



Utah System of Technical Colleges
Board of Trustees Meeting

March 19, 2020 – 10:00 am to 2:00pm

The anchor location was scheduled for the Tooele Technical College. Due to the COVID-19 pandemic, the anchor location access for less than ten attendees (COVID19 protocol), was changed to Davis Technical College, 550 E. 300 S., Kaysville, UT 84037. Electronic access was provided to the public.

MINUTES

Board of Trustees Present:

Steve Moore, Chair – Ogden-Weber Technical College
Aaron Osmond – Vice-Chair – Information Technology
Charles Hansen – Tooele Technical College
Susan Johnson, Manufacturing
Russell Lamoreaux – Union Trade
Mike Angus – Uintah Basin Technical College*
Jera L. Bailey – Healthcare*
Stacey K. Bettridge – Transportation*
Arthur E. Newell – Mountainland Technical College*
Brad Tanner – Non-Union Trade*
Chuck Taylor – Southwest Technical College*
Scott Theurer – Bridgerland Technical College*

Trustees Absent/Excused:

Brett Barton – Life Sciences
Michael Jensen – Davis Technical College
Stephen Wade – Dixie Technical College

UTech Administration:

Jared Haines – Interim Commissioner of Technical Education
Kim Ziebarth – Associate Commissioner for Academic and Student Affairs*a
Zachary Barrus – Assistant Commissioner for Data and Institutional Research*
Tyler Brinkerhoff – Assistant Commissioner for Planning, Finance and Facilities*

College Presidents:

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

Special Guests:

Rep. Douglas V. Sagers, Legislature Infrastructure and General Government Appropriations

*By electronic access

MINUTES OF MEETING

UTAH SYSTEM OF TECHNICAL COLLEGES

BOARD OF TRUSTEES

March 19, 2020 – 10:00 am to 2:00 pm

The meeting called to order at 10:05 am

A. Call to order, welcome, and roll call:

Chair Moore thanked everyone for their attendance. President Paul Hacking welcomed and introduced Representative Douglas V. Sagers, Legislature Infrastructure and General Government Appropriations Subcommittee, Chair.

Chair Moore apologized to President Paul Hacking for the change of location of today's meeting. Due to the COVID-19 pandemic and the social distance protocol, the location of the meeting was changed to the Davis Technical College to provide electronic access. Chair Moore thanked President Darin Brush and his staff for their work on the logistics of this meeting.

Chair Moore indicated that this is the second to last regular Board meeting. The last UTech Board of Trustees meeting is scheduled for May 21, 2020. The new Utah System of Higher Education and Board will be in effect starting July 1, 2020.

Roll call – Trustees present:

Steve Moore, Chair – yes
Aaron Osmond, Vice-Chair – yes
Charles Hansen – yes
Susan Johnson – yes
Russell Lamoreaux – yes

By Conference Call:

Mike Angus – yes
Jera L. Bailey – yes
Stacey K. Bettridge – yes
Arthur Newell – yes
Brad Tanner – yes
Chuck Taylor – yes
Scott Theurer – yes

Trustees Excused:

Brett Barton
Michael Jensen
Stephen Wade

B. Pledge of Allegiance: Conducted by Trustee Scott Theurer.

C. COVID-19 Report:

Associate Commissioner, Kim Ziebarth reported that leaders from the education systems have been working with the health department and the Governor's office to evaluate the operating characteristics to reduce the spread of COVID-19.

Associate Commissioner Ziebarth provided a summary:

- Lt. Governor Cox asked education leaders to coordinate decisions and messaging plan.
- The UTech and USHE institutions established a COVID-19 workgroup that includes representatives from both institutions. The group meets weekly to receive current information and recommendations from the state health department, the Governor's office, and USBE.
- Although the representatives of each institution disseminate the information, Associate Commissioner Ziebarth sends updates via email to UTech college presidents.
- The coordination, implementation, and information include the evaluation of cleaning protocols, emergency operation plans, communication systems with law enforcement and health department, evaluation of distance instruction testing, curriculum, and capacity for course work, community measures, guidance, revision of practice of faculty and employees working from home, closure procedures, etc.
- Associate Commissioner Ziebarth thanked presidents and their staff for the coordination, for sharing the information and willingness to work on the details of this changing situation.
- Chair Moore also thanked Commissioner Ziebarth for her work on the task force.

