

The Utah College of Applied Technology (UCAT)
Board of Trustees Meeting
DATE: 08 June 2016
TIME: 9:00 AM – 2:00 PM
LOCATION: Mountainland Applied Technology College
2301 W. Ashton Boulevard
Lehi, UT 84043

(Anchor location for electronic access)

MINUTES

Board of Trustees Present

Jim Evans, Chair – MATC
Steve Moore, Vice-Chair – OWATC
Scott Theurer – BATC
Michael Jensen – DATC
Stephen Wade – DXATC
Jerry Taylor – SWATC
Thomas Bingham – TATC (Proxy for Dave Ulery)
Mike Angus – UBATC
Brad Tanner – Non-Union Apprenticeship
Dale Cox – Union Apprenticeship
Jim Olsen – Governor's Appointee Business/Industry
Barbara Corry – State Board of Education*

Board of Trustees Absent

Dave Ulery – TATC
W. Tim Miller – Salt Lake Community College
Brian Florang – Snow College
Val Hale – Governor's Office of Economic Development
Jessellie Anderson – State Board of Regents

*participated via electronic access

UCAT Administration

Jared Haines – Acting Commissioner
Ann Mackin – Assoc. Cmsr, Instruction
Tyler Brinkerhoff – Assoc. Cmsr, Finance & Administrative Services
Zachary Barrus – Assoc. Cmsr, Student Services & Institutional Data
Kristin Smith – Executive Assistant/Board Secretary
Doug Richards – Legal Counsel
Elsa Zweifel – Director, Public Relations & Marketing
Jonathan Clark – Director, Institutional Data & Research
Aubrey Schrag – Director, Institutional Information Systems
Edward Tsui – Software Developer
Alfredo De Leon – Software Developer
Alicia McIntire – Data & Research Analyst

Others Present

Chad Campbell – BATC, Campus President
Mike Bouwhuis – DATC, Campus President
Clay Christensen – MATC, Campus President
Collette Mercier – OWATC, Campus President
Brennan Wood – SWATC, Campus President
Scott Snelson – TATC, Campus President
Aaron Weight – UBATC, Campus President
Russell Galt – DATC
Jordan Rushton – DXATC*
Jacob Wright – Governor's Office Management & Budget
Spencer Pratt – Legislative Fiscal Analyst's Office
Jill Curry – Legislative Fiscal Analyst's Office
Jon Stanard – Utah State Representative*

MINUTES OF MEETING

UTAH COLLEGE OF APPLIED TECHNOLOGY Board of Trustees 08 June 2016

I. INTRODUCTION ITEMS

A. Call to Order

Meeting was called to order at 9:06 a.m.

B. Pledge of Allegiance

C. MATC Host Campus Welcome

MATC President Christensen welcomed the Board to the college and provided an overview of MATC's service region and background about the college.

D. Approval of 06 April 2016 Board Meeting Minutes

Motion to approve the Meeting Minutes from 06 April 2016.

Motion: Dale Cox; Second: Jerry Taylor

Voting: Unanimous

E. Executive Committee Report and Approval of 22 April 2016

Motion to approve the Executive Meeting Minutes from 22 April 2016.

Motion: Steve Moore, Second: Mike Angus

Voting: Unanimous (by Executive Committee members only)

F. Introductions of New UCAT Employees

Acting Commissioner Haines introduced the new UCAT employees to the Board.

G. Board Member Appointments (Florang, Theurer, & Ulery); Oath of Office

Acting President Haines stated that Trustee Brian Florang had been formally re-appointed by Snow College to fill the term of office on the Board which expires on 30 June 2019. Newly appointed Trustee Dave Ulery was not able to attend the meeting and will take the Oath of Office at the next meeting. Trustee Ulery was appointed by Governor Herbert with consent of the Senate to fill the remainder of the term of office representing TATC, which expires 30 June 2017. Newly appointed Trustee Scott L. Theurer was present and introduced to the Board as the new BATC Representative. He provided a short bio about himself and was administered the Oath of Office by Board Secretary Kristin Smith. Trustee Theurer was also appointed by Governor Herbert with consent of the Senate to fill the remainder of the term of office representing BATC, which expires 30 June 2017.

