

The Utah College of Applied Technology (UCAT)  
Board of Trustees Meeting  
DATE: 12 June 2014  
TIME: 10:00 AM – 2:00 PM  
LOCATION: Utah College of Applied Technology  
2801 Ashton Boulevard  
Lehi, UT 84043

(Anchor location for electronic access)

## MINUTES

(Awaiting formal approval-subject to change)

### Board of Trustees Present

Tom Bingham, Chair – TATC  
Michael Madsen, Vice Chair – BATC  
Michael Jensen – DATC  
Stephen Wade – DXATC  
Jim Evans – MATC  
Steve Moore – OWATC  
Don Roberts – SWATC  
Mark Dennis – UBATC  
Jessie Anderson – State Board of Regents  
Richard Tranter – Salt Lake Community College  
Jim Olsen – Business Industry Governor’s Appointee  
Dale Cox – Union Apprenticeship  
Dixie Allen – State Board of Education

### Board of Trustees Absent

Mike McCandless – USU Eastern CTE  
Brad Tanner – Non-Union Apprenticeship  
Spencer Eccles – Governor’s Office of Economic Development

### 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  
Kristin Madsen – Executive Assistant

### Others Present

Chad Campbell – BATC, Vice President  
Mike Bouwhuis – DATC, Campus President  
Kelle Stephens – DXATC, Campus President  
Clay Christensen – MATC, Campus President  
Collette Mercier – OWATC, Campus President  
Dana Miller – SWATC, Campus President  
Dennis Heaton – SWATC, Vice President  
Scott Snelson – TATC, Campus President  
Aaron Weight – UBATC, Campus President  
Bob Peterson – UBATC Vice President  
Spencer Pratt – Legislative Fiscal Analyst Office  
Ron Rushton – Notary Public

## **MINUTES OF MEETING**

UTAH COLLEGE OF APPLIED TECHNOLOGY  
Board of Trustees  
12 June 2014

### **I. INTRODUCTION ITEMS**

#### **I. Call to Order**

Meeting was called to order at 10:14 a.m.

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

#### **I.C Approval of Agenda**

Motion to approve the agenda

Motion: Dale Cox, Second: Steve Moore

Voting: Unanimous

#### **I.D Approval of 10 April 2014 Minutes (regular) & 23 May 2014 (special) Minutes**

Motion to approve the 10 April 2014 Minutes and the 23 May 2014 Minutes.

Motion: Mark Dennis, Second: Steve Moore

Voting: Unanimous

#### **I.E Executive Committee Report**

Chair Bingham informed the board that the Executive Committee had met this morning to approve minutes of previous Committee meetings and to make preparations for the full Board meeting.

#### **I.F UCAT President Evaluation**

Chair Bingham proposed an evaluation of UCAT President Robert Brems. He named a UCAT President Evaluation Committee consisting of Michael Madsen, Jim Evans, Jim Olsen, Tom Bingham, and Don Roberts to perform the evaluation. Upon completion of the evaluation a recommendation will be brought back to the board for approval.

#### **I.G Oath of Office for UCAT Trustee Stephen Wade**

Ron Rushton administered the oath of office to Stephen Wade.

#### **I.H Introduction of New Campus President for UBATC**

President Brems officially introduced Aaron Weight as the new Campus President for UBATC.

#### **I.I Announcement of Retirement**

President Brems reported that President Dana Miller had announced his retirement as Campus President for SWATC. President Brems thanked President Miller for his hard work and dedication. Trustee Roberts also thanked him for the service he has given to the college.

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

### **II.J UCAT Policy 101 Revision - Bylaws**

Vice President Haines summarized the proposed updates for the UCAT Policy 101 Bylaws that will make the policy more consistent with recent legislation and provide for an additional Vice Chair.

Motion to approve the updated changes to the UCAT Policy 101 Bylaws.

Motion: Michael Jensen, Second: Jim Olsen

Voting: Unanimous

### **II.K Nominating Committee Report, Elections for Board of Trustees Chair and Vice Chairs**

Trustee Olsen reported that the Nominating Committee proposes that Tom Bingham serve as the Chair for the Board of Trustees, Michael Madsen serve as 1<sup>st</sup> Vice Chair, and Jim Evans serve as 2<sup>nd</sup> Chair for a two-year term.

Motion to approve the Nominating Committee Report.

Motion: Jim Olsen, Second: Dale Cox

Voting: Unanimous

### **II.L Capital Development Priorities FY15**

Vice President Brinkerhoff presented the proposed Capital Development priorities of the 2015 Fiscal Year. President Brems mentioned that MATC was redirecting their priority from improving the Orem Campus to the Thanksgiving Point Campus.

Motion to approve the priority list to include the buildings and land banking for the 2015 fiscal year.

Motion: Jim Evans, Second: Stephen Wade

Voting: Unanimous

### **II.M SWATC Current Main Campus Ownership Transfer, O&M Request**

Vice President Brinkerhoff introduced the O&M Request to the board. President Miller proceeded to summarize the background of the lease purchase of the SWATC Main Campus. He then presented the opportunity SWATC has to buy out their lease purchase agreement one year early and the details that go along with that proposal.

Motion to approve SWATC seeking legislative approval and funding for early payoff of the current main campus lease.

