

The Utah College of Applied Technology (UCAT)  
Board of Trustees Meeting  
DATE: 11 June 2015  
TIME: 10:00 AM – 2:00 PM  
LOCATION: Utah College of Applied Technology  
2801 Ashton Boulevard  
Lehi, UT 84043

(Anchor location for electronic access)

## MINUTES

### Board of Trustees Present

Tom Bingham, Chair – TATC  
Michael Madsen, 1<sup>st</sup> Vice Chair – BATC  
Jim Evans, 2<sup>nd</sup> Vice Chair – MATC  
Michael Jensen – DATC  
Steve Moore – OWATC\*  
Don Roberts – SWATC  
Mike Angus – UBATC  
Brian Florang – Snow College  
Brad Tanner – Non-Union Apprenticeship  
Jim Olsen – Governor’s Appointee Business/Industry

### Board of Trustees Absent

Stephen Wade – DXATC  
Dale Cox – Union Apprenticeship  
Richard Tranter – Salt Lake Community College  
Val Hale – Governor’s Office of Economic Development  
Jesslie Anderson – State Board of Regents  
Barbara Corry – State Board of Education

\*participated via electronic access

### UCAT Administration

Robert Brems – President  
Jared Haines – VP, Instruction and Student Services  
Tyler Brinkerhoff – VP, Administrative Services  
Jordan Rushton – Director of Public Relations  
Kristin Smith – Executive Assistant  
Doug Richards – Legal Counsel  
Zachary Barrus – Director of Institutional Data  
Vance Brown – Asst to the Director of Institutional Data

### Others Present

Richard Maughan – BATC, Campus President  
Mike Bouwhuis – DATC, Campus President  
Kelle Stephens – DXATC, 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  
K. Chad Campbell – BATC, VP of Finance  
Elsa Zweifel – OWATC, Director of Marketing  
Darrell White  
Debra Roberts

**MINUTES OF MEETING**  
UTAH COLLEGE OF APPLIED TECHNOLOGY  
Board of Trustees  
11 June 2015

***I. INTRODUCTION ITEMS***

**I. Call to Order**

Meeting was called to order at 10:48 a.m.

**I.B Pledge of Allegiance**

**I.C Approval of Agenda**

The Board was presented with the agenda for the meeting.

Motion to approve the agenda.

Motion: Jim Evans, Second: Brad Tanner

Voting: Unanimous

**I.D Approval of UCAT Board of Trustees Meeting Minutes**

The Board reviewed the Board of Trustees meeting minutes from 26 March 2015 and 26 May 2015.

Motion to approve the 26 March 2015 and 26 May 2015 minutes.

Motion: Jim Olsen, Second: Mike Jensen, with the addition to the Minutes of 26 March 2015 to include the salary analysis on President Maughan's performance evaluation.

Chair Bingham declared that the motion be separated and that the Board vote on each set of meeting minutes individually.

Motion to approve the 26 March 2015 Meeting Minutes with Trustee Jensen's request for additional information.

Motion: Jim Olsen, Second: Mike Jensen

Voting: Unanimous

Motion to approve the 26 May 2015 Meeting Minutes.

Motion: Jim Olsen, Second: Mike Jensen

Voting: Unanimous

**I.E Executive Committee Report**

Chair Bingham informed the board that the Executive Committee had met this morning to approve minutes of previous Committee meetings and to make preparations for the full Board meeting.

### **I.F Recognition of Departing Board Members**

President Brems thanked Don Roberts for several years of dedicated service on the UCAT Board of Trustees. Trustee Roberts has been on the Board since UCAT was formed, and has been a positive asset over the years. President Brems also announced that Richard Tranter had recently retired from the Salt Lake Community College Board of Trustees, and will no longer be serving on the board. He thanked him also for his dedicated service to UCAT.

### **I.G Oath of Office for UCAT Trustee Jim Evans and Mike Angus**

Kristin Smith administered the Oath of Office to Mike Angus, renewing his term of office as UBATC Representative expiring June 30, 2019. Trustee Jim Evans' term was also renewed until June 30, 2019.

## ***II. ACTION ITEMS***

### **II.H Enrollment/Completion Reporting Policy: Policy 200 & 205 Revisions**

Vice President Haines presented the revisions of Policies 200 & 205 to the Board. The Policy 200 (Program/Course Approval and Reporting) revisions add emphasis to the definition of the new Occupational Skills Certificate for documented employer need and distinctiveness from program certificates (200.4.4). Policy 205 (Student Enrollment and Completion Reporting) revisions include replacing duplication of definitions in Policy 200.4 with references to the definitions (205.7.1 and 205.7.2). It also provides a minimum 60-hour threshold on Occupational Skills Certificates to be reported for Utah's certificate attainment goal (205.7.3). It rewrites the section on Data Submission for clarity (205.11) and eliminates the "Interim Follow-up Submission" which was found to be immaterial and unnecessarily burdensome (205.11.1.2.) It also streamlines the process for campus certification of updated placement data by providing for submission directly to the UCAT President and Board of Trustees for timely final approval (renumbered 205.11.2).