D. Item D – Host College Highlights canceled due to the location.

E. Consent Items:

Chair Moore reviewed the consent items as follows:

E.1 Board Meeting Minutes of 1/16/2020

E.2 Board Meeting Minutes of 2/7/2020

E.3 Board Meeting Minutes of 2/13/2020

E.4 Revision to Policy 205, Student Enrollment, and Completion Reporting.

- Trustee Susan Johnson asked if the changed language of 5.1, "the enrollment period for a secondary student," was communicated to the districts to facilitate how this change may affect secondary students? Associate Commissioner Ziebarth and Assistant Commissioner Barrus clarified that aligns with current college practice and UTech policy 208 revisions approved by the Board in November 2019. The language defines how homeschooled students and those completing high school graduation requirements are to be considered with regard to scholarship eligibility.

E.5 UTech Commissioner Office Budget Report

E.6 Program Approvals

E.7 Master Calendar: Chair Moore asked Presidents to send their events updates to the Commissioner's office. Due to the COVID-19 pandemic, some college events are being postponed or canceled.

Motion: Trustee Susan Johnson moved that the board approve the consent items as presented.

Seconded: Trustee Russell Lamoreaux

Voting: Unanimous

BOARD COMMITTEES' REPORTS:

F. Executive Committee Meeting – Closed Session.

The board moved to closed session at 10:22 am

Motion: Vice-Chair Aaron Osmond moved that the Utah System of Technical Colleges Board of Trustees meet in closed session, as provided in Utah Code Title 52, Chapter 4, Sections 204, 205, and 206, for the discussion of the character, professional competence, or physical or mental health of an individual.

Seconded: Trustee Susan Johnson

Voting: Unanimous

Roll call – by Chair Steve Moore:

Steve Moore, Chair – yes

Aaron Osmond, Vice-Chair – yes

Mike Angus – yes

Jera L. Bailey – yes

Stacey K. Bettridge – yes

Charles Hansen – yes

Susan Johnson – yes

Russell Lamoreaux – yes

Arthur Newell – yes

Brad Tanner – yes

Chuck Taylor – yes

Scott Theurer – yes

The board reconvened at 10:32 am

G. Reconvene in Open Session: Roll call by Chair Moore

Steve Moore, Chair – yes

Aaron Osmond, Vice-Chair – yes

Mike Angus – yes

Jera L. Bailey – yes

Stacey K. Bettridge – yes

Charles Hansen – yes

Susan Johnson – yes

Russell Lamoreaux – yes

Arthur Newell – yes

Chuck Taylor – yes

Scott Theurer – yes

Motion: Vice-Chair Aaron Osmond moved that the board reconvene in open session

Seconded: Trustee Russell Lamoreaux

Voting: Unanimous

Motion: Trustee Scott Theurer moved that the board approve a salary compensation adjustment for Interim Commissioner Jared Haines to 60% of the September 2016 scale.

Seconded: Trustee Chuck Taylor

Voting: Unanimous

Vice-Chair Aaron Osmond mentioned that he wanted to publicly state that the Board of Trustees had a phenomenal experience with Commissioner Haines and his work during the SB111 meetings and also by taking care of other issues during the last couple of months as a leadership team. He said that Commissioner Haines is unbelievably dedicated. Vice-Chair Osmond also mentioned that he witnessed it and is very impressed for all that Commissioner Haines has done and hopes that this is a signal of the Board's confidence in Commissioner Haines going forward.

Chair Moore supported the comments made by Vice-Chair Osmond and said that it had been a privilege for him working with Commissioner Haines over the last nine months.

Commissioner Haines thanked the Board and stated that this was something he was not expecting.

