



**DRAFT**

## UTAH SYSTEM OF TECHNICAL COLLEGES

Board of Trustees Meeting

Date: January 17, 2019 - Time: 10:00 am – 1:30 pm

Ogden-Weber Technical College

200 North Washington Blvd., Ogden, UT 84404

### MINUTES

#### Board of Trustees Present

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

#### Board of Trustees absent/excused:

Brecken Cox – Transportation  
Catherine Carter – Healthcare  
Brian Florang – Snow College  
Michael Jensen, Davis Technical College  
Susan Johnson – Industry  
Stephen Wade – Dixie Technical College

#### USTC Administration

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

#### College Presidents Present

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

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

(PENDING APPROVAL FROM BOARD OF TRUSTEES)

A. Call to order and welcome – Chair Jim Evans

The meeting was called to order at 10:11 am

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

Pledge of Allegiance by Vice Chair Steve Moore

Oath of Office for Russell Lamoreaux

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

Roll-call was conducted:

Jim Evans, Chair – yes

Steve Moore – yes

Scott Theurer – yes

Brad Tanner – yes

Mike Angus – yes

Aaron Osmond – yes

Chuck Taylor – yes

Russell Lamoreaux – yes

Charles Hansen – yes (joined the meeting via telephone and then attended in person)

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

**A. CONSENT ITEMS:**

Chair Evans asked if there were any comments, concerns or questions for the Commissioner's staff to be discussed regarding the consent items.

Trustee Scott Theurer moved to approve the Board of Trustees Meeting Minutes from October 30, 2018, and November 15, 2018, as well as the following Reports:

USTC Commissioner's Office Budget Report

FY2018 Annual Report (December Release)

FY2018 Performance-based Funding Allocations, and

FY2018 COE Completion, Placement, and Licensure Rates

Seconded by Trustee Brad Tanner

Vote: Unanimous

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

Chair Evans asked Trustees if there were any questions. The Board does not need to approve the proposal. The statute calls for a Board of Trustees' vote of support.

Trustee Moore expressed thanks to the staff for their work on these proposals for the benefit of the students and employees.

Motion: Trustee Aaron Osmond moved to adopt the item as recommended.

Seconded by Trustee Steve Moore

Vote: Unanimous

### **DISCUSSION ITEMS:**

- C. Board of Trustees Meeting Scheduling Considerations: Chair Evans asked if there were any questions regarding the calendar presented.
- D. Expiring Terms of Office for Board Members: Commissioner Haines explained the expiring terms of office of the Board of Trustees. The colleges' local Boards of Directors need to recommend two nominations to the Governor for his approval and Senate confirmation.
- E. College Boards of Directors Agendas and Minutes: Commissioner Haines mentioned that at September 20, 2018 Board of Trustees meeting, some trustees requested that agendas and minutes of local technical college boards of directors' meetings be provided to trustees so that trustees can be aware of issues and progress of the colleges throughout the year. These agendas and minutes have been forwarded from the Office of the Commissioner to the Board of Trustees member. The reason for this item is to find out if the process of sending the agendas and minutes is working for the Trustees or if the office of the commissioner needs to make any adjustments.

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

Chair Evans asked if Trustees want to consider using the tools available.

Comments:

Sometimes receiving emails is overwhelming.

Some Trustees are in favor of signing up to the Utah Public Notice website.

Another suggestion would be that Presidents prepare an Executive Summary of key issues of what is happening at the college and send a short version to the Board of Trustees once or twice a year.

Chair Evans recommended taking this issue to the Council of Presidents for follow-up.

- F. 2019 Legislative Planning Discussion: The discussion included the UTech budget request, (attached to the agenda) which was approved by the Board at the September 20, 2018 meeting, as well as capital facilities, initiatives, and legislation.
- Sean Faherty has been assigned to higher education to review the budget request.

- Senator Michael McKell is the House Chair for Higher Education. Commissioner Haines met with Senator McKell and stated that Senator McKell is very positive about technical education.

Capital Facilities: There is a concern regarding state space utilization. Utech staff is working to input in Tableau space utilization to show the capacity for each college, as well as membership hours. Some colleges have over capacity.

- As a system, we haven't look at space utilization for a long time. Utech is hoping to have a report ready in the Spring.

Commissioner Haines informed that Senator Howard Stephenson from the Utah Tax-Payers Association is interested in advocating for Utech's budget request.

Chair Evans informed that Mr. Stephenson also visited him with the same request. Mr. Stephenson also offered to meet with the Trustees to show his support.

Trustee Osmond mentioned that the Utah Tax-Payers Association is a very influential body at the legislature.

Custom Fit: There was a conversation regarding custom fit as a powerful tool to tell the story.

- Custom Fit is the core of what we do as a system.
- Custom Fit is the only designated fund that helps businesses grow.
- It would be interesting if we can use some marketing funds and produce a video with employers' testimonials regarding Custom Fit and take it to the Legislators.
- Utech will continue to discuss at Council of Presidents how can we do more with Custom Fit.

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

- G. Dixie Tech -Home Buildings Association Partnership: Darcy Stuart, Dixie Technical College, Board of Directors' Chair, distributed a map and explained that the Southern Utah Home Builders Association Board leadership, and Dixie Tech Board leadership are having conversations about the possibility of entering into a public/private partnership. The partnership would result in the construction of a building on the Dixie Tech campus to accommodate SUHBA offices and to provide additional classroom space to enable Dixie Tech to open additional apprenticeship sections, a CNC wood program, and a construction technology program.

