

The Utah College of Applied Technology (UCAT)  
Board of Trustees Meeting  
DATE: 18 May 2017  
TIME: 10:00 AM – 2:00 PM  
LOCATION: Tooele Applied Technology College  
88 South Tooele Boulevard  
Tooele, Utah 84074  
(Anchor location for electronic access)

## MINUTES

### (DRAFT – Pending Board Approval)

#### Board of Trustees Present

Jim Evans, Chair – MATC  
Steve Moore, Vice-Chair – OWATC  
Scott Theurer – BATC  
Michael Jensen – DATC  
Stephen Wade – DXATC (By Conference Call)  
Dave Ulery – TATC  
Mike Angus – UBATC  
Jim Olsen – Governor's Appointee Business/Industry  
Dale Cox – Union Apprenticeship  
Val Hale – Governor's Office of Economic Development  
Michelle Boulter – State Board of Education

#### Board of Trustees Absent

(vacant) – SWATC  
Brad Tanner – Non-Union Apprenticeship  
W. Tim Miller – Salt Lake Community College  
Brian Florang – Snow College  
Jessalie Anderson – State Board of Regents

#### UCAT Administration

Dave Woolstenhulme – Commissioner of Technical Education  
Jared Haines – Assoc. Commissioner  
Tyler Brinkerhoff – Asst. Cmsr Planning, Finance & Facilities  
Zachary Barrus – Asst. Cmsr, Institutional Research & Analysis  
Sherry Harward, Executive Assistant to the Commissioner, Board Secretary

#### UCAT Administration Absent

Joseph Demma – Asst. Cmsr, Public Affairs

#### Others Present

Chad Campbell – BATC, President  
Mike Bouwhuis – DATC, President  
Kelle Stephens – DXATC, President  
Clay Christensen – MATC, President  
Collette Mercier – OWATC, President  
Brennan Wood – SWATC, President  
Scott Snelson – TATC, President  
Aaron Weight – UBATC, President  
Linda Skinner – TATC, Vice President for Instruction  
Kent Thygerson – TATC, Vice President of Finance  
Ellen Lange-Christensen – TATC, Vice President for Student Services  
Abra Trussell – TATC, Executive Assistant to the President  
Joyce Hogan – TATC, Board of Directors Chair  
Marvin Shaffer, TATC, Board of Directors Member  
Jennifer Bancott – TATC, Board of Directors Member  
Kirt Michaelis – MATC, Vice President of Finance  
Russell Galt – DATC, Vice President of Administrative Services  
Spencer Pratt – Office of the Legislative Fiscal Analyst  
Jacob Wright – Governor's Office of Management and Budget

## MINUTES OF MEETING

UTAH COLLEGE OF APPLIED TECHNOLOGY

Board of Trustees

18 May 2017

(Draft – Pending Board Approval)

### ***I. INTRODUCTION ITEMS***

#### **A. Call to Order and Pledge of Allegiance**

Meeting was called to order at 10:05 a.m.

#### **B. Approval of 23 March, 2017 Board Meeting Minutes**

Motion to approve the Meeting Minutes from 23 March, 2017

Motion: Jim Olsen; Second: Scott Theurer

Voting: Unanimous

#### **C. Host College Highlights (TATC)**

TATC President Snelson welcomed the Board and introductions were completed. President Snelson provided an overview of TATC's service region, background about the college, recent accreditation, and achievements. Ellen Lange-Christensen, Vice President for Student Services discussed TATC student demographics. Kent Thygerson, TATC, Vice President of Finance discussed financial strengths, risk assessments and challenges of the college. Linda Skinner, Vice President for Instruction reported on instruction programs approved and accreditation commendations and recommendations.

### ***II. ACTION ITEMS***

#### **D. Date Change for September Board Meeting**

Significant conflicts have made it necessary for the Board to consider changing the date of the Board meeting currently scheduled for Thursday, September 14, 2017 to be held at the Mountainland Applied Technology College. The proposed dates discussed were Wednesday, September 13 and Friday, September 15. After discussion, the date of Wednesday, September 13 was the consensus.

