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**UTAH COLLEGE OF APPLIED TECHNOLOGY  
BOARD OF TRUSTEES MEETING AGENDA**

June 5, 2013 – 9:00 a.m. to 11:00 a.m.

Tooele Applied Technology College

88 South Tooele Blvd.

Tooele, Utah 84074

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**I. Introduction**

- A. Call to Order – Chair Bingham.....
- B. Pledge of Allegiance – Chair Bingham.....
- C. Approval of Agenda – Chair Bingham.....
- D. Approval of 25 April 2013 Minutes – Chair Bingham .....D
- E. Executive Committee Report – Chair Bingham.....E
- F. Update on Trustee Appointments and Re-appointments – Pres. Brems.....F

**II. Action Items**

- G. Capital Facilities Priorities FY 2014 – VP Brinkerhoff ..... G
- H. Data Dictionary FY 2014 – VP Haines ..... H
- I. Coursework Recognition for Military Service and Training – VP Haines .....I
- J. Approval of UCAT Policy 202 – Custom Fit – Revision- Pres. Brems..... J
- K. Approval of DXATC & SWATC Campus President Evaluations – Pres. Brems ..... K

**III. Information Items**

- L. Program Approval – VP Haines ..... L
- M. Office of the UCAT President Budget Report – VP Brinkerhoff..... M
- N. **10:00-11:00 TIME-SPECIFIC:** Open discussion with Governor Gary R. Herbert..... N

**IV. Closed Session**

Board may elect to go into closed session, which will not be open to the public, pursuant to Utah Code Section 52-4-204-206.

**V. Adjourn**

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Public Notice of Electronic Meeting Access (UCA 52-4-207(3)): This meeting will be provided with electronic meeting access via conference/speaker telephone for Board of Trustee members only by prior arrangement with the board secretary. The Utah College of Applied Technology shall be the anchor location for public attendance.

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

5 June 2013

ITEM: I.D

TOPIC: Approval of 25 April 2013 Minutes

#### BACKGROUND

The Board of Trustees held a regular meeting on 25 April 2013 at the Utah College of Applied Technology. A preliminary draft of the meeting minutes is attached for Board review and approval.

#### FISCAL IMPACT

None

#### RECOMMENDATIONS

UCAT Administration recommends the Board approve the 25 April 2013 Board of Trustees minutes.

Attachments:

Minutes for 25 April 2013 Board of Trustees Meetings



The Utah College of Applied Technology (UCAT)  
Board of Trustees Meeting  
DATE: 25 April 2013  
TIME: 10:00 AM – 3:00 PM  
LOCATION: Utah College of Applied Technology  
2801 Ashton Boulevard  
Lehi, UT 84043

(Anchor location for electronic access)

### **MINUTES**

(Awaiting formal approval-subject to change)

#### Board of Trustees Present

Tom Bingham, Chair – TATC Board of Directors  
Michael Madsen, Vice Chair – BATC Board of Directors  
Mike Blair – DATC Representing Michael Jensen  
Ron Larsen – DXATC Board of Directors\*  
Jim Evans – MATC Board of Directors  
Steve Moore – OWATC Board of Directors  
Don Roberts – SWATC Board of Directors  
Mark Dennis – UBATC Board of Directors  
Brad Tanner – Non-Union Apprenticeship  
Teresa Theurer – State Board of Regents Representative  
Kendall Willardson – Snow College CTE  
Blair Carruth – Assistant Commissioner(Representing Dave Buhler)

#### Excused

Dave Buhler – Commissioner of Higher Education  
Stanley Parrish – Salt Lake Community College SAT  
Michael Jensen – DATC Board of Directors  
Mike McCandless – USU-Eastern CTE  
Dale Cox – Union Apprenticeship  
Spencer Eccles – Governor’s Office of Economic Development  
Jim Olsen – Business-Industry Governor’s Appointee  
David Thomas – State Board of Education Representative