Motion to approve the proposed revisions to Policy 200 and 205.

Motion: Michael Madsen, Second: Don Roberts

Voting: Unanimous, with Trustee Moore absent for the vote.

### **II.I Data Dictionary FY 2015**

Director Barrus presented the Board with the Data Dictionary for FY 2016 with the revisions summarized for their approval (see Agenda Item I for revisions).

Motion to approve the UCAT Data Dictionary with the recommended revisions.

Motion: Jim Evans, Second: Brad Tanner

Voting: Unanimous, with Trustee Moore absent for the vote.

### **II.J Capital Development Priorities FY 2016/Update on new DXATC Facility**

Vice President Brinkerhoff informed the Board of the Capital Development Priorities for FY 2017. It was recommended that the Board approve the first 6 projects, and have the first four projects presented by UCAT and Campus Administration to the Building Board and Legislature for funding consideration. He also invited DXATC Campus President Kelle Stephens to give an updated report on the new DXATC Facility.

Motion to approve the Capital Development Priorities for FY 2016 as listed in the agenda item.

Motion: Michael Madsen, Second: Jim Olsen

Voting: Unanimous, with Trustee Moore absent for the vote.

### **II.K Performance-Based Funding Model**

Vice President Brinkerhoff reported on progress toward development of a performance-based funding model in response to the Legislative Higher Education Appropriations Subcommittee for UCAT's FY 2017 budget request. President Brems organized a committee with representation from each campus and the UCAT office to draft a model. The committee met several times and ultimately presented a draft model to the President's Cabinet for further refinement. The current version of the performance-based funding recognizes certificate production, job placement, occupational upgrade training, secondary student completion, membership hours and other metrics. Each campus will set goals for improvement and compete against itself for a share of the performance-based funding.

Motion to approve the Performance-Based Funding Model conceptually for use in developing the overall funding request which will be submitted for approval in the September meeting.

Motion: Mike Jensen, Second: Brian Florang

Voting: Unanimous, with Trustee Moore absent for the vote.

***Chair Bingham moved Agenda Item II.O to this point in the meeting to accommodate individual schedules of two board members.***

### **II.O Approval of Acting UCAT President Jan. 2016 – Jan. 2017**

At the May 26, 2015 Board of Trustees meeting, the decision for who would serve as the interim UCAT President during President Brems' leave of absence was withdrawn and tabled until today's meeting. Chair Bingham introduced Darrell White, who served previously as the UCAT Interim President for 18 months and provided some background on his involvement in UCAT. Darrell White introduced himself to the Board and talked for a few minutes about his interest in being the Interim UCAT President and why he believes he would be a good fit for the position.

Trustee Jensen asked if any other people had expressed interest in the position. Chair Bingham confirmed that there were three individuals, but they would remain confidential unless they gave permission for them to be shared. Trustee Jensen asked if any of them had been interviewed, and Chair Bingham stated that they had not. Trustee Jensen stated that he was struggling with the process but that he would support President White.

Motion to approve Darrell White as the Interim UCAT President during President Brems' leave of absence January 18, 2016 – January 17, 2017.

Motion: Michael Madsen, Second: Brad Tanner

Voting: Unanimous, with Trustee Moore absent for the vote.

### **II.L Campus Presidents/UCAT President Compensation Adjustments**

President Brems reported that the Legislature granted a 2% increase to all UCAT employees for the 2016 fiscal year. He proposed that the 2% general increase be added to the salaries of the UCAT Campus Presidents and also the UCAT President, except where salaries have been capped.

Motion to accept President Brems' recommendation with the exception of the salary cap, and to have a consultant perform a salary study to look at pay ranges and raises and to advise UCAT on the payment practices and evaluation and merit increases and have the findings reported back to the Board.

Motion: Mike Jensen, Second: none

Chair Bingham asked for clarification on Trustee Jensen's motion. Trustee Jensen stated that he supports President Brems' recommendation to raise the salaries of the campus presidents, except that it be all presidents, even those who have had their salaries capped.

Chair Bingham ruled the motion as out of order because there is already a cap in place, and the board would have to vote to remove that cap before proceeding.

Motion to adjust the cap of the salaries by 2%.

Motion: Mike Jensen, Second: none

Motion to approve the salary increases of the campus presidents and the UCAT President for the 2016 fiscal year, except where salaries have been capped. UCAT is to also hire a consultant to evaluate and determine if the capped salaries are out of order. The Board can then go back and make an adjustment to the capped salaries if it is determined that the cap is deemed out of order.

