



BOARD OF TRUSTEES MEETING | AGENDA

March 19, 2020 | 10:00 am – 2:00 pm

Meeting will be conducted electronically.

Anchor Location (Trustees only by prior arrangement, due to COVID-19 Protocol); Davis Technical College, 550 E. 300 S., Kaysville, UT 84037

Public Access (telephone only): 800-863-3496, Option 4, Meeting 5#

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|--|-----------------------|
| A. Call to order, welcome, and Roll Call | Chair Steve Moore |
| B. Pledge of Allegiance | Trustee Scott Theurer |
| C. COVID-19 | Kim Ziebarth |
| D. College highlights canceled due to location | |

CONSENT ITEMS:

Chair Steve Moore

- | | |
|---|-------------------------|
| E. E1. Board Meeting Minutes of 1/16/2020 | ITEM E1 |
| E2. Board Meeting Minutes of 2/7/2020 | ITEM E2 |
| E3. Board Meeting Minutes of 2/13/2020 | ITEM E3 |
| E4. Revisions to Policy 205 – Student Enrollment and Completion Reporting | ITEM E4 |
| E5. UTech Commissioner Office Budget Report | ITEM E5 |
| E6. Program Approvals | ITEM E6 |
| E7. Master Calendar | ITEM E7 |

BOARD COMMITTEES' REPORTS:

- | | |
|--|------------------------|
| F. Executive Committee | Chair Steve Moore |
| Closed Session: Roll Call Vote to Enter Closed Session | |
| NOTE: Closed Session will not be open to the public, pursuant to Utah Code Title 52, Chapter 4, Sections, 204, 205 and 206. | |
| G. Reconvene in Open Session | Chair Steve Moore |
| H. Capital Facilities Committee | Trustee Michael Jensen |
| Action Item: Prioritization of Dedicated Projects: Mountainland Tech and Tooele Tech | |
| I. Student Education & Workforce Alignment Committee | Trustee Scott Theurer |
| J. 10-Year Strategic Planning Committee | Vice-Chair Osmond |
| K. Compensation Committee | Trustee Charles Hansen |
| L. Audit Committee | Trustee Brad Tanner |

Public Notice of Electronic Meeting Access (UCA 52-4-207 (3): This meeting will be provided with electronic meeting access via conference/speaker telephone. Davis Technical College shall be the anchor location for origination of the meeting. Due to COVID-19 restrictions, public attendance will be by conference telephone only.

GENERAL ITEMS OF BUSINESS

- | | | |
|--|--------------------------------|--|
| M. Report on Board Leadership Visits to Colleges' Board of Directors | | Chair Steve Moore |
| N. Update on Board Vision Statement | <u>ITEM N</u> | Chair Steve Moore |
| O. President Evaluation Process | <u>ITEM O</u> | Chair Steve Moore |
| P. Scholarship Report | <u>ITEM P</u> | Kim Ziebarth |
| | <u>ITEM P1</u> | |
| Q. Action Item: Kane Campus Lease to Purchase | <u>ITEM Q</u> | Tyler Brinkerhoff and President Brennan Wood |
| | | Commissioner Haines |
| R. 2020 Legislative Session | <u>ITEM R</u> | UTech Staff |
| 1. Summary of Bills -2020 | <u>ITEM R1</u> | Tyler Brinkerhoff |
| 2. FY2021 Capital Facilities | | Tyler Brinkerhoff |
| 3. UTech FY2021 Appropriations | <u>ITEM R3</u> | Commissioner Haines |
| 4. Senate Bill 111 Summary | <u>ITEM R4</u> | Tyler Brinkerhoff |
| S. Action Item: New Funding Allocations | <u>ITEM S</u> | Chair Steve Moore |
| T. The Future of Higher Education in Utah | <u>ITEM T</u> | Chair Harris Simmons |
| | | Chair Steve Moore |
| U. Governance Transition | | |
| 1. Board Appointment Recommendations | <u>ITEM U1</u> | |
| 2. Commissioner Search Process | <u>ITEM U2</u> | |
| 3. Timeline | <u>ITEM U3</u> | |
| 4. System Staff Transition | | |

Lunch: 12:00 Noon

ADJOURNMENT:



Utah System of Technical Colleges
Board of Trustees Meeting
January 16, 2020 – 10:00 am – 2:00 pm
Davis Technical College
550 East 300 South, Kaysville, UT 84037

MINUTES

Board of Trustees Members Present:

Steve Moore, Chair – Ogden-Weber Technical College
Aaron Osmond, Vice-Chair – Inf. Technology
Jera L. Bailey – Healthcare
Brett Barton – Life Sciences
Stacey K. Bettridge – Transportation
Michael Jensen – Davis Technical College
Susan Johnson – Manufacturing
Russell Lamoreaux – Union Trade
Arthur E. Newell – Mountainland Technical College
Chuck Taylor – Southwest Technical College (via phone)
Scott Theurer – Bridgerland Technical College
Stephen Wade – Dixie Technical College

Trustees Absent/Excused:

Mike Angus – Uintah Basin Technical College
Charles Hansen – Tooele Technical College
Brad Tanner – Non-Union Trade

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
Eric Petersen – Legal Counsel

College Presidents Present:

Darin Brush, Davis Technical College
Paul Hacking, Tooele Technical College
Kelle Stephens, Dixie Technical College
Clay Christensen, Mountainland Technical College
Tyler Call, attending for Jim Taggart, Ogden-Weber Technical College
Brennan Wood, Southwest Technical College
Aaron Weight, Uintah Basin Technical College

Visitors:

Karen Peterson – Governor's Office
Skylar Scott – UDRC
Julie Blake – Davis Technical College

MINUTES OF MEETING

UTAH SYSTEM OF TECHNICAL COLLEGES

BOARD OF TRUSTEES

January 16, 2020

(PENDING APPROVAL OF BOARD OF TRUSTEES)

- A.** **Call to Order and welcome** by Chair Steve Moore
The meeting was called to order at 10:00 am
- B.** Pledge of Allegiance conducted by Trustee Jera L. Bailey
- C.** The Oath of Office for reappointed Board of Trustees members: Russell Lamoreaux and Stephen Wade.
- D.** Roll Call by Chair Steve Moore:
- Steve Moore, Chair – yes
Aaron Osmond, Vice-Chair – yes
Brett Barton – yes
Jera Bailey – yes
Stacey Bettridge – yes
Michael Jensen – yes
Susan Johnson – yes
Russell Lamoreaux – yes
Arthur E. Newell – yes
Chuck Taylor – yes (by conference call)
Scott Theurer – yes
Stephen Wade – yes
Mike Angus – excused
Charles Hansen – excused
Brad Tanner – excused
- Chair Moore expressed his appreciation to President Darin Brush and his staff for hosting today's meeting.
- Gabrianna Rhodes and Colton Smith, Davis Technical College Students of the Year finalists introduced themselves and welcomed everyone to Davis Tech.
- E.** President Brush showed a presentation highlighting Davis Technical College.
- F.** **Consent Items:** Chair Moore mentioned the three consent items, and asked a motion to approve them:
1. Board Meeting Minutes of the 11-21-2019 board meeting
 2. UTech Commissioner Office Budget Report
 3. Master Calendar

Motion: Trustee Arthur Newell moved to approve the three consent items as presented on the agenda.

Seconded: Vice-Chair Aaron Osmond

Voting: Unanimous

BOARD COMMITTEE REPORTS:

G. Executive Committee Report: Chair Moore reported that the Executive Committee met on 12-18-2019, to approve the Final FY 2019 Student Enrollment and Outcomes Data, and the FY 2019 Performance-based Funding Report (College Score and Allocations).

Motion: Trustee Susan Johnson moved to approve the meeting minutes as presented.

Seconded: Vice-Chair Aaron Osmond

Voting: Unanimous

H. Capital Facilities Committee Report: Trustee Michael Jensen, Committee Chair, reported that the Capital Facilities Committee met on January 10, 2020, to discuss the dedicated and non-dedicated projects. College presidents will prioritize and rank dedicated projects. The prioritized projects will then be presented to the board at their March 19, 2020, meeting for final approval.

Trustee Jensen indicated that one of the committee's objectives is to be prepared moving forward and have a plan on how the funds will be utilized when presenting to the legislature, as well as to have a clear understanding of where the capital facilities will be in five, ten, and twenty years from now.

Presidents Campbell and Christensen provided a presentation regarding their college's nondedicated projects.

I. Student Education & Workforce Alignment Committee Report: Custom Fit Policy Revisions. Trustee Scott Theurer, Committee Chair, reported that the committee reviewed UTech policy 202, "Custom Fit Training." The Council of Presidents also supports the revisions and changes. Two changes need to be noted:

1. 7.1 "Restricted Funds," the change will read: "Annual Custom Fit allocations shall be reviewed and approved by the Board of Trustees in its annual meeting in May of each year."
2. 10.4, clarifies the language for the employer and the institution as follows: "Enrollment in Regular Courses/Certificate Program "There shall be no exception to the 50% minimum company contributions for training courses project to result in completion of an institution's full certificate program(s) for which any Custom Fit funds are utilized."

Motion: Trustee Scott Theurer moved to adopt and approve the changes in policy 202 for immediate implementation, as presented.

Seconded: Trustee Stephen Wade

Voting: Unanimous

J. 10-Year Strategic Planning Committee Report: Vice-Chair Aaron Osmond chairs this committee and reported after the meeting with Superintendent Dickson and Thalea Longhurst, USBE CTE Director, the UTech Board Leadership modified and adjusted the document. Vice-Chair Osmond expressed his appreciation to the college presidents, committee, partners, and legislators for their feedback and support. The board leadership is in the process of presenting the document to the colleges' board of directors. Vice-Chair Osmond also reported that the final approval from the USBE and USHE boards is still pending, but the board leadership will be meeting with them soon. Vice-Chair Osmond presented a version of the strategic planning document and articulated two fundamental changes:

1. Instead of controlling and deciding upon what qualifies as a CTE program and requirements for student outcomes for USBE, USHE, and UTech, the board is suggesting that we partner with legislators and establish statutory requirements that the three boards must agree on a common set of CTE program criteria and student outcomes across the state's educational system. The board leadership is also suggesting a statutory establishment of a statewide CTE Employer Subcommittee that would be staffed and managed by UTech. The subcommittee will include representation from regional employers and members of the three boards to make recommendations to USHE/UTech and USBE boards regarding minimum CTE program criteria and outcomes.
2. The first statement presented to the board and other partners suggested a requirement for every high school student in Utah must graduate with a certificate or credential, but there were operational concerns. The UTech board leadership changed the language with the support of Superintendent Dickson and her team, as follows: "we want to be engaged actively and partner with USBE to address the statewide need for improved consistency in K-12 CTE program development, funding models, articulation, pathways, and desired student outcomes."

Chair Moore and Vice-Chair Osmond proposed that the Board of Trustees approve the concept and the new language of the latest version, goals, and objectives, after which the board leadership will present it to the USHE and USBE boards for final approval.

Motion: Trustee Susan Johnson moved to approve the concept and the language as presented.

Seconded: Trustee Michael Jensen

Voting: Unanimous

K. Compensation Committee Report: Trustee Charles Hansen chairs the committee. He is excused today but asked Assistant Commissioner Brinkerhoff to present the committee report. Assistant Commissioner Brinkerhoff stated that the board previously approved to engage Personal System and Services (PS&S) to provide market compensation data. After PS&S completes its report, the Compensation Committee may adopt the recommended salary ranges and present it to the Board of Trustees with an alternative recommendation.

L. Audit Committee Report: Trustee Brad Tanner chairs the committee. In his absence, Assistant Commissioner Brinkerhoff informed that the Office of the Utah State Auditor has completed two college financial audits and has scheduled audits for the rest of the colleges. The Custom Fit audits are also underway.

M. UDRC Study – ROI and Career of Technical Education Provided by UTech. The office of the commissioner invited Skylar Scott to present his analysis of the UTech system, methodologies, and results. The study “Education Appropriations’ Return on Investment of Career and Technical Education was attached to today’s agenda.

N. Data/Reporting/Messaging: Associate Commissioner Kim Ziebarth has compiled UTech Informational and Strategic Data. It was presented to the Council of Presidents and received unanimous support. This information will be used to establish systemwide baseline data and reporting practices that will be readily available to board members, commissioner’s staff, and presidents when presenting to policymakers, partners, and other stakeholders.

Some of the objectives are:

- To improve identity and understanding of technical education.
- Represent the system consistently and accurately.
- Expand UTech’s storytelling capability.
- Inform colleges’ leadership of best practices across the system.
- Contribute to the development of impactful strategic initiatives, and
- Report on system performance.

Associate Commissioner Ziebarth presented the tasks underway to support the implementation through workgroups and asked the board to support the initiative.

O. Strategic Workforce Investment Proposals: Associate Commissioner Kim Ziebarth reported that the SWI was created and funded by Utah statute. It provides resources to establish educational pathway partnerships that serve regional industry workforce needs. The UTech administration recommends that the board supports the SWI proposals for Bridgerland, Davis, Mountainland, and Ogden-Weber Technical Colleges which have been submitted to the Utah Governor’s Office of Economic Development (GOED).

Motion: Trustee Russell Lamoreaux moved to support the Strategic Workforce Investment Proposals as presented.

Seconded: Trustee Jera L. Bailey

Voting: Unanimous

P. 2020 Legislative Planning Discussion: Commissioner Jared Haines reported that the 2020 Legislative Session would convene from January 27th through March 12th. The items relevant to UTech include are:

1. UTech’s budget
2. UTech’s Capital Facilities request, and
3. Other initiatives such as higher education governance, college access advisors, etc.

College Presidents will be presenting, and the board leadership will also be in attendance.

Q. Student of the Year – Event Information: The timeline of the event was attached to the agenda. Commissioner Haines encouraged board members to attend the event and support the Students of the Year selected by each college.

R. Higher Education Strategic Planning Commission Update: Chair Moore noted that the board leadership has met several times with legislators and other stakeholders and has provided the board with updates through emails and during board meetings about the progress of these meetings. Here is a brief description:

- The merger of the USHE and UTech boards will be presented at the 2020 legislative session.
- There have been discussions about governance for over a year, following the NCHEMS observations and recommendations regarding higher education governance.
- The UTech leadership position from day one has been strong – if this governance goes through, it would not be a USHE 2.0
- One of the discussions has been the size of the board. The last conversation was to have a combined board with equal representation: eight members of the Board of Regents and eight members of the UTech Board of Trustees with a student representing UTech and USHE every other year.
- The revision of statutes to ensure that UTech’s mission and vision are preserved.
- The creation of a CTE Advisory Committee, and articulation across the board.
- Alignment and collaboration among the three systems to ensure that there are no disconnects.

The USHE and UTech boards, and staff will be working with three areas: Goals, Transition, and Affordability.

Vice-Chair Osmond stated that the board leadership would continue to send updates to the rest of the board and encouraged board members to submit their feedback. If trustees have a legitimate concern, please call a meeting to discuss it. Chair Moore asked board members to talk to their local board of directors, staff, and legislators. If it is done correctly, he said it would be beneficial to the students, taxpayers, and employers.

Adjournment:

Motion: Trustee Stephen Wade moved to adjourn the meeting.

Seconded: Vice-Chair Aaron Osmond

Voting: Unanimous

Meeting adjourned at 2:29 pm.



Utah System of Technical Colleges
Board of Trustees Meeting
Via Conference Call
February 7, 2020 – 7:30 am to 8:00 am
310 So. Main St. #1250, Salt Lake City, UT 84101

MINUTES

Board of Trustees Members Present:

Steve Moore, Chair – Ogden-Weber Technical College
Aaron Osmond, Vice-Chair – Information Technology
Mike Angus – Uintah Basin Technical College
Jera L. Bailey – Healthcare
Brett Barton – Life Sciences
Stacey K. Bettridge – Transportation
Charles Hansen – Tooele Technical College
Michael Jensen – Davis Technical College
Susan Johnson – Manufacturing
Arthur E. Newell – Mountainland Technical College
Brad Tanner – Non-Union Trade
Chuck Taylor – Southwest Technical College
Scott Theurer – Bridgerland Technical College
Stephen Wade – Dixie Technical College

Trustees Absent/Excused:

Jera L. Bailey – Healthcare
Susan Johnson – Manufacturing
Russell Lamoreaux – Union Trade

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
Eric Petersen – Legal Counsel

College Presidents Present:

Paul Hacking, Tooele Technical College
Kelle Stephens, Dixie Technical College
Clay Christensen, Mountainland Technical College
Tyler Call for Jim Taggart, Ogden-Weber Technical College
Brennan Wood, Southwest Technical College
Aaron Weight, Uintah Basin Technical College

MINUTES OF MEETING

UTAH SYSTEM OF TECHNICAL COLLEGES

BOARD OF TRUSTEES

February 7, 2020

(PENDING APPROVAL OF BOARD OF TRUSTEES)

A. Call to Order and welcome by Chair Steve Moore

The meeting was called to order at 7:32 am

Roll call conducted by Chair Steve Moore:

Steve Moore, Chair – yes

Aaron Osmond, Vice-Chair – yes

Mike Angus – yes

Brett Barton – yes

Stacey Bettridge – yes

Charles Hansen – yes

Michael Jensen – yes

Arthur E. Newell – yes

Brad Tanner – yes

Chuck Taylor – yes

Scott Theurer – yes

Stephen Wade – yes

Trustees absent/excused:

Jera L. Bailey – absent

Susan Johnson – excused

Russell Lamoreaux – absent

B. Update on Board Vision: Statewide Technical Education Coordination:

Chair Moore indicated that the Board Leadership would like to update trustees regarding the several meetings the board leadership has had with other constituents and turned the time to Vice-Chair Osmond.

Vice-Chair Osmond reminded trustees that in the last board meeting, the board leadership received the direction and approval from the trustees to move forward with the board vision with the understanding that it was not a final document. At the board meeting, the board leadership was charged to seek support and engagement from the USBE and USHE to have a shared unified vision for technical education in the state. Therefore, the vision has been slightly refined with some important language changes. Both groups provided feedback summarized in two key areas:

1. Focus on technical education. The inclusion of a full scope of career and technical education. For example, it could lead to misunderstandings around *careers* for engineering paths in the degree-granting institutions or the teacher

certification path from the K12 system. The board leadership agreed to put their focus on our initiatives by leveraging the words technical education as a primary focus.

2. Statewide Program Criteria. What did we mean by it? We refined it by focusing on statewide program eligibility criteria. In other words, what kind of programs would be eligible under technical education definition consistently across all three systems?

Vice-Chair Osmond also reported that both the USHE and USBE leadership boards are concerned about presenting these concepts to their boards and then to the legislature this late in the year. They believe that the idea of a statewide advisory council is necessary. Chairs Simmons and Huntsman believe that it will take another year and until the next legislative session to obtain buy-in from their boards.

Also, the USBE board needs a deeper understanding of the problems and solutions that would require statutory change.

To reply to the USBE regarding the existing problems/solutions, Chair Moore reported that the board leadership has been meeting with UTech college presidents to obtain feedback to the following five questions:

1. Where are the duplications of efforts or certificates, if any?
2. Examples of good collaboration with local school districts and universities
3. Examples of lack of collaboration with local school districts and universities.
4. What are the obstacles when coordinating CTE with USHE/USBE institutions?
5. If a Statewide Employer Advisory Council would be in place, how can it help the above situations?

Commissioner Haines reported that USHE/USBE boards are supportive of the idea of creating an Industry Statewide Council if the Bill passes.

C. Higher Education Governance Bill. Chair Moore stated that the Board Leadership has been attending all the Higher Education Strategic Planning Commission meetings. The NCHEMS recommended a governance change.

Commissioner Haines pointed out the outline of the provisions of the Bill, which include:

- The Bill will create the Utah Board of Higher Education, which will consist of the USHE and UTech sixteen current institutions.
- The Board Regents would be the Utah Board of Higher Education (for legal reasons).
- Many of the regents have expressed their preference for the retention of the name “Regents,” but they also suggested the decision should be left to the upcoming board to consider.
- The Bill establishes eighteen board members:
Sixteen board members and two students. The students will represent academic and technical institutions.

The Governor with Senate consent, will appoint the board members. There is a broad provision for criteria and diversity, but in large, it will be at the discretion of the Governor.

- Nominations for the board will come from a Nominating Committee that will consist of two house appointees, two senate appointees, and three governor appointees. The governor appointees must have technical education, technical college background, and academic institutional background.
- Grant the governor the authority to appoint the inaugural board or transitional board. The governor will appoint them without the Nominating Committee but in consultation with the current leadership of the two boards. For the inaugural board, the governor must appoint a minimum of six members from each current board, a total of twelve given the governor's discretion for four.
- A list of powers and duties.
- Defines and clarifies the terms career of technical education, academic education, certificate, and degree-granting institutions with roles and missions of the institutions.
- Eliminates references to non-credit.
- It creates two board committees for technical and academic education.
- Creates and Industry Advisory Council.
- Directs the two boards to develop a position description of the commissioners' position and to submit one or two names. The new board would make the selection effective July 1st.
- The new governance creates two Associate Commissioners positions for technical and academic education, appointed by the commissioner with the approval of the board.
- We still need clarity on certificates roles for technical institutions (eight UTech colleges and the other three USHE colleges)
- The new board shall operate and maintain separate budgets (for academic and technical education) with the respective submissions to the legislation.

Chair Moore stated that the board leadership has been involved in every meeting to protect the role and the mission of technical education and that the board leadership is pleased and satisfied with the results of the Bill. The Bill is in its final draft and will be presented to the legislation next week. As soon as the Bill is ready, it will be available to the trustees.

D. Higher Education Strategic Workgroups. Chair Moore informed that if the Bill passes, the NCHEMS recommended three workgroups as follows:

- Statewide goals for the two systems – members:
 - Define affordability throughout the state (mostly for the USHE institution) – members:
 - Transition group: Commissioner Haines as chair,
- Commissioner Haines said that two presidents would also be part of these workgroups.

Discussion/comments from Trustees:

- A trustee mentioned that he is totally against a governance change. Chair Moore said that as the NCHEMS was presented to the Higher Education Strategic Planning Commission, they suggested a need for governance change for the benefit of the students and, consequently, for the benefit of the employers.
- Technical Education has been working better than ever, and there is a concern about losing that.
- Since the Bill has been created, UTech has been well represented statutorily.
- During the last board meeting, we discussed it, and there is a concern about the type of change. Perhaps this is being orchestrated at a higher level. When we hear the positions of Chancellor and Commissioner, would it be a national search for these positions?
- There will be a job description for the commissioner's position. The description will be written jointly by the two boards, and by statute, a national search will be required to find the best candidate.
- There is also a concern about the cost and redundancy of having these positions and too many roles.
- In many respects, this a solution in search of a problem in terms of a governance issue. We'll need to be able to hire the best candidate who will be able to understand both sides.
- The commissioner position will report to the governing board.
- Commissioner Haines said, "I don't want to discount the concerns, but we should look at opportunities to move the needle of education, promote, improve and increase what we are doing in the technical colleges. We have clarity of missions and the opportunity to have the entire state engaged in what we do. We have the experience and the ability to provide leadership."
- Vice-Chair Osmond noted that in every meeting, they have expressed the great concern from the trustees and that the board leadership does not represent a unified board. He continued by saying that the same sentiment has been expressed from the USHE side. Vice-Chair Osmond also noted that he is encouraged by the potential and the opportunity to influence and control technical education as a unified higher education system and bring all the knowledge and success that we have and take it to the next level and that statutorily all the elements are there.
- What would happen five years from now when Senator Millner is not driving this? How would the new governance help UTech?
- Chair Moore indicated that these discussions started a year ago and that the board leadership kept everyone up to speed in each of the board meetings. He continued by saying that the board leadership also had concerns, but he is feeling better and better about the potential betterment of the system for the benefit of the students. The board leadership is working on the structure and the foundation now, and if something changes down the road, when

personnel change, who has control over it? But we would be protected statutorily going forward. There are opportunities to continue the going stronger through collaboration among the systems.

- A concise list of the benefits this would bring to UTech was requested. -We say that collaboration would be better, but what are the outcomes that would make it better than what we have today?

Chair Moore indicated that the board leadership would send a list of the potential benefits of the new governance if the Bill goes through.

When the Bill is ready, would it be possible to hold a board meeting to talk about it, review it, and make sure that we support it?

- Vice-Chair Osmond said that the board leadership represents the will of the board, and if after reviewing the Bill, the board is not supportive, they will communicate it to the committee on behalf of the board.
- Overall it could be good, and there are no guarantees as there could be problems down the road, but that also could happen in what we are doing now.

Chair Moore expressed his appreciation to the trustees for their time, effort, and feedback.

Meeting adjourned at 8:34 am



Utah System of Technical Colleges
Board of Trustees Meeting
February 13, 2020 – 11:30 am to 1:00 pm
310 So. Main St. #1250, Salt Lake City, UT 84101

MINUTES

Board of Trustees Members Present:

Steve Moore, Chair – Ogden-Weber Technical College
Aaron Osmond, Vice-Chair – Information Technology
Jera L. Bailey – Healthcare
Arthur E. Newell – Mountainland Technical College
Brad Tanner – Non-Union Trade
Scott Theurer – Bridgerland Technical College

By Conference Call:

Mike Angus – Uintah Basin Technical College
Charles Hansen – Tooele Technical College
Susan Johnson – Manufacturing
Chuck Taylor – Southwest Technical College

Trustees Absent/Excused:

Brett Barton – Life Sciences
Stacey K. Bettridge – Transportation
Michael Jensen – Davis Technical College
Russell Lamoreaux – Union Trade
Stephen Wade – Dixie Technical College

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

College Presidents Present/by conference call:

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

Special Guests:

Speaker Brad Wilson
Senator Ann Millner

MINUTES OF MEETING

UTAH SYSTEM OF TECHNICAL COLLEGES

BOARD OF TRUSTEES

February 13, 2020

(PENDING APPROVAL OF BOARD OF TRUSTEES)

A. Call to Order and welcome by Chair Steve Moore

The meeting was called to order at 11:45 am

Roll call conducted by Chair Steve Moore:

Steve Moore, Chair – yes

Aaron Osmond, Vice-Chair – yes

Mike Angus – yes (by conference call)

Jera L. Bailey – yes

Charles Hansen – yes (by conference call)

Susan Johnson – (joined later by conference call)

Arthur E. Newell – yes

Brad Tanner – yes

Chuck Taylor – yes (by conference call)

Scott Theurer – yes

Trustees absent/excused:

Brett Barton

Stacey Bettridge

Michael Jensen

Russell Lamoreaux

Stephen Wade

B. Chair Moore mentioned that during a previous board meeting, board members had a question regarding the governance bill: What problem is the governance bill solving? Commissioner Haines, Chair Moore, Vice-Chair Osmond, and Associate Commissioner Ziebarth put together a 2-page document to address the question (attached to today's agenda). [The 2-page document](#) and Bill S.B.111 were sent this morning to all trustees and presidents for their review (attached to the agenda). Chair Moore reviewed the part of the document, "What problem is this bill solving?"

