



**Uintah Basin Technical College
College Board of Directors Meeting
Roosevelt Campus
June 14, 2023**

BOARD of TRUSTEES PRESENT

Tim Negus, Chair
Danelle Brinkerhoff, Vice Chair
Aaron Brown
Robin McClellan (virtual)
Gina Gagon (virtual)
Mindy Karren
Dave Ryan

STAFF PRESENT

Aaron Weight, College President
Keith Sprouse, Senior Financial Advisor
Mark Dockins, Vice President of Instructional Services
Kyla Allred, Chief of Staff
Pamela Cochran, Executive Assistant to the President's Office
Enrique Borboa, IT Specialist
Jason Johnson, Vice President of Administrative Services
Jason Rasmussen, IT Specialist
Hilary Price, Human Resource Manager
Stephanie Carter, Vice President of Public Affairs & Student Advancement
Michiel Bostick, Vice President of Student Affairs
Heather Lowry, Chief Development Officer
Andrelee Birchell, Director of Nursing and Health Professions
Jeanie Luck, Nursing Program Coordinator

ABSENT

Mark Thacker
Greg Gardiner
Charles Card
Annette Meier

I. INTRODUCTION

Welcome/Pledge of Allegiance

Chair Negus welcomed attendees and called the meeting to order at 3:00 PM. Chair Negus led the Pledge of Allegiance.

Student of the Month

Vice President Bostick recognized UBTech's April Student of the Month, Emily Boulter, in the Automotive program.

Events Calendar

Reviewed with no discussion.

II. PROGRAMMATIC EDUCATION

Practical Nursing

Director Birchell and Coordinator Luck presented on the membership to credit hour transition for the practical nursing program as well as the COE and ACEN commendations received during the accreditation process. A brief discussion on the nationwide decrease in student enrollment in nursing programs took place as well as the efforts being made to increase enrollment.

III. ACTION ITEMS

Consent Calendar

Chair Negus reviewed items listed under the Consent Calendar, which included:

1. Minutes of May 3, 2023, Board of Trustees Meeting
2. Financial Report as of April 30, 2023
3. Membership Hour Report as of May 31, 2023

4. Marketing Report/Media Publications
5. Personnel Report
6. Custom Fit Report

Following the presentation, a motion was made by Trustee Ryan to approve the Consent Calendar, except for the Membership Hour Report. Trustee Karren seconded the motion. Motion carried unanimously.

FY24 Board Meeting Schedule

Chief of Staff Allred presented the proposed meeting schedule for the upcoming fiscal year.

Following a brief discussion, Trustee Karren moved to approve the schedule. Trustee Brown seconded the motion. Motion carried unanimously.

Short Term Fee Schedule Update

Vice President Bostick reviewed the changes in short term training fees.

A brief discussion took place clarifying the Custom Fit program and participating companies' roles in absorbing student costs for short-term trainings. Following the discussion, Trustee Karren moved to approve the schedule updates. Trustee Ryan seconded the motion. Motion carried unanimously.

One Time Appropriation – Welding Parking Lot

President Weight presented a request to utilize 200k from the unrestricted cash account for Roosevelt campus Welding Parking Lot improvements. This effort will allow for continued student access with increased security.

Entity Resolution

Senior Financial Advisor Sprouse shared a request that the PTIF account administrator name be changed to Vice President Johnson and President Weight.

Following a brief discussion, Trustee Karren made a motion to approve the State Treasurer Public Entity Resolution as presented to authorize President Weight and Vice President Johnson as administrators for the College's banking and investment accounts. Trustee Ryan seconded the motion. Motion carried unanimously.

FY24 Budget Adoption

Vice President Johnson shared the updated budget with the \$200,000 Welding Parking Lot funds added since the May Board Meeting and asked the Board to adopt the FY24 Operating Budget.

Following brief discussion, Trustee Brown made a motion to approve the budget adoption. Trustee Karren seconded the motion. Motion carried unanimously.

IV. INFORMATION/DISCUSSION ITEMS

FY23 Public Affairs & Recruitment

Vice President Carter shared information on the process followed to increase student enrollment through marketing. An overview was provided of events held and increased participation in social media. In addition, she shared the undertaking of creating "This is College" program campaign videos has been completed.

FY23 Development Report

Chief Development Officer Lowry reported UBTech program partners grew from 28 to 38 partners in FY23. She also updated the Board on funds received through grants, events, and donors in FY23.

Board Leadership Training – Part 1

Part 1 of the annual ethics training was provided by Chief of Staff Allred.

Policy Committee Report

Chair Brinkerhoff stated the committee has not met.

Fiscal Committee Report

Chair Negus reported the committee met on June 6, 2023.

UBTech Way Committee Report

Committee has not met.

Instruction & Student Affairs Committee Report

Committee has not met.

USHE Board Member Report

No USHE Board members were in attendance.

President's Report

President Weight shared information about the current USHE Board end of term on June 30th. Ten new Board Members have received Senate approval and will enter office July 1st. A recent UBTech graduate, Holly Talbot, will serve on the Board as a Student Member.

He reported a Capital Development Building Priority Suspension for FY24 was put in place by the USHE Board in their May Board Meeting.

He stated that after a successful Leadership Retreat, the UBTech administration team will be recommending the Strategic Goals remain the same for FY24. However, there will be moderate adjustments made to departmental lead measures. A request to ratify these adjustments will take place in September's Board Meeting.

The total number of FY23 graduates is 644 as of June 14, 2023.

V. CLOSED SESSION

Chair Tim Negus made a motion to go into closed session to discuss the character, professional competence, or physical or mental health of an individual, pursuant to Utah Code Section 52-4-204-206. Trustee Karren seconded the motion, and the motion passed unanimously upon a rollcall vote.

Entered closed session at 4:26 PM.

VI. ADJOURN

Upon conclusion of closed session at 4:41 PM, Chair Negus asked for a final motion. Vice Chair Brinkerhoff made a motion to adjourn. The motion was seconded by Trustee Ryan. Motion carried unanimously.

Meeting adjourned at 4:42 PM.