIDENTS DAY
4/10-4/13/2020	OGDEN-WEBER TECH SPRING RECESS
5/25/2020	MEMORIAL DAY
7/3/2020	INDEPENDENCE DAY
7/24/2020	PIONEER DAY
9/7/2020	LABOR DAY
11/26-27/2020	THANKSGIVING DAY
12/24/2020 TO 1/1/2021	CHRISTMAS RECESS

09-18-2019

K-20 Educational Pathways Summit

AUDIENCE

Boards Leaders, State Agencies, and Legislators:

➢ Board of Regents
➢ UTech Board of Trustees
➢ Commissioner of Higher Education
➢ Commissioner of Technical Ed.
➢ State Board of Ed.
➢ State Superintendent
➢ Invited Legislators
➢ Talent Ready Utah
➢ Governor's Ed. Excellence Commission
➢ Governor's Office

SAVE THE DATE!

NOVEMBER 14, 2019 – 9:00 am to 4:00 pm
Utah Valley University

OVERVIEW

A high-level conversation about the transition from high school to postsecondary, focused on:

1. Access to postsecondary educational opportunities.
2. State scholarships/affordability.
3. Earning college credit in high school/competency-based learning and prior learning assessment.

OBJECTIVES

- Information and brainstorming meetings.
- Breakup sessions to discuss challenges, barriers, and opportunities.
- 5-10 Year State Plan.

Utah System of Technical Colleges

FY 2019 Enrollment & Outcomes Data

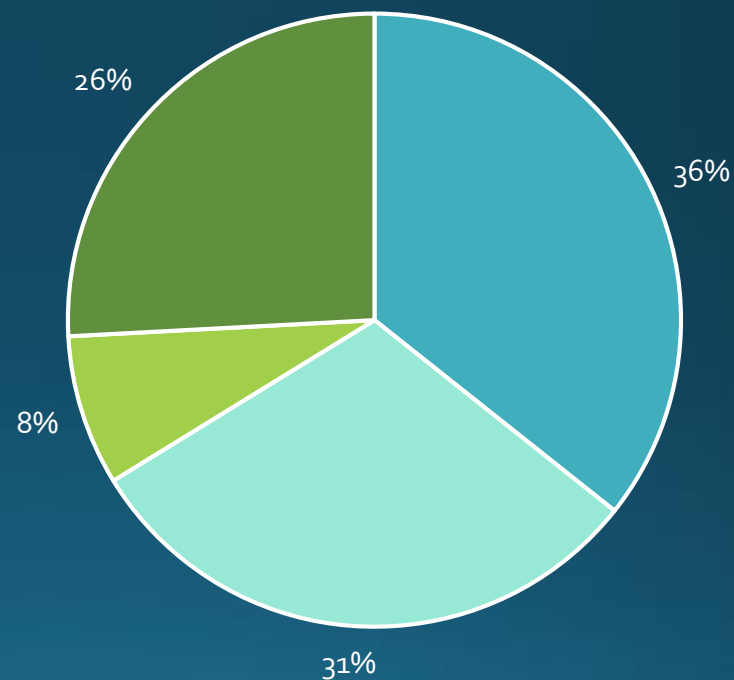A presentation given to the UTech Board of Trustees
September 19, 2019