\*Attended via telephone conference call

#### UCAT Administration

Robert Brems – President  
Kimberly Street – Executive Assistant to the President  
Jared Haines – VP, Instruction and Student Services  
Tyler Brinkerhoff – VP, Administrative Services  
Jordan Rushton – Director of Public Relations  
Doug Richards – Assistant Attorney General

#### Others Present

Spencer Pratt – Legislative Fiscal Analyst  
Angela Oh – Legislative Fiscal Analyst  
Jim Grover – Governor’s Office of Planning & Budget  
Richard Maughan – BATC, Campus President  
Mike Bouwhuis – DATC, Campus President  
Kelle Stephens – DXATC, Campus President  
Collette Mercier – OWATC, Campus President  
Clay Christensen – MATC, Campus President  
Dana Miller – SWATC, Campus President  
Scott Snelson – TATC, Campus President  
Dave Woolstenhulme – UBATC, Campus President  
Tim Osterstock – Audit Manager  
Tim Bereece – Audit Supervisor  
Chris McClelland – Audit Staff  
Paul Skeen – HBM CPA’s  
Barbara Miner – Notary Public

## MINUTES OF MEETING

UTAH COLLEGE OF APPLIED TECHNOLOGY  
Board of Trustees  
25 April 2013

### **I. INTRODUCTION ITEMS**

#### **I.A Call to Order**

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

#### **I.B Pledge of Allegiance**

Led by Trustee Don Roberts

#### **I.C Approval of Agenda**

Motion to approve the agenda

Motion: Jim Evans; Second: Michael Madsen; Voting: Unanimous

#### **I.D Approval of 10 January 2013 Minutes**

Motion to approve the 10 January 2013 Minutes

Motion: Steve Moore; Second: Mark Dennis; Voting: Unanimous

#### **I.E Executive Committee Report**

Chair Bingham informed the board the Executive Committee Meeting approved minutes of previous Committee meetings. In the meeting they also reviewed the Board of Trustees meeting agenda.

#### **I.F Oath of Office for Dave Thomas**

Dave Thomas was unable to make the meeting, so Chair Thomas Bingham moved the oath of office for Dave Thomas to a future meeting.

#### **I.G UCAT Board of Trustees Expirations**

In accordance with Utah Code 53B-2a-103, members of the Utah College of Applied Technology Board of Trustees "shall be appointed commencing on July 1 of each odd-numbered year to a four-year term". The following members' terms expire on June 30, 2013:

Thomas E. Bingham, TATC Campus Board of Directors  
Michael Madsen, BATC Campus Board of Directors  
David L. Thomas, Utah State Board of Education  
Stan Parrish, SLCC School of Applied Technology Board of Directors  
Dale M. Cox, Union Apprenticeship (Gov. Appointee)\*

Steve R. Moore, OWATC Campus Board of Directors  
Michael E. Jensen, DATC Campus Board of Directors  
Spencer Eccles, Governor's Office of Economic Dev.  
Brad Tanner, Non-Union Apprentice (Gov. Appointee)  
Jim Olsen, Governor's Business Appointee\*

\*Terms Expired 2011, pending reappointment to current term expiring 2015

Official notification will be made by the Office of the UCAT President within the next 30 days to the groups which each member represents of pending term expirations. Each group should respond in writing by May 24, 2013 indicating that their representative is to be reappointed or replaced by a new representative. In either case, the decision is based on a majority vote by the business and industry members of the represented group. The decisions will be presented in the June 5, 2013 Board of Trustees meeting.

## **II. ACTION ITEMS**

### **II.H Policy Revisions – Policy 201 - Membership Hour Reporting (Defined-Length Schedules), Policy 204 - Tuition and Fees (Senior Citizens)**

#### **Policy 201 (Membership Hour Reporting – Lock-Step Classes):**

The student services officers recommended adjusting this policy so that all of the membership hours for lock-step classes are posted at the beginning of the class, rather than accruing over the duration of the class as provided in a 2011 policy revision. It has been found impractical to filter membership hour data for students who leave lock-step classes before the classes end. Posting of full course membership hours at the beginning of lock-step classes will make reporting consistent with all other types of defined-schedule classes, for which the campus instructional resources are committed upon enrollment for the full duration of the class.

