



DRAFT

UTAH SYSTEM OF TECHNICAL COLLEGES

Board of Trustees Meeting
Date: March 21, 2019 - Time: 10:00 am – 3:30 pm
Uintah Basin Technical College
1100 E. Lagoon, St., Roosevelt, UT 84066

MINUTES

Board of Trustees Present:

- Jim Evans, Chair – Mountainland Technical College
- Steve Moore – Vice Chair, Ogden-Weber Technical College
- Scott Theurer – Bridgerland Technical College
- Brad Tanner – Non-Union Trade
- Mike Angus – Uintah Basin Technical College
- Susan Johnson – Manufacturing
- Stephen Wade – Dixie Technical College
- Chuck Taylor – Southwest Technical College
- Charles Hansen – Tooele Technical College

Board of Trustees absent/excused:

- Brecken Cox – Transportation
- Brian Florang – Snow College
- Michael Jensen – Davis Technical College
- Aaron Osmond – Information Technology
- Russell Lamoreaux – Union Trade

USTC 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
- Doug Richards – Legal Counsel

College Presidents Present:

- Chad Campbell, Bridgerland 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
- Paul Hacking, Tooele Technical College
- Aaron Weight, Uintah Basin Technical College

Guest:

- Bill Ryan, Uintah Technical College Board of Directors Chair

MINUTES
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(PENDING APPROVAL FROM BOARD OF TRUSTEES)

The meeting was called to order at 10:05 am by Chair Jim Evans.

Pledge of Allegiance by Trustee Mike Angus

President Aaron Weight, hosting the meeting presented highlights of the Uintah Basin area and the Uintah Basin Technical College; and informed of the logistics for the Ribbon Cutting Ceremony of the Uintah Basin Welding Building, scheduled at 2:30 pm after the Board of Trustees meeting.

Chair Evans thanked President Weight for hosting today's meeting.

CONSENT ITEMS:

1. Approval of Board of Trustees meeting minutes for January 17, 2019.
2. USTC Commissioner's Office Budget Report
As per USTC Policy 555.4.5, the following was attached to the agenda: Budget Progress report as of February 28, 2019, Check/Disbursement Register and Cash and Investment Balances.

Chair Evans asked if there were any questions regarding the consent items.

Motion: Trustee Scott Theurer moved to approve the consent items on the agenda,

Seconded: Stephen Wade

Voting: Unanimous

ACTION AND DISCUSSION ITEMS:

3. **2019 Utah Legislative Session,** Commissioner Haines, reported that the 2019 General Legislative Session concluded Thursday, March 14, 2019. He noted that technical education received a lot of support as several legislative bills that will benefit UTech passed. The Utah System of Technical Colleges administration, college presidents, and board leadership had the opportunity to present during the Legislative Session.
- Assistant Commissioner Tyler Brinkerhoff summarized the results of the budget approved (UTech Priorities Requested vs. Funded). He also mentioned that legislators did not approve the two FTE positions included in the budget request for a Developer and a Data Analyst.
Trustee Johnson asked why these positions were not approved? Commissioner Haines explained that these positions were fifth in the priority list and several FTE positions throughout the state were not funded.
Tyler Brinkerhoff explained the draft document of the FY2020 UTech Appropriations.

Discussion and information of the following Legislative Bills:

- HB260 – “Utah College Access Promise Program.” Bill sponsored by Representative Darin Owens. The scholarship will be available to students enrolled in a certificate or associate degree programs, assisting with tuition and fees.

- HB287 – “Professional Licensing Amendments.” This bill dealt with plumbing and electrician licensure. The strategy is to move more quickly through the system and calls for licensing boards to develop common benchmarks on the education that goes with each of those fields.
- HB280 – “Apprenticeship Opportunity Awareness.” Creates a position for a Commissioner of Apprenticeship at the Department of Workforce Services to work with all stakeholders for promoting apprenticeship efforts.
- SB102S2 – “Higher Education Capital Facilities.” A bill sponsored by Senator Ann Millner. Provides a “dedicated fund” for the USTC Board of Trustees to consider capital facilities and recommend the use of funds.
- SB134 “Campus Safety Amendments.” Last fall UTech began working with College Presidents and Student Officers regarding fiscal needs, recommendations, gaps, equipment (software), reporting instructions, and training for campus safety. The office of the commissioner will present policy recommendations to the Board of Trustees at the next Board meeting.
- SB172 “Economic Development Amendments.” Creates “Utah Works” and is funded under the umbrella of the Talent Ready Board, working with GOED and other agencies.
- HB255 “Space Utilization Study.” Vice Chair Steve Moore asked why this bill failed? Commissioner Haines noted that this bill didn’t pass, but the priority is still there. He mentioned that during a Council of Presidents’ meeting the space utilization study was discussed and UTech is forming a committee that will include representation from each of the colleges regarding space utilization.
- Chad Campbell, President of Bridgerland Technical College, mentioned that even though there was some disappointment with the outcome of the approval for the Bridgerland building, he thanked everyone for their effort, support and involvement during the 2019 Legislative Session.