II. ACTION ITEMS

To accommodate the schedule of certain trustees, Chair Evans moved Agenda Item N to this point in the agenda.

N. FY 2017 Presidents/Commissioner Compensation

Acting Commissioner Haines gave an overview of College Presidents' compensation to the Board. The 2016 Utah State Legislature authorized and funded a 2.0% compensation increase to UCAT and the ATCs for the FY 2017 year. Senate Bill 131 (2016 legislative session) now requires Presidents' compensation to be set by the UCAT Board of Trustees in cooperation with the College Boards of Directors, whereas in the past they were set by the UCAT President.

Under the direction of Chair Evans, the chairs of each of the ATC boards of directors were invited to provide feedback on behalf of their boards regarding consideration of a 2.0% increase to each of the Presidents' current salaries, given the appropriation and the study-based adjustments that were made in September 2015. The eight college board chairs indicated support for the increase, with three (DATC, DXATC, and UBATC) requesting further consideration and discussion for their presidents based on other factors.

Motion to approve a 2% increase in all college presidents' current salaries, effective July 1, 2016.

Motion: Jim Olsen, Second: Tom Bingham

Voting: Unanimous

Motion to assign the Executive Committee to consider the requests for further salary adjustment in cooperation with local boards, and make a recommendation regarding any further adjustments to the Board no later than the September meeting, with any adjustments being applied retroactively to July 1, 2016.

Motion: Steve Moore; Second: Jim Olsen

Discussion to the Motion: Have the Executive Committee look at the ranges of the interested parties. Chair Evans asked if anyone had issues with the Executive Committee handling this versus an ad hoc committee. There was no opposition to having the Executive Committee performing the evaluation since all three colleges had representation on the committee. UCAT Legal Counsel Doug Richards clarified that when the Executive Committee meets, the meeting must be posted and performed according to the open meetings guidelines, moving to closed session for discussions of character and professional competence.

Voting: Unanimous

Chair Evans explained that since Acting Commissioner Jared Haines was appointed on March 23, 2016 to fill the vacancy of President Rob Brems, the Board has not set his compensation in the position.

Motion to set Acting Commissioner Haines' salary at 10% higher than his previous salary as Vice President, retroactive to his 23 March 2016 appointment, and to apply the 2.0% general system-wide increase as an increase to that salary effective July 1, 2016, with the salary to continue until a permanent Commissioner is appointed and in place; and that the Executive Committee consider recommending an additional increase or a bonus at the end of his term for Board consideration.

Motion: Mike Jensen, Second: Scott Theurer

Voting: Unanimous

Discussion to the Motion: There was discussion between the trustees whether that increase is high enough, and whether additional amounts should be considered in the context of the previous UCAT President's salary. It was suggested that the Executive Committee also review the Acting Commissioner's salary and consider recommending an additional increase once a range was developed or a bonus at the end of his term.

H. Capital Facilities Presentations and Scoring

Associate Commissioner Brinkerhoff indicated that the Board of Trustees receives funding requests pertaining to capital facilities and land purchases from the applied technology colleges, prioritizes the requests, and submits the prioritized requests to the State Building Board. The projects to be prioritized are listed in the agenda.

MATC, BATC, DATC, and UBATC presented their capital facilities projects to the Board. The Trustees scored each project individually, and Associate Commissioner Brinkerhoff totaled the scores for consideration later in the meeting under Agenda Item S.

Recess for Lunch:

Back in Session:

Chair Evans moved Agenda Item S to this point in the agenda since Associate Commissioner Brinkerhoff had completed the trustees' scoring on the capital facilities projects.

S. Capital Facilities Prioritization

Associate Commissioner Brinkerhoff reviewed the total scoring of the projects with the Board.