Motion: Michael Madsen, Second: Steve Moore

Voting: Unanimous

### **II.N Enrollment/Completion Reporting Policy Revisions: Policy 200 & 205 Revisions**

Vice President Haines explained that since the April Board of Trustees Meeting, the campuses have had the opportunity to review their data before the end of the fiscal year to bring them into compliance with the approved revisions to Policy 205. He also stated that more revisions to Policy 205 were necessary to provide clarification to the campuses regarding the definitions and how they were to be implemented and reported.

President Brems outlined further revisions to Policy 200 and mentioned how these revisions would make UCAT support Governor Herbert's 66% goal of having Utah residents possess a post secondary certificate or degree by the year 2020. Trustee Olson suggested considering how the proposed Occupational Skills Certificate might apply to Custom Fit Training.

Motion to approve the proposed amendments to Policy 200 & 205.

Motion: Jim Olson, Second: Steve Moore

Voting: Unanimous

### **II.O Data Dictionary FY 2015**

Director Rikard proposed minor changes to the UCAT Data Dictionary regarding definitions for enrollment objectives, exit codes, and award types.

Motion to approve the UCAT Data Dictionary for the 2015 fiscal year with the summarized revisions.

Motion: Mark Dennis, Second: Jim Evans

Voting: Unanimous

### **II.P FY 2015 Custom Fit Allocations**

President Brems reported that Custom Fit had received an additional \$500,000.00 from the legislature for the 2015 fiscal year. He proposed the amended allocation schedule include the additional money awarded to be disbursed between the campuses, with specific target amounts to go toward manufacturing training.

Motion to approve the proposed Custom Fit allocations for the 2015 fiscal year.

Motion: Don Roberts, Second: Dixie Allen

Voting: Unanimous

### **II.Q Campus President /UCAT President Compensation Salary Adjustments**

President Brems reported that the Legislature granted a 1.25% cost of living increase to all UCAT employees for the 2015 fiscal year. He proposed that the 1.25% increase be added to the salaries of the UCAT Campus Presidents and also the UCAT President. President Brems also recommended that allowances presently part of the Presidents' compensation be added to the salaries of the campus presidents to be consistent with the UCAT Audit Committee's recommendation.

Motion to approve and support the 1.25% salary increase and that allowances now be included in the salaries of campus presidents.

Motion: Don Roberts, Second: Jim Evans

Voting: Unanimous

### **II.R Office of the UCAT President 2014-2015 Budget**

Vice President Brinkerhoff presented the 2014-2015 budget for the Office of the UCAT President to the Board.

Motion to approve the 2014-2015 Budget for the Office of the UCAT President.

Motion: Dixie Allen, Second: Steve Moore

Voting: Unanimous

### **II.S DXATC Dixie Commons Lease and Diesel Lease Extension Approval**

Vice President Brinkerhoff presented the two DXATC Leases to the Board. DXATC Campus President Stephens gave an update as to the status of the proposed spaces. She requested the approval of the Diesel Lease Extension and indicated that additional changes are being considered for the Dixie Commons Lease. The final draft of the Dixie Commons Lease will be brought before the board later for approval.

Motion to approve the extension of the DXATC Diesel Lease.

Motion: Michael Jensen, Second: Michael Madsen

Voting: Unanimous

### **III.INFORMATION ITEMS**

#### **III.T DATC Charter School Report**

Trustee Jensen reported that DATC had just completed their first year of high school students. They love having students at the campus and having that educational partnership, however within a year and half they have asked Career Path High to find a new chartering organization to better serve the students.

#### **III.U Programs Approved**

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

<u>Campus</u>	<u>Program Title</u>	<u>Length (hours)</u>	<u>Approval Date</u>
UBATC	Civil Technology	750	4/14/2014
OWATC	Software Development	1,290	4/14/2014
TATC	Welding Technician ( <i>substantive change</i> )	1,200( <i>formerly 195</i> )	4/14/2014
TATC	Medical Billing and Coding	660	4/22/2014
MATC	CNC Machining	630	4/30/2014
DXATC	Healthcare Coding Technician	900	5/15/2014
OWATC	Electrical Trades Preparation ( <i>substantive change</i> )	600( <i>formerly 900</i> )	6/4/2014

#### **III.V Office of the UCAT President Budget Report**

Vice President Brinkerhoff presented a progress report of UCAT's expenses from April – June 2014 to the Board.

#### **III.W UCAT FY 2015 System-wide Marketing/Messaging Campaign & UCAT Student of the Year Program**

Director Rushton updated the Board on the Marketing Steering Committee that had recently been appointed. The purpose of the committee is to bring new perspective and fresh ideas on how to influence people to rethink education and where they start. A part of their campaign is the Student of the Year program, which highlights the extremely impressive students coming out of our colleges. Chair Bingham mentioned that a good starting point would be educating high school counselors to understand what post-secondary educational options are available. By the time a student graduates from high school, they could have a certificate and are able to go to work. Director Rushton plans to meet with the Steering Committee and the Campus Marketing Directors to carry out the upcoming campaign.

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**IV. ADJOURN**

Motion to Adjourn: Stephen Wade, Second: Steve Moore  
Meeting adjourned at 12:40pm