

The Utah College of Applied Technology (UCAT)
Board of Trustees Meeting
DATE: 14 September 2016
TIME: 8:00 AM – 5:00 PM
LOCATION: Utah College of Applied Technology
2801 Ashton Boulevard
Lehi, UT 84043

MINUTES

(DRAFT – Pending Board Approval)

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
Mike Angus – UBATC
Brad Tanner – Non-Union Apprenticeship
Dale Cox – Union Apprenticeship
Jim Olsen – Governor’s Appointee Business/Industry
Jessalie Anderson – State Board of Regents
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

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
Joseph Demma – Director, Public Relations & Marketing
Jonathan Clark – Director, Institutional Data & Research
Alicia McIntire – Data Analyst

Others Present

Charles Hansen – TATC Board of Directors
Chad Campbell – BATC, President
Mike Bouwhuis – DATC, President
Kelle Stephens – DXATC, President
Clay Christensen – MATC, President
Collette Mercier – OWATC, President
Brennan Wood – SWATC, President
Scott Snelson – TATC, President
Aaron Weight – UBATC, President
Russell Galt – DATC
Spencer Pratt – Legislative Fiscal Analyst’s Office
Jill Curry – Legislative Fiscal Analyst’s Office

MINUTES OF MEETING

UTAH COLLEGE OF APPLIED TECHNOLOGY
Board of Trustees
14 September 2016

I. INTRODUCTION ITEMS

A. Call to Order

Meeting was called to order at 8:02 a.m.

B. Pledge of Allegiance

C. Approval of 08 June 2016 (regular) Board Meeting Minutes

Motion to approve the Meeting Minutes from 08 June 2016.

Motion: Mike Jensen; Second: Jerry Taylor

Voting: Unanimous

D. Executive Committee Report & Approval of 12 September 2016

Motion to approve the Executive Committee Meeting Minutes from 12 September 2016.

Motion: Mike Angus; Second: Stephen Wade

Voting: Unanimous (by Executive Committee members only)

II. ACTION ITEMS

E. Approval of FY 2016 Student Data

Associate Commissioner Barrus indicated that in accordance with UCAT Policy 205.11.1 (Student Enrollment and Completion Reporting) the Board of Trustees is required annually to approve the student data from the previous fiscal year. Director Clark highlighted a few items regarding the student data. College Presidents have certified that their data is correct and the college boards have also been approving the College President's certification of the data.

Motion to approve the FY 2016 Student Data.

Motion: Jim Olsen, Second: Steve Moore

Voting: Unanimous

F. Policy 206, "Student Placement Reporting" Revisions

Associate Commissioner Barrus reviewed the history of Policy 206 (Placement Reporting). In the June 8, 2016 meeting, the Board approved the policy, with a provision that the Presidents' Cabinet identify any recommended adjustments after reviewing it with their staffs. The technical review concluded that UCAT policies 205.11 and 302 already contain strong provisions for enhanced verification of placement data through the annual data certification process and through internal audit procedures. Consequently, the Presidents' Cabinet recommended removal of the references to the Placement Verification Committee from Policy 206.

The review also identified differences between the placement and completion rates reported by colleges to the Council on Occupational Education and those specified in Policies 205 and 206. The Presidents' Cabinet therefore recommended that Policy 206's implementation be delayed one year, allowing time for the Office of the Commissioner and the colleges to bring both Policies 205 and 206 into greater alignment with COE reporting, arriving at one set of completion and placement rates common to both reporting schemes. This proposal is reflected in the proposed policy revision (attached to the agenda), as the effective date is changed from July 1, 2016 to July 1, 2017.

UCAT Administration recommended that the Board of Trustees: (1) approve the revisions to Policy 206, attached to the agenda, including the delay of policy implementation until July 1, 2017; (2) direct the Office of the Commissioner and the colleges to ensure the continued independence of placement data through the data certification and audit provisions

currently under UCAT Policies 205.11 and 302; and (3) direct the Office of the Commissioner and the colleges to continue working to align Policies 205 and 206 with COE, completing this alignment by June 30, 2017.

Motion to approve the three recommendations as stated.

Motion: Brad Tanner, Second: Jerry Taylor

Voting: Unanimous

G. Program/Course Review & Adjustments to Policies 200 & 205

Associate Commissioner Mackin stated that in the January 2016 meeting, the UCAT Board of Trustees directed UCAT administrative staff to complete an internal review of all UCAT courses and programs prior to the September 2016 meeting, assessing the significance of student accomplishments. A report on this review was to be written and presented to the Trustees in their September 2016 meeting when FY 2016 data is submitted for approval.

