



**DRAFT**

**UTAH SYSTEM OF TECHNICAL COLLEGES**  
Board of Trustees Meeting  
Date: May 9, 2019 - Time: 10:00 am – 2:00 pm  
Southwest Technical College  
757 West 800 South, Cedar City, UT 84720

## **MINUTES**

Board of Trustees Present:

Jim Evans, Chair – Mountainland Technical College  
Steve Moore – Vice-Chair, Ogden-Weber  
Technical College  
Mike Angus – Uintah Basin Technical College  
Michael Jensen – Davis Technical College  
Russell Lamoreaux – Union Trade  
Brad Tanner – Non-Union Trade  
Scott Theurer – Bridgerland Technical College  
Chuck Taylor – Southwest Technical College  
Stephen Wade – Dixie Technical College

Via conference call:

Charles Hansen – Tooele Technical College  
Aaron Osmond – Information Technology

Board of Trustees absent/excused:

Brecken Cox – Transportation  
Brian Florang – Snow College  
Susan Johnson – Manufacturing

UTech 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

Guests:

Joseph Demma, Mountainland Technical College  
Wendy Carter, Bridgerland Technical College  
Brian Hulet, Payson City Councilman  
Kirt Michaelis, Mountainland Technical College  
David Tuckett, Payson City Manager

# MINUTES

UTAH SYSTEM OF TECHNICAL COLLEGES

Board of Trustees Meeting

May 9, 2019 – 10:00 am – 2:00 pm

## (PENDING APPROVAL OF BOARD OF TRUSTEES)

The meeting was called to order at 10:00 am by Chair Jim Evans.

1. Welcome by Chair Jim Evans
2. Roll call by Eva Doolin, Board Secretary
  - Jim Evans – yes
  - Steve Moore – yes
  - Mike Angus – yes
  - Michael Jensen – yes
  - Russell Lamoreaux – yes
  - Brad Tanner – yes
  - Chuck Taylor – yes
  - Scott Theurer – yes
  - Stephen Wade – yes
  - Charles Hansen – yes (via telephone)
  - Aaron Osmond – yes (via telephone)
3. Pledge of Allegiance conducted by Trustee Chuck Taylor
4. President Brennan Wood, hosting the meeting presented highlights of the Southwest Technical College; and provided the logistics for the Ribbon Cutting Ceremony of the Southwest Technical College Automotive Lab, scheduled at 2:30 pm (after the Board of Trustees meeting).  
Chair Evans thanked President Wood for hosting today's meeting.

## ITEMS OF BUSINESS

5. **Consent Items:**
  - 5A - Approval of Board of Trustees meeting minutes for March 21, 2019**
  - 5B - UTech Commissioner's Office Budget Report**
  - 5C - UTech Master Calendar**
  - 5D - FY2020 Data Dictionary**

Vice-Chair Steve Moore requested a brief explanation regarding the Data Dictionary. Commissioner Haines explained that Assistant Commissioner Zachary Barrus works every year with the Data Committee with the representation of each of the colleges. The committee reviews data elements and modifies definitions as needed. The data is presented to the Legislators and other stakeholders, and the dictionary is relatively a routine item for data collection activities.

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

**Seconded:** Trustee Chuck Taylor

**Voting:** Unanimous

**6. Action Item: Election of Board of Trustees Chair and Vice-Chair**

Chair Evans turned the time to Trustee Mike Angus, Board Nominating Committee Chair. Trustee Angus thanked the members of the Committee: Trustees Chuck Taylor and Scott Theurer. He also thanked the Trustees who participated via email and informed that they had a good consensus. The committee presented three names as follows: For Board of Trustees Chair, Steve Moore and for Board Vice-Chair, Chuck Taylor and Aaron Osmond. Chair Evans asked for two separate motions (one for the Chair of the Board and one for the Vice-Chair of the Board). Chair Evans closed the nomination for Chair of the Board of Trustees and asked for a motion.

**Motion:** Trustee Scott Theurer, moved to appoint Steve Moore, currently, Board Vice-Chair to be the Chair of the Board of Trustees of the Utah System of Technical Colleges, effective July 1, 2019, through June 30, 2021.

**Seconded:** Trustee Brad Tanner

**Voting:** Unanimous

Chair Evans asked for any comments from Trustees Osmond and Taylor.

Trustee Osmond stated that he welcomed the opportunity to serve in the capacity of Vice-Chair and indicated that he is willing to attend the board meetings and assignments.

Trustee Taylor indicated that he nominated Trustee Osmond.

(Statute does not allow two Vice-Chairs on the Board).