H. Capital Facilities Committee Report:

Assistant Commissioner Brinkerhoff reported that the Capital Facilities Committee asked the Council of Presidents to rank and prioritize Dedicated Projects.

After considering all projects, the Presidents recommended that two projects be considered as equal priority since funding is sufficient for both:

Mountainland Technical College, Provo campus remodel, and Tooele Technical College expansion.

The Capital Facilities Committee recommended that the Mountainland project be ranked as the number one priority and Tooele as the second priority.

- Vice-Chair Osmond indicated that during the discussion about the prioritization, they had a clear indication that both projects were equally urgent and important. The prioritization was done by growth, size, and with the understanding that these projects will be fully funded.
- President Clay Christensen thanked Trustees and the Council of Presidents for their support. President Christensen said that Utah county is experiencing tremendous growth. It is estimated that the region will grow to over 826,000 residents by the end of this year. The MTech Provo Campus will help meet the needs of a growing workforce.

- President Paul Hacking also thanked the Board of Trustees and the Council of Presidents for their support. He noted that many of the college's programs are currently serving more students than space is generally allotted. Representative Sagers attended the meeting in support of this project. It is estimated that it will take 4-5 years to reach capacity in most of these expanded program areas.
- Chair Moore mentioned that these two projects would use the \$7M allocated for this year and the \$14M funds allocated for FY2021; therefore, it doesn't leave any room for any other project, which is a concern. Chair Moore asked Presidents Christensen and Hacking to address the following:
 - 1) The square footage for the Provo project is about \$138 per sq. ft. And the cost for the Tooele project is \$336 per sq. ft. So, it seems that there is a disconnect between the two regarding the cost of square footage.
 - 2) How many bids did you receive?

President Christensen mentioned that for both projects, they worked with Method Studios and had followed procedures.

President Hacking answered that there was an error. The cost per sq. ft. would be \$214.00.

Trustee Susan Johnson asked President Hacking what percentage of contingency he had built into these numbers?

Trustee Johnson said that the contingency percentage should be presented in another column rather than with the total cost of \$14,112,886. Trustee Johnson recommended reporting that percentage at another time.

President Darin Brush commented that as a reference, the cost of their building under construction is \$319 sq. ft. He also mentioned that Davis Technical College would like to purchase the LDS Institute building next year.

Chair Moore commented that as they look at building projects, "we would like nice buildings, but we also need a balance between scenic and function."

Vice-Chair Osmond clarified that the request included expanding the budget size for the Tooele Tech project to \$16M. He continued by saying that it is possible because the legislature appropriated additional funds even to prioritize other projects if the Board desires.

Vice-Chair Osmond also clarified that today the Board needs to agree on the prioritization of the projects and not the dollar amount that the colleges will need for these projects.

Trustees Hansen and Bailey support the Tooele project. They mentioned that the project would meet the needs of the students.

Motion: Trustee Charles Hansen moved that the board approve the prioritization of the Mountainland Technical College Provo Campus remodel as number one project with the budget proposed and the Tooele Technical College expansion, as the number two project with a budget of \$16.2M.

Seconded: Trustee Russel Lamoreaux

Voting: Unanimous

- I. **Student Education & Workforce Alignment Committee:** Trustee Scott Theurer indicated that he had no business to report to the Board of Trustees today.
- J. **10-Year Strategic Planning Committee:** Vice-Chair Osmond was not present at the time of reporting. Chair Moore indicated that the document in the agenda lays down the foundation of the strategic plan that, due to the transition to the new governance, the strategic plan will be on hold.
- K. **Compensation Committee:** Trustee Charles Hansen, Committee Chair, reported that the compensation study consultant had completed the first compensation draft. The committee will be reviewing it in the next week or two.
- L. **Audit Committee:** Trustee Brad Tanner, Committee Chair, reported that annual financial audits were completed for Mountainland and Uintah Basin Techs without any findings. Other internal audits are in progress, and the final report will be presented to the Board at the next board meeting.
- M. **Report on Board Leadership Visits to Colleges' Board of Directors:** Chair Moore reported that he attended every college board of directors' meeting and that it has been a pleasure for him to meet with the boards of directors and occasionally with colleges' staff. Chair Moore is grateful to each board of directors' members; they are very dedicated people with high regard for what is best for technical education, students, taxpayers, and their families. He also had the opportunity to present the UTech Board Vision Statement. He received feedback and plans to continue with those visits.
- N. **Update on Board Vision Statement:** Chair Moore reviewed a PowerPoint presentation titled [UTech Board of Trustees Leadership Activity Update](#).