Motion to move the upcoming Board of Trustees Meeting from Thursday, September 14, 2017 to Wednesday, September 13, 2017.

Motion: Michael Jensen, Second: Mike Angus

Unanimous

#### **E. Election of Board of Trustees Chair and Vice-Chair**

Nominations Chair, Mike Angus, indicate that the committee's recommendation for election of Board Chair and Vice-Chair be to continue with the current leadership of Chair Evans and Vice-Chair Moore.

Motion to open nominations for additional candidates.

Motion: Chair Jim Evans, Second: Scott Theurer; no additional names submitted

Motion to close nominations for Board Chair and Vice-Chair.

Motion: Mike Jensen, Second: Scott Theurer

Unanimous

Motion to approve continued leadership of Board Chair, Jim Evans and Vice-Chair, Steven Moore.

Motion: Mike Jensen, Second: James Olsen

Unanimous

#### **F. College Presidents Compensation**

Trustee Jensen stated that the Compensation Committee was authorized to recommend adjustments for Presidents' salaries up to midpoint of market range and adjustments equal to the amount funded by Legislature for those already at midpoint. Anything beyond that scope needs to be approved by the Board. Each campus Board was asked to provide recommendations for adjustments. Trustee Jensen indicate recommendations are not associated with the performance evaluation process, just general compensation and retention. The Committee accepted and authorized all local Board recommended increases except DATC President Bouwhuis of 9.7% (top of his market range), and the Compensation Committee is recommending a 5% increase for MATC President Christensen's salary (moves him slightly above midpoint). Recommendations were based upon tenure in position. Commission Woolstenhulme noted the goal is to get all Presidents to midpoint by year 5-6, which is consistent with USHE's practices

Motion to approve the recommendations proposed in Item F for President's salaries.

Motion: Mike Angus, Second: Mike Jensen

Unanimous, Vice-Chair Moore, Opposed

#### **G. Capital Development Presentations**

Assistant Commissioner Brinkerhoff indicated that the Board of Trustees receives funding request pertaining to capital facilities and land purchases from the applied technology colleges, prioritizes the requests and submits the prioritized requests to the State Building Board. The projects to be prioritized are listed in the agenda.

BATC, DATC and MATC presented their capital facilities projects to the Board.

**Recess for Lunch:** 12:04 pm

**Back in Session:** 12:30 pm

#### **H. Alignment of UCAT and COE Enrollment/Outcomes Reporting Policies**

Assistant Commissioner Barrus reported the tightening up of wording in policies 200-205 to better align with COE enrollment and outcomes reporting policies. Example include alignment of deadlines and course requirements and reporting graduates versus certificates awarded. With the revisions made in Policies 200-205, Policy 206 is now extraneous. The next step is to present them to the Legislature. All policies have been vetted and approved by all college presidents and instructional officers.

Motion to repeal Policy 206, Student Placement Reporting and approve the proposed revisions to Policies 200, 201, 204 and 205 attached in Item H of the agenda.

Motion: Steven Moore, Second: Jim Olsen

Unanimous

#### **I. FY 2018 Data Dictionary**

Assistant Commissioner Barrus stated the Data Dictionary is updated and approved by the Trustees annually as a set of standards and guidelines for student data reporting. FY 2018 revisions to the Data Dictionary include matriculation codes changes, matriculation standardization, and alignment with COE. A link is provided for a complete copy of the FY 2018 Data Dictionary is provided in the agenda under Item L.

Motion to approve the UCAT Data Dictionary for FY 2018.

Motion: Scott Theurer, Second: Dale Cox

Unanimous

#### **J. Coordination with Secondary Education Providers Policy**

Assistant Commissioner Barrus noted that auditors recommended that we develop a policy to allow for regular renewal and review of articulation agreements between the K12 schools and UCAT. Policy 207 was created and reviewed by the college presidents and instructional officers for this purpose. It is recommended that the policy be approved for immediate implementation.