The Program Review's objectives were drawn from the Trustees' January directives, recommendations of the Legislative Auditor General, and 2016 legislative intent language. The Commissioner's Office reviewed programs, program certificates, and individual courses, using Fiscal Year 2015 data. College Presidents, Instructional Officers, and UCAT staff collaborated in preparing the report, which was attached to the agenda. Associate Commissioner Mackin reviewed highlights and recommendations from the report.

Based on the review, the Office of the Commissioner recommends that the Trustees: (1) Direct the Commissioner of Technical Education and the UCAT colleges to carry out the Program Review's recommendations as summarized above and included in the attached Program Review; and (2) approve the proposed revisions to UCAT Policies 200 and 205, as recommended in the Program Review.

Trustee Jensen moved to approve the two recommendations as stated. Trustee Angus seconded the motion. Trustee Theurer moved that the motion be amended to add: "(3) and direct the Commissioner of Technical Education to provide a report of the action taken to the Executive and Legislative Branches." The makers of the motion agreed to the amendment.

Motion: Mike Jensen, Second: Mike Angus

Discussion to the Motion: Trustee Cox cautioned that care should be taken to ensure the Board maintains its role to govern UCAT.

Voting on Motion: Unanimous

H. 2016 UCAT Annual Report

Director Demma presented the Board with a draft of the 2016 UCAT Annual Report. He indicated the tone will be "student focused, employer driven". Upon board approval, it will be provided in electronic format to the Governor and the Legislature's Education Interim Committee in accordance with Utah statute, with preliminary completion data. A final report will be presented for approval and printing in January after placement and completion have been reported.

Motion to approve the concept of the 2016 UCAT Annual Report as presented, authorize staff to complete the report, and authorize the Board Chair and Vice-Chair to approve it based upon a final review by the Presidents' Cabinet.

Motion: Scott Theurer, Second: Brad Tanner

Voting: Unanimous

I. 2018 UCAT Budget Request

Associate Commissioner Brinkerhoff presented the Board with the budget request (draft included). Trustees Jensen & Olsen suggested including with the request details on what the funding would be used for to increase legislative consideration.

Motion to approve the 2018 UCAT Budget Request as provided in the agenda.

Motion: Dale Cox, Second: Scott Theurer

Voting: Unanimous

J. BATC Easement

Trustee Theurer explained that the property just south of BATC is owned by the Church of Jesus Christ of Latter-Day Saints and they have built a small seminary building on a portion of the lot. Just recently they have arranged to trade about 2.5 acres to the Cache County School District to build an alternative High School which will have a technology focus. In doing that they will share a driveway which is on the south side of the BATC campus. Because this is UCAT property, they need approval from the Board for an easement to use the driveway and also to connect to a sewer line which involves digging up a 3-year-old parking lot. There is not another option to connect to the sewer line with the City of Logan. The BATC Board of Directors has spoken with Cache County School District and would like to have the Board approve a limited use easement which would provide access only to the seminary building and the alternative high school. Cache County School District has agreed to maintain the sewer line and reconstruct the parking lot.

Motion to approve the easement and authorize UCAT Commissioner/Associate Commissioner to sign the documents once they become available.

Motion: Scott Theurer, Second: Mike Angus

Voting: Unanimous

K. FY 2017 College President/UCAT Commissioner Compensation

Acting Commissioner Haines stated that in a series of meetings, the Executive Committee addressed the compensation issues and is providing recommendations to the Board of Trustees as follows.

1. Policy Development: The Executive Committee recommended that the Board appoint a committee in its September 2016 meeting to develop a policy for evaluating and compensating College Presidents, to be considered and potentially approved in the January Board meeting for implementation prior to the beginning of FY-2018. This recommendation is outlined and will be addressed in Agenda Item II.M.

2. College President Position Salary Ranges: The Executive Committee reviewed details of the September 2015 Payscale, Inc. salary study upon which FY-2016 President salaries were based and compared it with an updated July 2016 study using the same compensable factors. The Committee then requested the Commissioner's staff to have Payscale, Inc. run additional salary study scenarios for the comparable positions of "Vice President of Operations", "President", and "College President/Chief Administrative Officer", using local, statewide, and nationwide market comparisons for each.

The Executive Committee recommended that the UCAT Board of Trustees replace the salary ranges approved for each of the local College President positions in September 2015 with the salary ranges identified in the attached spreadsheet titled "Applied Technology College President Salary Ranges" (attached to the agenda), based on data provided by Payscale, Inc. for comparable "College President/Chief Administrative Officer" positions in the statewide Utah market, and that the ranges be considered effective July 1, 2016, for Fiscal Year 2017 and all future compensation years until replaced by the Board.

Motion to approve the recommendation as stated above.

