

The Utah College of Applied Technology (UCAT)  
Board of Trustees Meeting  
DATE: 06 April 2016  
TIME: 10:00 AM – 2:00 PM  
LOCATION: Utah College of Applied Technology  
2801 Ashton Blvd  
Lehi, UT 84043

(Anchor location for electronic access)

## MINUTES (DRAFT – Pending Board Approval)

### Board of Trustees Present

Tom Bingham, Chair – TATC  
Michael Madsen, 1<sup>st</sup> Vice Chair – BATC  
Jim Evans, 2<sup>nd</sup> Vice Chair – MATC  
Michael Jensen – DATC\*  
Stephen Wade – DXATC  
Steve Moore – OWATC  
Jerry Taylor – SWATC\*  
Mike Angus – UBATC  
W. Tim Miller – Salt Lake Community College\*  
Brad Tanner – Non-Union Apprenticeship  
Dale Cox – Union Apprenticeship  
Jim Olsen – Governor’s Appointee Business/Industry  
Jessellie Anderson – State Board of Regents

### Board of Trustees Absent

Brian Florang – Snow College  
Barbara Corry – State Board of Education  
Val Hale – Governor’s Office of Economic Development

\*participated via electronic access

### UCAT Administration

Jared Haines – Acting UCAT President  
Tyler Brinkerhoff – VP, Finance & Administrative Services  
Zachary Barrus – VP, Student Services & Institutional Data  
Elsa Zweifel – Director, Public Relations & Marketing  
Jonathan Clark – Director, Institutional Data & Research  
Kristin Smith – Executive Assistant/Board Secretary

### Others Present

Chad Campbell – BATC, College President  
Mike Bouwhuis – DATC, College President  
Kelle Stephens – DXATC, College President  
Clay Christensen – MATC, College President  
Collette Mercier – OWATC, College President  
Dennis Heaton – SWATC, Vice President  
Scott Snelson – TATC, College President  
Aaron Weight – UBATC, College President  
Shawn Owens – UCAT Student of the Year  
Jill Curry – Legislative Auditor’s Office  
David Jones – Attorney General’s Office  
Eric Peterson – Attorney General’s Office

## MINUTES OF MEETING

### UTAH COLLEGE OF APPLIED TECHNOLOGY Board of Trustees 06 April 2016

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

##### **A. Call to Order**

Meeting was called to order at 10:06 a.m.

##### **B. Pledge of Allegiance**

##### **C-D. Approval of UCAT Board of Trustees Meeting Minutes**

Motion to approve the Meeting Minutes from 14 January 2016 (regular) and 23 March 2016 (special).

Motion: Steve Moore; Second: Michael Madsen

Voting: Unanimous

##### **E. Recognition of Departing Board Members Richard Tranter, Tom Bingham, & Michael Madsen**

##### **F. Oath of Office for UCAT Trustee W. Tim Miller**

Trustee W. Tim Miller was not able to attend the meeting in person, but participated via conference call. The Oath of Office for him will be administered at the next board meeting he attends.

##### **G. Introduction of 2016 UCAT Student of the Year Shawn Owens**

Director Zweifel introduced UCAT Student of the Year Shawn Owens to the Board. Shawn thanked the Board for their dedication to UCAT and to students. He gave the Board an overview of his educational career and his dedication to help others pursue their goals of education.

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

##### **H. Policy 101.9 (Bylaws – Board Officers) Revisions**

Vice President Barrus gave the Board an overview of SB-131, and how it requires changes in the policies for election of Board Officers in Policy 101 (Bylaws).

Motion to approve the revisions to UCAT Policy 101 (Bylaws).

Motion: Jim Olsen, Second: Dale Cox

Voting: Unanimous

##### **I. Elections for Board of Trustees Chair and Vice Chair**

Trustee Tanner reported on the Nominating Committee's process as they called and spoke with the trustees about their observations and nominations for Board Chair and Vice Chair. The overall feedback was that members wanted a more active board than a head nodding board. Based on member recommendations, the committee placed their nominations.

