

The Utah College of Applied Technology (UCAT)
Board of Trustees Executive Committee Meeting

DATE: 12 September 2016

TIME: 7:30 AM – 8:30 AM

LOCATION: Utah College of Applied Technology

2801 Ashton Boulevard

Lehi, UT 84043

(Anchor location for electronic access)

MINUTES
(DRAFT – Pending Committee Approval)

Executive Committee Present

Jim Evans, Chair – MATC*

Steve Moore, Vice-Chair – OWATC*

Mike Jensen – DATC*

Stephen Wade – DXATC*

Jerry Taylor – SWATC*

Mike Angus – UBATC*

Jim Olsen – Governor's Business/Industry Appointee*

Executive Committee Absent

(none)

UCAT Administration

Jared Haines – Acting Commissioner

Tyler Brinkerhoff – Assoc. Commissioner/Finance

*participated via conference call

Call to Order

Meeting was called to order at 7:35 a.m.

I. Action Items

1. Approval of 26 July 2016 and 11 August 2016 Executive Committee Meeting Minutes

Motion to approve the Meeting Minutes from 26 July 2016 and 11 August 2016

Motion: Steve Moore; Second: Jerry Taylor

Voting: Unanimous

2. Recommendation for Commissioner Compensation:

- a. Salary Range for Permanent Commissioner

Associate Commissioner Brinkerhoff reviewed salary study data provided by Payscale, Inc. showing a possible market range of \$181,000 to \$254,000 and a midpoint of \$217,000 for comparable positions to the Commissioner of Technical Education. Trustee Wade asked about the current salary. Associate Commissioner Brinkerhoff answered that a salary for the permanent Commissioner has not been established, but provided the current salary for Acting Commissioner Haines and the ending salary for retired President Rob Brems. Payscale assumes a certain level of experience and competence to attain the positions in question and that the ranges are applied only to current job incumbency without regard to prior experience. Chair Evans commented that whoever we bring in, we will have to work within this range.

Motion to recommend to the Board of Trustees that the salary range of the Commissioner of Technical Education be established at \$181,000 to \$254,000.

Motion: Jim Olsen; Second: Mike Jensen

Voting: Unanimous

b. Acting Commissioner Compensation

After setting an initial salary for the Acting Commissioner in its 7 June 2016 meeting, the Board of Trustees assigned the Executive Committee to consider recommending an additional salary adjustment once a range was developed for the permanent Commissioner position, or a bonus at the end of his interim service. Associate Commissioner Brinkerhoff suggested that the Committee consider recommending Acting Commissioner Haines' salary to be somewhere within the previously recommended range. Committee members discussed alternatives of either adjusting current salary or providing it as a one-time bonus payment at the end of the interim service commensurate with the salary adjustment for the period of service. Discussion then considered methods of calculating the adjustment bonus and future determination of the point within the range at which to set the salary.

Motion to recommend to the Board of Trustees that the full board evaluate the current salary of Acting Commissioner Haines compared with the adopted range for the Commissioner position, and determine an appropriate bonus.

Motion: Stephen Wade; Second: Steve Moore
Voting: Unanimous

3. Recommendation for Individual College President FY 2017 Salary Adjustments

Acting Commissioner Haines reviewed the background information attached to the agenda. He reviewed details of the table showing the newly recommended salary ranges for each of the College President positions, the current FY-2017 salaries, the range penetrations for current salaries, the Committee's recommended increase limits, and the salary adjustments recommended by each of the local boards. Chair Evans invited the Committee members representing DXATC and DATC to summarize their boards' proposals to exceed the recommended range increase limit. Trustee Wade responded that the DXATC Board had considered it in two meetings and had reaffirmed that the DXATC president's salary was significantly low for the range and her performance. Trustee Jensen responded that the DATC Board observed that the salary study on which the new salary range recommendations are based validates and calls for a correction to a salary that had been previously capped.

Committee members asked about the two recommendations shown for the MATC president, and Commissioner Haines clarified that the MATC Board had provided a range for the Committee to consider at its discretion, recommending at least a 2% salary increase with a target of reaching the full 10% range penetration increase. The Committee then discussed the various elements of the ranges, the criteria, and the proposals, with observations that the amounts recommended generally appeared to have a consistent distribution when considering college size and length of service.

Motion to recommend to the Board of Trustees that the FY-2017 salaries of the eight presidents be adjusted to the amounts proposed by the local college boards as shown on the table attached to the agenda, with the MATC salary at the 10% range penetration increase level, to be applied retroactively to the full fiscal year effective 1 July 2016.

Motion: Mike Jensen; Second: Jerry Taylor

Discussion to the Motion: Vice Chair Moore and Chair Evans observed that the recommendation is a "true-up" between last year and this year to align the salaries consistently within the new salary ranges being proposed, and cautioned the Executive Committee, the Board of Trustees, and the local college boards of directors against viewing the recommendations as a precedent for local boards independently setting compensation, but under the provisions of the statute to be cautious and prudent as they work together. The new ranges and salaries are based on statewide labor market data, and provide a framework for future compensation to be established and adjusted based on uniform and consistent criteria.

Voting: Unanimous

Adjourn

Motion to Adjourn: Jim Olsen

Voting: Unanimous

Meeting Adjourned at 8:21 a.m.