<u>Ranking</u>	<u>Project</u>	<u>Average</u>
1	MATC Thanksgiving Point Technology/Trades Building	91.09
2	BATC Health Sciences and STEM Technology Building	88.91
3	DATC Allied Health Building	88.82
4	UBATC Welding Technology Building	84.10
5	DATC Freeport West D5 Bay 2	78.80
6	DATC Education and Instructional Services Building	69.00

Motion to submit Capital Facilities Projects 1 – 5 as currently ranked to the State Building Board.

Motion: Steve Moore, Second: Jerry Taylor

Voting: Unanimous

I. TATC Tuition Approval

Associate Commissioner Brinkerhoff stated that TATC had held their required tuition hearing, and that Board action is needed to apply the \$0.05 Tier 1 tuition increase to their college, consistent with the \$1.80 per membership hour Tier 1 rate at all other UCAT Institutions. TATC does not have a Tier 2 tuition.

Motion to approve the Tier 1 Tuition Rate for TATC.

Motion: Dale Cox, Second: Steve Moore

Voting: Unanimous

J. SB-131 Policy Updates

Associate Commissioner Barrus reviewed recommended changes, revisions, and updates to UCAT Policies to conform with SB-131 provisions. He specifically pointed out that if trustees are not able to attend board meetings, they may send a representative in their place. Legal Counsel Doug Richards indicated that a representative could be allowed, but that representative will not have voting rights.

Motion to approve the revisions to the UCAT policy as shown in the drafts and links provided in the Agenda Item.

Motion: Brad Tanner, Second: Mike Jensen

Voting: Unanimous

K. Policy 206 (Placement Reporting)

Associate Commissioner Barrus informed the Board of the status of Policy 206 since January. In its January 14, 2016 meeting, the Board of Trustees in action responding to a 2015 legislative audit instructed the Office of the Commissioner and college presidents to develop a comprehensive policy to be used in assessing student placements beginning in FY 2017. The trustees instructed that the new policy include guidance to the colleges to enhance the independence of placement data, as recommended by the legislative audit. In spring 2016 the Office of the Commissioner convened a working group of representatives from each college to draft the policy. Additional input was received from college presidents.

Policy 206 – Student Placement Reporting, mirrors placement definitions and standards set forth by the Council on Occupational Education, but also establishes procedures by which placement information is audited annually by an independent committee comprised of personnel from other colleges under the direction of the Office of the Commissioner. This policy would be implemented beginning July 1, 2016 for FY 2017.

Two college presidents suggested allowing more time to discuss concerns about the policy with their staff and work out those concerns with the UCAT office. Trustee Jensen suggested making sure a provision is included to add reporting of placement verifications to the Board.

Motion to approve Policy 206 as drafted, with the condition that the College Presidents review it with their staff and identify any recommended adjustments, that implementation of any items to be considered for adjustment be delayed, and that recommended adjustments be brought to the Board in its September meeting for consideration and final approval.

Motion: Mike Jensen, Second: Scott Theurer

Voting: Unanimous

L. Data Dictionary FY 2017

Director Clark reviewed updates and changes to the Data Dictionary for FY 2017 to the Board.

Motion to approve the UCAT Data Dictionary for FY 2017 with the revisions summarized in Agenda Item L.

Motion: Steve Moore, Second: Jerry Taylor

Voting: Unanimous

M. Equipment Funding Allocations

Associate Commissioner Brinkerhoff informed the Board that House Bill 2 of the 2016 General Legislative Session appropriated an additional \$600,000 to UCAT's ongoing equipment fund. UCAT Administration and College Presidents, with input from the system Finance Officers, discussed possible allocations at length and recommended the allocation shown in Agenda Item M. The amounts reflected are derived using a combination of historical allocation percentages, an equal base amount for each campus and component based on FY 2015 membership hour production.

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

Motion: Mike Angus, Second: Brad Tanner

Voting: Unanimous

O. Commissioner's Office FY 2017 Budget

Associate Commissioner Brinkerhoff presented the Board with a recommended FY 2017 budget for the Commissioner's Office.

Motion to approve the FY 2017 Budget for the Commissioner's Office.