- Chair Moore mentioned that he wished the rest of the trustees could have had the opportunity to participate in all the meetings related to the bill that the board leadership attended with Senator Millner, Speaker Wilson, and the Regents' Leadership to experience the dialog, the environment, conversations, and discussions.

Chair Moore has been impressed with the dedication to the students of the people that serve in the education systems and the legislators.

Chair Moore noted that [Bill S.B.111](#) came about from the NCHEMS report and recommendations, which all had the opportunity to read. *It moves us from the perception of what is best for the institution to what is best for the students.*

- Commissioner Haines reviewed the “Impetus” (background).
- Chair Moore mentioned that some of the concerns are:
 - Are we going to be swallowed up?
 - Are we going to lose momentum and identity?
- Vice-Chair Osmond reviewed the 2nd page of the document “Specific benefits to technical education,” and highlighted the following:
 - The formation of the new governing board and the transitional board component statutorily requires that six members from each of the two current governing boards will form the new board. The Governor has the freedom to select at his discretion four additional members from either of the two boards or another source.
 - Also, by statute, there will be the establishment of standing committees: A Standing Committee dedicated to technical education, and another committee dedicated to the degree-granting institutions to focus on the unique issues to such institutions.
 - The statute also provides the establishment of a Statewide Advisory Council to give regular feedback to the board regarding program and eligibility criteria, student outcomes; and to reinforce the focus on technical education from the industry perspective.
 - Institutional roles and clarity: missions of each institution and defining what kind of programs, certificates, and degree components we can offer in each institution.
 - It also took away some of the restrictions for approval of programs, allowing some flexibility.
 - It provides for the separation of operating budgets and requests.
 - It provides tuition affordability, especially for technical education.
 - The outcomes for the student are the focus and the high-level intention of the legislation.

Chair Moore asked for any comments or questions:

- New governing board – Designation of business representation: Does the bill clarify or designate a mix of employers in the marketplace?
 - For the characteristics of board members (see S.B. 111, line 2867 “qualifications for board members”).

Senator Millner mentioned that the board needs geographic representation, diversity of business and industry representation, the experience of technical education, and degree-granting institutions.

- Vice-Chair Osmond indicated that a common question or concern from members of the UTech board is what kind of problem are we trying to solve? He then asked Speaker Wilson and Senator Millner to share their perspective:
 - Senator Millner replied: *we need to create seamless statewide pathways and articulation for students with a flexible system across the state. By having everyone under one umbrella (new governing board), we will be able to accomplish it.*

- *By finding ways of working together, we can put the student first, and be more responsive to the workforce needs in the state.*
- Speaker Wilson agreed with Senator Millner's comment and added that *we need to move from institution-centric to student-centric.*
- Chair Moore asked if this would answer the four goals of improvement? Is it easier, better, faster, and cheaper?
- Are the budgets separate in Bill S.B. 111? (UTech and USHE budgets)
 - We will continue to present budgets separately as we are doing it now. The statute *did not* change anything regarding budgets.
 - Speaker Wilson stated that we can clarify the separation of budgets in the statute.
- If Trustees or Presidents have further questions, Speaker Wilson and Senator Millner offered to contact them individually or collectively.
- We need to align the core curriculum among technical colleges and universities (start from industry, technical colleges, and then universities).
- The inaugural board will have equal representation from both systems, which is a good thing, but after the inaugural board how would the voice of technical education continue to be heard?
 - Trustee Johnson said that the members of the [new] board need to see themselves as representatives of the citizens of the state of Utah, rather than the system of Higher Ed or the System of Technical Colleges. The idea behind this is to create a streamlined educational system that creates pathways and stackable credentials from certificates to degrees to serve the needs of the students.
 - Senator Millner noted that ideally, they would want everyone to be focused on a strong higher education system working with high schools, Custom Fit, entry-level job training, etc. Having representation in the inaugural board allows us to make sure that we have policies responsive to everyone's needs. We also want to make sure that we have a robust list of candidates to replace people, so we are thinking of having a nominating committee appointed by the governor. They would like colleges to submit names to the committee.
- When we have board meetings, we are meeting for 3 to 5 hours discussing technical education. How do we go about not losing that focus?
 - Chair Moore stated that there are no guarantees, but having been to several Regents' board meetings, in his opinion, 30 to 50% of the meetings were student-centric and the other 1/2 was about the institution. He believes that the focus can also be transferred over as we go forward.
 - Vice-Chair Osmond mentioned that this had been a key topic in their conversations. Subcommittees are statutorily established to allow board members to deep dive and focus on particular issues. It is not possible to solve all the issues in a board meeting setting. Also, there is an establishment of an Industry Advisory Council to work and make recommendations to the board.

- Vice-Chair Osmond noted that although it is not in the statute, the board leadership needs to define a job description for the future commissioner and the two associate commissioners. The selection process also needs to be rigorous to ensure that we have the best possible candidate for that role.
- Commissioner Haines explained that the bill would go to the Senate floor, then to the House. The board leadership will add comments and suggestions that were discussed today. If there are other issues, please send them to Commissioner Haines and Kim Ziebarth.
- Associate Commissioner Ziebarth mentioned three areas that will be beneficial:
 1. Previously we were prohibited from offering credit.
 2. Common currency.? Right now, it's going through federal rulemaking that will impact us.
 3. We are forbidden from duplicating technical education course work. Some higher education institutions are duplicating what we are offering in technical colleges.
- Trustees thanked the board leadership for this meeting. There are some areas of concern, but trustees are feeling better; the goals and the intention are pointing in the right direction for the state, the students, and the employers.
- Chair Moore asked if there were any other comments or questions, and if not, he requested a motion to adjourn. He also mentioned that if anyone needs an appointment with Speaker Wilson or Senator Millner to let the board leadership know to arrange a meeting.

Adjournment:

Motion: Vice-Chair Aaron Osmond moved to adjourn the meeting.

Seconded: Trustee Jera L. Bailey

The meeting adjourned at 1:25 pm



2020 General Legislative Session

Summary of Selected Bills Relevant to UTech

Updated: March 16, 2020

H.B.2 (Last) – NEW FISCAL YEAR SUPPLEMENTAL APPROPRIATIONS ACT

House/signed by Speaker/sent for enrolling 3/10/20

- Provides budget increases and decreases for the use and support of certain state agencies. Provides budget increases and decreases for the use and support of certain institutions of higher education.

(UTech Staff: Tyler Brinkerhoff)

H.B.8 (Moss) – STATE AGENCY FEES AND INTERNAL SERVICE FUND RATE AUTHORIZATION AND APPROPRIATIONS

House/signed by Speaker Sent for enrolling 3/10/20

- Provides budget increases and decreases for the use and support of certain state agencies and institutions of higher education.

(UTech Staff: Tyler Brinkerhoff)

H.B.10 (Roberts) – BOARDS AND COMMISSION AMENDMENTS

Draft of Enrolled Bill Prepared 3/16/20

- Repeals the Higher Education Strategic Planning Commission & places a sunset provision on the Data Security Management Council

(UTech Staff: Zachary Barrus)

H.B.12 (Stratton) – ABUSIVE CONDUCT REPORTING AMENDMENTS

Draft of Enrolled Bill Prepared 3/12/20

- Requires that state employees meet certain training requirements relative to abusive conduct in the workplace. Sunset provision on the Data Security Management Council

(UTech Staff: Tyler Brinkerhoff)

H.B.45 (Paul Ray) – VETERANS EDUCATION AMENDMENTS

Draft of Enrolled Bill Prepared 2/21/20

- Requires institutions of higher education to classify as resident students (for tuition) all individuals entitled to VA benefits under 38 USC.

(UTech Staff: Zachary Barrus)

H.B.68 (Gibson) – APPRENTICESHIP AND WORK-BASED LEARNING AMENDMENTS

Draft of Enrolled Bill Prepared 3/11/20

- Provides that the Talent Ready Utah Center may award funding for apprenticeship programs and work-based learning programs, subject to legislative appropriation; describes the entities that may partner to submit a proposal for funding for an apprentice program or work-based learning program; describes the requirements for receiving funding for an apprentice program or work-based learning program; describes the Talent Ready Utah Center's duties and reporting requirements related to administering funding for apprenticeship programs and work-based learning programs; and makes technical changes.

(UTech Staff: Kim Ziebarth)

H.B.103 (Owens) – UTAH PROMISE SCHOLARSHIP PROGRAM AMENDMENTS

Draft of Enrolled Bill Prepared 2/21/20

- Amends the amount an institution of higher education is required to award for a Utah Promise Scholarship and amends the funding sources for the scholarship.

(UTech Staff: Kim Ziebarth)

H.B.132 (Coleman) – HIGHER EDUCATION STUDENT SPEECH RIGHTS

House/filed - House file for bills not passed 3/12/20

- Enacts provisions related to discriminatory harassment at an institution of higher education, including provisions that: Prohibit an institution from punishing certain acts of speech that do not constitute discriminatory harassment and create a cause of action related to enacts provisions related to the free expression policies of an institution of higher education.

(UTech Staff: Kim Ziebarth)

H.B.156 (Handy) – WATER AMENDMENTS AND EDUCATION ENTITIES

House/filed – House file for bills not passed 3/12/20

- Provides that an institution of higher education is a public entity.

(UTech Staff: Tyler Brinkerhoff)

H.B.171 (Stoddard) – SCHOOL THREAT AMENDMENTS

Draft of Enrolled Bill Prepared 3/16/20

- Creates the crime of threats against schools; defines schools as a preschool, elementary or secondary school, or institution of higher education; reduces the level of the perpetrator is a minor; requires that the minor undergo a mental health assessment; provides that a threat against a school can be real or a hoax; and provides penalties and requires restitution.

(UTech Staff: Tyler Brinkerhoff)

H.B.256 (Kwan) – STUDENT AID AMENDMENTS

Draft of Enrolled Bill Prepared 3/12/20

- Requires the completion of the Free Application for Federal Student Aid to be eligible for certain state financial aid for higher education, and makes technical and conforming changes.

(UTech Staff: Kim Ziebarth)

H.B.265 (Seegmiller) – GOVERNMENT RECORDS TRANSPARENCY ACT

House/filed - House file for bills not passed 3/12/20

- Requires government agencies to annually report to the state auditor on collection of and breaches to personally identifiable information.

(UTech Staff: Zachary Barrus)

H.B. 271 (Maloy) – FIREARM PREEMPTION AMENDMENTS

Senate/1st Reading (Introduced) 3/2/20

- Creates the Firearms Preemption Enforcement Act. Clarifies preemption of the field of firearms regulation.

(UTech Staff: Tyler Brinkerhoff)

H.B.336 (Peterson) – CONCURRENT ENROLLMENT CERTIFICATE PILOT

Draft of Enrolled Bill Prepared 3/12/20

- The LAUNCH certificate and DISCOVER breadth certificate, awarded by the State Board of Education (state board) to qualifying students. The TRANSFORM general education certificate, awarded by an institution of higher education to a qualifying student. The TRANSFORM CTE institutional credential, awarded by the state board, an institution of higher education, or technical college to a qualifying student, and two-year PRIME pilot program, to expand access to concurrent enrollment and career and technical education certifications.

(UTech Staff: Kim Ziebarth)

H.B. 353 (Hall) – INTERNAL INVESTIGATION AMENDMENTS

House/filed – House file for bills not passed 3/12/20

- Prohibits law enforcement, schools, and prosecutorial agencies from investigating themselves or an entity that oversees them, and requires that those agencies request that another agency investigate when a member or employee is accused of a crime.

(UTech Staff: Jared Haines)

H.B.363 (Harrison) – PUBLIC EMPLOYEES' HEALTH PLAN AMENDMENTS

House/filed – House file for bills not passed 3/12/20

- Authorizes the Public Employees' Health Program to establish an out-of-state provider network through requests for proposals. Authorizes the Public Employees' Health Program to partner with public entities in other states in certain circumstances.

(UTech Staff: Tyler Brinkerhoff)

HCR3 (Harrison) – CONCURRENT RESOLUTION ENCOURAGING CONSIDERATION FOR A LATER START TIME FOR HIGH SCHOOL

Draft of Enrolled Bill Prepared 2/21/20

- Encourages LEAs to study possible benefits/consequences of starting high school later in the morning; may affect course schedules at the technical colleges.

(UTech Staff: Kim Ziebarth)

HJR17 (Dailey-Provost) – JOINT RESOLUTION ENCOURAGING MEDICAL TRAINING PROGRAMS TO INCLUDE APPROPRIATE CARE FOR LGBTQIA+PATIENTS

House/filed – House file for bills not passed 3/12/20

- Describes the unique experiences and challenges of LGBTQIA+ individuals seeking health care; and encourages health care training in the state of Utah to provide training on the delivery of culturally competent health care services to meet the unique health care needs of LGBTQIA + individuals.

(UTech Staff: Kim Ziebarth)

S.B.1 (Grover) – HIGHER EDUCATION BASE BUDGET

Governor Signed 2/24/20

- Performance-based Funding for UTech.

(UTech Staff: Tyler Brinkerhoff)

S.B.6 (Cullimore) – INFRASTRUCTURE AND GENERAL GOVERNMENT BASE BUDGET

Governor Signed 2/24/20

- Capital Projects -Funding for UTech.

(UTech Staff: Tyler Brinkerhoff)

S.B.8 (Ipson) – STATE AGENCY AND HIGHER EDUCATION COMPENSATION APPROPRIATIONS

Senate/signed by President/sent for enrolling 3/11/20

- Provides funding for a 1.0% labor market increase for state and higher education employees
- Provides funding for an average 4.53% increase in health insurance benefits rates for state and higher education employees.

(UTech Staff: Tyler Brinkerhoff)

S.B.24 (Millner) – UTAH WORKS PROGRAM AMENDMENTS

Draft of Enrolled Bill Prepared 2/7/20

- The Talent Ready Boards is to work with USHE and UTech to develop a short-term pre-employment and short-term early employment training for students and workforce participants that meet the needs of business creating jobs.

(UTech Staff: Kim Ziebarth)

S.B.60 (Mayne) – ADVICE AND CONSENT AMENDMENTS

Draft of Enrolled Bill Prepared 3/16/20

- Modifies deadlines and necessary information, requires a confirmation hearing, and requires notification of anticipated vacancies with respect to gubernatorial appointees.

(UTech Staff: Zachary Barrus)

S.B. 80 (Iwamoto) – CAMPUS SAFETY AMENDMENTS

Draft of Enrolled Bill Prepared 3/2/20

- Requires the State Board of Regents to coordinate with government and community organizations to study and make recommendations for providing public safety services on college and university campuses; and present a final report of the study and recommendations to the Education Interim Committee and the Law Enforcement and Criminal Justice Interim Committee.

(UTech Staff: Kim Ziebarth)

S.B. 95 (Sandall) – ECONOMIC DEVELOPMENT AMENDMENTS

Draft of Enrolled Bill Prepared 3/11/20

- Requires each rural county that seeks to participate in the grant program to create a County Economic Development Advisory Board (CED) and describes the membership and duties of a CED board.

(UTech Staff: Zachary Barrus)

S.B. 96 (Millner) – EMERGING TECHNOLOGY TALENT INITIATIVE

Draft of Enrolled Bill Prepared 3/10/20

- Creates grant program for USHE institutions to develop new and emerging technologies in advanced materials, AI, augmented and virtual reality, biotechnology, photonics, quantum, robotics, secure computing, and other fields approved by an advisory council.

(UTech Staff: Kim Ziebarth)

S.B.109 (Ipson) – NEW STATE CONSTRUCTION SET ASIDE FOR ART AMENDMENTS

Senate/enrolled bill to Printing 3/5/20

- Reduces the amount that may be set aside from the amount appropriated for the construction of any new state building or facility; and places an annual limit on the amount that may be set aside.
- Reduce to max \$100,000 (instead of 1%)

(UTech Staff: Tyler Brinkerhoff)

S.B. 0111 (Millner) – HIGHER EDUCATION AMENDMENTS

Draft of Enrolled Bill Prepared 3/6/20

- Renames the State Board of Regents to the Utah Board of Higher Education.

(UTech Staff: Jared Haines)

S.B.117 (Hemmert) – HIGHER EDUCATION FINANCIAL AID AMENDMENTS

Draft of Enrolled Bill Prepared 3/10/20

- Allows for Regents' scholarships to be used at private, nonprofit colleges or universities within the state, limits the amount of scholarship funding available in the case of a private, nonprofit college or university.

(UTech Staff: Kim Ziebarth)

S.B.127 (Buxton) – NURSING LICENSING AMENDMENTS

Draft of Enrolled Bill Prepared 3/6/20

- Amends provisions relating to the limited approval of certain nursing education programs.

(UTech Staff: Kim Ziebarth)

S.B.146 (Harper) – BOARDS AND COMMISSIONS MODIFICATIONS

Draft of Enrolled Bill Prepared 3/12/20

- Enacts procedures to follow for vacancies on certain types of boards, commissions, and committees.
- Enacts procedures for a member of certain types of boards, commissions, and committees to follow when the member has a conflict of interest.

(UTech Staff: Jared Haines and Zachary Barrus)

S.B.162 (Weiler) – EDUCATIONAL FINANCIAL AID FOR STUDENTS WITH A CRIMINAL RECORD

Draft of Enrolled Bill Prepared 3/11/20

- Removes the restriction on eligibility for the Regents' Scholarship program and New Century scholarships for students with a criminal record.

(UTech Staff: Kim Ziebarth)

FY 2021 Capital Development Project Request & Feasibility Statement

All sections of this application request must be filled out in detail or it may be returned for completion
Note: In order to facilitate brevity, instructions in italics should be deleted in the submitted document.

Type of Request: ☒ State Funded ☐ Non-State Funded
☐ Non-State Funded with O&M Request ☐ Land Bank
☐ Dedicated State Funded ☐ Non-Dedicated State Funded

Agency/Institution: Mountainland Technical College

Project Name: Provo Campus

Agency/Institution Priority: #1

Project Scope:

Total Project Space (Gross Square Feet)	<u>57,797</u>
New Space Requirement (Gross Square Feet)	<u>0</u>
Remodeled Space (GSF)	<u>38,514</u>
Space to be Demolished (GSF)	<u>0</u>

Types of Space - Describe the types and amounts of space proposed to meet the programmatic requirements.

This request is for the funding to complete the remodeling of the Fourth District Court Building in Provo and converting the space into state-of-the-art classrooms and labs. Approximately 58,000 square feet of total space will be used for classrooms, labs, offices, and study areas. Approximately 18,000 square feet of space has already been remodeled or is scheduled for remodeling and upgrading through the capital improvement process.

Capital Funding:

Preliminary Cost Estimate: \$ 7,975,000

Costs are based on the recent cost estimate for completion of the remodel of Mountainland Technical College Provo Campus.

Previous State Funding \$

Identify state funding previously provided for this project; i.e., planning, land purchase, etc.

Prior State Funding through the capital improvement process has allowed for the remodel or scheduled remodel of approximately 18,000 square feet.

Other Sources of Funding \$ _____

Some of the space being upgraded will be done through the capital improvement process.

FY 2021 Requested Funding \$ 7,975,000

Ongoing Operating Budget Funding:

Increase in State Funded O&M: \$ 480,871 100 % of total O&M

New Program Costs: \$ 0

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

New FTEs Required for O&M and Programs O&M 4.0 Programs 13.0

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

Existing Facility:

The new Provo campus is located in downtown Provo. The building was formerly used as the Fourth District Court Building. The state transferred the building to MTECH in 2019. All of the programs to be located in the building will be either new programs or expansion/replication of existing programs located elsewhere in the region that are insufficient to meet industry demand. All program offerings will be held to strict standards and national completion/placement/licensure accreditation requirements. The areas of focus will be healthcare and technology programs.

Existing Space (square feet) Currently Occupied 4,500

Project Executive Summary:

MTECH is proposing the remodel and retrofit of the Fourth District Court Building in Provo. The building is 57,797 square feet and will house a variety of programs offered by MTECH. The land for the campus and the building was transferred to the College for the purpose of retrofitting the building into the MTECH Provo Campus.

The building is located in downtown Provo, which is an underserved area of Utah County. This new campus will help the College better serve the students in the Provo area.

Programs to be taught in the building include Information Technology, Web Programming and Development, Medical Assistant, Nurse Assistant, Medical Billing and Coding, Dental Assistant, Surgical Technology, and Mobile Development. The program capacity will increase in all programs that currently have insufficient capacity to meet the demands of business and industry.

The building will be programmed utilizing functional but affordable materials. The facility will incorporate sealed concrete floors as well as dual use classrooms for maximum efficiency at a lower cost per square foot. It is anticipated that the number of students to be taught in the facilities will increase substantially as will program and occupational certificates.

Growth:

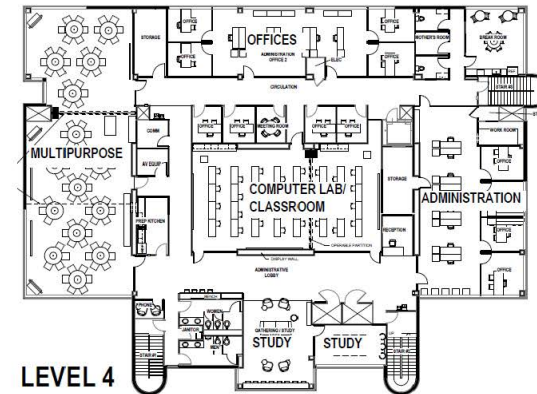
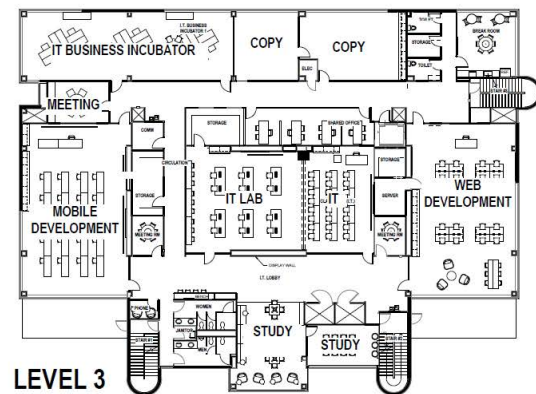
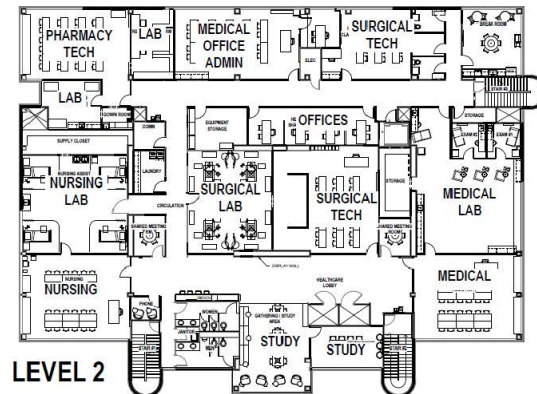
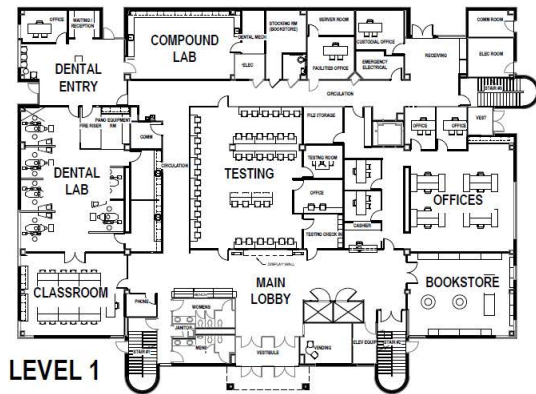
The Mountainland region is experiencing a tremendous amount of growth. It is estimated that the three-county region will grow to over 826,000 residents by the end of this year. The Mountainland Association of Governments project that Utah County alone will have a population of over one (1) million residents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

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

Photographs and Maps:



Mountainland Technical College Provo Campus





Commissioner Recruitment Plan

March 2020

Utah System of Technical Colleges Board of Trustees &
Utah State Board of Regents



As our boards prepare for the merger of the Utah System of Technical Colleges and the Utah System of Higher Education, one of our statutory responsibilities is to recruit and recommend a candidate or candidates to the Utah Board of Higher Education to consider for appointment as commissioner. SB 111 specifically states the two boards “*shall jointly develop and post a job description for the commissioner, recruit candidates for the commissioner, and may provide one or more candidates identified for the position of commissioner to the Utah Board of Higher Education.*” To meet these obligations, the leadership of both boards jointly developed the following plan and timeline.

TASK	COMPLETION
1. Develop a draft position description to circulate among both boards and institutional presidents for feedback.	3/11/20
2. Finalize position description and have each board formally adopt the document. Post the position description the systems’ websites.	3/27/20
3. Board members, presidents and others to submit names of individuals who would be strong candidates for commissioner for targeted recruitment.	3/27/20-4/3/20
4. Contact candidates to assess interest and request application materials.	4/3/20-4/30/20
5. Establish a search committee from the Governor’s nominees for Board of Higher Education as follows: three of the six appointees from the Board of Trustees, three of the six appointees from the Board of Regents, and two from the four at-large appointees.	4/20/20
6. The search committee reviews the application materials from the targeted candidates and selects those they wish to meet.	4/30/20
7. The search committee meets with the candidate(s) and recommends one or more candidates for the combined boards to consider.	5/14/20
8. Combined boards may select one or more candidates to forward to the Board of Higher Education.	6/1/20

Steve Moore
Chair, Board of Trustees

Harris Simmons
Chair, Board of Regents

Aaron Osmond
Vice Chair, Board of Trustee

Nina Barnes
Vice Chair, Board of Regents

draft

UTAH BOARD OF HIGHER EDUCATION

COMMISSIONER OF HIGHER EDUCATION

The Utah State Board of Regents and Utah System of Technical Colleges Board of Trustees invite nominations and applications for the position of Commissioner of Higher Education for the Utah System of Higher Education.