Vice-Chair Aaron Osmond stated that with the knowledge that SB111 was going to pass, the board leadership put a hold on the board vision statement.

- O. **President Evaluation Process:** Chair Moore attached to the agenda "Suggested/optional questions for Presidents' informal evaluations." Chair Moore indicated that the expectation is that when Trustees attend the

presidents' evaluations that they have short meetings with colleges' vice-presidents and key staff.

- P. Scholarship Report:** Associate Commissioner Ziebarth attached to the agenda a PowerPoint presentation and provided some highlights:
- The Technical College Scholarship provides \$800,000 on ongoing funds that are dispersed to technical colleges.
 - Students who have graduated from high school within the prior 12 months are eligible. Scholarship priority is given to underserved populations.
 - The scholarship program has been fully implemented throughout all eight colleges, and administrative rules were created.

- Q. Action Item: Kane Campus Lease to Purchase:** Assistant Commissioner Brinkerhoff and President Brennan Wood informed that in June 2007, the 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 Technical College seeks approval from the Board for the Kane Campus lease-purchase agreement.

Motion: Trustee Scott Theurer moved to approve the lease to purchase of the Kane Campus.

Seconded: Trustee Jera L. Bailey

Voting: Unanimous

- R. 2020 Legislative Session Bills of Interest:** Commissioner Haines indicated that attached to the agenda are some of the bills of interest that UTech was tracking throughout the legislative session. One of the most significant Bills was SB111 that we already discussed today.
Capital Facilities: Congratulations to President Campbell, and thank you, Trustees and college Presidents, for the support. The Bridgerland project was ranked number one.
FY2021 Budget: The technical colleges are clearly a state priority, with college program expansion and support requests being funded 100%.
Assistant Commissioner Brinkerhoff reported that the annual compensation funding was increased by 2.5%, and health insurance increases were funded at 100%. The requested Custom Fit funding cleared the budget at 100% as well. The request for targeted market-based compensation increases from the program expansion requests received \$500,000 from the 1.79 million requested, to be distributed by the Board with priority to information technology and healthcare positions.

Chair Moore thanked presidents and the Commissioner's staff for presenting a compelling story about the need for the funding, data, and rationale.

- S. **Action Item: New Funding Allocations:** Commissioner Haines stated that of the \$9,000,000 appropriated for program expansion and support services, \$4,000,000 was specified by the Legislature to be allocated for Performance Funding. There is some ambiguity on how the Board is to distribute those funds. The Commissioner's office will seek clarity from legislative representatives.

Vice-Chair Osmond suggested that instead of waiting until the May Board meeting, the funds should be distributed to the colleges as soon as possible, and authorize the Executive Committee to approve the distribution between meetings and to report to the Board of Trustees.

Motion: Vice-Chair Osmond moved that the board authorizes the Executive Committee to allocate the funds to colleges and report to the board.

Seconded: Trustee Arthur E. Newell

Voting: Unanimous

Trustee Scott Theurer asked if there is anything in the budget that will be subject to the Legislature holding a special session and re-allocate the budget due to the COVID-19 pandemic. The answer is that there is a possibility. Commissioner Haines commented that during the recession in 2009, the Legislature had budget cuts at mid-year.

