

The Utah College of Applied Technology (UCAT)
Board of Trustees Meeting
DATE: 10 April 2014
TIME: 10:00 AM – 3:00 PM
LOCATION: Utah College of Applied Technology
2801 Ashton Boulevard
Lehi, UT 84043

(Anchor location for electronic access)

MINUTES

Board of Trustees Present

Tom Bingham, Chair – TATC Board of Directors
Michael Madsen, Vice Chair – BATC Board of Directors
Ron Larsen – DXATC Board of Directors*
Jim Evans – MATC Board of Directors
Steve Moore – OWATC Board of Directors
Mark Dennis – UBATC Board of Directors
Brad Tanner – Non-Union Apprenticeship
Jessie Anderson – State Board of Regents Representative
Jim Olsen – Governor’s Appointee of Business - Industry
Dixie Allen – Utah State Board of Education
Dale Cox – Union Apprenticeship
Scott Bushnell – Snow College Representative

Excused

Richard Tranter – Salt Lake Community College
Don Roberts – SWATC Board of Directors
Dave Buhler – Commissioner of Higher Education
Michael Jensen – DATC Board of Directors
Mike McCandless – USU-Eastern CTE
Spencer Eccles – Governor’s Office of Economic Development

*Attended via Satellite Video Conference

UCAT Administration

Robert Brems – President
Jared Haines – VP, Instruction and Student Services
Tyler Brinkerhoff – VP, Administrative Services
Jordan Rushton – Director of Public Relations/Exec Assist
Doug Richards – Assistant Attorney General

Others Present

Richard Maughan – BATC, Campus President
Mike Bouwhuis – DATC, Campus President
Kelle Stephens – DXATC, Campus President
Collette Mercier – OWATC, Campus President
Clay Christensen – MATC, Campus President
Dana Miller – SWATC, Campus President
Scott Snelson – TATC, Campus President
Dave Woolstenhulme – UBATC, Campus President
Bob Peterson – UBATC Vice President
Barbara Miner – Notary Public

Special Guest

John Dougall – State Auditor

MINUTES OF MEETING

UTAH COLLEGE OF APPLIED TECHNOLOGY
Board of Trustees
10 April 2014

I. INTRODUCTION ITEMS

I.A Call to Order

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

I.B Pledge of Allegiance

I.C Approval of Agenda

Motion to approve the agenda

Motion: Mark Dennis; Second: Michael Madsen; Voting: Unanimous

I.D Approval of 26 September 2013 Minutes

Motion to approve the 26 September 2013 Minutes

Motion: Dale Cox; Second: Jim Evans; Voting: Unanimous

I.E Executive Committee Report

Chair Bingham informed the board the Executive Committee Meeting approved minutes of previous Committee meetings. In the meeting they also reviewed the Board of Trustees meeting agenda.

I.F Departing Board Members

President Brems thanked David Thomas, David Buhler, paid tribute to Kendall Willardsen.

I.G Oath of Office for Jesselie Anderson & Dixie Allen

Barbara Miner administered the oath of office to Jesselie Anderson and Dixie Allen.

I.H UCAT Board of Trustees Leadership

President Brems reported that Chair Bingham had appointed a nominating committee in preparation for Board leadership changes and the newly formed committee would make recommendations next Board meeting.

I.I HB-95: UCAT and campus board changes

Vice President Haines reported on the changes that would take place at both the UCAT level and individual campus level. The Utah Legislature, in its 2014 session, passed House Bill 95 (Ipson – Applied Technology College Governance Amendments), which modifies the membership of the UCAT Board of Trustees and four campus boards of directors. The legislation and the board changes will be effective under Utah law on May 13, 2014 (60 days after the adjournment of the legislative session).

II.ACTION ITEMS

II.J Proposed Tuition Adjustment for FY15

Vice President Brinkerhoff reported that tuition rates have been discussed at length with the President's Cabinet and the feeling of the group is to let first tier tuition remain at \$1.75 per hour for the system.