Zachary Barrus
Assistant Commissioner, Institutional Research
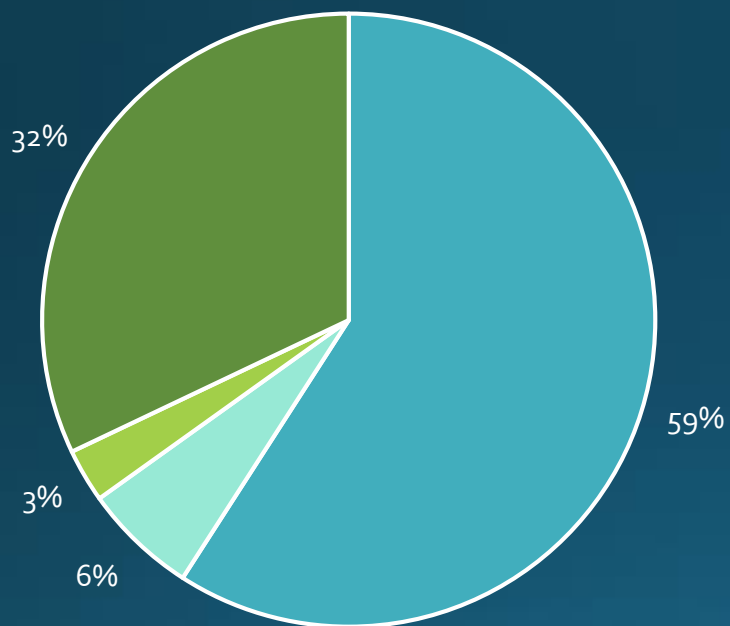
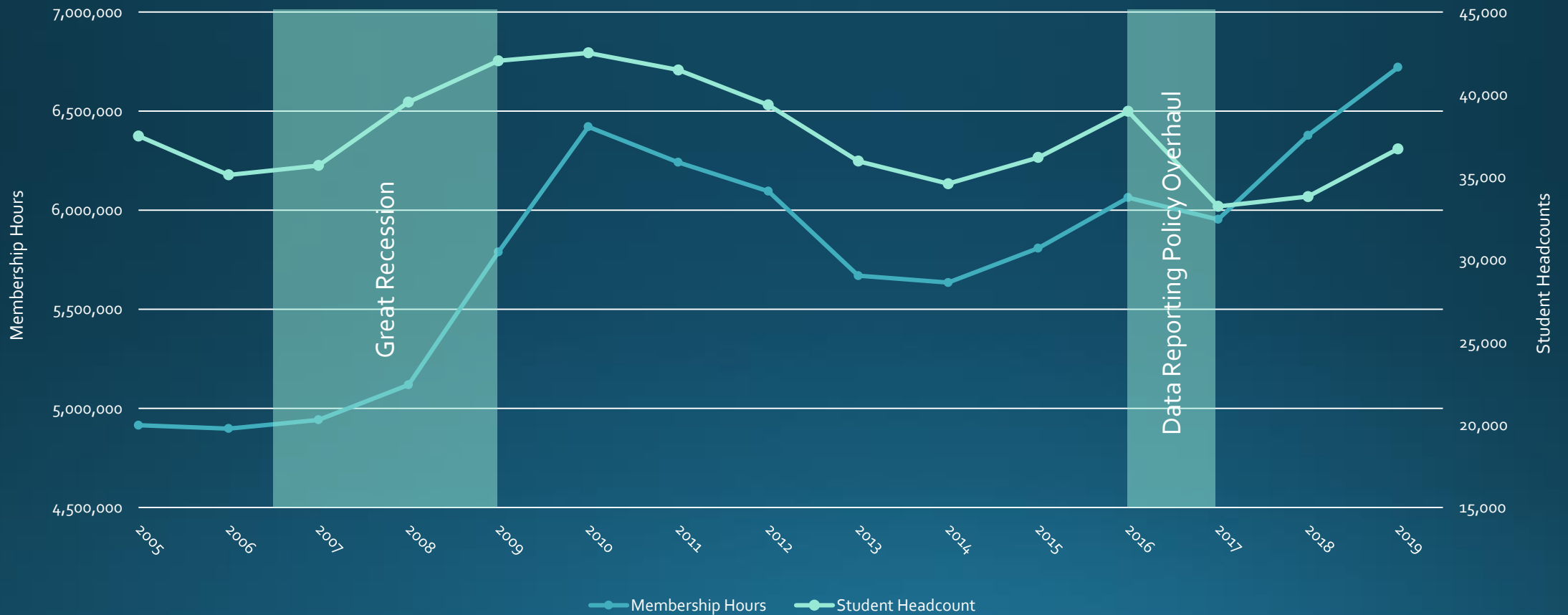# UTech 15-year History: Membership Hours & Student Headcounts, FY 2005 – 2019