Beginning July 1, 2020, Utah's two systems of postsecondary education will combine to create the Utah System of Higher Education and will be comprised of eight technical colleges, two community colleges, four regional universities, and two research universities. The system will be governed by the Utah Board of Higher Education. The Commissioner of Higher Education will serve as the system's chief executive officer and the primary representative of higher education in Utah.

The commissioner will help the Board of Higher Education provide strategic, statewide leadership and set a vision for the future of higher education. The commissioner will position the system to meet Utah's economic and workforce needs, enhance the system's impact and efficiency, expand affordable access, increase completion, and develop a plan with measurable goals to achieve these objectives. The commissioner will identify challenges and innovations in academic and technical education and provide the Board with informed advice and recommendations for policies, programs, and resources to best meet the needs of current and future students. The commissioner will also lead a comprehensive effort to increase the system's effectiveness and efficiency by identifying and establishing shared administrative services among the institutions.

The new commissioner will be responsible to unify two separate but effective organizations into one flourishing system, while navigating the inevitable challenges of large-scale change. The commissioner must possess the necessary qualities to build trust and credibility with diverse groups and individuals, including the members of the Board of Higher Education, students, the state legislature, the governor, business and industry leaders, state and local K-12 leaders, and peers throughout the country. The commissioner will use these relationships to build strong public and private support for higher education. The commissioner must specifically nurture strong, trusting partnerships with institutional presidents, work to understand their specific challenges, and seek opportunities to help them and their institutions succeed.

Candidates should have broad administrative, executive, and educational leadership experience in academic and technical education. Successful candidates will demonstrate a proven record of innovation in technical and academic education, show achievements working with national, state and local policymakers, and will have an established commitment to student success. Candidates must show a deep understanding of the challenges, changes, and advances in academic education and technical education, and express how technical education and academic education contribute shared and distinct roles in economic and workforce development. A terminal degree is preferred.

Interested candidates should submit a resume or CV and a cover letter explaining their qualifications and vision for the position by April 30, 2020. Please email materials to commissionersearch@ushe.edu.

The Utah Board of Higher Education is an equal opportunity employer.

UTAH SYSTEM OF TECHNICAL COLLEGES

AGENDA ITEM

BOARD OF TRUSTEES

March 19, 2020



ITEM: E4

TOPIC: Recommended Revisions to UTech Policy 205

BACKGROUND

In 2019 technical colleges began awarding newly appropriated scholarship funds, those funds available to students enrolled in high-demand programs in the 12 months immediately following high school graduation. As colleges have advertised scholarships and adjudicated student eligibility, ambiguities in UTech policy have been identified. In its November 2019 meeting, the Board of Trustees approved revisions to UTech Policy 208, *Technical College Scholarship*, to clarify how homeschooled students and those completing high school graduation requirements early are to be considered with regards to scholarship eligibility.

UTech staff has further identified specific sections of UTech Policy 205, *Student Enrollment and Outcome Reporting*, requiring minor revision to align with recent changes to Policy 208. Namely, the definition of “secondary student” in the UTech system has been clarified to include (among other considerations) those who have not yet “been conferred” a high school diploma (as opposed to the prior verbiage discussing “earning” a diploma). Additionally, homeschooled students shall not have previously received a secondary school completion credential for homeschool. Lastly, the policy-defined enrollment period for secondary students has been clarified and aligned with college practice.

Recommended revisions to UTech Policy 205 are minor in substance and are intended to bring Policy 205 into alignment with other system policy. Revisions have been reviewed and unanimously endorsed by the Council of Presidents.

RECOMMENDATION

UTech Administration recommends that the Board of Trustees adopts to recommended revisions to Policy 205, *Student Enrollment and Outcome Reporting*, with immediate effect.

Attachments:

UTech Policy 205, *Student Enrollment and Outcome Reporting* (recommended changes are clearly identified)



POLICIES

Date: ~~May 17, 2018~~ March 11, 2020 (DRAFT)

Page: 1 of 7

Subject:	Student Enrollment and Outcome Reporting
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205.1 Purpose

To specify criteria, definitions, and processes for technical college and system student enrollment and outcomes data collection and reporting.

205.2 Approval

UTech Board of Trustees approval: April 10, 2014. Revised: June 12, 2014; June 11, 2015; September 17, 2015; June 8, 2016; September 14, 2016. Replaced: May 18, 2017. Revised: September 13, 2017; May 17, 2018; March 19, 2020 (pending).

205.3 References

UCA 53B-2a-104, Utah System of Technical Colleges Board of Trustees – Powers and Duties
UCA 53A-15-301, Education Programs for Students with Disabilities
UCA 53B-9-101(2), Higher Education for Senior Citizens
Utah Administrative Code R277-419, Pupil Accounting
Utah Administrative Code R277-705, Secondary School Completion and Diplomas

205.4 Provision of Data

A UTech technical college shall provide student enrollment and outcomes data to the Office of the UTech Commissioner, according to schedules and procedures outlined in the Data Dictionary (205.9) and periodic directives from the Commissioner of Technical Education. These data shall be used for legislative reporting, institutional research, and other priorities of the Office of the Commissioner and the Utah System of Technical Colleges.

205.5 Classification and Conditions of Student Enrollment

An individual enrolling at a UTech technical college shall be classified, documented, and reported in the most applicable of the following student enrollment categories at the time of his or her enrollment, and shall be subject to any conditions of enrollment specified for that category. A student's enrollment category shall apply for the duration of the enrollment period specified for his or her enrollment category in 205.5.1, 205.5.2, 205.5.3, or 205.5.4, and shall end upon his or her graduation or non-graduation as defined in 205.6.2 and 205.6.3. A student's enrollment category, once established as correctly representing the classification that applied at the time he or she began enrollment, shall not be changed for any portion of the specified enrollment period for that category without the student's express consent.

- 5.1 Secondary Student:** A student who is currently enrolled in grades 7-12 in a Utah public or private school, or who is eligible to enroll in such a school as documented under the following criteria in accordance with R277-419. The enrollment period for a secondary student shall be the duration of the course or courses in which he or she is scheduled, beginning with the first day of enrollment in a course and ending on the date that he or she completes the course(s) or withdraws. ~~The enrollment period for a secondary student shall be the period defined by his or her home high school as qualifying for a minimum~~



POLICIES

Subject:	Student Enrollment and Outcome Reporting
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~~increment of high school credit (e.g., term, trimester, semester, etc.), beginning with the first day of enrollment in the time period and ending on the last day of the time period.~~

5.1.1 Regardless of age, the student shall not have previously ~~been conferred~~ earned a ~~basic~~ high school diploma, high school certificate of completion, adult education secondary diploma, or high school equivalency diploma (GED). For home schooled individuals, the student shall not have previously obtained a secondary school completion credential for homeschool.

5.1.2 Except as provided in 205.5.1.3, the student shall be no more than 18 years old on or before September 1 of the fiscal year in which he or she is enrolled at the college.

5.1.3 A student who does not meet the age requirement specified in 205.5.1.2 shall be considered a secondary student if:

- (a) The student is documented as a retained senior (as specified in R277-419-2(27)) or as having been enrolled in less than grade 12 during the previous year, and is no more than 19 years old on or before September 1 of the fiscal year in which he or she is enrolled at the college; or
- (b) The student meets the definition of a student with a disability under UCA 53A-15, part 3, and is no more than 21 years of age on or before September 1 of the fiscal year in which he or she is enrolled at the college. For a student turning 22 after September 1 but prior to December 31, his or her classification as a secondary student shall extend to the beginning of the college's winter holiday or until the student no longer qualifies under 205.5.1.1, whichever occurs first. For a student turning 22 after December 31, his or her classification as a secondary student shall extend to the end of the fiscal year or until the student no longer qualifies under 205.5.1.1, whichever occurs first.

5.1.4 Application of this policy shall be limited to determination of student enrollment classification and shall not be construed to imply admission of a student at a grade level inconsistent with ability to benefit, as determined by the technical college admission policy.

5.2 Students Enrolled in COE-accredited Training

5.2.1 **Certificate-seeking Student:** An individual enrolled at a UTech technical college who is not a secondary student (205.5.1), who is enrolled in an approved program (200.4.1), and who has indicated intent to complete a program certificate (200.4.3). The enrollment period for a certificate-seeking student shall be the duration of his or her program of enrollment, beginning with the first day of enrollment in the program and ending on the date that he or she graduates or



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Student Enrollment and Outcome Reporting

withdraws. This mission-related, postsecondary training is approved by and reported to the Council on Occupational Education.

5.2.2 Career Advancement Student: An individual enrolled at a UTech technical college who is not a secondary student, is employed in a specific occupation related to the training sought, and who is enrolled in courses that are part of an accredited program with the intent to enhance existing knowledge and skills necessary for *career advancement* (as opposed to *maintaining* one's current occupation). The enrollment period for a career advancement student shall be the duration of the course or courses in which he or she is scheduled, beginning with the first day of enrollment in a course and ending on the date that he or she completes the course(s) or withdraws. This mission-related, postsecondary training is approved by and reported to the Council on Occupational Education.

5.3 Continuing Occupational Education Student: An individual who is not a secondary student, who is enrolled at a UTech technical college in educational activities or experiences that are approved by the college instructional officer, do not lead to a credential, and are designed to assist in the development of knowledge and skills with the goal of *maintaining* one's current professional occupation (as opposed to *advancing* one's career). Continuing occupational education students are assumed to have previously attained a basic level of education, training, or experience in the occupational area in which they are enrolling. The enrollment period for a continuing occupational education student shall be the duration of the course or courses in which he or she is scheduled, beginning with the first day of enrollment in a course and ending on the date that he or she completes the course(s) or withdraws. This mission-related, postsecondary training is not approved by nor reported to the Council on Occupational Education.

5.4 Individuals Enrolled in Other Training: Individuals who are not secondary students, who are enrolled at a UTech technical college in mission-related educational activities or experiences that do not fit into one of the above categories (205.5.1-3). Individuals enrolled in other training include those who are unemployed and seeking short-term training to re-enter the workforce, persons enrolled in basic skills instruction (200.6.4), senior citizens enrolling under an audit waiver (204.7), and individuals enrolled in accredited programs or continuing occupational education courses for personal interests unrelated to a career. The enrollment period for an individual enrolled in other training shall be the duration of the course or courses in which he or she is scheduled, beginning with the first day of enrollment in a course and ending on the date that he or she completes the course(s) or withdraws. Individuals enrolled in Other Training are ineligible to earn a certificate from an approved program (205.7.1) and therefore do not meet the Council on Occupational Education's definition of "Student" ("A person who is formally engaged in learning as demonstrated by a commitment to ... earn a credential"; COE, *Handbook of Accreditation*, 2017 ed. page 86). Hence, these individuals are not reported to the accrediting body.



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205.6 Student Graduation

A UTech technical college shall document, classify, and report every student enrolled in an approved program during a given reporting period with one of the following outcome types for each program in which he or she was enrolled.

- 6.1 Still Enrolled:** A student who has not yet exited from the course or program (either through graduation or withdrawal) in which he or she is enrolled at the end of the reporting period.
- 6.2 Graduate:** A student who is not still enrolled, who has demonstrated the competencies required for a certificate in an approved program and has been awarded a program certificate on his or her transcript.
- 6.3 Non-graduate:** A student who has exited from his or her course or program without qualifying as a graduate.

205.7 Credentials

A UTech technical college shall document and report the following metrics of program certificate attainment:

- 7.1 Program Certificate:** A program certificate (200.4.3) may be issued only to students in the secondary (5.1), certificate-seeking (5.2.1), or career advancement (5.2.2) enrollment categories who qualify for the certificate. A credential awarded for a program that has been approved in accordance with 200.4.1 and is reported as an "Occupational Upgrade Program" for accreditation purposes is considered a Program Certificate. A college shall report a student's certificate attainment only upon the student's exit from a distinct program (i.e., graduation or withdrawal).
- 7.2 Weighted Average Certificate Length:** The average length of all program certificates (205.7.1) awarded and reported during a reporting period.
 - 7.2.1** Weighted average certificate length is calculated by summing the program lengths (expected completion time as approved in Policy 200.7.1) for all program certificates that were awarded to students and reported during the reporting period and dividing the sum by the total number of program certificates awarded and reported. Example: Web (1,170) + CNA (120) + Auto (630) + CNA (120) = 2,040 hours ÷ 4 certificates = 510 weighted average.
 - 7.2.2** The weighted average certificate length shall be included in all reporting of program certificate attainment, including counts of credentials awarded, graduation rates, costs per certificate, etc.

205.8 Student Placement



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Subject:	Student Enrollment and Outcome Reporting
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For each student enrolled in a distinct and approved program during a reporting period, a technical college shall classify and report the most applicable of the placement categories (i.e., placed, unplaced, not seeking employment, or not applicable) provided under the current year's policies and procedures published by the Council on Occupational Education.

205.9 UTech Data Dictionary

The Office of the UTech Commissioner shall provide specifications to the technical colleges in the form of a Data Dictionary detailing definitions and processes for the consistent application, collection, submission, and reporting of data elements as shall be required by this policy, the UTech Board of Trustees, the Commissioner of Technical Education, and other college and system stakeholders. The Data Dictionary and revisions thereto shall be approved annually by the UTech Board of Trustees prior to the fiscal year for which it is applicable, or during the year if needed.

205.10 College Data Submission and Certification

A UTech technical college shall submit data to the Office of the UTech Commissioner from its student information system in accordance with the UTech Data Dictionary or as required by the Office of the Commissioner. Following the conclusion of each fiscal year, a college shall have final data submissions certified and formally approved as specified in this section, and as shall be detailed in the UTech Data Dictionary.

10.1 Preliminary Year-end Data Submission: The college preliminary year-end data submission shall include enrollment (headcount and membership hour), certificate, and placement data for all students enrolled during the complete fiscal year reporting period of July 1 through June 30 and shall be submitted by July 31 (31 calendar days after the fiscal year's end).

10.1.1 College President Review and Certification: Each technical college president shall, in conjunction with the college instructional and student services officers, conduct a thorough review of the college preliminary year-end data submission, and shall provide written certification that to the best of the president and his or her staff's knowledge, the college data:

- (a) Are complete and accurate, and in agreement with UTech summaries of the data; and
- (b) Comply with the criteria outlined in UTech Policies 200, 201, and 205, and any local college policies.

10.1.2 College Board of Directors Notification: The technical college president's data review and certification of the preliminary year-end data submission shall be presented to the college board of directors in an official board meeting as an information item not requiring approval.



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Subject:	Student Enrollment and Outcome Reporting
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10.1.3 UTech Board of Trustees Approval: The Office of the UTech Commissioner shall review each technical college president's certification of the preliminary year-end data submission, and the UTech Commissioner shall report UTech administration acceptance and approval to the UTech Board of Trustees as an action item requiring approval in an official board meeting by September 30.

10.1.4 Data Use and Publication: Upon approval of the technical college preliminary year-end data submissions and certification by the UTech Board of Trustees, the data shall be clearly designated as preliminary for publication in reports pertaining to the fiscal year, pending the final year-end data submission (205.10.2).

10.2 Final Year-end Data Submission: The college final year-end data submission shall include updated completion and placement data for all students who appeared in the certified preliminary year-end data submission and shall be submitted five business days after the COE annual report deadline in December.

10.2.1 College President Review and Certification: Each technical college president shall, in conjunction with the college instructional and student services officers, conduct a thorough review of the college final year-end data submission, and shall provide written certification to the UTech Commissioner at least one week prior to the January UTech Board of Trustees meeting that the final year-end data, to the best of the president and his or her staff's knowledge:

- (a) Are complete and accurate, and in agreement with UTech summaries of the data; and
- (b) Comply with the criteria outlined in UTech Policies 200, 201, and 205, and any local college policies.

10.2.2 College Board of Directors Approval: The technical college president's data review and certification of the final year-end data submission shall be presented to the technical college board of directors as an action item for approval in the next scheduled board meeting after the certification is completed, preferably prior to the first regularly scheduled meeting of the UTech Board of Trustees in the new calendar year.

10.2.3 UTech Board of Trustees Approval: The Office of the UTech Commissioner shall review each technical college president's certification, and the UTech Commissioner shall report UTech administration acceptance and approval to the UTech Board of Trustees as an action item requiring approval in an official board meeting in January.



POLICIES

Number: 205

Date: [May 17, 2018](#)
[March 11, 2020 \(DRAFT\)](#)

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10.2.4 Data Use and Publication: Upon approval of the certified technical college final year-end data submission by the UTech Board of Trustees, the data shall be designated as official for publication in all reports pertaining to the fiscal year. Summaries of this data shall be published as a supplement to preliminary reports.

UTAH SYSTEM OF TECHNICAL COLLEGES

AGENDA ITEM

BOARD OF TRUSTEES

March 19, 2020



ITEM: E5

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 February 29, 2020, a check register for January – February 2020, and a cash and investment report as of February 29, 2020.

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 February 29, 2020

Budget	Budget	Year to Date	%
Total Budget for the Commissioner's Office	2,078,300	1,649,141	79.4%
Expenditures			
Salaries, Payroll Tax & Benefits	1,579,952	965,350	61.1%
Building Occupancy Costs	118,310	78,562	66.4%
Legal Services	150,000	76,566	51.0%
Equipment Purchases	17,700	5,413	30.6%
Employee Travel	35,000	17,052	48.7%
BOT Meetngs, Travel, and Other Expenses	25,000	10,141	40.6%
Staff & System Meetings	15,000	2,961	19.7%
Public Relations/Marketing	20,000	-	0.0%
Automobile Expenses	10,000	10,062	100.6%
Supplies & Misc. Expenses	41,844	23,895	57.1%
IT Support & Upgrades	14,000	2,355	16.8%
Memberships	30,000	4,000	13.3%
Contingency	21,494	-	0.0%
Total Expenditures	2,078,300	1,196,357	57.6%

Utah System of Technical Colleges
Check Register
January through February 2020

Type	Date	Num	Name	Amount
Bill Pmt -Check	02/12/2020	ACH	Aaron Osmond	-669.03
Bill Pmt -Check	02/12/2020	ACH	Eric Petersen	-1,492.96
Bill Pmt -Check	02/12/2020	ACH	Eva Doolin	-114.88
Bill Pmt -Check	02/12/2020	ACH	Jared Haines	-858.38
Bill Pmt -Check	02/12/2020	ACH	Steve Moore	-2,071.18
Bill Pmt -Check	02/12/2020	ACH	Zachary Barrus	-133.00
Bill Pmt -Check	02/27/2020	11730	Brad Tanner	-60.32
Bill Pmt -Check	02/27/2020	11731	Bridgerland Tech	-242,196.00
Bill Pmt -Check	02/27/2020	11732	Cushman Wakefield	-9,840.00
Bill Pmt -Check	02/27/2020	11733	Davis Tech	-355,439.00
Bill Pmt -Check	02/27/2020	11734	Department of Workforce Services	-376.95
Bill Pmt -Check	02/27/2020	11735	Dixie Tech	-141,077.00
Bill Pmt -Check	02/27/2020	11736	Fuelman	-59.65
Bill Pmt -Check	02/27/2020	11737	Jera Bailey	-54.52
Bill Pmt -Check	02/27/2020	11738	Mountainland Tech	-468,229.23
Bill Pmt -Check	02/27/2020	11739	Office of the Utah Attorney General	-32,832.00
Bill Pmt -Check	02/27/2020	11740	Ogden-Weber Tech	-297,282.00
Bill Pmt -Check	02/27/2020	11741	SHI International Corp	-944.60
Bill Pmt -Check	02/27/2020	11742	Snow College	-74,525.00
Bill Pmt -Check	02/27/2020	11743	Southwest Tech	-138,640.00
Bill Pmt -Check	02/27/2020	11744	Stacey Bettridge	-371.20
Bill Pmt -Check	02/27/2020	11745	Tooele Tech	-113,438.00
Bill Pmt -Check	02/27/2020	11746	UEPC	-21,600.00
Bill Pmt -Check	02/27/2020	11747	UETN	-86,000.00
Bill Pmt -Check	02/27/2020	11748	Uintah Basin Tech	-159,286.00
Bill Pmt -Check	02/27/2020	11749	USU Eastern	-68,275.00
Bill Pmt -Check	02/27/2020	11750	Utah Division Of Risk Management	-137.33
Bill Pmt -Check	02/27/2020	11751	Utah Foundation	-2,500.00

Utah System of Technical Colleges

Office of the Commissioner

Fiscal Year 2020 Office Budget

CASH AND INVESTMENTS

as of

February 29, 2020

Name of Bank	Type of account	Rate %		Dollar Amount
Utah PTIF	Savings	2.103	\$	3,023,004.97
Wells Fargo	Checking	0.170	\$	224,766.11
			\$	3,247,771.08





UTAH SYSTEM OF TECHNICAL COLLEGES

AGENDA ITEM BOARD OF TRUSTEES March 19, 2020

ITEM: E6

TOPIC: Program Approvals

BACKGROUND

UTech Policy 200.5.2.3 directs and authorizes the Commissioner of Technical Education to approve college programs that are 900 hours or longer or seeking financial aid eligibility. The Commissioner's approval is considered final and programs may be implemented immediately.

Policy requires that documentation supporting new program requests be submitted to the UTech Board of Trustees as information items. Accordingly, the Commissioner of Technical Education has approved the following programs:

Institution	Program	Length	Financial Aid Eligible
Mountainland <i>Main Campus, Spanish Fork Extension</i>	Diesel Technology	930	Yes
Mountainland <i>Main Campus, Orem Branch, Provo Extension, Spanish Fork Extension</i>	Information Technology: Support Technician	690	Yes
Mountainland <i>Main Campus</i>	Medical Billing	645	Yes
Mountainland <i>Main Campus</i>	Medical Coding	720	Yes

Attachments: Program Approval Requests

Mountainland Technical College
UTech Program Approval Application

Program Title: Diesel Technology

Financial Aid: Financial Aid Eligible

Approvals:

- **Campus Instructional Officer:** 12/19/2019 Holly Peterson, VP Instruction
- **Board Approved:** 1/15/2020
- **UTech Commissioner:** Pending

Program CIP Code: 47.0605

Background:

MTECH has been running a Diesel Mechanics Program for over ten years. In order to make students eligible for ASE Diesel Certifications, MTECH has rewritten the curriculum and purchased additional inventory. The College is working towards NATEF accreditation for the program.

Program Descriptions:

Diesel service technicians inspect, repair, or overhaul buses, trucks, and anything else with a diesel engine. Diesel mechanics handle many kinds of repairs. They may work on a vehicle's electrical system, make major engine repairs, or retrofit engines with emission control systems to comply with pollution regulations. Diesel engine maintenance is becoming increasingly complex as engines and other components use more electronic systems to control their operation. In addition to computerized diagnostic equipment, diesel technicians use a variety of power and machine tools, such as pneumatic wrenches, lathes, grinding machines, and welding equipment.

All students are required to take and pass the 270-hour Diesel Technology: Preventative Maintenance and Inspection pre-requisite course before they can enter into the COE approved programs.

Certificate Titles & Lengths (Each to be COE Approved):

Diesel Technology (930 Hours)

Diesel Technology: Diesel Engines (90 hours)

Diesel Technology: Drive Train (120 hours)

Diesel Technology: Brakes (120 hours)

Diesel Technology: Suspension & Steering (135 hours)

Diesel Technology: Electrical/Electronic Systems (135 hours)

Diesel Technology: Heating, Ventilation, & Air Conditioning (60 hours)

Course Descriptions: See Attached Program Sheet

Program Outline: See Attached Program Sheet

Market Demand/Need:

- MTECH has already shown success with the program. 2019 data showed 100% pass rate and 74% placement. Placement should grow as the programs begin to offer the ASE Certifications that industry is asking for.
- O*Net shows a Bright Outlook for all related job titles.
- Median wages are approximately \$45,680 for Utah.
- DWS Market Information on the following page, showing faster than average employment growth with a high volume of annual job openings.

Program Duplication:


- Utah Valley University offers a 2-year AAS in Diesel Technology. MTECH's program will articulate directly into it. MTECH and UVU have both operated programs for years, and there has been no problem having both programs in Utah County.

Employer Advisory Committee:

- MTECH has an established Employer Advisory for the program. They have approved the change to the new program and will oversee regular updates. They have agreed to assist with classroom instruction, provide tours and externships, and guarantee an interview to all students who complete the program. Advisory Committee information is attached.