- T. **The Future of Higher Education in Utah:** Chair Moore noted that SB111 had 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. Chair Moore presented a [one-pager document](#) with comments on the future of higher education in Utah. He also attached to the agenda an organization chart that might not be accurate or correct. There will be modifications to the reporting structure. For example, technical education institutions will report directly to the Board.

Chair Moore welcomed Harris Simmons, Chair of the Board of Regents. Chair Moore reported that the UTech Leadership had many meetings with Chair Simmons. Chair Moore thanked Chair Simmons for his input and support, as well as the support of Nina Barnes, Vice-Chair of the Board of Regents.

Chair Simmons stated that he is pleased to join the meeting and thinks that the new governance will create many opportunities for students so they can have a seamless experience. He continued by saying that he deeply appreciates the work that goes into the UTech system, and he is looking forward to work with everyone as the boards merge in a couple of months.

Chair Simmons stated that one of the great opportunities of the combined systems is that it will offer benefits for students of funding and tuition modules, and how do we use facilities. Our primary role is to focus on cost and quality because quality divided by cost, equals value. We will be required by statute to find efficiencies, not only in the academic fields and programs but in other areas such as administrative functions: finance, cybersecurity, internal audits, etc.

The Legislature appropriated funding to hire a consultant to provide us with a road map for efficiencies in the combined system. We all have an obligation to taxpayers to make sure we work efficiently.

U. Governance Transition: Chair Moore attached to the agenda the composition of inaugural Utah Board of Higher Education:

- Selection and appointment of new members, responsibilities, and time commitments.

The Legislature also built compensation for board members into the bill.

Chair Simmons commented that the Board should not turn into the management of the system, but an oversight role.

Chair Simmons commented that being a member of the Board will be time-consuming, but we need to ensure that it is not so time-consuming that the only people that can serve on the Board are people that are retired or have a lot of time in their hands. It will be essential to find the right balance. It may be necessary to split the time into teams between colleges and universities, working a few hours a week.

Chair Moore noted that some trends need to change, and institutions need to be more collaborative. Chair Moore has been impressed with the UTech Council of Presidents. He said that they meet and collaborate as a unified voice for what is best for the system.

Chair Moore mentioned that he would be in touch with each of the UTech Trustees regarding the new board to get their thoughts, desires, and commitment as the board leadership need to send their recommendations to the Governor soon.

The commissioner search process and timeline were attached to the agenda. There will be local recruitment for the commissioner position, and the posting will be on both of the systems' websites in the next few days. The Commissioner of Higher Education job description was developed between the leadership of the two boards.

Motion: Vice-Chair Aaron Osmond moved to accept the job description and the process as jointly developed by the leadership of the two boards for the selection and hiring of the new Commissioner of Higher Education as proposed.

Seconded: Trustee Susan Johnson

Voting: Unanimous

System Staff Transition: Commissioner Haines reviewed the timeline and indicated the two commissioners' offices will work on the details:

- The design and construction of the office at the Gateway building for the UTech staff.
- The initiation of an RFP for a change management consultant.
- The selection of candidates for the student board member is under the direction of Associate Commissioner Ziebarth, who is working with the presidents and the Students of the Year.
- The Inaugural Utah Board of Higher Education, etc.
Commissioner Haines stated that if there are items not covered in the timeline or transition, to please let him know.

Vice-Chair Osmond congratulated Commissioners Woolstenhulme and Haines and their teams for the numerous meetings and coordination. They have been open, transparent, and partnership-oriented during this process. Geoffrey Landward, USHE legal counsel, has been very helpful, making sure that our issues and elements of the UTech infrastructure are reflected in the process.

Chair Moore thanked everyone for their participation, questions, and comments. He noted that the system has been able to make significant progress during the last couple of years in technical education because we have a great board, presidents, and staff. He also thanked President Brush, Wendee Cole, and the college IT department for their assistance in connecting everyone for this meeting.

Adjournment:

Chair Moore asked for any comments or questions.

Motion: Trustee Hansen moved the board to adjourn the meeting.

Seconded: Trustee Russell Lamoreaux

The meeting adjourned at 2:12 pm.