Most Awarded Certificates of FY 2019

Adult Students

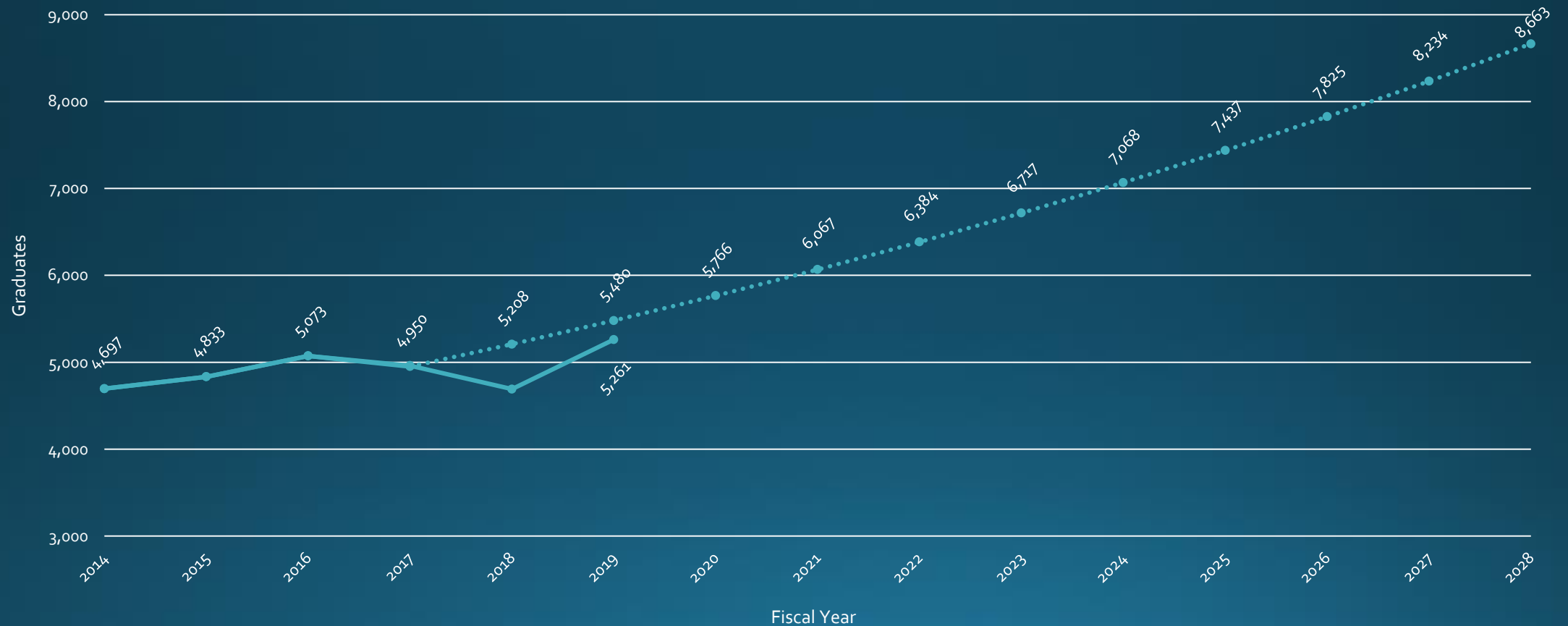| Program	Graduates
Nursing Assistant/Aide and Patient Care Assistant/Aide	708
Cosmetology/Cosmetologist, General	307
Medical/Clinical Assistant	289
Truck & Bus Driver/Commercial Vehicle Operator and Instructor	268
Licensed Practical/Vocational Nurse Training	253
Phlebotomy Technician/Phlebotomist	232
Welding Technology/Welder	224
Pharmacy Technician/Assistant	191
Emergency Care Attendant (EMT Ambulance)	166
Electrician	153

5,261 Total Postsecondary Graduates
(12% growth over 2018)