Campus Locations:			Quick Links:
Lehi Main	Provo	Programs	
Lehi Main Nursing	SF		
Lehi Auto/Trades and Tech	SF Auto		
Orem	SLC		
Orem South	Wasatch West		
Program Info		NOTES	
Program Name	Diesel Technology		
CIP	47.0605		
Program Director	Gordon Reynolds		
Reg. Eligibility	Adults and HS Seniors (10/18)		
Reg. Availability	Year		
Program Length Hrs	930		
Min/Max Enrollment	8-18		
Articulation	N		
Delivery Method	DE-DE	Traditional	
Hybrid Approved	N		
Hybrid Reviewed	N		
Gainful Employment	Y		
Entrance Assessment	Y		
FA Eligible	Y		
VA Eligible	Y		
PREREQS			
All students must have a valid driver's license			
All students must pass the Career Ready exam			
T8 Preventative Maintenance and Inspection Course Completed Prior To Enrollment. This May Be Waived By Completion of a Placement Exam, or Program Instructor Approval/ Prior Work Experience			
CERTIFICATES and LICENSURES			
MTECH Diesel Technology Program Certificate			
Individual Program Certificate in any Program, except Preventative Maintenance & Inspection (270 Hours)			
ASE Certifications: Offered for each Program			
The ASE tests are available at the Prometric Testing Center: 350 S 400 W #200 Lindon Utah 84042 (801) 226-2095. Call first for appointment. Test fees are not included in Program Fees			
TUITION /FEES		COST	NOTES



Registration Fee			\$40.00						
Facilities Fee			\$50.00						
Program Fees									
Tuition			\$1,386.00						
subTotal			\$1,476.00						
REQUIRED MATERIALS			COST	NOTES					
Textbook									
Student Workbook									
Safety Glasses			\$10.00						
Tool Kit			\$300.00	Students need to purchase tools from an outside vendor. Costs are approximate.					
Online book subscription			\$124.50	1 year subscription					
Online book subscription				2 year Subscription \$206.50					
subTotal			\$434.50						
OPTIONAL MATERIALS			COST	NOTES					
			\$0.00						
subTotal			\$0.00						
Total			\$1,910.50						
SCHEDULE									
SECTION	LOCATION	ROOM	START DATE	END DATE	START TIME	END TIME	DAYS	INSTRUCTOR	
Fall 2020									
T8 Preventative Maintenance &	Lehi Trades and Tech	Diesel Shop	08/18/2020	12/23/2020	7:30 AM	10:30 AM	M-F	TBA	
T8 Preventative Maintenance &	Spanish Fork	Auto Bldg	08/18/2020	12/23/2020	7:30 AM	10:30 AM	M-F	Nathan Collings	
Spring 2021									
T6 Electrical/Electronic Systems	Lehi Trades & Tech	Diesel Shop	01/19/2021		7:30 AM	10:30 AM	M-F	TBA	
T6 Electrical/Electronic Systems	Spanish Fork	Auto Bldg	01/19/2021		7:30 AM	10:30 AM	M-F	Nathan Collings	
T5 Suspension & Steering	Lehi Trades & Tech	Diesel Shop			7:30 AM	10:30 AM	M-F	TBA	
T5 Suspension & Steering	Spanish Fork	Auto Bldg			7:30 AM	10:30 AM	M-F	Nathan Collings	
T2 Diesel Engines	Lehi Trades & Tech	Diesel Shop	1/19/2021		11:30 AM	2:30 PM	M-F	TBA	
T2 Diesel Engines	Spanish Fork	Auto Bldg	1/19/2021		11:45 AM	2:45 PM	M-F	Nathan Collings	
T3 Drive Train	Lehi Trades & Tech	Diesel Shop			11:30 AM	2:30 PM	M-F	TBA	
T3 Drive Train	Spanish Fork	Auto Bldg			11:45 AM	2:45 PM	M-F	Nathan Collings	
T7 Heating Ventilation & Air Con	Lehi Trades & Tech	Diesel Shop			11:30 AM	2:30 PM	M-F	TBA	
T7 Heating Ventilation & Air Con	Spanish Fork	Auto Bldg			11:45 AM	2:45 PM	M-F	Nathan Collings	

Summer 2021									
T4 Brakes	Lehi Trades & Tech	Diesel Shop	6/1/2021		7:30 AM	10:30 AM	M-F	TBA	
T4 Brakes	Spanish Fork	Auto Bldg	6/1/2021		7:30 AM	10:30 AM	M-F	Nathan Collings	
Fall 2021									
T2 Diesel Engines	Lehi Trades & Tech	Diesel Shop	8/XX/2021		7:30 AM	10:30 AM	M-F	TBA	
T2 Diesel Engines	Spanish Fork	Auto Bldg	8/XX/2021		7:30 AM	10:30 AM	M-F	Nathan Collings	
T3 Drive Train	Lehi Trades & Tech	Diesel Shop			7:30 AM	10:30 AM	M-F	TBA	
T3 Drive Train	Spanish Fork	Auto Bldg			7:30 AM	10:30 AM	M-F	Nathan Collings	
T7 Heating Ventilation & Air Con	Lehi Trades & Tech	Diesel Shop			7:30 AM	10:30 AM	M-F	TBA	
T7 Heating Ventilation & Air Con	Spanish Fork	Auto Bldg			7:30 AM	10:30 AM	M-F	Nathan Collings	
T6 Electrical/Electronic Systems	Lehi Trades & Tech	Diesel Shop			11:30 AM	2:30 PM	M-F	TBA	
T6 Electrical/Electronic Systems	Spanish Fork	Auto Bldg			11:45 AM	2:45 PM	M-F	Nathan Collings	
T5 Suspension & Steering	Lehi Trades & Tech	Diesel Shop			11:30 AM	2:30 PM	M-F	TBA	
T5 Suspension & Steering	Spanish Fork	Auto Bldg			11:45 AM	2:45 PM	M-F	Nathan Collings	
SCHEDULE NOTES									

PROGRAM COMPONENTS		LAB	LECTURE	HYBRID	TOTAL	NOTES			
ASE T2 Diesel Engines (90 Hours)									
General Engine Diagnosis		12	7		19				
Cylinder Head and Valve train Diagnosis and Repair		4	2		6				
Engine Block Diagnosis and Repair		4	2		6				
Lubrication and Cooling Systems Diagnosis and Repair		8	3		11				
Air Induction and Exhaust Systems Diagnosis and Repair		7	3		10				
Fuel System Diagnosis and Repair		18	9		27				
Starting and Charging System Diagnosis and Repair		3	3		6				
Engine Brakes		3	2		5				
ASE T3 Drive Train (120 Hours)									
Clutch Diagnosis and Repair		21	12		33				
Transmission Diagnosis and Repair		27	12		39				

Driveshaft and Universal Joint Diagnosis and Repair	15	6		21	
Drive Axle Diagnosis and Repair	18	9		27	
ASE T4 Brakes (120 Hours)					
Air Brakes Diagnosis and Repair	48	23		71	
Air Supply Systems					sub category of diagnosis and repair
Mechanized/Foundation and Wheel Hub					sub category of diagnosis and repair
Parking Brakes					sub category of diagnosis and repair
Hydraulic Brakes Diagnosis and Repair	13	9		22	
Air and Hydraulic Antilock Brake Systems(ABS)	18	9		27	
Automatic Traction Control (ATC)					sub category of ABS
Electric Stability Control; Systems					sub category of ABS
ASE T5 Suspension and Steering (135 Hours)					
Steering System Diagnosis and Repair	21	12		33	
Suspension, Frame, and 5th wheel Diagnosis and Repair	27	15		42	
Wheel Alignment Diagnosis, Adjustment, and Repair	21	12		33	
Wheels, Tires, and Hub Diagnosis and Repair	18	9		27	
ASE T6 Electrical/Electronic Systems (135 Hours)					
General Electrical/Electronic Systems Diagnosis and Repair	24	12		36	
Battery and Starting System Diagnosis and Repair	21	9		30	
Charging System Diagnosis and Repair	15	6		21	
Lighting Systems Diagnosis and Repair	12	6		18	
Related Vehicle Systems Diagnosis and Repair	21	9		30	
ASE T7 Heating, Ventilation, and Air Conditioning (HVAC) Systems (60 Hours)					
HVAC Systems Diagnosis, Service and Repair	6	3		9	
A/C System and component Diagnosis, Service and Repair	21	9		30	
Heating and Engine Cooling Systems Diagnosis, Service and Repair	6	3		9	

Operating Systems and Related Controls Diagnosis and Repair	9	3		12	
ASE T8 Preventative Maintenance and Inspection (270 Hours)					
Engine Systems	18	37		55	
Cab and Hood	9	18		27	
Electrical / Electronics	18	37		55	
Frames and Chassis	40	78		118	
Brakes					sub category for Frame and Chassis
Drivetrain					sub category for Frame and Chassis
Steering, Tires and Wheels					sub category for Frame and Chassis
Suspension, Frame, and 5th Wheel					sub category for Frame and Chassis
Road/Operational Test	5	10		15	
	527	397	0	930	

Utah Economic Data Viewer

Home Labor Force Population Occupation Information Industry Related Occupations

Wages (/jsp/almisswage) FirmFind (/jsp/firmfind)

Bus and Truck Mechanics and Diesel Engine Specialists

Diagnose, adjust, repair, or overhaul buses and trucks, or maintain and repair any type of diesel engines. Includes mechanics working primarily with automobile or marine diesel engines.

Occupation Outlook



This occupation is expected To experience faster than average employment growth with a high volume of annual job openings. Business expansion, as opposed to the need for replacements, will provide the majority of job openings in the coming decade. Workers who have completed formal postsecondary education and have strong technical skills should have the best job opportunities, followed by graduates of accredited high school automotive programs. Workers without formal training often require more supervision and on-the-job instruction than others. These untrained workers will face strong competition for jobs because training is an expensive and time-consuming process for employers.

Wages

Area Name	Hourly Inexperienced	Hourly Median	Annual Inexperienced	Annual Median	On the job Training	Education	Experience
Cache	\$14.19	\$19.20	\$29,516	\$39,940	Long-term on-the-job training	High school diploma or equivalent	None
Central Utah	\$16.94	\$19.03	\$35,232	\$39,580	Long-term on-the-job training	High school diploma or equivalent	None
Eastern Utah	\$17.76	\$25.30	\$36,941	\$52,610	Long-term on-the-job training	High school diploma or equivalent	None
Ogden-Clearfield Metro	\$16.20	\$21.66	\$33,703	\$45,060	Long-term on-the-job training	High school diploma or equivalent	None
Provo-Orem Metro	\$13.67	\$20.10	\$28,444	\$41,810	Long-term on-the-job training	High school diploma or equivalent	None
Salt Lake Metro	\$16.37	\$22.68	\$34,055	\$47,180	Long-term on-the-job training	High school diploma or equivalent	None

Area Name	Hourly Inexperienced	Hourly Median	Annual Inexperienced	Annual Median	On the job Training	Education	Experience
Southwest Utah	\$15.54	\$21.54	\$32,320	\$44,810	Long-term on-the-job training	High school diploma or equivalent	None
St George Metro	\$15.27	\$20.68	\$31,760	\$43,010	Long-term on-the-job training	High school diploma or equivalent	None
Statewide	\$15.80	\$22.15	\$32,860	\$46,070	Long-term on-the-job training	High school diploma or equivalent	None
United States		\$22.29		\$46,360	Long-term on-the-job training	High school diploma or equivalent	None








Projection

Area Name	Current Employment	Projected Employment	Annual %Change	Total Annual Openings	Star Rating
Cache	57	71	2.46		3
Central Utah	109	129	1.83		4
Eastern Utah	296	317	0.71	10	4
Ogden-Clearfield Metro	537	655	2.2	20	4
Provo-Orem Metro	243	323	3.29	10	4
Salt Lake Metro	1,464	2,001	3.67	80	4
Southwest Utah	80	94	1.75		3
St George Metro	107	163	5.23	10	4
Statewide	2,929	3,799		140	4
United States	263,900	295,500	1.2	7,690	
Wasatch Back	36	46	2.78		2

Related occupations

Occupation	Statewide Median Wage	Average Annual Growth Rate	Average Annual Openings	Star Ratings	Training Level	Education	License Required (/wi/data/occupation/licensinginfo.html)	Job Orders Currently in DWS System
Bus and Truck Mechanics and Diesel Engine Specialists	\$22.15		140	★★★★	Long-term on-the-job training	High school diploma or equivalent	N/A	71

Related Occupations

Occupation	Statewide Median Wage	Average Annual Growth Rate	Average Annual Openings	Star Ratings	Training Level	Education	License Required (/wi/data/occupation/licensinginfo.html)	Job Orders Currently in DWS System
Electric Motor, Power Tool, and Related Repairers Heating, Air Conditioning, and Refrigeration Mechanics and Installers	\$21.31		10		Long-term on-the-job training	Postsecondary non-degree award	N/A	
Mobile Heavy Equipment Mechanics, Except Engines	\$23.45		140		Long-term on-the-job training	Postsecondary non-degree award	N/A	51
Motorboat Mechanics and Service Technicians	\$24.79		90		Long-term on-the-job training	High school diploma or equivalent	N/A	26
Motorcycle Mechanics	\$20.95		10		Long-term on-the-job training	High school diploma or equivalent	N/A	
Outdoor Power Equipment and Other Small Engine Mechanics	\$18.41		10		Long-term on-the-job training	High school diploma or equivalent	N/A	
Stationary Engineers and Boiler Operators	\$15.96		10		Moderate-term on-the-job training	High school diploma or equivalent	N/A	
	\$27.83		10		Long-term on-the-job training	High school diploma or equivalent	N/A	4

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Zip Code or City



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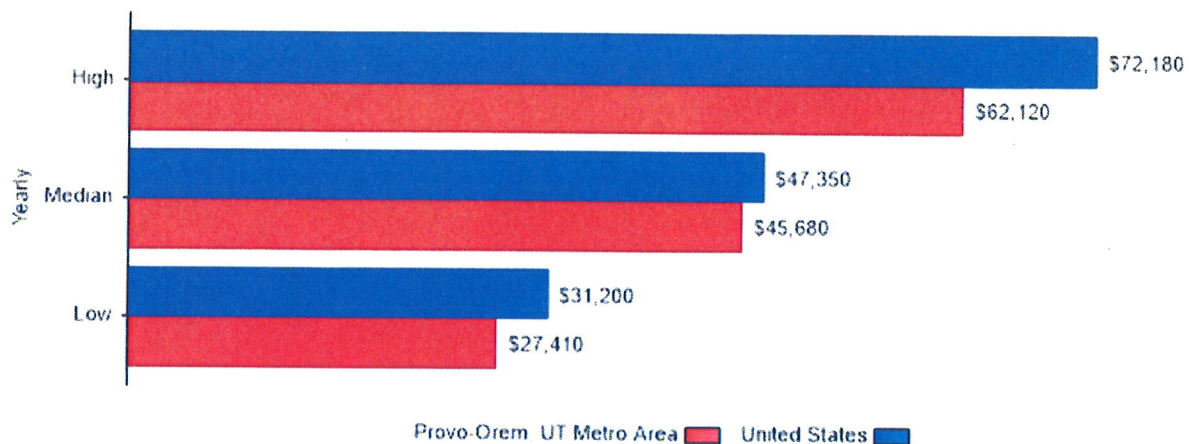
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Information from O*NET Online

Wages for Bus and Truck Mechanics and Diesel Engine Specialists in PROVO, UT



Projected Employment for Bus and Truck Mechanics and Diesel Engine Specialists in UTAH

[View National Data](#)

View Table : [View Chart](#)

National	Employment			Projected Annual Job Openings*
	2018	2028	Percent Change	
United States	285,300	299,100	5%	28,400

State	Employment			Projected Annual Job Openings*
	2016	2026	Percent Change	
Utah	3,150	4,100	+30%	420

*Projected Annual Job Openings refers to the average annual job openings due to growth and net replacement.



ADVISORY MEMBERS IN ATTENDANCE:

John Carson, Equipment Manager, Tec Excavation
Samuel Monavon, GCR Tires, Service Manager
Kayleb Walters, Equipment Manager, WW Clyde

GUESTS IN ATTENDANCE:

Edgar Castellano, Sales Associate, GCR Tires)
Amy Lowe, Workforce Development Specialist, Department of Workforce Services)

MTECH EMPLOYEES IN ATTENDANCE:

Nate Collings, Diesel Mechanic Instructor
Renee Kalaniuvalu, Trades Assistant
Ruby Pututau, Trades Coordinator
Gordon Reynolds, Trades Director
Mike West, CDL Instructor

1. Welcome and Introductions:

Nate Collings welcomed advisory committee and led introductions

2. Review the MTECH Mission Statement

The mission statement was read and reviewed

3. College and Program Updates

Update on the New Trades Building- Gordon Reynolds announces that the new trades building in Lehi should be built and operating by August 2020. The Diesel Mechanic program will be duplicated in Lehi.

NATEF/ASE Certifications and AED Training- Nate Collings reports that steps are being taken to get the Diesel Mechanic Program NATEF/ASE Foundation Certification. Nate is also exploring what would be involved in getting the program accredited by the Associated Equipment Distributors (AED). If the program were dual accredited it students would be trained to work on semi trucks, as well as heavy equipment.

Adding CDL Training to Diesel Mechanic Program- Nate Collings explained that he would like to add CDL training to the Diesel Mechanic Program because of the high demand for mechanics who can drive, or become field mechanics. MTECH currently has a CDL training program that runs for four weeks. Nate has been consulting with the CDL instructors about adding CDL training to the end of the program. It would add approximately \$3000 to the cost of the program. Nate says if he the advisory committee is in favor of this he will continue working to provide this opportunity for students.

4. Review, Discuss and Make Recommendations for:

a. Instructional materials

Instructional materials were reviewed and discussed. CDX, NATEF manuals and Bendix Brakes online training are used for instruction. GRC reps will come in and present on tires.



MOUNTAINLAND
TECHNICAL COLLEGE

Diesel Mechanics
Advisory Committee Meeting: Fall
September 10, 2019

ADVISORY MEMBERS IN ATTENDANCE:

Dave Anderson, South Region Equipment Manager, Geneva Rock
Cody Eckhardt, Service Manager, Larry H. Miller Chrysler
Tim Urry, Service Manager, Larry H. Miller Ford
Dallen Rozema, Store Manager, Century Equipment Company
Jim Giles, Equipment Manager, WW Clyde (Sitting in for Kayleb Walters)
Jim Johnson, Equipment Manager, Sunroc (Sitting in for John Pennington)
Troy Gear, Dudley Concrete Pumping (attended meeting by conference call)

GUESTS IN ATTENDANCE:

Ed Clayson, President, Daktic (Sitting in for Jake Clayson)
Amy Lowe, Workforce Development, DWS

MTECH EMPLOYEES IN ATTENDANCE:

Gordon Reynolds, Director of Trades Programs
Nate Collings, Instructor
Ruby Pututau, Coordinator of Trades Programs
Shania Davis, Administrative Assistant to Trades Coordinator
Lynn Adams, Academic and Career Counselor
Randy Reid, Lead Instructor

1. Welcome and Introductions: please sign in
Nate Collings welcomed everyone and led introductions
2. Review the MTECH Mission Statement
Mission Statement was reviewed
3. College and Program Updates
 - *Ruby Pututau gave an update on the Lehi Trades and Technical Campus. The building is on schedule to open in July of 2020. Classes will start being held on August 18, 2020. Ruby also reported that Payson City has gifted property to MTECH for the purpose of building another Trades and Technical based campus.*
 - *Nate Collings went over proposed changes for the 2020-2021 school year. The Diesel Mechanics Program will be changing to ASE T series based curriculum and standards. ASE T8 Preventative Maintenance will be the beginning course. There will be a test out for students coming in with industry experience. T2 through T7 will be advanced courses. A handout was given out to show courses and competencies that will be offered. Students who complete all courses will be prepared to take ASE Certification Tests and become master technicians. We are still working on getting total hours solidified but will have them for our Spring Meeting. Nate also announced that he is looking to add AED Foundation standards for the 2021 school year. Nate asked if committee members approve of the program changes. All committee members are in favor of the change.*

4. Review, Discuss and Make Recommendations for: *Program Syllabus was given out to review the following*

a. Admission Requirements

Reviewed and Discusses: No Recommendations

All advisory member agree it is appropriate.

b. Program Content; is it consistent with desired learning outcomes

Reviewed and Discusses: No Recommendations

All advisory member agree it is appropriate.

c. Program Length

Reviewed and Discusses: No Recommendations

All advisory member agree it is appropriate.

d. Program Objectives

Reviewed and Discusses: No Recommendations

All advisory member agree it is appropriate.

e. Competency Tests

Reviewed and Discusses: No Recommendations

All advisory member agree it is appropriate.

f. Learning Activities

Reviewed and Discusses: No Recommendations

All advisory member agree it is appropriate.

g. Appropriateness of the Type of Instruction (lecture, lab, work-based learning)

Reviewed and Discusses: No Recommendations

All advisory member agree it is appropriate.

5. Other suggestions from Advisory Members

Cody Eckhardt and Tim Urry asked about training in Light & Medium Duty Trucks. Nate responded that we are looking to implement that training, ASE A9 Series, but it will be offered as part of the Automotive Program. The goal is to open that as a summer course.

Ed with Daktic asked about internships. Nate reported that he is in the process of setting up paid internships with Sunroc and Century Equipment, starting on October or November. He would like to see more companies participate. Gordon mentioned that if these internships are successful the plan is to present to the Union and implement the paid internships in union shops, such as WW Clyde and Geneva Rock. The question was asked about what students are told about this opportunity. Are they told it is a guaranteed thing? Nate responded that he tells his students that they have to earn the privilege and prove themselves and work hard. Jeff Wood stated that they hold mock interviews in class and also go over soft skills on a regular basis.

Jim Giles with WW Clyde asked about coming in and presenting to Nate's students. Nate responded that he would love all committee members to come in and talk in his class. Ruby mentioned the Guest Lecture Sign-up Sheet and asked anyone interested to sign up and Nate will coordinate scheduling.

Cody Eckhardt asked about starting wages for students going out industry. Nate said that the range is between \$12 to \$18 an hour, depending on experience and the employer.

6. Complete Employer Verification Forms *Completed*

MISSION STATEMENT: To enhance the employability of individuals through market-driven career and technical education.

Commission of the Council on Occupational Education
EMPLOYER PROGRAM VERIFICATION FORM
for Postsecondary Programs

INSTRUCTIONS:

- Complete three of these forms for **each program** at each campus.
- This form **must** be signed by a bona fide employer who is in a position to make hiring decisions.

Name of Institution MOUNTAINLAND TECHNICAL COLLEGE	
Address 897 WEST 1100 SOUTH	City/State/Zip SPANISH FORK, UTAH 84660
Name of Program DIESEL MECHANICS	
Mode(s) of Delivery of Program (check ALL that apply):	
<input checked="checked" type="checkbox"/> 100% Traditional	<input type="checkbox"/> Hybrid
<input type="checkbox"/> Distance Education	

The length of this program is (indicate the number of hours in all boxes that apply):

600	Clock Hours		Semester Credit Hours		Quarter Credit Hours
-----	-------------	--	-----------------------	--	----------------------

The amount of tuition and fees charged for the total program is: \$ 1,695.00

EMPLOYERS' VERIFICATION STATEMENT

I have reviewed the (name of program): DIESEL MECHANICS
program and recommended requirements for admissions, program content, program length, program objectives, competency tests, learning activities, instructional materials, equipment, method of evaluation, the skills and/or proficiency required for completion, and appropriateness of the instructional delivery method(s) for the program.

EMPLOYER

Name: <i>David Anderson</i>	Title: <i>South area Equipment</i>
Company Name: GENEVA ROCK	Phone Number/Extension: 801-633-6653 <i>592-5583</i>
Address: 15547 MINUTEMAN DR <i>1565 W 400 N</i>	City/State/Zip: <i>Orem UT</i> DRAPER, UTAH 84020 <i>84057</i>
Verifiable range of remuneration based on yearly, full-time employment for those that enter this field upon completion of the program is from \$ <u>43,680</u> to \$ <u>49,920</u> annually. <i>+ Health + Pension</i>	
Signature: <i>[Signature]</i>	Date: <i>9/10/19</i>

Salary Range, Signature, and Date must be hand-written.
(June 2019)

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EMPLOYER PROGRAM VERIFICATION FORM
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Name of Program DIESEL MECHANICS		
Mode(s) of Delivery of Program (check ALL that apply):		
<input checked="checked" type="checkbox"/> 100% Traditional	<input type="checkbox"/> Hybrid	<input type="checkbox"/> Distance Education

The length of this program is (indicate the number of hours in all boxes that apply):

<div style="border: 1px solid black; padding: 2px 10px;">600</div> Clock Hours	<div style="border: 1px solid black; width: 60px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div> Semester Credit Hours	<div style="border: 1px solid black; width: 60px; height: 30px; display: flex; align-items: center; justify-content: center;"> </div> Quarter Credit Hours
--	---	--


The amount of tuition and fees charged for the total program is: \$

1,695.00

EMPLOYERS' VERIFICATION STATEMENT

I have reviewed the (name of program): DIESEL MECHANICS
program and recommended requirements for admissions, program content, program length, program objectives, competency tests, learning activities, instructional materials, equipment, method of evaluation, the skills and/or proficiency required for completion, and appropriateness of the instructional delivery method(s) for the program.

EMPLOYER

Name: Tim Urry	Title: Service Manager
Company Name: Larry H. Miller Ford	Phone Number/Extension: 801-356-4256
Address: 1995 N University Pkwy	City/State/Zip: Provo, Utah 84604
Verifiable range of remuneration based on yearly, full-time employment for those that enter this field upon completion of the program is from \$ <u>28,800</u> to \$ <u>40,000</u> annually.	
Signature:  Date: <u>9-10-19</u>	

Salary Range, Signature, and Date must be hand-written.
(June 2019)

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Mode(s) of Delivery of Program (check ALL that apply):	
<input checked="checked" type="checkbox"/> 100% Traditional	<input type="checkbox"/> Hybrid
<input type="checkbox"/> Distance Education	

The length of this program is (indicate the number of hours in all boxes that apply):

<div style="border: 1px solid black; padding: 2px 10px;">600</div> Clock Hours	<div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div> Semester Credit Hours	<div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div> Quarter Credit Hours
--	--	---


The amount of tuition and fees charged for the total program is: \$

1,695.00

EMPLOYERS' VERIFICATION STATEMENT

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program and recommended requirements for admissions, program content, program length, program objectives, competency tests, learning activities, instructional materials, equipment, method of evaluation, the skills and/or proficiency required for completion, and appropriateness of the instructional delivery method(s) for the program.

EMPLOYER

Name: Cody Eckhardt	Title: Service Manager
Company Name: Larry H. Miller Chrysler	Phone Number/Extension: 801-553-5946
Address: 10905 Auto Mall Dr	City/State/Zip: Sandy, Utah 84070
Verifiable range of remuneration based on yearly, full-time employment for those that enter this field upon completion of the program is from \$ <u>25,000</u> to \$ <u>50,000</u> annually.	
Signature: 	Date: <u>9/10/19</u>

Salary Range, Signature, and Date must be hand-written.
(June 2019)

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The length of this program is (indicate the number of hours in all boxes that apply):

600	Clock Hours		Semester Credit Hours		Quarter Credit Hours
-----	-------------	--	-----------------------	--	----------------------

The amount of tuition and fees charged for the total program is: \$ 1,695.00

EMPLOYERS' VERIFICATION STATEMENT

I have reviewed the (name of program): DIESEL MECHANICS
program and recommended requirements for admissions, program content, program length, program objectives, competency tests, learning activities, instructional materials, equipment, method of evaluation, the skills and/or proficiency required for completion, and appropriateness of the instructional delivery method(s) for the program.