Motion: Dale Cox, Second: Scott Theurer

Voting: Unanimous

3. Personal Vehicle Use: After considering a review by the Commissioner's staff of policies and practices related to personal vehicle use and compensation, the Executive Committee concluded that reimbursement of personal vehicle use for college business is appropriate and is not considered compensation. The Committee did not address the personal use of college vehicles assigned to College Presidents or the Commissioner as part of compensation. If the Board appoints a committee to develop a compensation policy, that committee may consider addressing personal use of vehicles. College Presidents who were previously authorized in their compensation letters for personal use of an assigned college vehicle will continue under that provision for the remainder of FY-2017.

Motion to approve the Executive Committee's recommendation.

Motion: Mike Jensen, Second: Steve Moore

Voting: Unanimous

4. Individual College President Salary Adjustments: The Executive Committee recommended that the Board of Trustees adjust the FY-2017 salaries of the College Presidents to the amounts proposed by the local college boards as shown on the table distributed in the meeting showing current and proposed salaries and penetrations, to be applied retroactively for the full fiscal year effective 1 July 2016.

Members of the Executive Committee 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.

Motion to approve the salary adjustments recommended by the local boards, as shown on the table.

Motion: Steve Moore, Second: Stephen Wade

Voting: Unanimous

5. Commissioner Position Salary Range: Based on market salary data provided by Payscale, Inc., for comparable positions, the Executive Committee recommends that the Board of Trustees establish the salary range for the Commissioner of Technical Education position at \$181,000 to \$254,000. UCAT Administration also recommends that the Board consider current budget constraints in defining the range or in setting the salary of the Commissioner.

6. Acting Commissioner Salary Adjustment or Bonus: The Executive Committee recommended that Board of Trustees evaluate the current salary of Acting Commissioner Haines compared with the adopted range for the Commissioner position, and determine an appropriate bonus to be provided at the end of his interim service commensurate with a salary adjustment retroactive for his period of interim service, the amount to be determined by the Executive Committee upon completion of his service.

Motion to combine and approve Items #5 and #6 as recommended, adopt the salary range, and authorize the Executive Committee to move forward on Item #6 before the January meeting.

Motion: Mike Jensen, Second: Stephen Wade

Voting: Unanimous

L. Executive Committee Revisions (UCAT Policy 101.10.1) and Appointment of Members

After brief discussion, Chair Evans tabled this agenda item until the next UCAT Board Meeting.

M. Policy Development Committees for President Selection, Evaluation, & Compensation

Acting Commissioner Haines indicated that Senate Bill 131 modified provisions for the selection, compensation, and evaluation of Applied Technology College Presidents. The new SB 131 provisions also require that Board of Trustees directly select, evaluate, and set compensation for College Presidents.

Chair Evans recommended the following people be appointed to the policy development committees:

President Selection:

- President Collette Mercier
- President Clay Christensen
- Trustee Jesselie Anderson
- Trustee Brad Tanner
- Trustee Scott Theurer
- Vice-Chair Steve Moore as Committee Chair

Evaluation & Compensation:

- President Brennan Wood
- Trustee Stephen W. Wade
- Trustee Dale Cox
- Trustee Jim Olsen
- Trustee Mike Jensen
- Chair Jim Evans as Committee Chair

Motion to approve the two policy development committees.

Motion: Jim Olsen, Second: Scott Theurer

Voting: Unanimous

III. INFORMATION ITEMS

N. 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 N.

O. 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 Aug 31, 2016, as well as check and credit card registers for July – Aug 2016.

P. UCAT Board Retreat

Chair Evans stated that he would like the Board members to provide feedback to him via email after reviewing the items listed in the agenda.

IV. CLOSED SESSION

Motion to go into closed session, as provided in Utah Statute 52-4-205, to discuss the character, professional competence, or physical or mental health of individuals.

Motion: Stephen Wade, Second: Jerry Taylor

A roll-call vote was conducted:

Jim Evans – yes
Steve Moore – yes
Scott Theurer – yes
Mike Jensen – yes
Stephen Wade – yes
Jerry Taylor – yes
Mike Angus – yes
Jim Olsen – yes
Dale Cox – yes
Brad Tanner – yes

Voting: Unanimous

The Board entered closed session at 10:14 a.m.

The Board reconvened in open session at 3:02 p.m.

V. ACTION ITEM

Q. Possible Appointment of Commissioner of Technical Education (subject to Governor approval and consent of the Senate)

Chair Evans thanked everyone for their participation in the process. The Board of Trustees, Utah College of Applied Technology administration, and the College Presidents have gone through a thorough selection process for the next Commissioner of Technical Education.

Motion to appoint Dr. David R. Woolstenhulme as Commissioner of Technical Education. (Appointment will need approval by Governor and consent of the Senate.)

Motion: Steve Moore, Second: Dale Cox

Voting: Unanimous

VI. ADJOURN

Motion to Adjourn: Jim Olsen

Voting: Unanimous

Meeting adjourned at 3:10pm

DRAFT