Trustee Tanner nominated that Trustee Jim Evans be appointed as Chair of the UCAT Board of Trustees.

Motion: Brad Tanner, Second: Dale Cox

Chair Bingham called for additional nominations from the board membership. No others were placed.

A roll-call vote was performed on the motion to appoint Trustee Evans as Chair:

Tom Bingham – yes  
Michael Madsen – yes  
Jim Evans – yes  
Mike Jensen – yes  
Steve Moore – yes  
Stephen Wade – yes  
Mike Angus – yes  
Jerry Taylor – yes  
W. Tim Miller – yes  
Brad Tanner – yes  
Dale Cox – yes  
Jim Olsen – yes

Voting: Unanimous

Trustee Evans was appointed as the new Chair of the UCAT Board of Trustees.

Trustee Tanner nominated Trustee Steve Moore to be appointed as Vice Chair of the UCAT Board of Trustees.  
Motion: Brad Tanner, Second: Jim Olsen

Chair Bingham called for additional nominations from the board membership.

Trustee Wade nominated Trustee Mike Jensen. Trustee Taylor seconded the nomination.

Motion to Cease Nominations.  
Motion: Dale Cox, Second: Mike Angus  
Voting: Unanimous

Board members spoke on behalf of Steve Moore and Mike Jensen being Vice-Chair.

A roll-call vote was performed:

Tom Bingham – Steve Moore  
Michael Madsen – Steve Moore  
Jim Evans – Steve Moore  
Mike Jensen – Mike Jensen  
Steve Moore – Steve Moore  
Stephen Wade – Mike Jensen  
Mike Angus – Steve Moore  
Jerry Taylor – Mike Jensen  
W. Tim Miller – Mike Jensen  
Brad Tanner – Steve Moore  
Dale Cox – Steve Moore  
Jim Olsen – Steve Moore

Voting:  
Steve Moore – 8  
Mike Jensen – 4

Trustee Moore was appointed as the Vice Chair of the UCAT Board of Trustees.

#### **J. BATC & TATC Nominations for UCAT Board Members**

Acting President Haines had BATC President Campbell and TATC President Snelson provide a brief overview of the nominations their Campus Boards of Directors have made to the Governor.

Motion that the Board consider the nominations by the BATC and TATC Boards of Directors, and that the UCAT Board send a separate letter in support of the college nominations.

Motion: Tom Bingham, Second: Michael Madsen

Voting: Unanimous, with Trustee Jensen absent for the vote

#### **K. Custom Fit FY 2017 Allocations**

Vice President Brinkerhoff gave a brief overview of House Bill 2 from the 2016 General Legislative Session which appropriated an additional \$800,000 to the Custom Fit program administered by UCAT. The Board had previously approved an allocation proposal in 2014 after the program received an additional \$500,000 during the 2014 Legislative Session. The recommended FY 2017 allocations to each of the service regions are similar to those that were approved in 2014, but the President's Cabinet recommended an adjustment to align Tooele Applied Technology College more closely with its peer ATCs. Outlined in the agenda item is a spreadsheet with the distribution that has been approved by the Custom Fit Counsel as well as the President's Cabinet, and awaits Board approval.

Motion to approve the proposed allocations for FY 2017 and subsequent years until such time as the Board determines modifications are appropriate.

Motion: Brad Tanner, Second: Steve Moore

Voting: Unanimous, with Trustee Jensen absent for the vote

#### **L-M. FY 2017 Proposed Tier 1 & Tier 2 Tuition Adjustment**

Vice President Brinkerhoff gave a summary of the proposed Tier 1 and Tier 2 Tuition Adjustments for each of the campuses. However, DXATC, SWATC, and TATC, have not held tuition hearings yet. MATC and BATC will have no net tuition increase.

Trustee Wade made a motion for the Executive Committee to handle the approval of the SWATC, TATC, and the DXATC tuition rates after the three colleges hold the required tuition hearings with a conference call on Friday, April 22, 2016 at 7:30a.m.