EMPLOYER

Name: KAYLEB WALTERS <i>Jimmy Y. Giles</i>	Title: EQUIPMENT MANAGER
Company Name: WW CLYDE	Phone Number/Extension: 801-372-2049
Address: 1375 NORTH MAIN STREET	City/State/Zip: SPRINGVILLE, UTAH 84663
Verifiable range of remuneration based on yearly, full-time employment for those that enter this field upon completion of the program is from \$ <u>18.00</u> to \$ <u>23.00</u> annually. <i>Hourly</i>	
Signature: <i>Jimmy Y. Giles</i>	Date: <i>9-10-19</i>

Salary Range, Signature, and Date must be hand-written.
(June 2019)

**Commission of the Council on Occupational Education
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INSTRUCTIONS:

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The length of this program is (indicate the number of hours in all boxes that apply):

<div style="border: 1px solid black; padding: 2px 10px;">600</div> Clock Hours	<div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div> Semester Credit Hours	<div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div> Quarter Credit Hours
--	--	---


The amount of tuition and fees charged for the total program is: \$

1,695.00

EMPLOYERS' VERIFICATION STATEMENT

I have reviewed the (name of program): DIESEL MECHANICS
program and recommended requirements for admissions, program content, program length, program objectives, competency tests, learning activities, instructional materials, equipment, method of evaluation, the skills and/or proficiency required for completion, and appropriateness of the instructional delivery method(s) for the program.

EMPLOYER

Name: Dallen Rozema	Title: Store Manager
Company Name: Century Equipment Company	Phone Number/Extension: 801-764-1463
Address: 1350 South 2000 West	City/State/Zip: Springville, Utah 84663
Verifiable range of remuneration based on yearly, full-time employment for those that enter this field upon completion of the program is from \$ <u>30k</u> to \$ <u>40k</u> annually.	
Signature: 	Date: <u>9-10-19</u>

Salary Range, Signature, and Date must be hand-written.
(June 2019)

UTAH SYSTEM OF TECHNICAL COLLEGES

PROGRAM AND PROGRAM CHANGE APPROVAL TEMPLATE

Mountainland Technical College (MTECH)

PROGRAM INFORMATION

Program Title: Information Technology: Support Technician

Program Length: 690 Hours

Program CIP Code: 47.0104

Approvals:

- **College Instructional Officer** Holly Peterson, Vice President-Instruction, December 19, 2019
- **College Board of Directors** January 15, 2020
- **UTech Commissioner:** Pending

Program Description:

Support Technicians are the reference point for all IT related queries at the user level in business/industry. They respond to user needs in a timely manner and ensure the optimal running of all systems. IT Support Technicians are expected to display good interpersonal skills, as they will interact with colleagues from various departments and executive levels. They are required to listen to their technical needs, understand problems, and implement solutions.

Students will be taught skills in networking computers, installing and configuring hardware/software components, troubleshooting problems, ensuring electrical safety, networking computers, repairing laptops and mobile devices, and virtualization. As students learn common operating systems, they will also learn and practice customer service skills and professionalism.

Students will be prepared to take the CompTIA A+ Core 1 and Core 2, as well as CompTIA Network+.

Certificate Titles and Lengths: Program Certificate in Information Technology: Support Technician
(690 Hours)

Program Outline & Course Descriptions: Attached

PROGRAM JUSTIFICATION & EMPLOYER SUPPORT

Market Demand/Need:

MTECH has run a successful Information Technology Program since the 1990's. In the past few years, however, it has become more difficult to place students, despite the huge technology surge in the Utah County area. Through conversations with local businesses, it has become apparent that an overhaul of the program is needed.

The Advisory Committee for the Information Technology programs at Mountainland Technical College overwhelmingly agreed that, to provide that the entry level employment skills, IT students should be training for IT Support (help desk support, client support, etc.). With this, students should be learning basic technical support instruction with an emphasis on customer support, end-user support, computer networks, software management, hardware management, problem solving, troubleshooting, technical communication and documentation.

Data through Jobs EQ shows that there are over 350 computer user support specialist positions open in the Mountainland Region during the month of September 9, 2019. These positions are entry level positions that require minimal technical education along with excellent technical verbal and written skills. The majority of these positions require technical training that would include computer hardware, software and networking, paired with strong customer service skills.

Department of Workforce Services and O*Net Online Job information is attached.

Program Duplication (also Pathways/Articulation):

Secondary education offers technical training in the form of basic hardware and software knowledge. However, they do not offer training or education that includes networking or the most requested skills in communication, customer service, problem solving, analytical thinking or troubleshooting.

Utah Valley University programs offer a broader range of IT Content but also offers advanced technical training that would not be required for and IT Support Role. To satisfy the Mountainland Region IT Industry, it has been requested that this program be created to train students in entry level IT Support.

Through existing articulation, this program will still offer course to course articulation with Utah Valley University and Salt Lake Community College in the areas of computer hardware and software (CompTIA A+) and computer networking (CompTIA Network+). MTECH will also honor secondary education through articulation in the area of computer hardware and software (CompTIA A+)

Employer Advisory Committee: Please see the attached advisory committee meeting minutes, discussing the needs of industry for entry level IT employment.

UTAH SYSTEM OF TECHNICAL COLLEGES

PROGRAM AND PROGRAM CHANGE

PROGRAM INFORMATION

Mountainland Technical College

Program Title: *MEDICAL BILLING & CODING* (Existing Program, increase hours to 1323)

New Programs:

<i>Medical Billing</i>	645 Hours	CIP Code: 51.0714
<i>Medical Coding</i>	720 Hours	CIP Code: 51.0713

Approvals:

- **College Instructional Officer:** 12/19/2019, Holly Peterson, Vice President-Instruction
- **College Board of Directors:** 1/15/2020)
- **USTC Commissioner:** Pending

Program Descriptions:

Medical Billing:

The need for qualified medical billers has greatly increased due to demand for health care services and the tightening of government guidelines related to health care coverage, patient services, and reimbursement processes. Students will be trained to properly bill medical claims, prepare insurance claims, and follow reimbursement policies. Students will also gain knowledge of medical, legal and ethical responsibilities, as well as medical terminology. Students completing this program will be able to apply for employment opportunities in doctor's offices, clinics, nursing homes, hospitals, labs, public health facilities and insurance agencies.

Medical Coding:

The need for qualified medical coders has greatly increased due to demand for health care services and the tightening of government guidelines related to health care coverage, patient services, and reimbursement processes. This program will train students to properly locate, document, and validate appropriate diagnostic and procedure codes using the current ICD-9-CM/ICD-10-CM, CPT, and HCPCS coding manuals for professional services. Proper billing, insurance claim preparation, and reimbursement policies will be taught as part of this program.

Students will also gain knowledge of medical, legal and ethical responsibilities, as well as anatomy and medical terminology. Students completing this program will be able to apply for employment opportunities in doctor's offices, clinics, nursing homes, hospitals, labs, public health facilities and insurance agencies.

Students will be prepared to test for the Certified Professional Coder (CPC) examination with the American Academy of Professional Coders (AAPC). Students that successfully pass the examinations will be nationally certified as medical coders with the AAPC.

Certificate Titles and Lengths:

Program Certificate in Medical Billing & Coding (1323 Hours)
Program Certificate in Medical Billing (645 Hours)
Program Certificate in Medical Coding (720 Hours)

Program Outline & Course Descriptions: SEE ATTACHED

PROGRAM JUSTIFICATION & EMPLOYER SUPPORT

Market Demand/Need:

Medical Billing is becoming a fast-growing career field. With the increase in medical offices, hospitals, third-party billing companies, and insurance companies in Utah County the job market is quickly expanding. For each Medical Coder, a minimum of two Medical Billers is needed. Medical Billers start at a lower pay rate than Medical Coders, and Medical Billers do not need a certification to be able to work in the field. During the fall 2019 Advisory Meeting, every office that was present stated the growing need for Medical Billers. On average, there are a minimum of five (5) new medical billing jobs per week on sites such as Indeed, Glassdoor, LinkedIn, and Monster. This class is a needed addition to the Medical Programs at Mountainland Technical College.

MTECH has already shown success with the program. 2019 data showed 100% completion rate and 80% placement.

Program Duplication (also Pathways/Articulation):

Secondary programs in Medical Terminology and Medical Anatomy and Physiology are articulated into the Medical Billing Program. Secondary students who successfully pass the State of Utah Skills Exam in Medical Terminology and/or Medical Anatomy and Physiology will be awarded hours that will not be duplicated in the MTECH Medical Billing Program.

These programs are not duplicated at Utah Valley University. The only other offerings in Utah County for Medical Billing & Coding education are online courses.

Employer Advisory Committee: SEE ATTACHED



UTAH SYSTEM OF TECHNICAL COLLEGES

AGENDA ITEM

BOARD OF TRUSTEES

March 19, 2020

ITEM: H

TOPIC: Capital Facilities Committee Report/ Prioritization of Dedicated Projects

BACKGROUND

The Council of Presidents were assigned by the Capital Facilities Committee to prioritize and rank dedicated projects. The presidents met on February 12 and recommended that Mountainland Technical College's Provo Campus project and Tooele Technical College's Building Expansion emerge as joint number 1 priorities.

The Capital Facilities Committee met via teleconference on March 6 to discuss the projects and consider the presidents' recommendation. The committee wishes to express appreciation to the Council of Presidents for their work on the prioritization but decided that based on a statutory requirement that the Board create a prioritized list that it would be preferable to assign rankings. After discussing both projects and regional and college issues, the committee unanimously decided to recommend Mountainland Tech's project as number 1 and Tooele Tech's project as number 2.

Mountainland Technical College's Provo Campus project is a complete remodel of the Fourth District Court Building in downtown Provo. The project adds nearly 58,000 square feet for 9 critical programs in an underserved area of the Utah County. The cost to complete is \$7,975,000, and approval of this project will give the college the opportunity to request over \$480,000 in O&M funding from the state. The Mountainland Region is experiencing tremendous growth. This building coming online will help MTECH better serve its students, communities, and employers. The college is working with DFCM and the contractor to ensure affordability and efficiency in the construction process.

Tooele Technical College's Building Expansion project represents two concurrent remodels and additions to its existing campus building. The project will add over 42,000 square feet of instructional space and allow the college to request over \$352,000 in O&M funding from the state. The cost to complete the project is \$14,112,886. This project will allow the college to expand its capacity in key programs in high demand in a very rapidly growing region of the state. The college worked hard to maximize the number of programs that could be offered in the building when originally constructed resulting in smaller lab and classroom sizes in some cases. This project will allow Tooele Tech to better serve its region as the college continues to grow and expand.

Attachments:

Project request and feasibility statements for Mountainland Tech and Tooele Tech

UTAH SYSTEM OF TECHNICAL COLLEGES BOARD OF TRUSTEES

January 3, 2020



DRAFT - UTech Board of Trustees 2020 Vision and Goals - DRAFT

Utah's Technical College System is uniquely positioned to support the growth, collaboration, and consistent implementation of Career and Technical Education in Utah

1. Build and Approve a 10-year UTech Strategic Framework:

- Develop a strategic framework in partnership with the UTech Leadership, Presidents, Trustees, industry leaders, select members of the Utah Legislature, and other key constituents.
- Use the framework as a guideline for individual technical colleges in their local strategic planning efforts.
- Use the framework to guide the system in setting goals for student outcomes, budgeting, facilities strategy, and structuring long-term CTE pathways and articulation with USBE and USHE.
- Use the framework to focus the system on preparing students to enter the workforce or continue their education to enhance the economic well-being of Utah.

2. Establish Statewide Program Criteria Standards for all CTE Offerings in Utah:

- Partner with the Utah Legislature to statutorily require that USBE, UTech, and USHE shall:
 - Establish and agree upon *statewide program criteria* and *required student outcomes* to govern all Career and Technical Education (CTE) programs offered across Utah's Education System.
 - Annually review and refresh the minimum program criteria and required student outcomes to ensure state CTE programs lead to high-skill, in-demand, emerging or other regional occupational priorities in the state of Utah.
 - Annually audit and validate that all CTE programs offered in Utah are meeting the statewide program criteria and required student outcomes to ensure that our state education system is meeting the CTE needs of our students and state employers.

3. Establish and implement state-wide CTE Employer Advisory Committee:

- Partner with the Utah Legislature to statutorily establish an independent state-wide CTE Employer Advisory Committee to annually review and recommend to the USBE, UTech, and USHE potential statewide program criteria and required student outcomes for all CTE programs offered across Utah's Education System.
- Enable the UTech Board of Trustees to be responsible for staffing and managing the Statewide CTE Employer Advisory committee.
- In consultation with USBE and USHE, the UTech Board of Trustees shall select committee members from a variety of regional employers throughout Utah, as well as select members of the USBE and USHE boards.

4. Actively engage and partner with USBE to address statewide need for improved consistency in K12 CTE program development, funding models, articulation, pathways, and desired student outcomes.

TECHNICAL EDUCATION DEFINITIONS DOCUMENT

Statewide Technical Education Program Eligibility Requirements:

Criteria outlining the specific types of technical education programs or classes that are needed in our Utah Education System to meet the needs of employers in the state of Utah. The criteria will ensure that such programs or classes lead to high-skill, in-demand, emerging, or regionally important occupations in Utah. The criteria will include specific examples of occupations needed in the Utah marketplace that currently qualify under those definitions.

Required Technical Education Student Outcomes:

The minimum technical education pathways, institutional and industry certifications, credentials, or licensure a student must complete to secure a high-skill, in-demand, emerging, or regionally important occupation in Utah. Minimum performance benchmarks and metrics shall be established, setting the expected student achievement rates for successful completion of pathways and institutional or industry credentials for any technical education program offered in Utah..



UTAH SYSTEM OF TECHNICAL COLLEGES

AGENDA ITEM

BOARD OF TRUSTEES

March 19, 2020

ITEM: P

TOPIC: UTech Scholarship Report

BACKGROUND

The Technical College Scholarship provides \$800,000 of ongoing funds that are dispersed to technical colleges at the beginning of each fiscal year. The funds can be used to cover tuition, fees, and required textbooks in high-demand, high-wage, certificate granting programs approved by the UTech Board of Trustees every other year.

Scholarship eligibility includes:

- Students who have graduated from high school within the prior 12 months
- Students who have made satisfactory progress in at least one CTE course taken through the Utah State Office of Education, a technical college, or a Utah System of Higher Education institution

Scholarship priority is given to underserved populations and recipients must maintain satisfactory progress and a minimum of half-time enrollment in a technical college program.

Technical colleges administer the scholarship in accordance with statute, policy, and rule. Rules establish administration of the scholarship; student application, eligibility, and prioritization requirements; and defines satisfactory progress for scholarship recipients.

REPORT

In accordance with UTech Policy 208 "Technical College Scholarship," colleges submit Technical College Scholarship data to the Office of the Commissioner by January 15 each year to include the number of applicants, the number and amount of funds awarded, programs enrolled, funding used/carried over, and the number of deferrals. This information was presented to the Utah Higher Education Appropriations Subcommittee in February and will be presented to the Board.

Attachments: None

Utah System of Technical Colleges

Technical Education Scholarships

Jared Haines

Interim Commissioner of Technical Education

Kim Ziebarth

Associate Commissioner, Academic & Student Affairs

A presentation to the Higher Education Appropriations Subcommittee
February 14, 2020

Background

HB 437 (2018) and SB94 Technical College Amendments (2019)

- \$800,000 in ongoing funds

Eligibility

- 12-month period following graduation (option 3-year deferment)
- Enrollment in high-wage, high-demand programs

Use

- Tuition, program fees, and required textbooks



Implementation

- March 2019: UTech Board eligible program approval
- Utah Administrative Code R945, UTech Technical College Scholarship
 - Establishes rules for application, deferment, satisfactory academic progress, etc.
 - Prioritization of scholarships for students from underserved populations



Communication

SOUTHWEST TECHNICAL COLLEGE
UTECH SCHOLARSHIP

WHO QUALIFIES?
The scholarship is only for **graduating high school seniors** in Beaver, Garfield, Iron, and Kane County School Districts.

HOW MUCH IS THE SCHOLARSHIP?
This scholarship will cover most (if not all) of tuition, books, and fees for up to one year after high school graduation.

SCHOLARSHIP DEADLINE:
Application deadline is **April 12, 2019** for priority consideration.

APPLY TODAY AT:
www.stech.edu/scholarships

**SOUTHWEST
TECH**



Southwest Technical College | 757 W 800 S, Cedar City, Utah | 435.586.2899 | www.stech.edu

- High school counselors and CTE Coordinators
- Publication
- Email Blasts
- Graduates
- Canvas LMS

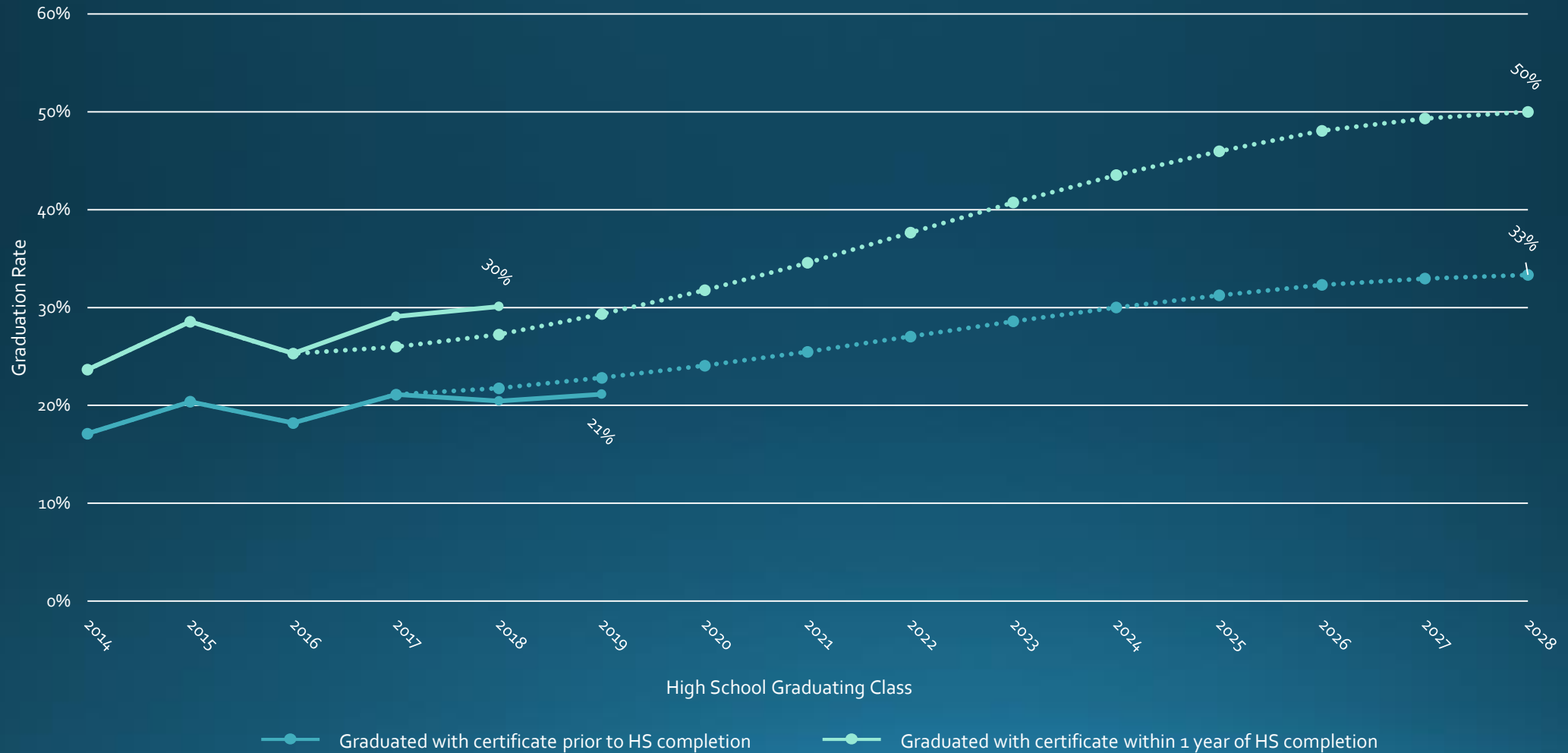


Performance (CY2019)

- **682** awardees / 723 applicants (**94% award rate**)
- \$1,445,517 awarded (**\$2,120 average award** amount)
 - \$645,407 spent so far
 - \$423,944 obligated to current students
 - \$376,166 returned from students who did not use their full scholarships
- 28 students deferred awards to future enrollment
- Awardees enrolled in **104 distinct programs**
 - 37% health professions
 - 16% precision production
 - 15% information technology
 - 15% repair technologies
 - 6% engineering technologies
 - 5% office professions
 - 3% personal & culinary services
 - 2% transportation
 - 2% in construction

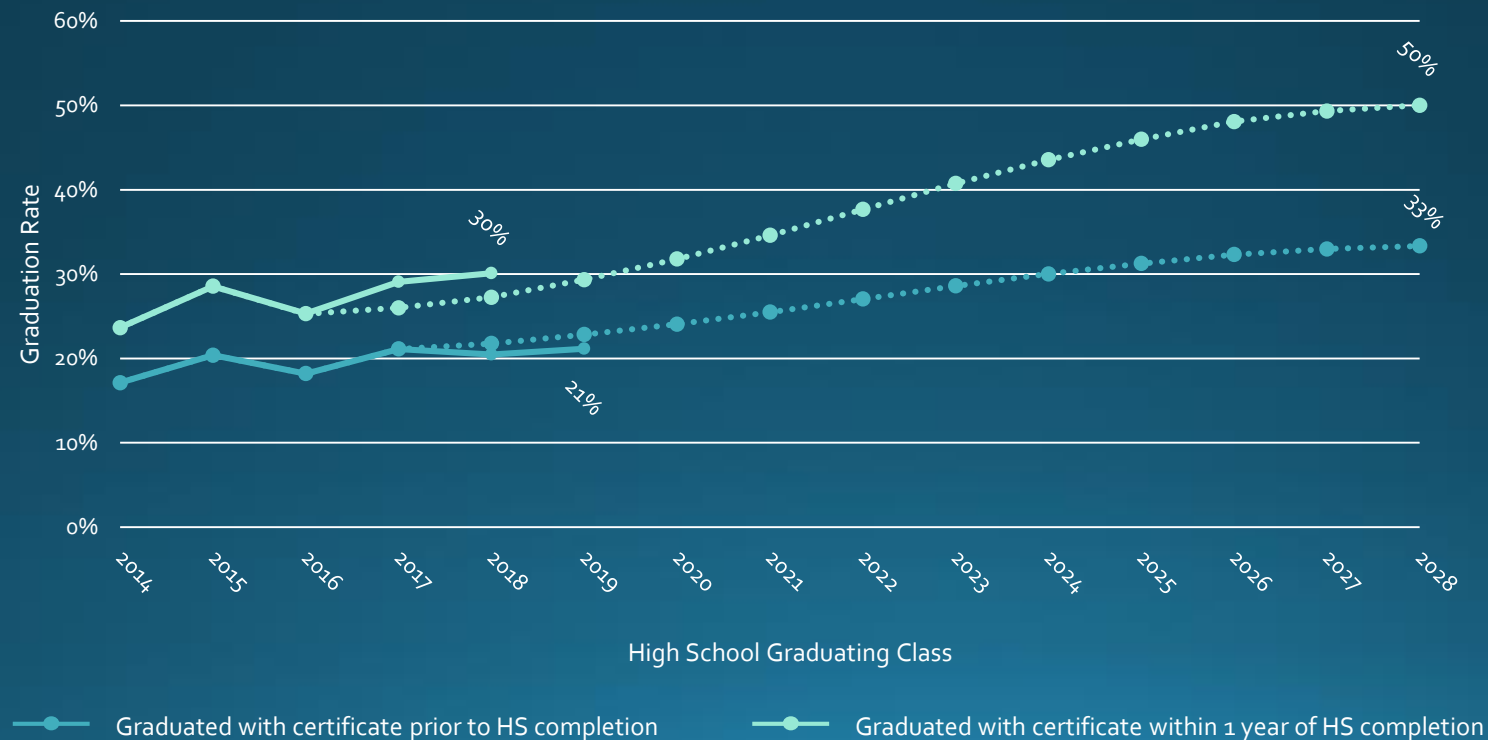


UTech Secondary Graduation Rates



UTech Secondary Graduation Rates

Through the 2nd quarter of FY 2020, UTech has seen **16% growth** in first-time college students attending within 12 months after high school graduation over the same period last year.



Outcomes



Davis Technical College
Dixie Technical College
Tooele Technical College





UTAH SYSTEM OF TECHNICAL COLLEGES

AGENDA ITEM

BOARD OF TRUSTEES

March 19, 2020



ITEM: Q

TOPIC: Kane Campus Lease Purchase

BACKGROUND

In June 2007, Southwest Technical College entered into a lease agreement with Kane County School District. The agreement includes an option to purchase at the end of the lease term. Southwest Tech will make the final payment on January 1, 2021. The property is located at 733 S. Cowboy Way in Kanab and provides select programs and Custom Fit training to this rural area within the college's service region.

Southwest Technical College seeks approval from the Board of Trustees to complete the purchase of the Kane Campus.

RECOMMENDATION

UTech administration recommends the Board of Trustees approve the purchase of the Kane Campus Building by Southwest Technical College from the Kane County School District and authorize President Brenna Wood to execute the necessary contracts to complete the transaction.

Attachments: Photos



UTAH SYSTEM OF TECHNICAL COLLEGES

AGENDA ITEM

BOARD OF TRUSTEES

March 19, 2020



ITEM: R

TOPIC: 2020 Utah Legislative Session

BACKGROUND

The 2020 General Legislative Session concluded Thursday, March 12. The Utah System of Technical Colleges administration, college presidents, and board leadership had the opportunity to present and testify regarding issues and bills affecting technical education in the State of Utah.

Bills of Interest:

A summary of bills being tracked by the Commissioner's Office and Council of Presidents is included in the attachments to this item. Bills of particular interest will be called out for discussion during the meeting.