Motion to keep system-wide first-tier tuition rate at \$1.75 per hour.
Motion: Jim Olsen, Second: Mark Dennis; Voting Unanimous

II.K Proposed Second Tier Tuition Adjustment

Vice President Brinkerhoff explained that reports from the campuses regarding second tier tuition have been positive, and the pilot campuses wish to continue. Additionally, OWATC is requesting a second tier tuition rate for FY 2015. The total tuition figures by campus assume no increase to the first-tier rate of \$1.75 per membership hour.

DATC: Second-Tier increase from \$0.15 per hour to \$0.25 per hour. Total tuition: \$2.00 per hour

DXATC: Second-Tier tuition to remain at \$0.25 per hour. Total tuition: \$2.00 per hour

MATC: Second-Tier tuition to remain at \$0.25 per hour. Total tuition: \$2.00 per hour

UBATC: Second-Tier tuition to remain at \$0.25 per hour. Total tuition: \$2.00 per hour

OWATC: Implement new second-tier tuition rate of \$0.05 per hour. Total tuition: \$1.80 per hour

Motion to approve second tier tuition rates at DXATC, DATC, MATC, UBATC, OWATC.

Motion: Mike Madsen, Second: Steve Moore; Voting: Unanimous

II.L Proposed Differential Tuition Approvals

Vice President Brinkerhoff explained that the following courses were identified by their respective campuses to be considered for differential tuition rates. The courses at BATC, OWATC and UBATC have previously been approved for differential rates and are presented to the Board of Trustees annually, as approved differential tuition rates expire each year on June 30 per UCAT policy 204.6.4. The DATC request is a new one for consideration this year.

BATC:

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

Academic Learning Center - \$20 monthly

OWATC:

Academic Learning Center - \$20 monthly

UBATC:

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

DATC:

Academic Learning Center - \$1.00 per hour

Motion to approve the proposed differential tuition rates as presented.

Motion: Mark Dennis, Second: Steve Moore; Voting Unanimous

II.M Uintah Basin Applied Technology College Administrative Changes

President Brems announced that President Woolstenhulme has accepted another job and the process of finding his replacement is underway. The following timeline is proposed.

Friday, April 18, Applications accepted until 5:00pm

Week of April 21 - 25, Application Screening Process at UBATC with Board of Directors

Week of April 28 - May 2, Interviews with UBATC Board of Directors

Week of May 5 - 9, Final Interviews with UCAT President

Week of May 12 - 16, Conference call meeting of UCAT Board of Trustees

Week of May 12 - 16, Announcement of new campus president

Period of June 1 - July 1, New UBATC campus president begins service

President Brems went on to recommend that Vice President Bob Peterson act as interim president until the position has been filled.

Motion to approve proposed timeline and Bob Peterson as interim president.

Motion: Mark Dennis, Second: Michael Madsen; Voting: Unanimous

II.N Approval of MATC Campus President Evaluation

President Brems reported that President Clay Christensen's evaluation has been completed and was very successful. Brems complimented Christensen on the great job that he is doing. Trustee Evans also applauded his leadership. President Brems recommended that the board approve the finalization of the evaluation and take action on a compensation adjustment.

Motion to approve the finalization of President Christensen's evaluation as well as a 3.5% salary increase taking Christensen salary to \$136,600. It was also recommended that Christensen's vehicle allowance be folded into the salary taking it to \$145,600.

Motion: Jim Evans, Second: Steve Moore; Voting Unanimous

II.O SWATC Automotive Technology Center Lease Renewal

Vice President Brinkerhoff reported that the Southwest Applied Technology College's Automotive Technician, Professional Truck Driving and Emergency Medical Technician training programs are housed in a purpose-built leased facility at the north end of Cedar City. The leased space includes approximately 20,680 square feet on the ground floor and 1,100 square feet on the mezzanine level. The current full-service lease expires May 31, 2014.

Motion to approve the lease renewal.

Motion: Jim Olsen, Second: Mark Dennis; Voting: Unanimous

II.P UCAT Student of the Year Program

President Brems reported on the progress of the UCAT Student of The Year program and discussed the workings of the program as well as the possibility of a car giveaway. President Brems asked for the Trustees support in making this program a success and using it to both highlight student excellence and build awareness of the UCAT system.