Motion: Stephen Wade, Second: Tom Bingham

Voting: Unanimous, with Trustee Jensen absent for the vote.

Discussion: A few trustees raised concern regarding DXATC's proposed \$0.25 tuition increase. Trustee Wade and DXATC President Stephens provided reasons as to the significant increase.

Motion to approve tuition as proposed for BATC, DATC, MATC, OWATC, and UBATC.

Motion: Jim Olsen, Second: Mike Angus

Voting: Unanimous, with Trustee Jensen absent for the vote.

#### **N. FY 2017 Proposed Differential Tuition Rates**

Vice President Brinkerhoff presented the proposed FY 2017 Differential Tuition Rates for the applicable campuses for approval. There was no increase to any rates. These rates are only valid for one year, and require approval by the Board each year.

Motion to approve the differential tuition rates for BATC, DATC, OWATC, TATC, and UBATC, as attached to the agenda.

Motion: Michael Madsen, Second: Tom Bingham

Voting: Unanimous, with Trustee Jensen absent for the vote.

**O. UBATC FY 2015 Enrollment, Completion, & Cost Report Correction**

Vice President Barrus presented the Board with a correction to the student data that was approved by the Board on 14 January 2016. UBATC's calculation of direct instructional cost had included federal grant money and other fees. The correction affects only the cost data. Therefore, to bring them in line with the policy, the reports have been corrected and require re-approval.

Motion to approve the revised FY 2015 UBATC and UCAT Enrollment, Completion, and Cost Reports as final for all future reporting purposes.

Motion: Mike Angus, Second: Steve Moore

Voting: Unanimous, with Mike Jensen absent for the vote.

**P. BATC Land Exchange**

Vice President Brinkerhoff gave an overview of the BATC Land Exchange with the City of Logan to improve the safety and aesthetics of the Logan campus as the city puts in a sidewalk.

Motion to approve the land exchange.

Motion: Mike Madsen, Second: Steve Moore

Voting: Unanimous, with Trustee Jensen absent for the vote.

**Q. Appointment of UCAT Commissioner Position Development Committee**

Chair Evans appointed Trustees Mike Jensen, Steve Moore, Jim Evans, and Jim Olsen, as well as Campus Presidents Collette Mercier, Michael Bouwhuis, Clay Christensen, and Scott Snelson to the UCAT Commissioner Position Development Committee. This committee will begin developing a draft position description and policy for appointing a Commissioner to be considered by the full Board.

**Recess for lunch:** Motion: Tom Bingham, Second: Jim Evans

**Back in session:** 12:23pm

**III. INFORMATION ITEMS**

**R. 2016 Legislative Session Review**

Vice President Brinkerhoff gave an overview of the funding that UCAT and its campuses received from the Legislature. Acting President Haines gave a summary of the Legislative Intent Language, Senate Bill 131, and also explained that a handout of selected bills that have some relevance to UCAT and its campuses is provided in the agenda.

**S. Events: SWATC Ribbon Cutting, CTE Awards Banquet, UCAT Conference**

Director Zweifel gave a brief overview of upcoming events that the Board may be interested in attending. She invited Dennis Heaton to give some brief details of the SWATC Ribbon Cutting for their new building that had occurred the previous week.

**T. Program Approvals**

Acting President Haines reported to the Board that President Brems had approved six programs listed in the agenda since the last time the board had met.

**U. Office of the UCAT President Budget Report**

Vice President Brinkerhoff presented the board with a report detailing appropriated revenues and expenditures by category for the Office of the UCAT President for the current fiscal year through March 31, 2016, as well as check and credit card registers for January-March 2016.

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(awaiting formal approval)

**VI. ADJOURN**

Motion to Adjourn: Jim Olsen, Second: Michael Madsen

Voting: Unanimous, with Trustees Jensen and Taylor absent for the vote.

Meeting adjourned at 12:51pm.

DRAFT