FY2021 Capital Facilities:

The Board will have an opportunity to congratulate President Chad Campbell and Bridgerland Technical College for the legislature's funding of a new Health Sciences Building, which during the process was ranked number 1 priority statewide by the Division of Facilities Management, the State Building Board, and the legislature's Infrastructure and General Government Appropriations Subcommittee.

FY2021 Budget:

With a backdrop of a significant Education Fund surplus and heightened awareness of the importance of technical education to meet critical workforce needs, the UTech Board's budget request was well received by the Higher Education Appropriations Subcommittee and fared well with the Executive Appropriations Committee and both bodies. Annual compensation funding was increased 2.5%, and health insurance increases were funded at 100% of the need. Employer-driven program expansion and student support, the core of UTech's budget, were funded at 100% of the request, surpassing last year's record-setting 75%, and enhanced by Strategic Workforce Initiatives. Four million of the nine million was specified to be distributed by the Board according to the UTech performance-funding formula, which is undergoing procedural clarification and will require action by the Board once clarified.

The legislature separated the request for targeted market-based compensation increases from the program expansion requests and funded \$500,000 of the \$1.79 million

requested, to be distributed by the Board with priority to information technology and healthcare positions. The requested Custom Fit funding cleared the budget at 100%. Equipment, though requested as on-ongoing, was funded one-time for FY21 at 100%. The system-level request for student information system and data expansion was pulled off the table in consideration of potential efficiencies when combining the UTech and USHE offices. Also included was a one-time increase to the Technical Colleges Capital Projects Fund of over \$4.3M.

Based on the budget, the technical colleges are clearly a state priority. Below is a summary of UTech funding items from the session, with further detail in the attachments:

Compensation (SB 8)	\$ 2,362,600
Employer-Driven Program Expansion & Student Support (HB 2)	\$ 9,000,100
Industry Competitiveness - Faculty/Staff Compensation (HB 2)	\$ 500,000
Equipment Funds One-time (HB 2)	\$ 2,000,000
Custom Fit (HB 2)	\$ 245,000
New Performance Funding	\$ 830,000
Strategic Workforce Initiatives Ongoing (UTech only) (HB 2)	\$ 1,085,700
Strategic Workforce Initiatives One-time (UTech only) (HB 2)	\$ 622,500
Capital Projects Fund One-time (HB 2)	\$ 4,320,000
New Ongoing Funding	\$ 14,023,400
New One-time Funding	\$ 6,942,500

Senate Bill 111 – Higher Education Governance

During the 2020 General Legislative Session, the Utah Legislature passed Senate Bill 111, “Higher Education Amendments”. The bill, which will become effective July 1, 2020, combines the Utah System of Technical Colleges and the Utah System of Higher Education into a new Utah Board of Higher Education.

A summary of the bill’s provisions and its background is attached. Implementation of the bill and governance transition will be discussed in a separate agenda item.

Attachments:

1. Summary of Bills – 2020
2. FY2021 Capital Facilities
3. UTech FY 2021 Appropriations
4. Senate Bill 111 Summary

UTAH SYSTEM OF TECHNICAL COLLEGES

AGENDA ITEM

BOARD OF TRUSTEES

March 19, 2020



ITEM: S

TOPIC: New Funding Allocations

BACKGROUND

After distributing the earned portion of performance funding to the colleges, \$229,545 remains and may be used to address needs across the system. House Bill 2 appropriated \$500,000 to the UTech Office for allocation to the colleges to address market-based compensation issues with priority to information systems and health professions. Of \$9,000,100 appropriated for program expansion and support services, \$4,000,000 was specified by the legislature to be allocated using the UTech Performance Funding Model. The following items require Board of Trustees action prior to distribution to the colleges:

Industry Competitiveness - Faculty/Staff Comp	\$ 500,000
FY 20 Residual Performance Funding	\$ 229,545
Program Expansion & Support (PF Model)	\$ 4,000,000

Comments on the Future of Higher Education in Utah

Senate Bill SB111 has created an opportunity to unite the best of Utah's two higher education systems for the benefit of Utah's students, families, employers and taxpayers in the following ways:

- 1. A cohesive, integrated educational governance structure**
- 2. Provides clarity of roles and missions of technical education academia**
- 3. Addresses educational needs for population growth, economic and industry growth**
- 4. Addresses reduction of education institutional silos, duplication among systems, regional differences, affordability, system and institutional efficiency and mitigates competition**
- 5. Provides for increased statewide pathways and articulation, transferability, common reporting and financial aid**
- 6. Addresses program alignment between education providers regionally, rurally and statewide**
- 7. Provides for sharing of best practices among tech ed and academic institutions**
- 8. Provides for a statewide Employer Advisory Council**
- 9. Provides for collaborated and aligned statewide educational goals**
- 10. Provides guidelines for affordability**
- 11. Continues separate budget requests**
- 12. Provides further collaboration on capital facility planning statewide**

Composition of Inaugural Utah Board of Higher Education

Composition:

1. 6 current members from Board of Trustees - and 6 from Board of Regents
2. 4 At large to be selected by the Governor can be from current Boards or from other Utah regions/industry
3. 2 Student members – 1 from UTech (most likely from SOTY) , 1 from USA (UHSE institutions)
4. As terms expire, future Board members will be recommended to the Governor by a nominating committee

Selection and Appointment:

1. Governor shall select and appoint all members of the Board with subsequent consent of the Senate.
2. Per SB111 statute, Trustees and Regent leadership shall provide inaugural board recommendations from current Trustee members. We assume recommendations may also come from other sources such as legislature, Governor's Office, GOED, etc.
3. Recommendations will be made with following criteria and other:
 - a. Desire to serve to bring together the best of both systems
 - b. Availability and time commitment - given the brief position description below
 - c. Regional and Industry representation
 - d. Past engagement
 - e. Knowledge of both systems

UBHE Responsibilities and Time Commitments:

1. Since this is a combining of two separate Boards with differing roles and missions, there will be a significant number of initial meetings face-to-face and conference calls over a 6-12 month transition period
2. Note that there will now be 16 institutions you will be assigned to – instead of just 8
3. Members will be assigned to one or more UBHE Committees – there are several in addition to the standing committees of Technical Ed, Academia, Audit, Finance, etc. These committees meet independently from Board meetings and also meet off months from scheduled Board meetings
4. Members expected to attend Board of Trustees meetings at all 16 institutions as feasible
5. Members expected to attend Graduation exercises and significant institutional events
6. Members will be assigned to be on search committees and President evaluations
7. May be other ad hoc assignments
8. Interactions with Legislature, GOED, USBE, DWS, UMA, etc.

Utah System of Technical Colleges

MASTER CALENDAR 2020-2021



DATE	EVENT	LOCATION	TIME
JUNE			
6/24/2020	UINTAH BASIN BOARD OF DIRECTORS MEETING	VERNAL	3:00 PM
6/25/2020	OGDEN-WEBER TECH BOARD OF DIRECTORS MEETING	OGDEN	4:00 PM – 6:00 PM
JULY			
7/1/2020	UTAH BOARD OF HIGHER EDUCATION MEETING	VIRTUAL MEETING	8:00 AM – 9:00 AM
7/6/2020	COUNCIL OF PRESIDENTS MEETING	VIRTUAL MEETING	TBD
7/20/2020	COUNCIL OF PRESIDENTS MEETING	VIRTUAL MEETING	TBD
7/23/2020	DAVIS TECH FOUNDATION BOARD MEETING	KAYSVILLE	7:30 AM – 9:00 AM
AUGUST			
8/3/2020	COUNCIL OF PRESIDENTS MEETING	VIRTUAL MEETING	TBD
8/6/2020	SOUTHWEST TECH MANAGEMENT RETREAT	SUU MTN CTR	6:00PM – 8:00 PM
8/7/2020	SOUTHWEST TECH EMPLOYEE RETREAT	SUU MTN CTR	9:00 AM – 5:00 PM
8/12/2020	DAVIS TECH PRACTICAL NURSE PINNING	KAYSVILLE	5:30 PM
8/17/2020	COUNCIL OF PRESIDENTS MEETING	VIRTUAL MEETING	TBD
8/14/2020	TOOELE TECH EMPLOYEE TRAINING	TOOELE	8:00 AM – 5:00 PM
8/19/2020	MTECH -BOARD OF TRUSTEES MEETING	LEHI	4:00 PM – 6:00 PM
8/21/2020	UTAH BOARD OF HIGHER EDUCATION MEETING	LEHI	8:00 AM – 5:00 PM
8/24/2020	BRIDGERLAND – BOARD OF TRUSTEES MEETING	LOGAN	4:00 PM
8/25/2020	OGDEN-WEBER STUDENT SUCCESS GOLF TOURNAMENT	HAFB GOLF COURSE	7:30 AM – 3:00 PM
8/27/2020	OGDEN-WEBER TECH BOARD OF TRUSTEES MEETING	OGDEN	4:00 PM – 6:00 PM
8/27/2020	DAVIS TECH OPEN HOUSE	KAYSVILLE	4:00 PM – 6:00 PM
SEPTEMBER			
9/2/2020	TOOELE TECH BOARD OF TRUSTEES MEETING	TOOELE	12:00 PM – 2:00PM
9/3/2020	SOUTHWEST TECH BOARD OF TRUSTEES MEETING	CEDAR CITY	12:00 PM – 2:00 PM
9/12/2020	TOOELE TECH SCHOLARSHIP FUNDRAISER EVENT	TOOELE COUNTY	TBA

SEPT. -Continue

9/16/2020	UINTAH BASIN TECH BOARD OF TRUSTEES MEETING	VERNAL	3:00 PM
9/18/2020	UINTAH BASIN TECH RIDE FOR SCHOLARSHIP	ROOSEVELT	6:00 PM – 8:00 PM
9/18/2020	UTAH BOARD OF HIGHER ED– COMMITTEE MEETING	VIRTUAL MEETING	8:00 AM – 5:00 PM
9/18/2020	DAVIS TECH GRADUATION DRIVE-THRU	KAYSVILLE	TBD
9/19/2020	UINTAH BASIN TECH CARS AND GUITARS EVENT	ROOSEVELT	8:00 AM – 3:00 PM
9/21/2020	COUNCIL OF PRES. MEETING (ONLY 1 MTG IN SEPT.)	VIRTUAL MEETING	TBD
9/22/2020	DAVIS TECH FOUNDATION BOARD MEETING	KAYSVILLE	7:30 AM – 9:00 AM
9/22/2020	DAVIS TECH NTHS INDUCTION CEREMONY	KAYSVILLE	TBD
9/23/2020	OGDEN-WEBER NAT. TECH HONOR SOCIETY INDUCTION	OGDEN	6:00 PM – 7:00 PM
9/24/2020	DAVIS TECH BOARD OF TRUSTEES MEETING	KAYSVILLE	3:30 PM – 5:30 PM
9/25/2020	UINTAH BASIN TECH GOLF TOURNAMENT	ROOSEVELT	7:30 AM – 4:30 PM
OCTOBER			
10/5/2020	COUNCIL OF PRESIDENTS MEETING	VIRTUAL MEETING	TBD
10/6/2020	DAVIS TECH CAREER FAIR	KAYSVILLE	TBD
10/8/2020	OGDEN-WEBER FALL GRADUATION	OGDEN	6:30 PM – 7:30 PM
10/15-16/2020	UTAH BOARD OF HIGHER ED -RETREAT	SLCC	8:00 AM – 5:00 PM
10/19/2020	COUNCIL OF PRESIDENTS MEETING	VIRTUAL MEETING	TBD
10/21/2020	MTECH BOARD OF TRUSTEES MEETING	LEHI	4:00 PM – 6:00 PM
10/22/2020	OGDEN-WEBER TECH BOARD OF TRUSTEES MEETING	OGDEN	4:00 PM – 6:00 PM
NOVEMBER			
11/2/2020	COUNCIL OF PRESIDENTS MEETING	VIRTUAL MEETING	TBD
11/5/2020	SOUTHWEST TECH BOARD OF TRUSTEES MEETING	CEDAR CITY	12:00 PM – 2:00 PM
11/11/2020	TOOELE TECH BOARD OF TRUSTEES MEETING	TOOELE	12:00 PM – 2:00 PM
11/14/2020	UINTAH BASIN TECH RUCK RUN	VERNAL	8:00 AM –10:00 AM
11/16/2020	COUNCIL OF PRESIDENTS MEETING	VIRTUAL MEETING	TBD
11/16/2020	UINTAH BASIN TECH SOTY BANQUET	ROOSEVELT	6:00 PM – 7:30 PM
11/16/2020	BRIDGERLAND -BOARD OF TRUSTEES MEETING	LOGAN	4:00 PM
11/18/2020	UINTAH BASIN TECH BOARD OF TRUSTEES MEETING	ROOSEVELT	3:00 PM
11/20/2020	UTAH BOARD OF HIGHER ED. – COMMITTEE MEETING	VIRTUAL MEETING	8:00 AM – 5:00 PM

DECEMBER			
12/2/2020	BRIDGERLAND TECH – GRADUATION	LOGAN, UT	TBD
12/3/2020	DAVIS TECH BOARD OF TRUSTEES MEETING	KAYSVILLE	3:30 PM – 5:30 PM
12/9/2020	DAVIS TECH PRACTICAL NURSE PINNING	KAYSVILLE	5:30 PM
12/7/2020	COUNCIL OF PRESIDENTS MEETING	VIRTUAL MEETING	TBD
12/16/2020	MTECH BOARD OF TRUSTEES MEETING/HLDAY SOCIAL	LEHI	6:00 PM – 8:00 PM
12/17/2020	OGDEN-WEBER TECH BOARD OF TRUSTEES MEETING	OGDEN	4:00 PM – 6:00 PM
12/18/2020	UTAH BOARD OF HIGHER EDUCATION BOARD MEETING	VIRTUAL MEETING	10:00 AM – 12:00N
12/21/2020	COUNCIL OF PRESIDENTS MEETING	VIRTUAL MEETING	TBD
JANUARY	JANUARY 2021		
1/7/2021	SOUTHWEST TECH BOARD OF TRUSTEES MEETING	CEDAR CITY	12:00 PM – 2:00 PM
1/11/2021	COUNCIL OF PRESIDENTS MEETING	VIRTUAL MEETING	TBD
1/13/2021	TOOELE BOARD OF TRUSTEES MEETINGS	TOOELE	12:00 PM – 2:00 PM
1/15/2021	HBHE – BOARD MEETING/STUDENT SAFETY SUMMIT	TBD	8:00 AM – 5:00 PM
1/20/2021	MTECH BOARD OF TRUSTEES MEETING	LEHI	4:00 PM – 6:00 PM
1/20/2021	UINTAH BASIN TECH BOARD OF TRUSTEES MEETING	VERNAL	3:00 PM
1/25/2021	COUNCIL OF PRESIDENTS MEETING	VIRTUAL MEETING	TBD
1/27/2021	UINTAH BASIN TECH CHAMPIONS BANQUET	ROOSEVELT	6:00 PM – 7:30 PM
1/28/2021	DAVIS TECH FOUNDATION BOARD MEETING	KAYSVILLE	7:30 AM – 9:00 AM
FEBRUARY			
2/8/2021	COUNCIL OF PRESIDENTS MEETING	VIRTUAL MEETING	TBD
2/16/17/2021	DAVIS TECH TSA COMPETITIONS	KAYSVILLE	ALL DAY
2/19/2021	UTAH BOARD OF HIGHER ED- COMMITTEE MEETING	VIRTUAL MEETING	10:00 AM – 12:00 N
2/22/2021	COUNCIL OF PRESIDENTS MEETING	VIRTUAL MEETING	TBD
2/25/2021	DAVIS TECH FOUNDATION BOARD MEETING	KAYSVILLE	7:30 AM – 9:00 AM
2/25/2021	DAVIS TECH BOARD OF TRUSTEES MEETING	KAYSVILLE	3:30 PM – 5:30PM
MARCH			
3/4/2021	SOUTHWEST TECH BOARD OF TRUSTEES MEETING	CEDAR CITY	12:00 PM – 2:00 PM
3/8/2021	COUNCIL OF PRESIDENTS MEETING	VIRTUAL MEETING	TBD

March -Continue

3/17/2021	UINTAH BASIN TECH BOARD OF TRUSTEES MEETING	ROOSEVELT	3:00 PM
3/17/2021	MTECH BOARD OF TRUSTEES MEETING	LEHI	4:00 PM – 6:00 PM
3/19/2021	TOOELE TECH EMPLOYEE TRAINING	TOOELE	12:00 PM – 5:00 PM
3/22/2021	COUNCIL OF PRESIDENTS MEETING	VIRTUAL MEETING	TBD
3/25-26/2021	UTAH BOARD OF HIGHER EDUCATION MEETING	DIXIE TECH/DIXIE STATE	8:00 AM – 5:00 PM
APRIL			
4/5/2021	COUNCIL OF PRESIDENTS MEETING	VIRTUAL MEETING	TBD
4/8/2021	DAVIS TECH APPRENTICESHIP VENDOR FAIR	KAYSVILLE	TBD
4/14/2021	DAVIS TECH PRACTICAL NURSE PINNING	KAYSVILLE	5:30 PM
4/15/2021	TOOELE TECH BOARD OF TRUSTEES MEETING	TOOELE	3:00 PM – 5:00 PM
4/15/2021	TOOELE TECH GRADUATION CEREMONY	GRANTSVILLE	6:00 PM – 7:30 PM
4/16/2021	UTAH BOARD OF HIGHER ED -COMMITTEE MEETINGS	VIRTUAL MEETING	10:00 AM – 12:00 N
4/19/2021	COUNCIL OF PRESIDENTS MEETING	VIRTUAL MEETING	TBD
MAY			
5/3/2021	COUNCIL OF PRESIDENTS MEETING	VIRTUAL MEETING	TBD
5/5/2021	UINTAH BASIN TECH BOARD OF TRUSTEES MEETING	UINTAH CONV CTR	2:00 PM – 4:00 PM
5/5/2021	UINTAH BASIN TECH STUDENT GRADUATION	UINTAH CONV CTR	6:00 PM
5/6/2021	SOUTHWEST TECH BOARD OF TRUSTEES MEETING	CEDAR CITY	12:00 PM – 2:00 PM
5/14/2021	DAVIS TECH GRADUATION	TBD	TBD
5/17/2021	COUNCIL OF PRESIDENTS MEETING	VIRTUAL MEETING	TBD
5/18/2021	MTEC STUDENT GRADUATION CEREMONY	UTAH COUNTY UVU	7:00 PM
5/19/2021	MTECH BOARD OF TRUSTEES MEETING	WASATCH HS	4:00 PM – 6:00 PM
5/19/2021	MTECH STUDENT GRADUATION CEREMONY	WASATCH HS	6:00 PM
5/20/2021	DAVID TECH BOARD OF TRUSTEES MEETING	KAYSVILLE	3:30 PM – 5:30 PM
5/21/2021	UTAH BOARD OF HIGHER EDUCATION MEETING	TOOELE TECH	8:00 AM – 5:00 PM
5/21/2021	DAVIS TECH EMPLOYEE SPRING SOCIAL	TBD	TBD
5/25/2021	MTECH STUDENT GRADUATION CEREMONY	UTAH COUNTY UVU	7:00 PM
5/27/2021	DAVIS TECH FOUNDATION BOARD MEETING	KAYSVILLE	7:30 AM – 9:00 AM

JUNE			
6/2/2021	TOOELE TECH BOARD OF TRUSTEES MEETING	TOOELE	12:00 PM – 2:00PM
6/7/2021	COUNCIL OF PRESIDENTS MEETING	VIRTUAL MEETING	TBD
6/16/2021	UINTAH BASIN TECH BOARD OF TRUSTEES MEETING	ROOSEVELT	3:00 PM
6/16/2021	DAVIS TECH FOUNDATION GOLF TOURNAMENT	KAYSVILLE	7:30 AM – 2:00 PM
6/17/2021	DAVIS TECH BOARD OF TRUSTEES MEETING	KAYSVILLE	3:30 PM – 5:30 PM
6/18/2021	UTAH BOARD OF HIGHER ED -COMMITTEE MEETINGS	VIRTUAL MEETING	10:00 AM – 12:00 N
6/21/2021	COUNCIL OF PRESIDENTS MEETING	VIRTUAL MEETING	TBD

Updated 6/22/2020

HOLIDAYS:

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

Suggested/Optional Questions for Presidents' Informal Evaluations

For Vice Presidents/Key Staff

- What is the President's management/leadership style?
- How do you feel about the operational culture here at the college?
- What do you like most – or least - about working here?
- Do you feel your career development is on track?
- What would be one improvement suggestion for the college as far as students are concerned?
- What do you like best about the President's leadership?
- If you could make one suggestion to the President that you would like to see him/her change, do more of, or less of – what would it be?

For Presidents

- Do you hold Kaizen or process improvement events? Tell me about your last one.
- What do you feel will be your legacy to technical education or to the college?
- Discuss some of the strengths and weaknesses of your team.
- As far as career development of your direct reports, do you feel anyone on your team could replace you?
- What is one thing that you could do better, or more of, that would improve your leadership?
- How much time do you spend in the classroom?
- Do you feel you get enough support and “in the trenches” engagement from your local board?
- Where can the Board of Trustees support you better?

Governance Legislation and Technical Colleges

SB-111 Higher Education Amendments (Senator Ann Millner)

Impetus: 2018 legislative session, [HB 300 “Higher Education Modifications” – Peterson & Millner](#) sought, among other things, to clarify appointments and roles of technical college boards of directors. In a landscape considering other issues in higher education, HB 300 was substituted with an additional chapter to establish a Higher Education Strategic Planning Commission that would engage a consultant and fully consider the present state and future needs of postsecondary education in Utah. [The Commission later in 2018](#) engaged NCHEMS to conduct a study and provide a report with recommendations. The [final NCHEMS report](#) provided nine recommendations for the state to consider, including one to provide a combined or coordinated statewide governance structure that would facilitate and provide leadership in considering and carrying out the other recommendations. [SB 111 \(“Higher Education Amendments” – Millner & Wilson\)](#) sets in place a governance structure to provide that leadership, and provides for the Commission and the new board to address other recommendations identified by the Commission from the study.

What problem is this bill solving?

For the State: The Commission’s charge was to identify and address Utah’s postsecondary needs for the next 50 years. The chief problem that SB 111 addresses is the need for a cohesive, integrated governance structure that will provide a foundation, clarity, and leadership for that future, which includes problems such as population growth, economic and industry growth, coordinated alignment of state investments with public needs, deliberate attention to technical education and workforce readiness, reduction of silos and duplication, regional differences, affordability, rural challenges, role clarity, efficiency, and effectiveness. While the focus of the Commission and the bill are on the problems of the future, in the process they address many similar problems of the present.

For the Technical Colleges: In addressing governance, SB 111 speaks to current problems of program alignment between education providers regionally and statewide, duplication and clarity of roles for certificate programs, leveraging and enhancing technical education resources and attention (“raising the water”) for the current technical colleges through the additional engagement of regions not currently served by technical colleges, and current restrictions imposed on considering college credit for technical colleges that inhibit transferability, common reporting, and financial aid.

What are the worries among the technical colleges about a combined system?

Fear that this will be a repeat of previous joint governance that was inhibiting to technical colleges. Inhibiting ability to be responsive to the students and employers we serve. Being “swallowed up”, lost, unsupported, or misdirected in the larger higher education system.

Key strengthening for technical colleges: Advocacy – the bill provides potential for a strong voice and support for technical colleges.

- **Board structure** with deliberate focus on technical education and technical colleges. Transitional board will have equal and strong voices from the technical colleges, which will facilitate a board and system *culture* going forward that continues to advocate for and support technical colleges. The former USHE regents on the new board will become more focused on and advocate more for technical colleges since they are now part of their system, and the former UTech trustees will continue their own advocacy and engender full board advocacy for technical education, while also taking ownership as members of the full board for the degree-granting institutions.

- **Commissioner's office:** Deliberate focus with associate commissioner selected by the commissioner, approved by the board, and maintaining daily focus for the entire office on technical colleges. The integration of the associate commissioner and other technical education staff with the full commissioner's office and the system will build system-wide advocacy for the technical colleges.
- **Eight strong colleges:** Continued and strengthened responsiveness to employer needs and students that becomes more recognized and institutionalized by the larger system of which they are a part. Eight presidents and eight boards of trustees that are on equal footing with the eight degree-granting institutions.

Specific benefits to technical colleges (numbers refer to bill line numbers):

Governing Board

- Equal representation on the inaugural board; six each selected from current boards (2989)
- Standing board committee for technical education (2739)
- Statewide industry advisory council (2930)
- Regional, industry, tech ed, and other representation to be considered by governor (2774)
- Names new board the Utah Board of Higher Education (elevates prior Board of Trustees) (2583)

Institutional Roles and Program Clarity

- Clear definition of CTE and technical education (2425)
- **Eliminates restriction on non-credit (3371 and throughout)**
- **Clarifies roles for providing certificate-based technical education (2439)**
- **Removes past restrictions on what UTech can do with technical education (3626)**
- Provisions/requirements for statewide articulation
- Further collaboration with USBE in tech ed pathways

Budgets and Facilities

- **Separate budget (4008) and capital facilities requests and line items**
- Better coordination of facilities and capital expenditures and utilization

Technical College Students

- Lower tuition for both technical colleges and institutions with the technical education role in other regions
- Carries forward emphasis on serving secondary students and protects free secondary tuition

Technical College Structure

- **Redesignates technical college boards of directors as boards of trustees**

Statewide Strategic Focus

- Moves away from what's best for the institution to what's best for the student
- New statewide educational goals from education stakeholders
- Requires affordability guidelines and standards
- Establishes a transition team
- Provides for new board to review/update rest of higher education statute
- Puts technical and degreed education on equal footing - elevates

Making it work: The statute can only provide a structure and governing criteria. Success for the technical colleges in the new system will depend on the colleges doing the work of advocacy and promoting it with the board, the commissioner's office, and the system. Continuation of the close collaboration and unified voice among the technical colleges that has made them strong must continue with the Council of Presidents and sharing of best practices. It will be important in such matters as combining policies, studying statewide efficiencies, etc.