Motion to approve Policy 207 for immediate implementation.  
Motion: Scott Theurer, Second: Mike Jensen  
Unanimous

**K. Commissioner's Office Information Technology Acceptable Use Policy**

Assistant Commissioner Barrus indicated that Commissioner Woolstenhulme has instructed that we review our own internal data annually. Policy 516, Information Technology Acceptable Use, was created from reviewing best practices from USHE, University of Utah and the OWATC. The recommendation to the Board is the policy be approved for immediate implementation.

Motion to approve Policy 516, Information Technology Acceptable Use, for immediate implementation.  
Motion: Mike Angus, Second: Steven Moore  
Unanimous

**P. Approval of FY 2019 Capital Development Priorities**

Chair Evans moved Item P to follow next. The Trustees scored each FY 2019 Capital Development project individually prior to the lunch break, and Assistant Commissioner Brinkerhoff totaled and reviewed the final scoring of the projects with the Board. Assistant Commissioner Brinkerhoff noted that all 3 requests were ranked extremely close within one point and there was a tie for the second-place ranking. Commissioner Woolstenhulme indicated all 3 projects are critical to the System, and he emphasized the need for system unity in support for the request, order and ranking going forward to the Building Board.

| <u>Ranking</u> | <u>Project</u>                                            | <u>Average</u> |
|----------------|-----------------------------------------------------------|----------------|
| 1              | DATC Allied Health Building                               | 86.40          |
| 2              | BATC Health Sciences & STEM Technology Building           | 85.80          |
| 2              | MATC Thanksgiving Point Campus Technology/Trades Building | 85.80          |

Motion to submit all 3 FY 2019 Capital Development Priorities as currently ranked (noting there is a two-way tie for second place) to the State Building Board.  
Motion: Jim Olsen, Second: Scott Theurer  
Unanimous

**L. FY 2018 Proposed Tuition Adjustments**

Assistant Commissioner Brinkerhoff provided a summary of the proposed tuition adjustments for FY 2018 for each of the campuses as listed in the agenda Item L. Commissioner Woolstenhulme also recommended that UCAT no longer differentiate tuition by Tier 1 and Tier 2.

Motion to approve the proposed FY 2018 tuition adjustments.  
Motion: Mike Jensen, Second: Scott Theurer  
Unanimous

**M. FY 2018 Proposed Differential Tuition Rates**

Assistant Commissioner Brinkerhoff noted per policy, any approved differential tuition rate expires at the end of each fiscal year. Assistant Commissioner Brinkerhoff presented the proposed FY 2018 Differential Tuition Rates for the applicable colleges for approval. Individual college increases are noted in Item M of the agenda.

Motion to approve the differential tuition rates for BATC, DATC, OWATC, TATC, and UBATC, as indicated in Item M of the agenda.  
Motion: Scott Theurer, Second: Mike Angus  
Unanimous

#### **N. UCAT Office Lease and MATC Transition**

Commissioner Woolstenhulme indicated a location has been identified for the new office for the Commissioner's Office in the Salt Lake area at 310 South Main. Cost will be about \$19.50 per square foot for approximately 4,200 square feet. There is a Trax stop directly across from the building, and parking will be available in the Wells Fargo Building parking structure. A contract is being drafted and should be available soon for review by the Board. The current facility will be transferred to the Mountainland Applied Technology College, and discussion is taking place regarding the Northstar team transitioning under UTEN for oversight and location of operation. The new location will be more cost effective and efficient for collaboration and daily meeting demands in the Salt Lake area.

Motion: No action item at this date, pending contract. Comfort vote demonstrated consensus to move forward.