Motion to approve and support the UCAT Student of the Year Program with a July 1, 2014 start date.
Motion: Dixie Allen, Second: Steve Moore
Voting: Unanimous

II.Q Enrollment/Completion Reporting Policy Provisions

Vice President Haines reported that revisions are necessary in policy 200, 205, and 204. President Brems reported that this will mainly impact the data people at the campuses. Director Rikard stated that this will require more data to be submitted.

Motion to approve the proposed revisions to policies: 200, 205,204.
Motion: Jim Evans, Second: Mike Madsen, voting: Unanimous

II.R UCAT Board of Trustees 2014-2015 Calendar Update

President Brems asked the board to take action on the proposed calendar:

Thursday, June 12, 2014
Thursday, Sept 18, 2014
Thursday, Jan 15, 2015
Thursday, Mar 26, 2015
Thursday, June 11, 2015
Thursday, Sept 17, 2015

Motion to approve the proposed calendar:
Motion: Dale Cox, Second: Steve Moore, Voting: Unanimous

III.INFORMATION ITEMS

III.S UCAT Coordinated Audit

President Brems welcomed State Auditor John Dougall and his team and allowed them to make a short presentation on the FY13 Coordinated Audit of UCAT campuses. Dougall remarked that his office will do the best they can in future audits to keep the cost down.

III.T 2014 Legislative Session Review

President Brems reported on the 2014 General Session of the Utah State Legislature. The Legislature took action on several issues that affect the Utah College of Applied Technology. The following items are among the most important.

- 1.25% compensation increase plus additional funds for insurance and retirement totaling \$1,037,500
- An enhancement of program capacity at all eight UCAT campuses through \$3,000,000 in ongoing funds
- Equity funding for all eight UCAT campuses totaling \$3,000,000 in ongoing funds
- An increase in Custom Fit funding of \$500,000 in ongoing funds targeting manufacturing

- Ongoing funding of \$245,000 (to replace federal funding) for the Utah Data Alliance effort
- One time funding for UCAT Marketing/Messaging Campaign totaling \$200,000
- One time funding to assist UCAT campuses with serving special needs students totaling \$100,000
- The request to fund a new SWATC facility was successful with \$19,300,000 appropriated for the new building and \$587,500 ongoing appropriated for operations and maintenance when the building is complete.

III.U Programs Approved: SWATC

Vice President Haines reported to the Trustees that President Brems had approved the following programs since the last time the board had met.

<u>Campus</u>	<u>Program Title</u>	<u>Length (hours)</u>	<u>Approval Date</u>
SWATC	Basic Business Administrative Support	630	2/11/2014
SWATC	Basic Welding	930	2/11/2014
SWATC	Certified Coding Associate	630	2/11/2014
SWATC	Digital Media Comprehensive	1,350	2/11/2014
SWATC	Digital Media Graphic Design	930	2/11/2014
SWATC	Digital Media Web Design	930	2/11/2014
SWATC	Healthcare IT Technician	600	2/11/2014
SWATC	Industrial Maintenance and Automation	630	2/11/2014
SWATC	Solar Voltaic Specialist	923	2/11/2014

III.V UCAT Marketing/Messaging

President Brems reported that the legislative appropriation to UCAT in this year's House Bill 3 (the "Bill of Bills") includes \$200,000 in one-time funds during FY-2015 for UCAT to carry out its requested UCAT Marketing/Messaging Campaign. It is clear that the intent is to advertise who UCAT is, what UCAT does, increase enrollment and provide motivation to students to utilize UCAT's facilities and services across the state.

To provide direction in the most effective use of the funds and the implementation of UCAT's marketing/messaging campaign, Chair Bingham and President Brems have appointed a steering committee representing UCAT trustees, the UCAT President's Office, campus presidents, and campus staff members experienced in marketing and messaging:

Rob Brems, UCAT President
Jordan Rushton, UCAT Director of Public Relations
Jim Olsen, UCAT Board of Trustees
Mike Jensen, UCAT Board of Trustees
Troy Christensen, BATC Vice President

Mark Middlebrook, MATC Director for Marketing/Dev.
Jennifer Forbes, DXATC Director of Marketing
Elsa Zweifel, OWATC Director of Marketing/PR
Scott Snelson, TATC Campus President

VI. Adjourn

Motion to Adjourn: Brad Tanner, Second: Jim Evans
Meeting adjourned at 1:25 p.m.