Utah System of Technical Colleges

FY2021 - Request of Dedicated Capital Project Funds & Feasibility Statement



Board of Trustees – March 19, 2020

FY 2021 Technical Colleges Capital Projects Funding Request & Feasibility Statement

Type of Request: Dedicated Project Funds

Agency/Institution: Tooele Technical College

Building Project: **Tooele Technical College Building Expansion**



Project Scope:

Total Project Space (Gross Square Feet)	56,484
New Space Requirement (GSP)	30,911
Remodeled Space (GSP)	13,648 Existing Building
	11,925 Warehouse
Space to be Demolished (GSP)	0

Capital Funding:

Preliminary Cost Estimate – (Total CBE Cost):	\$14,112,886
Previous State Funding (Original Building):	\$12,825,000
Other Sources of Funding:	\$10,000
FY2022 UTech Dedicated Fund Request:	\$14,102,886

Other Sources of Funding:

Kenworth Sales Company has generously donated \$10,000 towards the construction of this expansion project. They have challenged other businesses to do likewise. So far, no additional donations have been collected.

Ongoing Operating Budget Funding:

Increase in State Operating Budget Funding: \$352,112 (@8.32 a square foot)
Obtaining new O&M funding from the legislature for this building expansion is vitally important for College to fulfill its mission when this new space is operational. The College does not have the means to operate this new space without new O&M funding.

Project Executive Summary:

The Tooele Technical College's Board of Directors at its January Board Meeting, officially approved this proposal. The purpose of this expansion is to increase enrollment and the scope of our services and position the college to offer its services in a professional and effective manner for many years to come. The college has grown to the point that it will soon be unable to serve additional students, or add additional programs without a solution to its space limitations. The Board believes the feasibility study created by the College with the assistance

March 10, 2020

of Method Studio, presents the most practical and cost-effective manner for the College to continue growing and be positioned to continue to meet its mission for the benefit of its students and the businesses the college serve.

In 2013, the Tooele Technical College's first and only building was finished with State Legislative funding of \$12.3 million. Because of the community's passion and commitment to technical education, the project also received \$5,000,000 from Tooele City, and 8.5 acres was unconditionally to the College from Utah State University; which entered into a 99-year unconditional lease with the College. During the construction of the building, the College focused, within the tight construction budget, on maximizing the number of programs it could offer in this first building. Consequently, many labs and classrooms were reduced in size to maximize program offerings. Every space designated for programs is now being used for that purpose. Even the bookstore has been remodeled to become a new nursing assistant classroom.



Feasibility and Planning Study:

Recognizing current growth patterns and increasing employer demands for a trained worker, Tooele Tech initiated a feasibility study to develop the best plan to address these realities. This process carefully and responsibly considered the most efficient and pragmatic plan to expand its capital facilities to meet current enrollment pressures and the economic growth pressures. The College has coordinated this project with DFCM leadership and engaged Method Studio, who are the principle architects on its existing building to determine a concept of how to efficiently plan for growth, associated costs, square footage requirements, which meet state building standards. The seven-month feasibility process is now complete and this document is the result of these efforts.

Unprecedented Growth of Tooele Technical College:

The College, within the last few years, has solidified a new partnership with Tooele County School District. Juniors and seniors are now allowed, as part of their normal high school schedules, to take advantage of educational opportunities alongside of the adult students already enrolled in the programs. This new partnership, along with the growth that is occurring in our county, has led to unprecedented growth in most of our instructional areas. The programs affected by this building expansion are all up significantly, and the College's membership hours overall were up 32% last year and continue to rise this year. If space requirements are not addressed soon, the growth the college is experiencing will soon cease as space in the core hours of the day are now beyond the optimal capacities. To illustrate this point, 2nd quarter enrollments compared to the last two fiscal years are:

- Up 43% in Diesel from FY19up 67% over FY18.
- Up 33% in Industrial Maintenance.....up 75% over FY18.
- Up 61% in Welding from FY19.....up 123% over FY18.

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The Board of Directors, the administration and local stake holders firmly believe it is time for the College to expand its available program space for it to continue to play a significant role of developing the workforce, not only in Tooele County but along the Wasatch Front.

Sharing Space with other Educational Entities is Not an Option:

The Tooele School District nor Utah State University Tooele are not an option for Tooele Tech to expand its program offerings, as attested to in letters attached to this document. Tooele School District is also lacking appropriate building space for its students, with all three of its largest high schools over 130% of compacity. The District projects to have 3,000 more students in the next 5 years, a 16% growth by 2024. USU does have some scientific laboratories open during the day, but these laboratories cannot be used for the programs needed by Tooele Tech. Both Tooele School District and USU have written letters of support for this project and have also expressed the realities that they do not have any space which can be used to address the programs which are affected by this proposal.

Economic Snapshot of Tooele County:

The US Census listed Tooele County as the second fastest-growing county in the state and the seventh in the country. Tooele Technical College not only educates students for jobs within Tooele County, but for jobs along the Wasatch Front. Over 50% of Tooele's working population is employed outside the County. Therefore, the College must be in a position to efficiently train secondary students and adults, who live mostly in Tooele County, for opportunities available in not only Tooele County, but in the western and northwestern quadrants of Salt Lake valley, and other areas of along the Wasatch Front.



This project is a critical component in helping to address Utah's workforce needs, especially as forecasts for Utah's unemployment rate is at 3.0% or lower which shows further tightening of the labor market and little relief for employers seeking skilled workers. According to DWS, the hardest hit occupations of construction, logistics, manufacturing, energy production and IT industries, have a heavy presence in Tooele County and are supported by Tooele Tech's programs. This workforce shortage will continue to tighten on the Western Wasatch Front as more businesses choose to locate in Tooele County.

Tooele County is ideally positioned for business logistics. Being that Denver and Las Vegas are a one day's drive, and Los Angeles and San Francisco in direct line of the I-15 and I-80 corridors, Tooele County and West Salt Lake are prime spots for the proposed Inland Port, along with most west coast cities a being, one-hour flight from Salt Lake City's international airport. Speaking of Tooele's proximity for business, Craig Anderson, general manager of Syracuse Castings West said of Tooele County, "Tooele is a great place geographically because it puts you out of the traffic of the Wasatch Front, but keeps you within 25 minutes of Salt Lake. We could have chosen anywhere in the western United States, but we chose Tooele."

Feasibility/Planning:

The feasibility plan has identified the most pressing needs as follows:

TOOELE TECHNICAL COLLEGE EXPANSION AND REMODEL FEASIBILITY STUDY

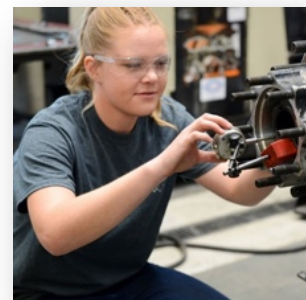
OVERALL SUMMARY

EXISTING CAMPUS BUILDING			
	SQUARE FEET	COST/SF	TOTAL COST
DIESEL EXPANSION	12,094	\$273.22	\$3,304,375
COSMETOLOGY	5,666	\$262.90	\$1,489,600
HEALTH SCIENCES	8,795	\$120.62	\$1,060,860
WELDING	3,170	\$105.99	\$336,000
INDUSTRIAL MAINTENANCE	5,150	\$138.74	\$714,500
POST	1,823	\$261.98	\$477,590
ADDITIONAL PROGRAM SPACE	3,454	\$250.00	\$863,500
SUPPORT SPACES	4,407	\$215.65	\$950,360
SITE DEVELOPMENT	45,000	\$8.44	\$380,000
SUB TOTAL	44,559	\$214.92	\$8,076,785
TCSD BUILDING AND SITE			
	SQUARE FEET	COST/SF	TOTAL COST
SITE DEVELOPMENT COSTS	106,900	\$5.85	\$625,800
CORE & SHELL & SEISMIC UPGRADE	NA	\$19.56	\$806,000
CONSTRUCTION TRADES FITOUT	11,925	\$83.06	\$990,500
CDL DRIVING RANGE	43,250	\$10.82	\$468,000
TOTAL CONSTRUCTION COST	11,925	\$150.65	\$1,796,500
TOTAL SITE COST	150,150	\$7.28	\$1,093,800
SUBTOTAL			\$2,890,300
TOTALS			
	SQUARE FEET	COST/SF	TOTAL COST
EXISTING CAMPUS BUILDING	44,559	\$214.92	\$8,076,785
TCSD BUILDING	11,925	\$242.37	\$2,890,300
CONSTRUCTION COST	56,484	\$194.16	\$11,017,085
Design Contingency 5%		\$9.71	\$550,854
TOTAL CONSTRUCTION COST	56,484	\$203.87	\$11,567,939
SOFT COST 22%		\$44.85	\$2,544,947
TOTAL PROJECT COST		\$248.72	\$14,112,886

Justification for the program and support space and other costs associated with the College's expansion feasibility study:

- **Expand the Diesel Technology Lab**

The Heavy-Duty Diesel Program, is at or above its established enrollment capacity most hours of the day. The size of the Diesel Lab was the most affected when the original building budget required tough budgetary choices when the current building was designed. The Diesel faculty have done a masterful job organizing the space to give students the best experience possible, but the lab has always been smaller than what is truly needed to operate an effective program safely and efficiently. Tooele Tech was recently been added to the Governor's Northern Utah Tech Pathway program, which has led to increased notoriety, student growth, and equipment donations, and articulation agreements. At the recommendation of its Occupational Advisory Committee, the program



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applied for Associated Equipment Distributors (AED) accreditation and earned provisional accreditation. AED requires that the College to add heavy construction equipment to the program to be in good standing. As the program expands and incorporates more hydraulics and construction equipment, there is simply no space to put it. Indeed, currently we put several training stations on a mezzanine which is not ADA compatible, nor an effect space to teach these competencies. It is now time this lab be right-sized to meet not only current needs, but the student needs for the next ten or more years.

Diesel membership hours grew by 42% last fiscal year and is up an additional 39% year-to-date. Because this program is not available at any high schools, and there is increased industry demand and job forecasts, we see this program tripling in size once we satisfy the need for adequate instructional space and equipment, and add additional instructors over the next few years.

- **Relocation of the Cosmetology, Barbering, and Nail Technician Programs**

The Cosmetology Program is one of our largest programs with 3.5 faculty members and has flourished the last few years at Tooele Tech. The college is proud of this program and the many graduates who are now working and supporting their families in this industry.

The program is the right size for our community in terms of enrollment, but is not being taught in a space that is appropriate. By necessity, it is being operated in a space designed for an industrial program. The instructors have made the program work, but it has not been optimal. This space is located in an area of the building which is desperately needed by two other program areas; Welding Technology, and Industrial Maintenance which includes Automation and Composites. In order for these two programs to increase the size of their labs, it is necessary to relocate the Cosmetology Program to a new space on the south end of the building, which will have the significant benefit of being designed and built for its specific needs.



The Cosmetology Program is at capacity and grew by 15% last year. The college projects that it will maintain its enrollment size for the foreseeable future as it is meeting industry demands. Although we don't expect enrollment growth with the relocation of this program, it will significantly raise the efficiency and quality of the program by operating it in a space designed for its purpose. But the real benefit is that the current space will be used to provide our industrial programs with the additional space they need to meet industry and student demands.

In addition, our Nail Technician Program, which is up 177% this past year, will be added to the cosmetology program area where there will be a lot of synergy. We will use the current nail classroom/lab for a new Robotics program.

- **Expansion of the Welding Lab**

The Welding Program is also at capacity most hours of the day. The College has recently entered into a partnership with Norco, the world's largest supplier of welding equipment. This partnership will increase our status in the welding industry, ensure we have the latest equipment for our students to learn on, and will lead to increased student demand.

The Welding Program's membership hours grew by 66% last year, and with new secondary enrollments, membership hours are up 64% year-to-date. Industry demand for this occupation is expected to remain strong and is one of the fastest growing professions in America. The welding industry offers higher than average starting pay, good benefits and many career options.

- **Expansion of the Industrial Maintenance, Automation and Composites Lab**

Last year we added a Composites Program to our College. We are proud partners in the Governor's Office of Economic Development's Utah Aerospace Pathways pathway. This program has proven to be very beneficial to students and has strengthened our partnership with the school district and industry partners such as Hexcel, ATK, Boeing, Janicki, and Lockheed Martin.

Without additional instructional space options, it was wise to begin this program in the Industrial Maintenance and Automation classroom/lab area. This arrangement works in a limited fashion, with much praise and credit given to faculty who have the college's mission and their student's best interest in mind, but it is not sustainable. This lab is already very busy with Industrial Maintenance and Automation students. Expanding this program's space will provide an instructional area specifically designed for Composites and allow the other program to have more space to handle the growth it is also experiencing.

Industrial Maintenance and Automation membership hours were up 38% last year and with the addition of Composites, membership hours continue to be up 45% year-to-date. The demand for the several competencies taught in this program will be in demand for several years to come, especially as more manufacturing facilities are expanded or built in our service area.

- **Remodel Warehouse for Building Trades and CDL Classroom and Driving Range**

The College has agreed to terms to purchase land from the school district directly

west of the current building. This property has a 12,000 sq. ft. warehouse on it that can be remolded and upgraded for code requirements which are necessary for an educational facility. The architects have determined that remodeling this warehouse is more



efficiently than building new space. We will relocate our Electrician Apprenticeship classroom (currently being taught in the RN classroom at night), the CDL classroom, and move our Building Trades classroom and lab to this new space. Because the CDL range will be eliminated by the Diesel Lab expansion, the College will be required to build a new driving range on the new property and add the new classroom next to the range for safety and efficiency. This effort is not an additional project, but a critical part of the overall plan which could not happen without this building.

The CDL Program was up 87% last year and the demand for this program will be steady for many years to come. The Electrician Apprentice Program will also be taught in this space and was up by 262% last year and 100% this year with 45 apprentices.

- **Increase Space for Medical Assisting and Practical Nursing**

The Medical Assisting and Practical Nursing (PN) Programs need more space to meet current and future demands. The PN classroom needs to be expanded to hold 24 students. Medical Assisting Programs continue to grow and need more room in both the classroom and lab spaces to meet growth demands.

Medical Assisting grew by 29% last year. PN was up 42% last year. Demand for both of these programs is also expected to increase in the future.

- **Build out Second Floor left Unfinished During the Original Construction**

When the building was first built, a second floor was left unfinished due to budget constraints. During this expansion project, we plan to build out this second floor.

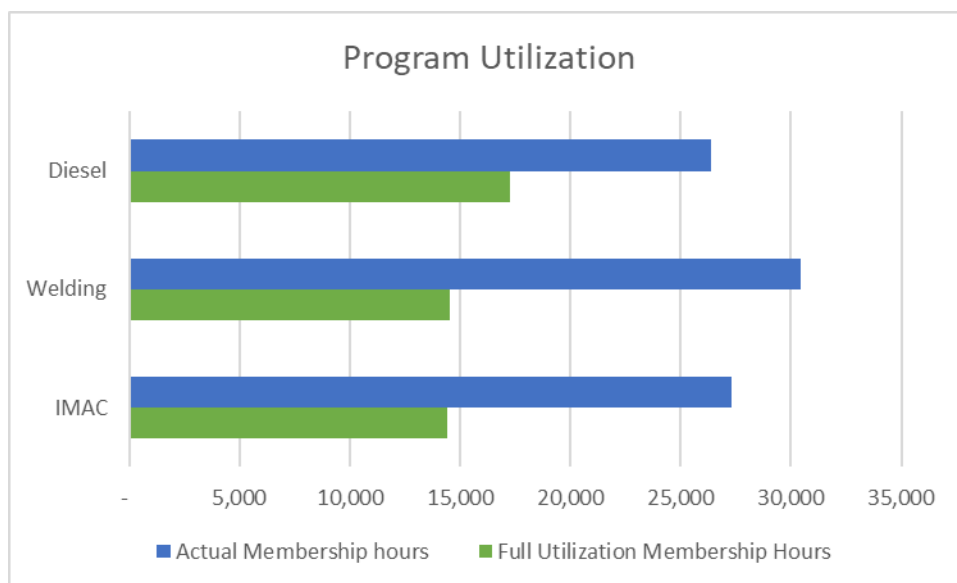
This space will allow us to:

- Relocate faculty and administrative offices disturbed by the medical expansion
- Relocate POST Academy from shared-space in our Multipurpose room to a classroom and physical training space with showers
- Add Robotics classroom and lab
- Add Pharmacy Technician classroom and lab
- Add classroom for Custom Fit training with a multi-use computer lab

Space Utilization and Life Safety Considerations:

The college has applied the current space utilization formulas to the primary programs affected by this expansion. In every case, the programs are currently over capacity and the space utilization formula shows a need for additional space to meet current and future demands.

The Space Utilization Rate is determined by using the space utilization formula to determine the what the total membership hours should be for a given program and then dividing that number by the actual membership hours. The Space Utilization Rate is depicted below for the three main programs. For each program listed, the College is putting through about twice as many more students than what was designed for that space.



For Diesel, Welding, and Industrial Maintenance and Composites (IMAC) using current membership hour rates, applying the space allocations standards, there is a space gap of 12,731 Sq. Ft. For these programs, the total new space will be 18,215 Sq. Ft. The space we have requested is believed to satisfy our current needs and projected growth over the next several years.

	Current Actual	Current Need	Space Gap
Program	Sq. Ft.	Sq. Ft.	Sq. Ft.
IMAC	4,508	8,546	(4,038)
Welding	5,105	10,671	(5,566)
Diesel	5,912	9,039	(3,127)
Total Sq. Ft.	15,525	28,256	(12,731)

Potential Membership and FTE Growth with Expansion:

As noted previously in many of our programs we are currently serving more students than the space is generally allotted for. We have been able to complete these efficiencies through skilled organization and by hiring additional staff for safety and instructional purposes. The current classrooms have a capacity setting based on safety and efficiencies accomplished. With the building expansion, our capacity would essentially double. This would take care of the building needs in Tooele for several years to come. It is estimated that it will take 4-5 years to reach capacity in most of these expanded program areas. Of course, some of the growth potential is contingent upon obtaining additional funding over the next few years to hire new faculty.

Program Area	Current Capacity per hr.	New Capacity per hr.	Membership Hr. FY20 Est.	Maximum Membership Hrs. With Expansion	FTE FY20 Est.	Maximum New FTE With Expansion
Building Trades‡	---	16	---	22,861	---	25.40
*Business	24	24	19,804	34,292	22.00	38.10
*Certified Nursing Assist.	20	20	9,335	9,335	10.37	10.37
Commercial Drivers Lic.‡	8	12	6,828	17,146	7.59	19.05
Composites‡	16	24	2,578	34,292	2.86	38.10
*Cosmetology	25	25	41,950	43,740	46.61	48.60
*Cybersecurity	20	20	20,959	28,577	23.29	31.75
Diesel‡	20	45	29,847	64,298	33.16	71.44
Electrician Apprenticeship‡	20	30	6,723	42,865	7.47	47.63
IMAT‡	15	34	31,123	48,581	34.58	53.98
MA‡	18	40	28,527	57,154	31.70	63.50
*Nail Technician	10	10	9,406	11,664	10.45	12.96
Nursing‡	20	24	10,800	18,896	12.00	21.00
Pharmacy Tech‡	---	25	---	35,721	---	39.69
*POST	12	12	3,240	8,748	3.60	9.72
Robotics‡	---	16	---	22,861	---	25.40
*Software Development	20	20	13,291	28,577	14.77	31.75
Welding‡	15	30	35,534	42,865	39.48	47.63
TOTALS:			269,945	572,473	299.94	636.08

*Program will maintain current capacity rates

‡ = Growth estimates based on the ability to hire additional faculty

The Expansion would allow us to almost **double** current program compacity.

Economic outlook for occupations affected by this expansion project:

Using JobsEQ, we were able to identify the job demand for the programtic areas affected by our building expansion. Because over 50% of our population are employed outside of Tooele County, we have also included the job demand for Salt Lake County, as well as Tooele County.

Job Demand by Program Area in the next Five (5) Years			
Program Area	Tooele County	SL County	Total Demand
CDL	177	7,820	7,997
Composite Techs.	10	512	522
Diesel Techs.	20	822	842
Industrial Maint.	14	770	784
Medical Assistants	51	2,109	2,160
*Nursing	97	5,559	5,656
POST	32	805	837
Welding/Fabricators	96	5,723	5,819
Job Demand within Service Region:			24,617

*Job Demand Data based on postings for both RN & PN licensed nurses.

LEVEL 01		
DRIVE LAB		6321.58
COMED TOLOGY		2278.58
COMED TOLOGY		1922.58
COMED TOLOGY		1778.58
MEDICAL ASSISTANT LAB		2605.58
MEDICAL ASSISTANT LAB AND CLASSROOM		2055.58
NURSING CLASSROOM		824.58
NURSING CLASSROOM		529.58
NURSING CLASSROOM		1715.58
NURSING STORAGE		261.58
WELDING CLASSROOM		803.58
WELDING CLASSROOM		781.58
WELDING LAB		5384.58
INDUSTRIAL TRAINING LAB		2377.58
MULTI PURPOSE / CUSTOM INT		3312.58
MECH AND WELDING		7420.58
CIRCULATOR		4742.58
LOCKER ROOM / BATHROOM		819.58
RESTROOM CLASSROOM		1119.58
RESTROOMS		80.58
STUDENT SERVICES / COUNSELING		5148.58
LEVEL 01		
STORAGE		1188.58
PAUL G. CLASSROOM		72.58
CIRCULATOR		530.58
PAUL G. CLASSROOM		2709.58
MECHANICAL CHASE		6.58
RESTROOMS		163.58
BUSINESS		1504.58
LAB		7422.58
ADMINISTRATION BATE		4664.58
LAB		1442.58
FACULTY OFFICE		2288.58
Student Union		7336.58

EXISTING TO REMAIN	EXISTING DIESEL LAB	6321
NEW	DIESEL LAB	775
EXISTING TO REMAIN	DIESEL CLASSROOM	775
NEW	DIESEL OFFICE	724
EXISTING TO REMAIN	COMPOSTOLOGY LAB	961
NEW	COMPOSTOLOGY CLASSROOM	961
EXISTING TO REMAIN	COMPOSTOLOGY CLASSROOM	961
NEW	COMPOSTOLOGY OFFICE	961
EXISTING TO REMAIN	COMPOSTOLOGY STORAGE	81
NEW	COMPOSTOLOGY STORAGE	81
EXISTING TO REMAIN	COMPOSTOLOGY RECEPTION	81
EXISTING TO REMAIN	EXISTING NURSING STORAGE	2772
EXISTING TO REMAIN	EXISTING NURSING STORAGE	2818
EXISTING TO REMAIN	EXISTING NURSING CLASSROOM	54
NEW	NURSING STOR	54
NEW	MURKIN/SLAM	961
EXISTING TO REMAIN	MEDICAL AUDITING/EXAM ROOMS NEW	625
REMODEL	MEDICAL AUDITING/EXAM ROOMS NEW	625
REMODEL	MEDICAL AUDITING/EXAM ROOMS NEW	625
REMODEL	NURSING LAB REMODEL	814
REMODEL	NURSING LAB REMODEL	814
REMODEL	EXISTING OR NEW CLASS REMODEL	961
REMODEL	MEDICAL AUDITING OFFICES	578
REMODEL	MEDICAL AUDITING OFFICES	578
EXISTING TO REMAIN	MEDICAL LAB	773
REMODEL	MEDICAL LAB	773
REMODEL	MEDICAL LAB	963
EXISTING TO REMAIN	INDUSTRIAL MAINTENANCE LAB	807
EXISTING TO REMAIN	INDUSTRIAL MAINTENANCE LAB	807
NEW	INDUSTRIAL MAINTENANCE LAB	1410
EXISTING TO REMAIN	INDUSTRIAL MAINTENANCE LAB	1410
EXISTING TO REMAIN	EXISTING CIRCULATION	7743
EXISTING TO REMAIN	LOCKER ROOM/BATHROOM	422
EXISTING TO REMAIN	LOCKER ROOM/BATHROOM	422
EXISTING TO REMAIN	MULTIPURPOSE	236
EXISTING TO REMAIN	EXISTING CAMPUS DRIVE	236
EXISTING TO REMAIN	BOOKSTORE	818
NEW	BOOKSTORE	862
NEW	CIRCULATION	818
NEW	FREE PRESS	818
NEW	CIRCULATION	818
EXISTING TO REMAIN	STUDENT SERVICES/CONFERENCING	5817

EXISTING TO REMAIN	EXISTING DIESEL STORAGE	1198 SF
PERIODIC	INDUSTRIAL LAB	731 SF
	POST LAB	338 SF
	POST CLASSROOM	515 SF
	POST STORAGE	107 SF
	POST LOCKER ROOMS	123 SF
	OFFICE SUITE	325 SF
	PLUMBING TECH	1479 SF
EXISTING TO REMAIN	MECHANICAL	2720 SF
EXISTING TO REMAIN	EXISTING RESTROOMS	363 SF
EXISTING TO REMAIN	EXISTING CIRCULATION	3308 SF
	NEW CIRCULATION	1834 SF
	GRABBAR	226 SF
PERIODIC	CIRCULATION	428 SF
EXISTING TO REMAIN	IT SUITE	1422 SF
EXISTING TO REMAIN	PLUMBING TECH	1584 SF
EXISTING TO REMAIN	EXISTING ADMIN SUITE	1442 SF
EXISTING TO REMAIN	FACILITY STORAGE	3166 SF
Grand total		30612 SF

TCSD	COL. CLASSROOM	146 SF
		840 SF
TCSD	CONSTRUCTION TRADES LAB	7961 SF
TCSD	ELECTRICAL APPRENTICESHIP CLASSROOM	833 SF
TCSD	CONSTRUCTION TRADES CLASSROOM	807 SF
		9601 SF
TCSD	RESTROOMS	419 SF
TCSD	ENTRY	474.6 SF
TCSD	STORAGE AND SUPPORT	861 SF
		1554 SF
		10000 SF

TOTAL PROJECT SF COMPARISON	
LEVEL 01	
EXISTING TO REMAIN	36296 SF
NEW	23617 SF
REMODEL	12189 SF
TCSD	15000 SF
	87114 SF
LEVEL 02	
EXISTING TO REMAIN	22833 SF
NEW	7166 SF
REMODEL	1067 SF
	31066 SF
Grand total	118182 SF