4. **Board Officers – Appointment of Nominating Committee for Board Officers.**

The term of office of the current Board of Trustees Chair and Vice Chair will expire June 30, 2019.

Chair Evans announced that in accordance with bylaws he has appointed Trustee Mike Angus to chair the Nominating Committee, with Trustees Chuck Taylor and Scott Theurer as members of the committee.

This committee will contact the rest of the trustees and present nominations to the Board at the May 9, 2019 meeting.

5. **Action Item: Commissioner Appointment Process – Committee Recommendations**

Chair Evans mentioned that at the January 17, 2019 meeting, the Board recommended forming a committee to develop recommendations for the commissioner appointment process.

Members of the Committee include Chair Jim Evans; Trustees Aaron Osmond and Susan Johnson; Presidents Jim Taggart and Aaron Weight; and Associate Commissioner Kim Ziebarth.

The Committee worked on the following:

- Revision of the Commissioner Functions (USTC Policy 105), and process. The committee received feedback and reviewed comparable positions in Tennessee,

Kentucky, and Texas. Commissioner Haines provided a time inventory of the commissioner's work.

- Chair Evans mentioned that the Board needs to approve the functions of the job description.

Motion: Trustee Chuck Taylor moved to approve the proposed modifications to Policy 105 as attached on the agenda.

Seconded: Trustee Susan Johnson

Voting: Unanimous

- Chair Evans mentioned that the Board also needs to discuss recommendations in terms of the selection process. The first option is to start right away and contract a third-party agency to receive applications and screen candidates. Chair Evans mentioned that the Board has the responsibility to select an individual based on the job description approved.
- Chair Evans invited the Board to discuss, comment, provide input or present options.
- Associate Commissioner Kim Ziebarth noted that at the October 30, 2018 Board meeting, the board motion was to reopen the position after the 2019 Legislative Session.
- Trustee Stephen Wade mentioned that the Board had appointed Jared Haines three times as Interim Commissioner of Technical Education when the Board needed an Interim Commissioner and that Jared has the experience, has done an excellent job and has proved himself as Interim Commissioner. Trustee Wade felt that the Board should appoint Jared as the commissioner. By doing this, Trustee Wade continued, the system will save money and time.
- Chair Evans asked for comments or recommendations regarding the two options: to contract an external agency or to approve Trustee Wade's recommendation.
- Trustee Chuck Taylor said that the Board needs to avoid the appearance of a subjective selection and not because the person is the best-qualified candidate. Trustee Taylor continued that the Board owes the tax-payers a fair process.
- There was a question regarding Snow College not searching the last time they appointed a new president. The answer is that Snow College did not do a search.
- **Motion:** Trustee Susan Johnson moved that the Board go forward with the process recommended by the committee.

Seconded: Vice Chair Steve Moore

Voting: Unanimous

Chair Evans asked if there were any comments to the motion

- Trustee Theurer asked the Board to consider entering in closed session to discuss the character and competency of individuals.
- **Motion:** Trustee Scott Theurer moved that the Utah System of Technical Colleges Board of Trustees enter in closed session, as provided in Utah Code Title 52, Chapter 4, Sections 204, 205 and 206

Seconded: Trustee Stephen Wade

Voting: Unanimous

Opposed: None

Roll call:

In favor: Jim Evans, Steve Moore, Mike Angus, Charles Hansen, Susan Johnson; Brad Tanner; Chuck Taylor; Scott Theurer; and Stephen Wade

The Board entered closed session at 11:15 am.

The Board reconvened in open session at 11:57 am.

President Aaron Weight introduced Bill Ryan, Uintah Basin Technical College Board of Directors Chair

Trustee Scott Theurer stated that the System is doing well under the direction of Interim Commissioner Haines. He mentioned that the Board has strong leadership in place and that the Board does not have an emergency regarding the time-frame.

Motion: Trustee Scott Theurer moved to continue with the commissioner's search process recommended by the committee as attached to the agenda.

Seconded: Trustee Stephen Wade

Voting: Unanimous

Commissioner Haines expressed appreciation for the comments on his behalf.

6. **Technical College Presidents Selection Committee – Update.** Vice Chair Steve Moore Chairs this committee. He thanked members of the committee: Trustees Scott Theurer, Mike Angus; Presidents Paul Hacking, and Clay Christensen; and Assistant Commissioner Tyler Brinkerhoff for their work and time.

Vice Chair Moore stated that the committee reviewed Policy 111 “College Presidents Selection.” Among other issues, the committee had discussions regarding confidentiality which in some cases has been breached.

Vice Chair Moore distributed a draft of UTech Policy 111 with the possible changes marked [\(please see draft\)](#).

Vice Chair Moore thanked Assistant Commissioner Zachary Barrus for his work with the changes to the policy. He asked for Trustees to review it, and send their feedback and comments to Assistant Commissioner Tyler Brinkerhoff or him by April 15th, after the committee will have Zachary Barrus make the final changes to the policy for the Board approval at the May 9th meeting.