#### **O. Utah System of Technical Colleges Logo**

Commissioner Woolstenhulme reported with the implementation of SB238, each of the colleges are implementing new logo designs and branding marks. The goal for the System branding is to create a professional look that allows statewide recognition but does not take away from the individual colleges' designs. The acronym proposed is "UTECH," and each college would utilize the acronym in their name (BTech, Davis Tech, Dixie Tech, UB Tech, Southwest Tech, MTech, Ogden-Weber Tech College, Tooele Technology College). Color scheme proposed for the System will be blue, black and gun metal. Wordmark designs were presented to the Board. Feedback regarding the logo marks included difficulty in identifying the figure that looks like a "7" for a "T."

Motion to approve adopting the acronym of "UTECH" as the acronym for the Utah System of Technical Education.

Motion: Scott Theurer, Second: Mike Jensen

Unanimous

#### **Q. Approval of FY 2018 Commissioner's Office Budget**

Assistant Commissioner Brinkerhoff presented the Board with a recommended FY 2018 budget for the Commissioner's Office as listed in agenda Item Q.

Motion to approve FY 2018 budget for the Commissioner's Office.

Motion: Dale Cox, Second: Dave Ulery

Unanimous

### ***III. Information Items***

#### **R. Audit Committee Report**

Audit Committee Chair, Dale Cox, indicated all campuses received clean audits, and 2 colleges received one finding each (MATC and TATC). Commissioner Brinkerhoff explained the 2 findings were the least severe of findings, and both have completed steps of remedy. MATC Vice President of Finance, Kirt Michaelis, indicated their finding involved a Pell refund that was not remitted to a student on time. They have implemented a process to correct the process. TATC Vice President of Finance, Kent Thygerson stated their finding was symptomatic of having a small staff size and his involvement in daily transactions and review process. Duties have been reallocated to additional employees outside of the Finance Department, and they will be hiring an additional Accounting Clerk to segregate duties. The TATC also initiated a Risk Controls Assessment which identified a few process changes that could be implemented to ensure effective systems are in place to meet high standards. Audit Committee Chair, Dale Cox, suggested each other the other college's Finance VP provide a similar report in the September meeting. Commissioner indicated Assistant Commissioner Brinkerhoff can also put together a template to assist the Finance VPs in preparing the same information for the presentation to the Board. Assistant Commissioner Brinkerhoff noted that it is very commendable that among the 8 college audits, there were only 2 relatively minor findings.

#### **S. OWATC President Search Update**

Trustee Moore indicated 7 candidates will be interviewed for the first round of interviews, and up to 4 candidates will be forwarded for final interviews, which will be completed by the Board of Trustees and OWATC Board of Directors the second or third week in June. Trustee Moore thanked the search committee for their efforts.

**T. Nominations/Recommendations for UCAT Board Members 2017-2021**

Associate Commissioner Haines explained that the Boards of Directors have each submitted nominations to Governor Herbert to fill vacancies which begin July 1, 2017, for their representatives on the Board of Trustees. Governor Herbert will be making selections today and notifications will take place soon. The Board of Trustees Appointments & Terms were provided for review in agenda Item T.

**U. Programs Approved: MATC**

Associate Commissioner Haines indicated that Commissioner Woolstenhulme has approved MATC programs since the Board last met. The programs are listed in the agenda under Item U.

**V. UCAT Commissioner's Office Budget Report**

Assistant Commissioner Brinkerhoff presented the Board with a report detailing appropriated revenues and expenditures by category for the Office of the Commissioner for the current fiscal year May 31, 2017.

**W. UCAT Master Calendar**

Commissioner Woolstenhulme reported that a master calendar will be sent to the Trustees each month that reports the notable events taking place at each college to allow attendance and support by the Trustees.

**X. Recognition of President Mercier**

Chair Evans, Commissioner Woolstenhulme and Vice-Chair Moore thanked President Mercier for her dedication and many years of service.

**Y. Recognition of Departing Board Members**

Trustees Jerry Taylor, Jesselie Anderson, Barbara Corey and Vale Hale were commended for their services as Trustees.

**V. ADJOURN**

Motion to Adjourn: Jim Olsen, Second: Scott Theurer

Voting: Unanimous

Meeting adjourned at 1:58 p.m.

Tour of Tooele Applied Technology College by President Scott Snelson