Trustees asked what type of trades have been discussed, and if any of the colleges have had similar situations regarding leases to private entities.

Davis Technical College had leasing with a private entity.

Doug Richards asked that Dixie Tech Board of Directors send a written submission of what they are trying to do for Risk Management' review and research.

Mr. Stuart indicated that they are having preliminary discussions and they will come back with a formal proposal.

As a cautionary note, it was mentioned that we should be careful about setting a precedence

Trustees thanked Mr. Stuart for letting Trustees know in advance.

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

- I. **Technical Education Campaign:** As part of the Governor's Year of Technical Education, UTech has been working with partners and stakeholders under Talent Ready Utah to develop a paid advertising campaign supporting engagement and awareness of Utah's statewide technical education opportunities. Joseph Demma showed the Talent Ready Utah website: Utah's technical-skill training is specifically designed for the high-demand careers of today's businesses and industries.
- J. **Internal Enrollment and Placement Audit:** Zachary Barrus, indicated that at the Executive Committee meeting (December 20, 2018), Trustees asked that the office of the Commissioner undertake an enrollment and placement audit to ensure that technical colleges are recording student achievements and placements accurately and appropriately. The most recent audit was conducted in 2015. Mr. Barrus also explained the internal controls that Utech will be working on in the next few months and that the Trustees will be presented with audit findings at a future Board meeting. Trustee Osmond mentioned that crossed data validation is a good idea.
- K. **Recent Board of Regent's Audit:** Tyler Brinkerhoff explained that the auditors were not satisfied with adequately controlling tuition increases. They also found that lack of analysis by staff at the Office of the Commissioner of Higher Education may lead to unnecessary tuition inflation. The LAG provided four recommendations they felt would mitigate such inflation and strengthen processes. The second area of focus was that of consistency of metrics and lack of required targets. Reported metrics changed from one year to the next making it difficult for the auditors to determine whether goals were achieved. They found that inconsistency could contribute to stakeholder confusion. Lastly, the LAG examined the utilization of the internal audit function by the Board of Regents and USHE.  
College presidents feel positive about where we are as a system.  
The analysis attached to the agenda also includes a snapshot of what the Utah System of Technical Colleges is doing to illustrate areas where the system could be similarly vulnerable.
- L. **College President Evaluations 2019.** Commissioner Haines explained that his office is setting up appointments for annual reviews. UTech policy requires the inclusion of the Chair and Vice Chair of the College Board of Directors, a member of the USTC Board of Trustees representing the college, one additional Trustee appointed by the USTC Board Chair who resides outside of the college's service region, and the Commissioner of Technical Education.  
The formal reviews for this year are highlighted in the scheduled attached to the agenda. Formal College President Reviews are performed every three years.  
During these reviews, it is encouraged that we look at the college's accomplishments as well as the challenges the presidents are experiencing.  
The office of the Commissioner is also reviewing the surveys sent to the different stakeholders for formal evaluations.  
Chair Evans asked if there were any questions regarding this process.
- M. **Review of Recent President Search Processes and Policy.** Commissioner Haines suggested that this is the time for the Board to reflect on president searches.  
The Davis Technical College was the last President Search.  
USHE involves students, faculty, and staff by giving them the opportunity to meet with the candidates

Search Committee members had specific suggestions.

No formal survey was sent out to the Search Committee after the search was completed. Trustees indicated that it would be important to include in the policy verbiage regarding what the boundaries are regarding people contacting them. They also indicated that they felt uncomfortable with the campaigning via emails or calls during the searches.

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

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

Comments/Questions/Answers:

- Is the Board is obligated to go through a selection process? or could the Board name someone to be the commissioner?
- Statute UCA 53B-2a-102 does not require a process for the appointment of a new commissioner subject to the approval of the Governor and Senate consent. It doesn't have any other language or process.  
The Board is not required by law to have a national search. The last meeting minutes indicate that the Board was going to re-start the process after the Legislature session and language of inviting the finalists to reapply. The start of the process could be that the Board names a person.
- UTech has the policy to hire college presidents but not a policy to hire a commissioner. When hiring a commissioner, the Board has in each case developed and approved a process and timeline at the beginning of the process. Generally, the process and timeline have been somewhat similar to the process in the president search policy.
- With the last searches, the Board voted at the beginning of the process
- The Snow College Interim President was recently appointed by the Board of Regents
- The Commissioner's search committee was good, but when it was time for the full Board to interview the finalists the group was much smaller, and it was a challenge to get consensus. It went from fifteen members to about eight or nine.
- The entire committee was invited (for the Commissioner's search), but they couldn't attend due to other commitments.
- During the commissioner's search, there was a diverse in opinions regarding what the role of a commissioner really is, for example, there was a disconnect about the importance of the commissioner should have in leadership, management, and experience from the HR perspective working with our presidents and that the search committee struggled with that.
- Also, there was a confusion about whose role is it, the Board's or the Commissioner's to be the advocate for the system with the Legislature and whose role is it to define the vision of where we are going as a system.
- The roles of a commissioner are listed in the job description, but they need to know as a Board what they are looking for
- It would be important to spend some time as a team and get clarity of what skills are important to the Board not only from the job description but what the Board value
- Chair Evans asked if there were any thoughts that Trustees would like to see as the Board moves forward

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

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

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

Adjournment: Vice Chair Moore moved to adjourn the meeting until the next Board meeting on March 21<sup>st</sup>. Seconded by Brad Tanner.

Meeting adjourned at 1:11 pm