7. **Action Item: UTech Scholarship Revisions: Policy 208, R945-1, and High Demand Programs.** Senate Bill 94, “Technical College Scholarship Amendments,” passed during the 2019 legislative session. It extends the eligibility period for graduating high school students from 7 months to 12 months and calls for the Board to designate “high demand programs.”

Associate Commissioner Kim Ziebarth explained the list of proposed “high demand programs” provided in the agenda and distributed a list of additional programs having “significant industry importance” [\(Please see list\)](#). She also explained the need for a revised policy and administrative rules to reflect the eligibility period provided in SB94.

Chair Evans asked if there were any questions or comments and for two separate motions

Motion: Trustee Chuck Taylor moved that the Board designate “high demand programs” for purposes of the UTech Scholarship to be applicable to all colleges and effective immediately.

Seconded: Trustee Mike Angus

Voting: Unanimous

Motion: Trustee Scott Theurer moved that the Board approve revisions to Administrative Rule R945-1 (UTech Scholarship), and to its associated USTC Policy 208 to reflect the revised scholarship period.

Seconded: Vice Chair Steve Moore

Voting: Unanimous

8. **Higher Education Strategic Planning Commission Region Meetings.** Commissioner Haines noted that he, Vice Chair Steve Moore and Trustee Susan Johnson; Presidents Clay Christensen and Jim Taggart are members of the commission. As part of the study, the National Center for Higher Education Management Systems (NCHEMS), is scheduling regional meetings, attached to today's agenda. The Council of Presidents and UTech's administration have discussed talking points that can be considered in the NCHEMS' meetings throughout the State.
9. **Understanding Postsecondary CTE Data** – Assistant Commissioner Zachary Barrus, presented an issue brief (attached to the agenda) summarizing differences in statewide post-secondary CTE data between the UTech and USHE systems. Commissioner Haines indicated that he has shared it with USHE leadership and had positive responses. Chair Evans commented that it is an excellent comparison. It was suggested that the brief be shared. Vice Chair Moore suggested adding that UTech students complete the programs with no student debt after which students are placed into employment.
10. **Action Item: Dixie Technical College Land Exchange.** Trustee Stephen Wade, on behalf of the Dixie Technical College Board of Directors, asked the Board to approve a land exchange between Dixie Technical College and the Tech Ridge Developer in St. George Utah. Tech Ridge will acquire approximately 25 to 30 feet of the west side of Dixie Technical College. Each party will give and receive equal acreage.
Motion: Trustee Chuck Taylor moved to approve the land exchange as presented.
Seconded: Trustee Susan Johnson
Voting: Unanimous
11. **Action Item: Tooele Technical College Property Sale,** Paul Hacking, President of Tooele Technical College requested Board approval to sell five acres of land purchased in December 2017 back to its previous owner, Tooele City. Tooele Technical College will use the funds to acquire a parcel of land that is contiguous to the college and better situated for its future expansion.
Motion: Trustee Scott Theurer moved to approve the property sale as explained.
Seconded: Trustee Stephen Wade
Voting: Unanimous
12. **Public Meetings Training.** Utah Code 52-4-104, states that the members of the public body receive annual training on the Public Meetings. Doug Richards, USTC Counsel, showed a PowerPoint presentation titled: "Open and Public Meetings Training" and attached to the agenda Utah Code 52-4-101 "Open and Public Meetings Act." After his presentation, Doug Richards announced his retirement this year.
13. **Audit Committee Report.** Assistant Commissioner Tyler Brinkerhoff informed the Board that USTC Policy 301 "Audit Committees" provides for a Trustees Audit Committee "to assist the Board in fulfilling its oversight responsibilities for financial matters." The current audit committee members are Trustee Brad Tanner (Chair), with Trustees Mike Angus and Chuck Taylor, and Tyler Brinkerhoff. The committee met today before the Board meeting.

Trustee Susan Johnson suggested hiring an internal auditor.

Tyler Brinkerhoff indicated that once a year, each college presents a financial report. Tyler will send copies of the report.

14. **UTech Master Calendar.** Next Board meeting: May 9, 2019, at the Southwest Technical College in Cedar City, UT.

Chair Evans asked if anyone had any comment not covered on the agenda today.

Trustee Susan Johnson mentioned the need for employees in the Medical Laboratory Science field. She also asked about the internal auditor's position. Since the internal auditor is not an item on today's agenda, this will be an agenda item at the next Board meeting.

Trustee Brad Tanner asked about an inquiry from Salt Lake City County regarding firefighter's training. Currently, Bridgerland and Davis Technical Colleges offer training. Commissioner Haines indicated that UTech would follow-up on this item.

Adjournment

Motion: Trustee Mike Angus moved to adjourn the meeting

Seconded: Chair Jim Evans

Voting: Unanimous

Meeting adjourned at 1:50 pm, followed by the Ribbon Cutting Ceremony of the Uintah Basin Technical College Welding Building.