Since there were two nominees for Vice-Chair of the Board, Trustees voted for the two names presented for Vice-Chairs by the raising of their hands resulting in six votes for Trustee Aaron Osmond and five votes for Trustee Chuck Taylor, as follows:

BOARD MEMBER	CHUCK TAYLOR FOR BOARD VICE-CHAIR	AARON OSMOND FOR BOARD VICE-CHAIR
JIM EVANS	√	
STEVE MOORE		√
MICHAEL JENSEN	√	
MIKE ANGUS	√	
RUSSELL LAMOREAUX	√	
CHUCK TAYLOR		√
BRAD TANNER		√
STEPHEN WADE		√
AARON OSMOND		√
CHARLES HANSEN		√
SCOTT THEURER	√	
<b>TOTAL VOTES</b>	<b>5</b>	<b>6</b>

**Motion:** Chair Evans moved to appoint Trustee Aaron Osmond, currently a member of the Utah System of Technical Colleges Board of Trustees representing Information Technology as Board Vice-Chair, effective July 1, 2019, to June 30, 2021.

**Seconded:** Trustee Chuck Taylor

**Voting:** Unanimous

Chair Evans thanked the committee and congratulated the Trustees selected.

Trustee Osmond mentioned that he wanted to officially thank Chair Evans on behalf of the Trustees for the amazing and effective work Chair Evans had done.

Chair Evans said that it had been a pleasure to serve with the caliber of Trustees.

7. **Recognition of Departing Board Members.** Vice-Chair Moore began by thanking the Board of Trustees for their vote of confidence and stated that he would do his best to work closely with each of the Trustees for the students and their families, for the employers that hire them to improve Utah's economy. He also mentioned that it is an honor for him to work with the Trustees.

Trustee Brian Florang's term of office will also expire June 30, 2019. Trustee Florang is the representative for Snow College, a position that will be replaced by a life sciences sector representative. Trustee Florang served for four years, from January 15, 2015, to June 30, 2019.

Trustee Catherine Carter resigned her position as a Board member representing the healthcare sector. She served for two years from July 1, 2017, to June 30, 2019.

Vice-Chair Moore thanked Trustees Florang and Carter for the work they have done. The term of office of Chair Jim Evans will also expire June 30, 2019. He served two full terms since April 3, 2008, with a total of eleven years.

Vice-Chair Moore said that *great people give great service to the community*, and he recognized the excellent service Chair Evans provided for Technical Education in Utah and the work he continues to provide. He said that Chair Evans served for eleven years at Mountainland Technical College. Chair Evans is retiring from his current employment as Chief Operating Officer for Xactware Solutions, Inc. Chair Evans will serve as the Executive Director of the America's Freedom Festival Foundation in Provo, Utah. Chair Evans is a member of the Transportation Department Governing Board and is a Stake President for his church. Vice-Chair Moore thanked Chair Evans for his exceptional leadership and said that Chair Evans has great wisdom and has been a mentor.

Chair Evans thanked Vice-Chair Moore and said that Vice-Chair Moore is well respected and will take the System to the next level.

Doug Richards, Legal Counsel from the Attorney General Office, will retire this year. Chair Evans presented him with a plaque of a piece of the floor where Doug Richards played basketball at Brigham Young University years ago. Doug Richard thanked the Board of Trustees for their kindness and the work for technical education. Eric Peterson will replace Doug Richards after July 15, 2019.

8. **Action Item: Revisions to Policy 304 – Capital Facilities Requests and Development.** Assistant Commissioner Tyler Brinkerhoff explained that the policy attached to today's agenda reflects necessary changes to comply with Senate Bill 102. He also stated that the system would receive an appropriation of \$7,000,000 for FY2021 and \$14,000,000 per year after that.

SB102 also requires the Board of Trustees "to establish how (it) will measure each factor...and procedures for prioritizing funding requests for capital development projects." Brinkerhoff also explained the difference between dedicated and non-dedicated projects.

**Motion:** Trustee Michael Jensen moved to approve the revisions to policy 304 as provided.

**Seconded:** Trustee Mike Angus

**Voting:** Unanimous

Assistant Commissioner Brinkerhoff distributed the Capital Facilities Scoresheet to all Board members present for their scores, (while Presidents Campbell and Christensen

presented their projects, Assistant Commissioner Brinkerhoff compiled and tabulated each project's scores into one spreadsheet ranked from highest to lowest).

**9. Presentation of College FY2021 Capital Development Requests**

Per UCA 53B-2a-104(2)g, the Board of Trustees receives funding requests for capital facilities and land purchases and ensures that the requests comply with Section 53B-2a-112, prioritize the requests and submits the prioritized requests to the State Building Board.