Motion: Jim Evans Second: Jim Olsen

Voting: Unanimous

Motion to recess for lunch: Jim Olsen

Back in Session: 1:05pm

*Trustees Jensen and Tanner left the meeting.*

*Trustee Steven Moore was brought in on the phone to restore the Quorum.*

## **II.M Campus President Evaluation Schedule**

President Brems presented the Board with the proposed evaluation schedule for the Campus Presidents over the next three years as presented in the agenda.

Motion to approve the new Campus President Evaluation Schedule.

Motion: Jim Olsen, Second: Mike Angus

Voting: Unanimous, with Trustees Tanner & Jensen absent for the vote.

## **II.N Office of the UCAT President FY 2016 Budget**

Vice President Brinkerhoff presented the 2015-2016 budget for the Office of the UCAT President to the Board.

Motion to approve the 2015-2016 Budget for the Office of the UCAT President.

Motion: Jim Evans, Second: Brian Florang

Voting: Unanimous, with Trustees Tanner & Jensen absent for the vote.

### ***III. INFORMATION ITEMS***

#### **III.P Program Approvals**

Vice President Haines reported to the Board that President Brems had approved five programs listed in the agenda since the last time the board had met.

#### **III.Q Development of Placement Reporting Policy 206**

Vice President Haines explained to the Board that there was a need to develop a new policy regarding placement reporting. With the improvements in enrollment and completion reporting, and with placement now being considered as an element for performance-based funding and other reporting, a need has been identified to provide similar standardization in placement reporting. The Office of the UCAT President is undertaking development of a new placement reporting policy similar to what Policy 205 provided for enrollment and completion reporting. The new policy, to be numbered Policy 206, will be developed in consultation with the campus presidents and their administrative staffs, and will be targeted for approval by the Board of Trustees in its September 2015 meeting to be effective for the full FY 2016.

#### **III.R Developing Joint Education Meeting September 2015**

President Brems announced that a recent meeting was held between the Legislature and Education leaders to discuss a possible Joint Education Meeting in September. Current dates being considered are September 2-4 (W, Th, F) or September 24-25 (Th, F) in Cedar City. UCAT's Board of Trustees meeting is scheduled for September 17<sup>th</sup> in Lehi. As the Joint Education Meeting information becomes more finalized, it is possible that the Trustees might consider holding the currently scheduled September 17<sup>th</sup> meeting at SWATC on a date that coordinates with the Joint Education Meeting.

#### **III.S Utah Statewide Education Plan Development Strategy**

President Brems announced to the Board that Governor Herbert's Education Excellence Commission is developing a new statewide education strategic planning effort. The new plan will update the previous Vision Utah Plan which established the 66% by 2020 goal. While the emphasis on reaching 66% by 2020 will be continued, the new plan will focus on eight strategic plan framework "anchors" (see Agenda Item S for more information). UCAT and the eight campuses through their respective boards have been asked to develop complementary strategic plans that will utilize the eight anchors to increase student achievement, access and completion. Educator, administrator and staff effectiveness will also be addressed along with assessment of funding and resource needs to maximize identified outcomes. UCAT will have the opportunity to articulate how we respond to state and local economic needs, supply necessary workers and meet changing requirements for a skilled workforce. UCAT will also be asked to establish or enhance partnerships with other education agencies, non-profit organizations, communities, business and industry, and families with a report of outcomes to all stakeholders. A preliminary discussion has been held in the UCAT President's Cabinet and work is beginning at the campus and system levels.

### **III.T UCAT FY 2016 System-wide Marketing Events**

President Brems introduced Elsa Zweifel as the new UCAT Marketing Director who will be replacing Jordan Rushton starting in July. Director Zweifel gave a short presentation of the goals the Marketing team will be focusing on in the next year.

### **III.U Dr. James Allen Scholarship Donation**

Chair Bingham announced to the Board that former UCAT Trustee Dixie Allen's husband recently passed away. The Allen family requested that in lieu of flowers, donations be directed to the James Franklin Allen Scholarship Fund through America First Credit Union. UCAT administration, on behalf of the campuses, administration and Board of Trustees, made a \$100 donation to the scholarship fund.

### **III.V Office of the UCAT President Budget Report for FY 2015**

Vice President Brinkerhoff presented the board with a report detailing appropriated revenues and expenditures by category for the Office of the UCAT President for the current fiscal year through May 31, 2015, as well as check and credit card registers for Mar-May 2015.

### **VI. ADJOURN**

Motion to Adjourn: Jim Olsen

Voting: Unanimous

Meeting adjourned at 1:35pm.