High School Students

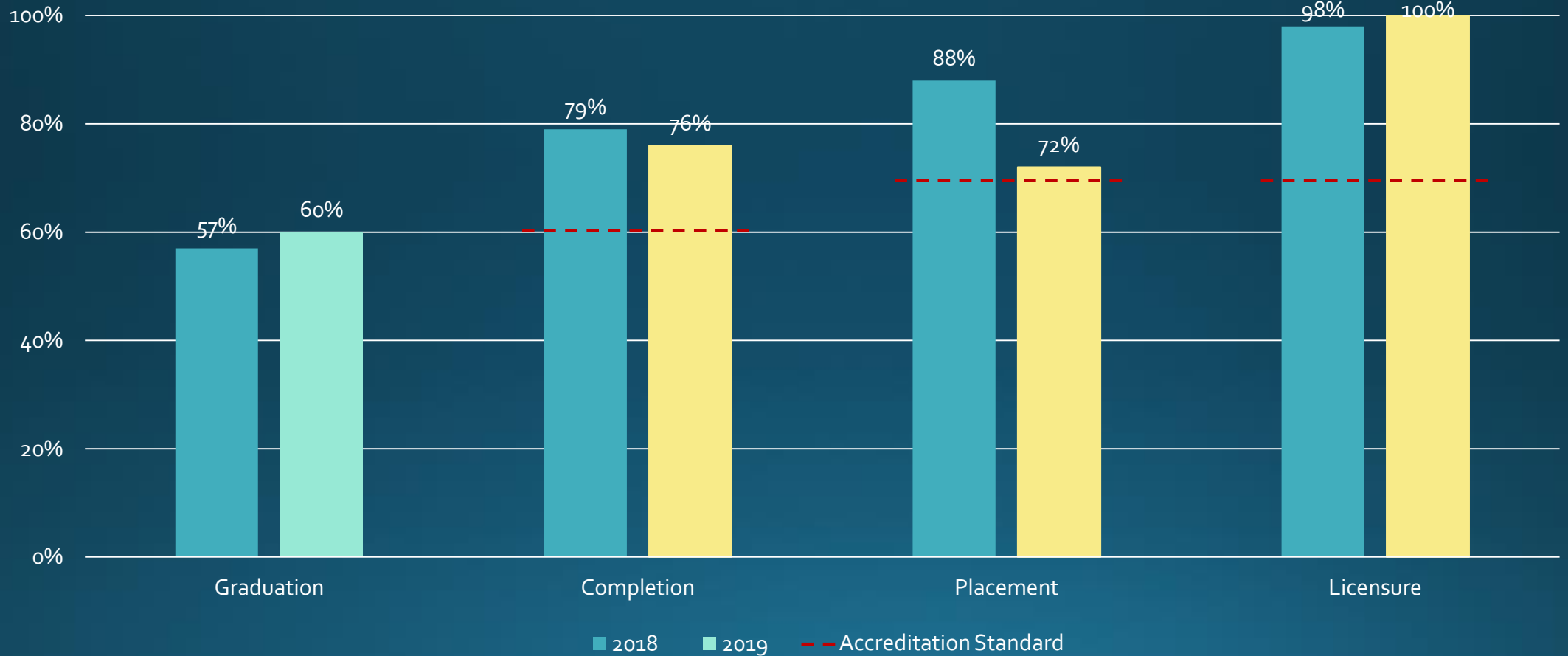| Program	Graduates
Nursing Assistant/Aide and Patient Care Assistant/Aide	875
Emergency Care Attendant (EMT Ambulance)	139
Welding Technology/Welder	132
Pharmacy Technician/Assistant	99
Automobile/Automotive Mechanics Technology/Technician	93
Phlebotomy Technician/Phlebotomist	56
Dental Assisting/Assistant	43
Cosmetology/Cosmetologist, General	41
Carpentry/Carpenter	36
Food Prep/Professional Cooking/Kitchen Assistant	24

1,749 Total Secondary Graduates
(26% growth over 2018)