Motion: Dale Cox, Second: Steve Moore

Voting: Unanimous

P. Commissioner Search

Chair Evans thanked the members of the Commissioner Position Development Committee for their input and advice and felt it was very beneficial for all involved. Acting Commissioner Haines presented the new UCAT Policy 105 – Commissioner of Technical Education – Functions, and an outline of the UCAT Commissioner Selection Process, which had been developed and recommended by the committee.

Chair Evans recommended that the following individuals be appointed to serve on the search committee outlines on the last page of the UCAT Commissioner Selection Process:

- Eight members affiliated with all ATCs, to include:
 - Four Trustees:
 - Jim Evans, UCAT Board Chair/MATC
 - Steve Moore, Vice-Chair/OWATC
 - Mike Jensen, DATC
 - Mike Angus, UBATC

- Three ATC Presidents:
 - K. Chad Campbell, BATC
 - Scott Snelson, TATC
 - Brennan Wood, SWATC
- One ATC Board Member:
 - To be appointed by the UCAT Board Chair in consultation with the DXATC Board Chair
- One additional Trustee: Val Hale (absent – to be contacted to confirm)
- One UCAT Associate Commissioner (to be appointed by the Board Chair)
- Adjustments to the above appointments to be made by the Board Chair as needed.

President Bouwhuis recommended that the background and summary of UCAT he compiled be included in the application to inform the candidates of the system's history.

Motion to approve UCAT Policy 105 and the UCAT Commissioner Selection Process as recommended by the committee in Agenda Attachment P, with the appointments to the UCAT Commissioner Search Committee as recommended by Chair Evans.

Motion: Brad Tanner, Second: Jerry Taylor

Voting: Unanimous

Q. FY 2017 Board Meeting Schedule

A UCAT Board of Trustees Meeting Calendar for FY 2017 was presented to the Board for review. Acting Commissioner Haines noted that the proposed September 14, 2016 meeting would alter the September 21, 2016 date that was previously scheduled, to accommodate the Commissioner search.

There is also a conflict with TATC's Board of Directors' meeting on January 11, 2017. It is proposed that the UCAT Board move the meeting to Thursday, January 12, 2017 to accommodate TATC's schedule.

Motion to approve the FY 2017 UCAT Board Meeting Calendar with the discussed changes.

Motion: Steve Moore, Second: Brad Tanner

Voting: Unanimous

R. Strategic Workforce Initiatives

Associate Commissioner Mackin presented the Board with six Strategic Workforce Initiative proposals brought forward by the colleges, which according to statute require action from the Board to indicate support as they are considered by the Legislature.

Motion to support the six proposals as outlined in Agenda Item R.

Motion: Mike Angus, Second: Jim Evans

Voting: Unanimous

III. INFORMATION ITEMS

T. Program Approvals

Associate Commissioner Mackin informed the Board that Acting Commissioner Haines had approved two programs since the Board had last met. The programs are listed in the agenda under Item T.

U. UBATC and Duchesne County School District Parking Agreement

UBATC President Weight informed the Board that UBATC and Duchesne County School District have entered into an agreement for the school district to construct a parking lot on UBATC property. This mutually benefits both parties by improving safety and parking opportunity for the students of both institutions. UBATC will retain ownership of the property, and the District will assume all construction and related cost. UBATC will maintain the parking lot and bill the District 50% of operation and maintenance cost.

V. Public Relations Report

Director Zweifel presented the Board with UCAT's public relations strategy that was developed with input from the college marketing representative, and also informed the Board of events that UCAT had participated in and the future plans for UCAT's public relations department. Acting Commissioner Haines thanked Director Zweifel for her hard work and effort this past year and announced to the Board that Director Zweifel would be retiring at the end of the month. Her position will be posted shortly.

W. Office of the Commissioner Budget Report

Associate Commissioner Brinkerhoff presented the board with a report detailing appropriated revenues and expenditures by category for the Office of the Commissioner for the current fiscal year through May 31, 2016, as well as check and credit card registers for April – May 2016.

VI. ADJOURN

Motion to Adjourn: Jim Olsen
Voting: Unanimous

Meeting adjourned at 1:15pm