Bridgerland Technical College

Wendy Carter Vice President for Instructional, Planning and Curriculum and Chad Campbell President of Bridgerland Technical College distributed a brochure for the Health Sciences Building showing growth and capacity, effectiveness & support of critical programs, community support/alternative funding sources, and cost-effectiveness. The project is 75,000 square feet with a cost of \$36,866,940. They explained the brochure and answered questions regarding the project. Ongoing operations and maintenance costs will be \$611,250.

Mountainland Technical College

Clay Christensen, President of Mountainland Technical College, showed a presentation regarding the Payson Campus. The project is 98,000 square feet, with a cost of \$36,750,000. Mountainland Technical College received a land donation of approximately \$4.5 million. Ongoing operations and maintenance costs will be \$798,700. President Christensen introduced Brian Hulet, Payson City Councilman, and David Tuckett, Payson City Manager who attended the meeting in support of the Payson Campus project and commented that there is a demand for Technical Education due to growth in the Payson area. The board thanked them for their time and support.

Trustee Stephen Wade commented that both presidents are passionate about these projects and that the board should prioritize the projects as 1 and 2.

Trustee Michael Jensen stated that it would be good for the board to be wise regarding the projects and offered to talk to Senator Ann Millner and give the board a report.

Vice-Chair Steve Moore asked regarding the cost per square feet to which President Campbell explained that it is higher due to inflation.

Trustee Brad Tanner asked about the possibility of using the same architect's plans from other buildings. President Campbell answered that the State does not permit the use of other buildings' plans.

Chair Evans asked if there were any other comments or questions regarding these projects.

(While Assistant Commissioner Brinkerhoff tabulated the score sheets, Chair Evans suggested to continue moving forward with the agenda).

**10. Commissioner Search Suspension**

The Board adopted a recommended search process for a permanent Commissioner of Technical Education in its March 21, 2019 meeting. Chair Jim Evans mentioned that he received a letter from Governor Gary Herbert asking to put the commissioner search on hold until after the Higher Education Strategic Planning Commission completes its work. Trustee Michael Jensen asked Interim Commissioner Haines if he is still OK to continue to hold the position. Commissioner Haines replied that he is OK.

**11. Higher Education Strategic Planning Commission**

Vice-Chair Steve Moore reported that the National Center for Higher Education Management Systems (NCHEMS), has been conducting regional meetings throughout the state as part of their study.

Vice-Chair Steve Moore also attached to the agenda his notes from the April 3, 2019, commission meeting which highlights some items including the structure of the governing boards and the creation of a coordinating board.

Trustees made comments regarding their concerns of having a merge between the USHE and UTech as the institutions have different missions.

**12. Technical Education Campaign**

Joseph Demma, Mountainland Technical College Vice-President for College Relations, showed Utah's Technical Education Awareness Campaign as well as the media ads. Mr. Demma mentioned that one of the purposes of the campaign is to drive people to the website. He also informed the Board that he presented at the National Governors' Association and has received daily emails from other States asking questions regarding the campaign.

**13. Action Item: Prioritization of FY2021 Capital Development Requests**

Assistant Commissioner Tyler Brinkerhoff tabulated the capital development scoresheets mentioned in item 8 and informed that Bridgerland Technical College, Health Sciences building scored number one with 94.3 out of 110 possible points and Mountainland Technical College Payson Campus number two, with 86.9 points out of 110.

Assistant Commissioner Tyler Brinkerhoff also explained that the technical colleges capital projects fund is non-lapsing and accumulate and that dedicated projects still need legislative approval.

Board members discussed the two projects and Trustee Michael Jensen's suggestion to talk to Legislators. Chair Evans stated that they had a motion to approve the order of the projects but need a separate follow-up to talk about the funds.

Commissioner Haines also mentioned that statute requires the board to designate the projects and dedicated or non-dedicated.

**Motion:** Trustee Stephen Wade moved to approve the order of the buildings as scored, being Bridgerland Technical College priority 1 and Mountainland Technical College priority 2, with a follow-up as stated previously.

**Seconded:** Trustee Scott Theurer

**Voting:** Unanimous

**14. Action Item: Custom Fit Allocations**

Tyler Brinkerhoff, Assistant Commissioner, explained that Legislators funded \$600,000 for custom fit based on requests of \$200,000 each for Davis, Mountainland and Ogden-Weber Technical Colleges and \$25,000 each for Snow College and USU Eastern. The recommendation is to distribute the new funding on a pro-rated basis.

Vice-Chair Steve Moore asked if UTech has any surplus from last year. Tyler Brinkerhoff replied that there is not a significant carryover surplus from last year.