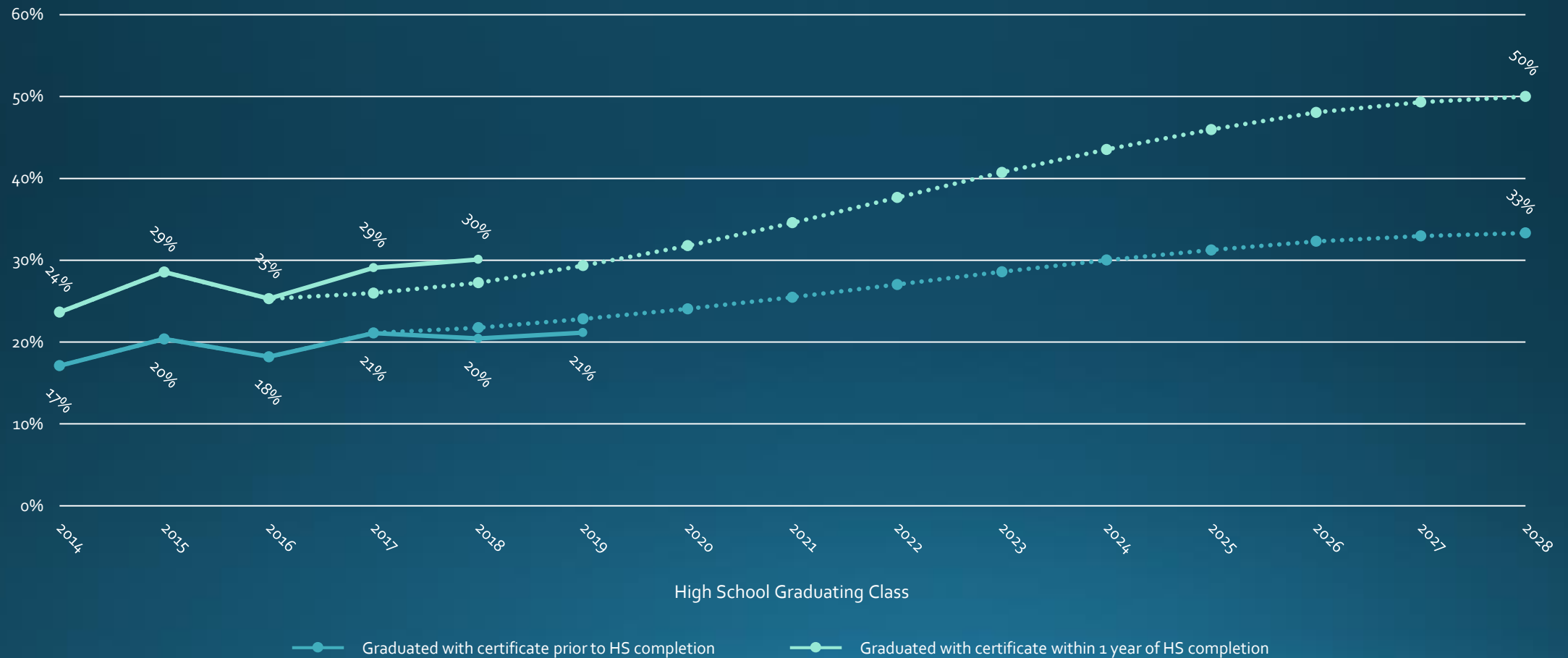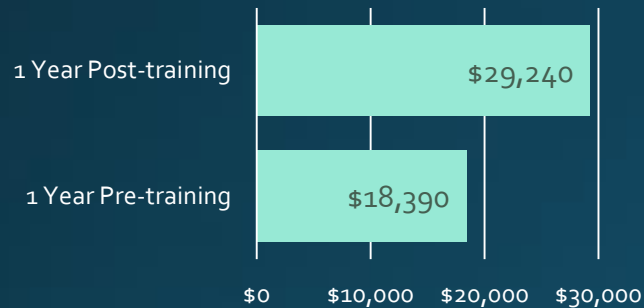# UTech Postsecondary Graduates, FY 2014 – FY 2019 with Desired Growth

UTech Secondary Graduation Rates, FY 2014 – FY 2019 with Board-established Goals

High School Graduating Class

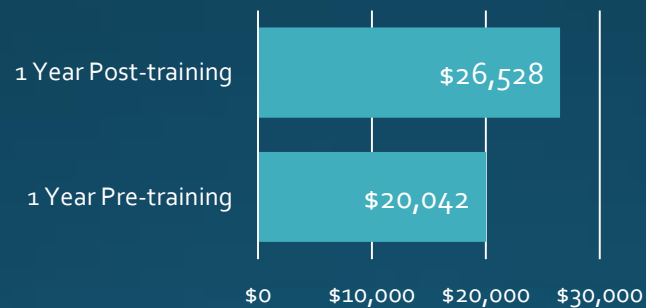— Graduated with certificate prior to HS completion   — Graduated with certificate within 1 year of HS completion

Employment & Wages

Programs of 900+ Hours in Length

1 Year Post-training	$29,240
1 Year Pre-training	$18,390

$0 $10,000 $20,000 $30,000

↑ **31.9%**
Inflation-adjusted wage growth

Programs of Less than 900 Hours

1 Year Post-training	$26,528
1 Year Pre-training	$20,042

$0 $10,000 $20,000 $30,000

↑ **20.5%**
Inflation-adjusted wage growth

- **97.3%** of UTech graduates are retained in the workforce 1 year after graduation.

- **86.8%** of graduates are retained 5 years after.

SYSTEM OF TECHNICAL COLLEGES
STATE OF UTAH
EST. 2017