

**DRAFT MINUTES SUBJECT TO BOARD APPROVAL AT THE JUNE 6 MEETING.**

**Utah Board of Higher Education  
Virtual Conference via Zoom  
Wednesday, May 8, 2024**

**EXECUTIVE COMMITTEE MEETING  
MINUTES**

**Executive Committee Members Present**

Amanda Covington, Chair  
Steve Neeleman, MD, Vice Chair  
Javier Chavez, Jr.

**Executive Committee Members Absent**

**Office of the Commissioner**

Geoff Landward, Commissioner of Higher Education  
Alison Adams, General Counsel and Board Secretary  
Brynn Fronk, Executive Assistant to the Utah Board of Higher Education  
Vic Hockett, Associate Commissioner of Talent Ready Utah  
Nate Talley, Deputy Commissioner and CFO

Chair Covington called the meeting to order at 8:00 a.m.

**Executive Committee Meeting**

*Cicero Study Contract Related to Graduates*

Vic Hockett provided an update to the Executive Committee on the Workforce Preparedness Study. Chair Covington asked if this study falls within the anticipated budget and timeline, to which Nate Talley answered that we have one-time dollars available to support this exercise. Vice Chair Neeleman asked about the timing of the study. Vic responded that they want to be done within 12-16 weeks, followed by the final report and recommendations from the study. Board member Chavez Jr. emphasized that he wants to avoid duplication of work. Vic shared that part of the scope of work is to look at institutional data already out there and open up to the breadth of employers across the state. Chair Covington asked how this study is contemplating emerging industries to look at jobs of today and tomorrow. Vic shared that members of GOEO are serving on this committee. They also have partners on the scoring committee in the Deep Tech Talent Initiative, which will address emerging talent. **Vice Chair Neeleman moved that the Board enter into an agreement with Cicero to perform the Utah System of Higher Education Workforce Preparedness & Alignment Study as outlined in the Scope of Work at the cost of \$128,060 for RFP #UU182220423. Chair Covington seconded the motion, and the Executive Committee members in attendance voted unanimously in favor. The motion passed.**

**Chair Covington moved to adjourn. Vice Chair Neeleman seconded the motion, and the Executive Committee members in attendance voted unanimously in favor. The motion passed.**

The meeting adjourned at 8:10 a.m.

Date Approved:

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Alison A. Adams, Secretary