**Motion:** Trustee Brad Tanner moved to approve the proposed Custom Fit allocations as recommended.

**Seconded:** Trustee Mike Angus

**Voting:** Unanimous

**15. Action Item: FY2020 Proposed Tuition Rates**

Assistant Commissioner Tyler Brinkerhoff recommended that the Board of Trustees approve the proposed post-secondary tuition rates for Bridgerland Technical College, Mountainland Technical College, and Southwest Technical College.

**Motion:** Trustee Russell Lamoreaux moved to approve the proposed rates as presented.

**Seconded:** Trustee Scott Theurer

**Voting:** Unanimous

**16. Action Item: Proposed FY2020 Differential Tuition Rates**

Assistant Commissioner, Tyler Brinkerhoff, explained that differential tuition rates expire each year on June 30<sup>th</sup>. Bridgerland, Davis, Ogden-Weber, Tooele and Uintah Basin Technical Colleges each requested differential rates for selected programs.

**Motion:** Vice-Chair Steve Moore moved to approve the requested differential tuition rates as presented.

**Seconded:** Trustee Michael Jensen

**Voting:** Unanimous

**17. Action Item: FY2020 USTC Commissioner's Office Budget Approval**

Assistant Commissioner, Tyler Brinkerhoff presented to the Board the proposed budget for FY2020, which includes revenue of just over \$9M.

**Motion:** Trustee Mike Angus moved to approve the budget as explained.

**Seconded:** Trustee Chuck Taylor

**Voting:** Unanimous

**18. College Presidents Selection Policy**

Vice-Chair Steve Moore reported that revisions to policy 101 were sent out to college presidents, board members, and UTech staff for review and feedback. The Committee chaired by Vice-Chair Moore will present the policy for Board approval at the September 19, 2019 meeting.

**19. College Presidents Compensation**

Chair Jim Evans stated that Policy 113 assigns a Compensation Committee to consider compensation adjustments as well as vehicle allowance for college presidents with certain parameters. Also, it encourages the boards of directors to provide recommendations.

The committee members: Chair Jim Evans, Trustee Michael Jensen and Commissioner Haines, recommended the Board consider an increase to Aaron Weight's salary of 4% which will bring it above the midpoint and requires Board approval, an adjustment that will be consistent with adjustments of other salaries below the midpoint.

Trustee Michael Jensen stated some salaries could change depending on upcoming salary study results.

**Motion:** Trustee Scott Theurer moved to approve President Weight's compensation as presented.

**Seconded:** Trustee Stephen Wade

**Voting:** Unanimous

**20. Audit Committee Report**

Trustee Brad Tanner, Chairs the Audit Committee with Trustee Mike Angus and Trustee Chuck Taylor. Trustee Tanner reported that the committee met and reviewed policy 301 to verify their roles as a committee. Assistant Commissioner Brinkerhoff prepared a draft with revisions to the policy that the committee is reviewing and will present to the Board at the next board meeting.

**21. Action Item: Logan City/Bridgerland Technical College Easement/Land Swap**

Chad Campbell, President of the Bridgerland Technical College, reported that Logan City is committed to Bridgerland Technical College and the future Health Sciences Building and proposes making approximately \$7M of infrastructure improvements on two roads in front of the buildings. The project will include traffic signals, curb, gutter, and sidewalks on both sides of the roads.

**Motion:** Trustee Scott Theurer moved to approve the Logan City/Bridgerland Technical College Easement/Land Swap as presented

**Seconded:** Trustee Stephen Wade

**Voting:** Unanimous

**22. Action Item: Bridgerland Technical College, Health Sciences Building - Programming and Planning**

Chad Campbell, President of Bridgerland Technical College, is requesting authorization to use institutional or donated funds of approximately \$300,000 to complete the planning and programming phase of the Bridgerland Tech’s Health Sciences Building.

**Motion:** Chair Jim Evans moved to authorize Bridgerland Technical College’s use of institutional or donated funds for planning and programming of its Health Sciences Building.

**Seconded:** Trustee Scott Theurer

**Voting:** Unanimous

**CLOSED SESSION:**

**23. College Presidents 2019 Formal and Informal Evaluations**

**Motion:** Vice-Chair Steve Moore 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.

**Seconded:** Trustee Mike Angus

**Voting:** Unanimous

Roll call:

Jim Evans – yes

Steve Moore – yes

Mike Angus – yes

Michael Jensen – yes

Russell Lamoreaux – yes

Brad Tanner – yes

Chuck Taylor – yes

Scott Theurer – yes

Stephen Wade – yes

**24. Adjournment:** The Board of Trustees adjourned at 1:55 pm.