NEW	DRESS LAB	1129 SF
NEW	DRESS CLASSROOM	735 SF
NEW	DRESS OFFICE	134 SF
		3008 SF
NEW	COSMETOLOGY LAB	3620 SF
NEW	COSMETOLOGY CLASSROOM	1601 SF
NEW	COSMETOLOGY CLASSROOM	1431 SF
NEW	COSMETOLOGY OFFICE	278 SF
NEW	COSMETOLOGY STORAGE	615 SF
NEW	COSMETOLOGY STORAGE	72 SF
NEW	COSMETOLOGY STORAGE	42 SF
NEW	COSMETOLOGY RECEPTION	948 SF
REMODEL	NURSING CLASSROOM	824 SF
REMODEL	NURSING CLASSROOM	824 SF
REMODEL	NURSING LAB REMODEL	1705 SF
REMODEL	MEDICAL ASSISTING CLASSROOM NEW	706 SF
REMODEL	MEDICAL ASSISTING LAB AND CLASSROOM	2006 SF
REMODEL	MEDICAL ASSISTING LAB	143 SF
NEW	NURSING LAB NEW	951 SF
NEW	MEDICAL ASSISTING AND EMT ROOMS NEW	134 SF
REMODEL	MEDICAL ASSISTING OFFICES	874 SF
REMODEL	WELDING EXPANSION	1775 SF
REMODEL	WELDING CLASSROOM	869 SF
REMODEL	WELDING CLASSROOM	702 SF
REMODEL	WELDING CLASSROOM	3189 SF
REMODEL	INDUSTRIAL MAINTENANCE LAB	2236 SF
REMODEL	INDUSTRIAL MAINTENANCE LAB	1432 SF
REMODEL	INDUSTRIAL MAINTENANCE LAB	1388 SF
NEW	RESTROOMS	382 SF
NEW	CIRCULATION	1711 SF
NEW	RECEIVER	73 SF
NEW	CIRCULATION	293 SF
		20551 SF



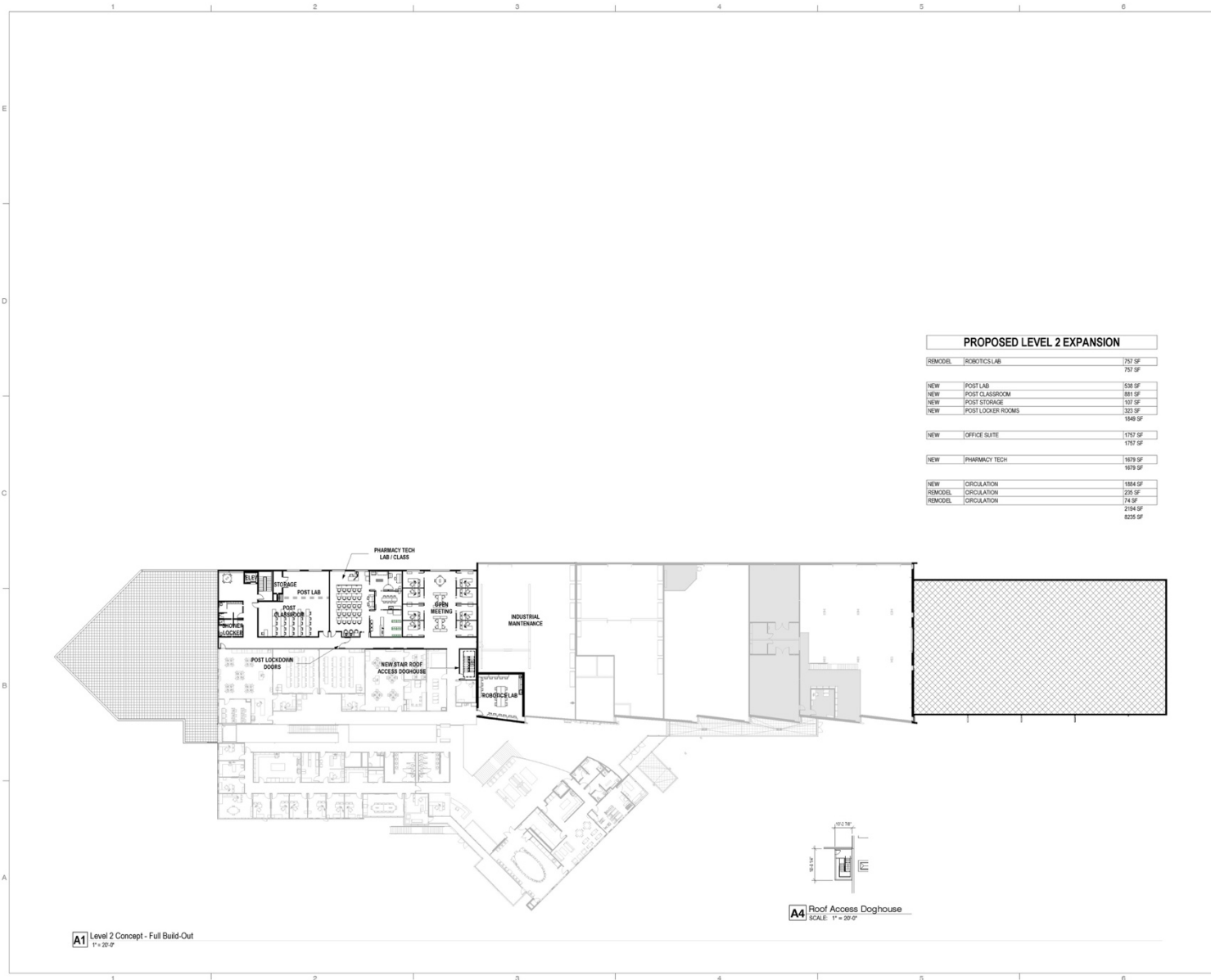
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88 South Toole Blvd
Toole, UT 84074

sheet:

***AE101**

CONCEPT EXPANSION



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project:
**Tooele Tech
Expansion**

88 South Tooele Blvd
Tooele, UT 84074

project#: 190501
date: 1/15/2020
revisions:

title:
**Proposed
Expansion -
Level 2**

sheet:
***AE102**
CONCEPT EXPANSION

March 10, 2020



method
 360 west aspen avenue
 salt lake city, utah 84101
 801.532.4422

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project:
**Tooele Tech
 Expansion**

88 South Tooele Blvd
 Tooele, UT 84074

project #: 190001
 date: 1/15/2020
 revisions:

title:
**Proposed
 Construction
 Trades Build
 Out**

sheet:
***AE103**
 CONCEPT EXPANSION

March 10, 2020



March 10, 2020



March 10, 2020



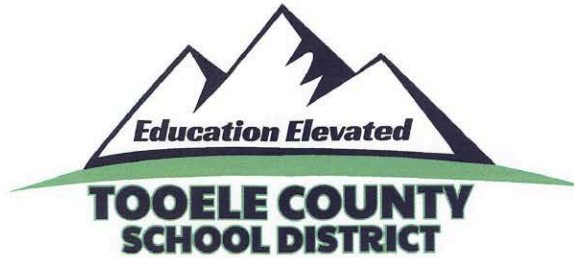
March 10, 2020



March 10, 2020



March 10, 2020



March 4th, 2020

Mr. Jim Russell
Executive Director
DFCM – State of Utah
350 N. State St., Suite 30
Salt Lake City, UT 84114

Dear Mr. Jim Russell:

I am pleased to write this letter to express the enthusiastic support Tooele School District has for Tooele Technical College's plans to expand its current facilities to meet student demands. We are proud of the relationship we have built with our Technical College. Currently, we transport students during our regular school day, from our three larger high schools to Tooele Tech. Also, as a K-16 alliance, we meet frequently with our high school counselors to help them understand the many opportunities the Tech provides our students. In the past two years as the direct result of our collective efforts, we have seen a dramatic increase in the number of high school students participating in Tooele Tech programs. However, without new space, we will soon be limited from sending any additional students who could benefit from these technical training programs.

Our school district is one of the fastest-growing districts in the state. Our three largest high schools are all over 130% of compacity. Although we would consider sharing space with the technical college, given our severe space constraints, this is not a possibility.

A significant part of Tooele Tech's building expansion project includes the remodel of a warehouse located next to its current building. Our district has committed to sell this property to the Technical College as soon as we can sell another school district property so that we will have the funds to consolidate all of our warehouse operations into a new central location we have recently purchased. We are committed to being out of the building by July 1st, 2021, which we understand is the earliest any remodeling can begin. The timing of this property sale will not impact the construction process.

Thank you again for your support of this worthy project. If I can provide any further information, please do not hesitate to reach out to me.

Sincerely,



Scott Rogers, Ph.D.

Superintendent of Schools

92 Lodestone Way • Tooele, Utah 84074-8050 • 435.833.1900 • FAX 435.833.1912 • www.tooeleschools.org

BOARD OF EDUCATION

Maresa Manzione, President Camille Knudson, Vice President

Members: Kathy Taylor, Julia Holt, Scott Bryan, Melissa Rich, Alan Mouritsen
Dr. Scott A. Rogers, Superintendent Lark Reynolds, Business Administrator

March 10, 2020



Kenworth Sales Co, Inc.
2125 S. Constitution Blvd.
West Valley City, UT 84119
(801) 487-4161
KenworthSalesCo.com

March 10, 2020

Re: Letter of support for Tooele Technical College
Diesel Technician Training Program expansion

To Whom It May Concern:

As Dealer Principal for Kenworth Sales Company, I enthusiastically support Tooele Technical College's plan to expand its facility housing the Diesel Technology program. This professional training program is critical to the College's drive to add additional students, and increase the effectiveness and safety of technical training programs.

More than 70% of commodities in the American economy are conveyed on commercial trucks. Virtually everything the public consumes, wears, rides, reads, plays, builds, finishes, furnishes or otherwise enjoys reaches the end user on at least 1 truck. The growing digital economy is only increasing the need for more commercial vehicles, and the skilled labor necessary to service these increasingly complex machines. Our aging workforce combined with an insufficient training pipeline means our nation is not keeping pace. Tooele Tech can play a key role in addressing this growing employment crisis.

We are a fervent supporter of the Diesel Tech program at Tooele Tech, providing tools and equipment, curriculum support, internships and employment options. As a leader in Utah's Diesel-powered industry, and a supporter of the Utah Diesel Tech Pathways Program, we experience the quality and importance of this educational program every day. I encourage the State Building Board and Legislature to fund the proposal to fund an expansion of the Diesel Tech Program as an important part of our economic development infrastructure.

Our commitment to this effort includes a pledge of \$10,000 towards the construction of Tooele Tech's critical expansion. We are challenging other industry leaders to match our contribution, and believe the public-private partnership of funds, facilities and expertise can help maintain Utah's lead in the economic race. We appreciate the strides Tooele Tech has made in meeting our workforce needs thus far. We look forward to continuing our partnership with the College and offer our best wishes for its continued success.

Sincerely,

Kyle Treadway

IDAHO MONTANA NEVADA OREGON UTAH WASHINGTON WYOMING

March 10, 2020



March 4, 2020

Mr. Jim Russell
Executive Director
DFCM – State of Utah
350 N. State St., Suite 30
Salt Lake City, UT 84114

Dear Mr. Jim Russell:

I am pleased to write this letter to express my support, as the Associate Vice President responsible for Utah State University's campus in Tooele, for Tooele Technical College's plans to expand its current facilities to meet student demands. We have an excellent relationship with our Technical College partners and seek every opportunity we can to work collaboratively to enhance higher education opportunities for our citizens. As a K-16 alliance, we frequently meet with our School District partners and discuss every possibility to maximize scarce educational funding available to our communities. These meetings have led to the elimination of any duplication or competition between our institutions. For example, the USU RN program is taught inside Tooele Technical College's building next to their Practical Nursing Program, which allows both programs to use one clinical laboratory for student demonstrations.

Let me assure you anyone connected with this project, that Utah State University would gladly share space with the technical college if we had space that could be used for the programs affected by this expansion request. However, Utah State University Tooele does not possess any empty classrooms or laboratories which could be used for the programs being started or expanded.

Thank you again for your support of this critical project for our community. If I can provide any further information, please do not hesitate to reach out to me.

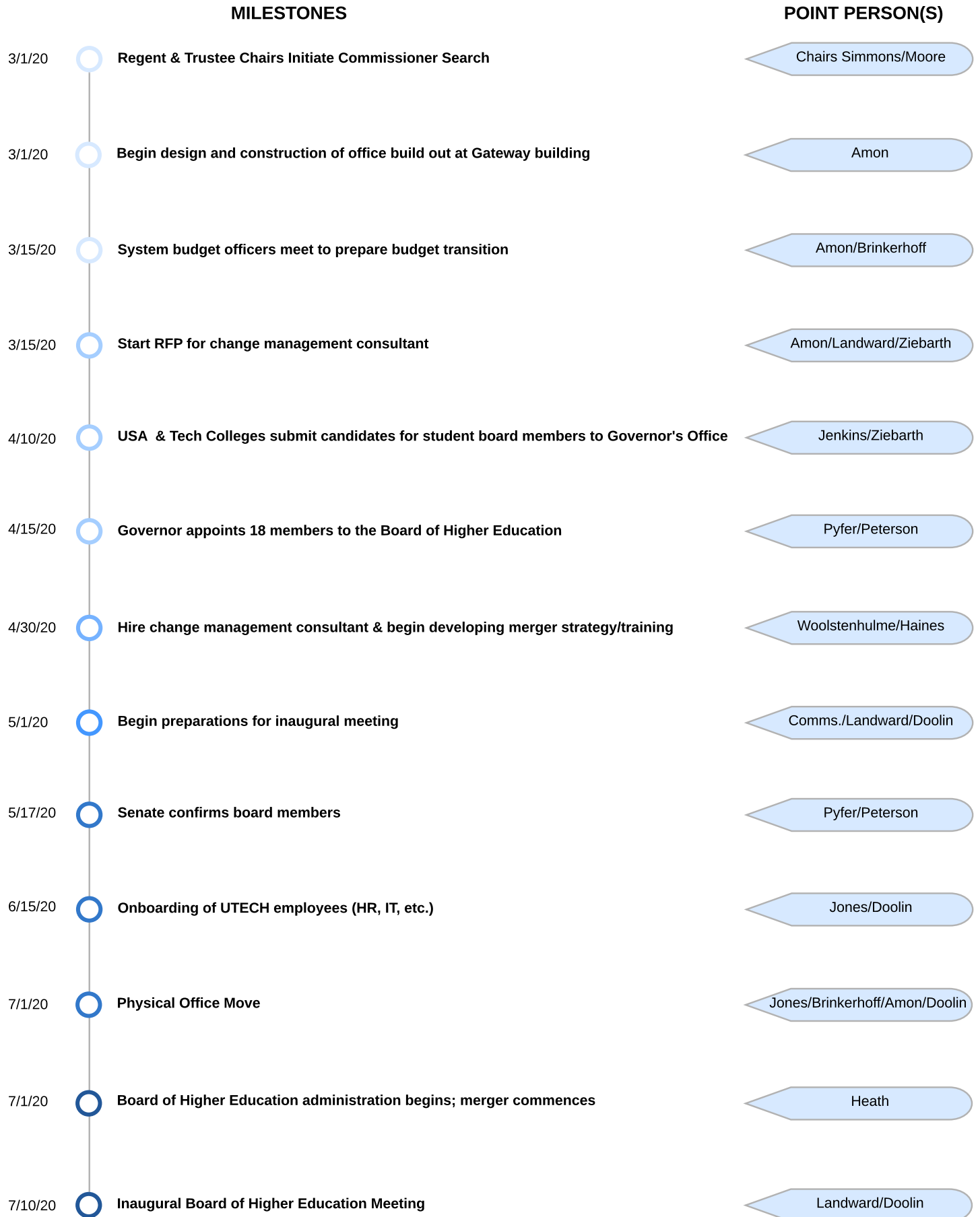
Sincerely,

A handwritten signature in black ink that reads "Jenn Cowburn". The signature is fluid and cursive, with the first name "Jenn" and last name "Cowburn" clearly legible.

Jenn Cowburn
Associate Vice President
Utah State University

Board of Higher Education Transition Plan

Transition Committee | March 17, 2020



Commissioner Search	Task	Date	Assigned Staff
	• Chairs develop position description	3/27/20	Landward
	• Chairs may form a search committee	4/20/20	Chairs
	• Chairs or search committee recruit candidate(s)	3/27-4/30	Chairs
	• Chairs or search committee forwards recommended candidate(s) to the Boards	5/14/20	Chairs
	• Boards submit recommended candidate to Board of Higher Ed. for appointment	6/1/20	Chairs

Gateway Office Expansion	Task	Date	Assigned Staff
	• Design three offices NE interior corner/extend interior SW wall to access two offices	3/1/20	Amon
	• Inventory all UTECH non-capital assets (Computers, printers, vehicles, furniture)	3/15/20	Brinkerhoff
	• Assess physical storage needs for UTECH and adjust design and construction	3/15/20	Brinkerhoff
	• RFP for construction, order furniture	3/27/20	Amon
	• Complete construction & install furniture	6/30/20	Amon

Budget Officers Prepare for Transition	Task	Date	Assigned Staff
	• Develop combined zero-based budget process for FY21	3/15/20	Brinkerhoff/Amon
	• Identify positions and assign them to appropriate line items w/ associated funding	3/15/20	""
	• Complete final base budget--determine available funding for business cases	5/1/20	"
	• Staff submit FY21 business cases for funding priorities beyond base budget	5/1/20	
	• Commissioners & Executive Staff finalize FY21 budget	6/1/20	

Change Management Consultant	Task	Date	Assigned Staff
	• Develop & publish RFP for change management consultant to guide transition	4/1/20	Haines/Wool.
	• Establish RFP committee	4/1/20	Haines/Wool.
	• Submit final scoring to Board chairs & commissioners for final selection	4/30/20	Haines/Wool.
	• Hire consultant and begin developing merger strategy/training	4/30/20	Haines/Wool.

Appointment & Confirmation of Board Members	Task	Date	Assigned Staff
	• USA solicits applications for student member & select three for Governor to consider	4/10/20	Jenkins
	• Tech colleges submit three nominees for the Governor to consider	4/10/20	Ziebarth
	• Governor consults w/ boards' leadership to select six members from each board	4/10/20	Pyfer
	• Governor selects four at-large board members	4/15/20	Pyfer
	• Governor submits 18 members to Senate for confirmation on 5/17/20	4/15/20	Pyfer

Begin Preparations for Inaugural Meeting	Task	Date	Assigned Staff
	• Identify date and venue--preferably July 10	5/1/20	Landward/Doolin
	• Develop basic bylaws for Board to adopt	5/30/20	Landward/Barrus
	• Prepare current policies and administrative rules for Board to adopt	5/30/20	Landward
	• Prepare for officer elections per bylaws		Haines/Wool.
	• Prepare to establish committees--including executive--and make assignments		Haines/Wool.
	• Prepare agenda including booking Speaker Wilson, Sen. Millner & Governor	5/30/20	Landward/Doolin

Integrate System Employees	Task	Date	Assigned Staff
	• Provide Tech employees with full comparison of benefits	6/1/20	Jones
	• Develop system office organizational structure and assign positions	ongoing	Haines/Wool.
	• HR initiates employee onboarding to gather needed information	6/15/20	Jones
	• Assess and determine how accrued leave and other benefits will transfer	6/1/20	Jones
	• Office orientation/training/welcome party	TBD	Jones

IT Onboarding	Task	Date	Assigned Staff
	• Assess IT needs, including databases, data storage, equipment, access	5/15/20	Barrus
	• Plan for physical and electronic transfer of IT resources/order equipment	6/1/20	Jenkins/Barrus
	• Set up network accounts, migrate employee files, migrate email	6/21/20	U of U IT
	• Set up existing equipment or new equipment	7/1/20	U of U IT

Office Move	Task	Date	Assigned Staff
	• Identify all non-capital assets that will be moved to Gateway	4/1/20	Brinkerhoff
	• Select vendor to move all non-capital assets including IT equipment	6/1/20	Amon
	• Plan for disposing/selling/return/surplussing for remaining assets	6/1/20	Brinkerhoff
	• Move and set up offices/equipment/procure parking space	7/1/20	Amon
	• Work with landlord for lease terms/finding tenant to take over UTECH lease	ongoing	Amon

New Board Administration/ System Merger	Task	Date	Assigned Staff
	• Update digital presence & branding stock photography, for July 1 System launch	6/15/20	Heath
	• Schedule professional photographer for new Board and System staff photos	6/15/20	Heath
	• Prepare communication plan for launch, including press release, press conference	6/15/20	Heath/Haines
	• Begin incorporating technical education into committees, events, work groups		Heath/Haines

Inaugural Board Meeting	Task	Date	Assigned Staff
	• Administration of Oath (Supreme Court Justice) in Gold Room	7/10/19	Landward
	• Remarks--Governor, Speaker, Senator Millner in Gold Room	7/10/19	
	• Adopt bylaws, policies	7/10/19	
	• Elect officers, establish committees	7/10/19	
	• Appoint Commissioner, approve assc. commissioners of tech ed. and academic ed.	7/10/19	
	• Adopt FY21 Budget	7/10/20	



FY 2021 UTech Appropriations

		Tech College										
		UTech Admin	Capital Projects	Bridgerland	Davis	Dixie	Mountainland	Ogden-Weber	Southwest	Tooele	Uintah Basin	Totals
SB 1 Higher Education Base Budget	GF Ongoing	-	-	-	-	-	-	-	-	-	-	-
	EF Ongoing	7,154,800	-	15,804,500	19,484,100	8,875,700	15,287,200	17,539,300	6,274,000	5,033,100	9,711,300	105,164,000
	EF Perf. Funding Restricted	237,400	-	261,400	355,600	94,700	205,300	238,900	104,700	60,800	91,200	1,650,000
	EF One-time	-	-	-	-	-	-	-	-	-	-	-
	Dedicated Credits	-	-	1,528,800	2,158,200	1,120,500	1,708,500	1,693,200	123,200	248,400	385,400	8,966,200
	Beginning Non-Lapsing	13,200	-	235,600	(249,200)	-	-	-	-	-	10,000	9,600
HB 2 New FY Supplemental Approps	Ending Non-Lapsing	(13,200)	-	(235,600)	33,400	-	-	-	(27,000)	-	-	(242,400)
	EF One-time	-	4,320,000	(283,100)	507,800	185,000	491,700	413,800	168,300	159,500	195,200	6,158,200
	EF Ongoing	4,745,000	-	1,236,900	945,800	517,500	1,570,800	1,251,900	139,200	262,400	785,300	11,454,800
SB 6 Infrastructure and General Government Base Budget	EF Perf. Funding Restricted	830,000	-	-	-	-	-	-	-	-	-	830,000
	GF Ongoing	-	14,000,000	-	-	-	-	-	-	-	-	14,000,000
SB 8 Compensation	GF One-time	-	(7,000,000)	-	-	-	-	-	-	-	-	(7,000,000)
	EF Ongoing	43,800	-	415,800	457,600	215,500	354,400	403,200	122,800	128,900	220,600	2,362,600
HB 8 (1st Sub) State Agency Fees and ISF Rate Authorization	GF Ongoing	5,700	-	-	-	-	-	-	(100)	-	-	5,600
	EF Ongoing	34,700	-	19,600	16,100	41,700	16,000	16,700	6,700	6,300	10,600	168,400
	Dedicated Credits	-	-	1,800	1,700	1,700	1,300	1,700	700	400	500	9,800
FY 2021 Totals	Total Appropriated Tax Funds	13,051,400	11,320,000	17,455,100	21,767,000	9,930,100	17,925,400	19,863,800	6,815,600	5,651,000	11,014,200	134,793,600
	Dedicated Credits	-	-	1,530,600	1,944,100	1,122,200	1,709,800	1,694,900	96,900	248,800	395,900	8,743,200
	Total FY 2021 Appropriations	13,051,400	11,320,000	18,985,700	23,711,100	11,052,300	19,635,200	21,558,700	6,912,500	5,899,800	11,410,100	143,536,800

SB 1 Higher Education Base Budget	Equipment Line Item	17,700	-	877,400	1,030,900	461,300	816,800	922,300	434,800	410,200	589,700	5,561,100
	General Line Item (Base)	2,577,900	-	16,717,300	20,751,200	9,629,600	16,384,200	18,549,100	6,040,100	4,932,100	9,608,200	105,189,700
	Custom Fit	4,559,200	-	-	-	-	-	-	-	-	-	4,559,200
	Performance Funding	237,400	-	-	-	-	-	-	-	-	-	237,400
HB 2 New FY Supplemental Approps	Program Expansion & Support	-	-	287,900	820,800	517,500	1,395,800	996,000	139,200	262,400	580,500	5,000,100
	One-time O&M holdback	-	-	-	(90,000)	-	(70,300)	-	-	-	-	(160,300)
	Equipment, One-time	-	-	305,900	347,800	185,000	326,000	312,300	168,300	159,500	195,200	2,000,000
	SWI Ongoing	-	-	325,000	125,000	-	175,000	255,900	-	-	204,800	1,085,700
	SWI One-time	-	-	35,000	250,000	-	236,000	101,500	-	-	-	622,500
	Industry Comp. Salary Adj.	500,000	-	-	-	-	-	-	-	-	-	500,000
	Performance Funding	830,000	-	-	-	-	-	-	-	-	-	830,000
	Prog. Exp. Through PF Model	4,000,000	-	-	-	-	-	-	-	-	-	4,000,000
	Custom Fit	245,000	-	-	-	-	-	-	-	-	-	245,000
	Capital Projects Fund	-	4,320,000	-	-	-	-	-	-	-	-	4,320,000
SB 6 IGG Base Budget	Capital Projects Fund	-	7,000,000	-	-	-	-	-	-	-	-	7,000,000
SB 8 Compensation	2.5% Comp Increase	38,000	-	305,000	354,700	164,000	267,500	323,700	98,000	99,000	162,300	1,812,200
	Health Insurance Increase	5,800	-	110,800	102,900	51,500	86,900	79,500	24,800	29,900	58,300	550,400
HB 8 (1st Sub) ISF	Net Change	40,400	-	21,400	17,800	43,400	17,300	18,400	7,300	6,700	11,100	183,800
FY 2021 Totals	Total FY 2021 Appropriations	13,051,400	11,320,000	18,985,700	23,711,100	11,052,300	19,635,200	21,558,700	6,912,500	5,899,800	11,410,100	143,536,800