**6.2 Defined-Length Schedule:** For a defined-length schedule as defined in 201.4.2.2, membership hours shall be reported in the amount of the course length approved for the full course on the date the student enrolled as specified in 201.5.1. For a student who does not remain enrolled beyond the course withdrawal deadline approved and published by the campus, zero hours are posted regardless of hours spent or competencies completed. This method of membership hour measurement applies only to individual courses, and shall not be applied to programs, according to the scheduling format.

- ~~a) For a defined-length schedule with scheduled instruction as defined in 201.4.2.2(a), membership hours shall begin on the enrolled student's scheduled start date, and shall be posted and reported as they accrue up to and including the scheduled course end date, regardless of the student's exit date.~~
- ~~b) For a defined-length schedule in which access to instructional resources is not verified as defined in 201.4.2.2(b), membership hours shall be posted and reported for the full course on the date the student enrolled as specified in 201.5.1.~~
- ~~c) For a student who does not remain enrolled beyond the course withdrawal deadline approved and published by the campus, zero hours are posted regardless of hours spent or competencies completed.~~
- ~~d) This method of membership hour measurement applies only to individual courses, and shall not be applied to programs.~~

#### **Policy 204 (Tuition and Fees – Senior Citizens):**

The Board of Trustees approved a revision to this policy in January 2013 providing for enrollment of senior citizens in accordance with Utah statute. Two adjustments to the language that was approved have been recommended as the policy is being implemented (attached):

(1) Removing the reference in 204.7.1.3 specifically to “course” fees will allow campuses to charge senior citizens for other applicable campus expenses directly incurred by their participation beyond course-specific fees.

7.1.3 All applicable ~~course~~ fees shall be charged, as determined by the campus.

(2) Changing the designation in 204.7.3 to “Senior Citizens” instead of “life-long learners” will provide more accurate reporting that is consistent with the UCAT Data Dictionary already approved by the Board.

7.3 **Senior Citizen Enrollment reporting:** Senior citizens participating through the audit waiver policy shall be enrolled as ~~lifelong learners~~ Senior Citizens.

Motion to approve the proposed revisions of Policies 201 and 204.  
Motion: Don Roberts, Second: Michael Madsen; Voting: Unanimous

### **II.I Repeal of Policy 103 – Authorization of Charter Schools by UCAT Campuses**

The Board of Trustees approved UCAT Policy 103 (Authorization of Charter Schools by UCAT Campuses) in January 2012, in accordance with what legislation passed in 2010 and 2011 which provided that “the Utah College of Applied Technology Board of Trustees shall establish a policy for granting approval to a campus board of directors to enter in an agreement to establish and operate a charter school” (UCA 53A-1a-521(8)(b)).

Senate Bill 151 (Authorization of Charter Schools by Higher Education Institutions), which was passed in the 2013 General Session of the legislature, provides that “the Utah College of Applied Technology Board of Trustees may not establish policy governing the procedures or criteria” for a campus board of directors to consider approval of a charter school (SB-151, 2013 General Session, State of Utah, lines 109-117). Accordingly, it is necessary for the Board of Trustees to repeal UCAT Policy 103.

Motion to repeal Policy 103 – Authorization of Charter Schools by UCAT Campuses.  
Motion: Mark Dennis, Second: Steve Moore; Voting Unanimous

### **II.J UCAT FY 2014 Tuition Rate**

UCAT campuses have been conducting public hearings pursuant to UCA 53B-7-101.5. Proposed tuition rates have been discussed at length with the Presidents’ Cabinet and executive staff members of the campuses and the Office of the President as well as the Executive Committee of The Board of Trustees. The proposed new UCAT tuition rate is \$1.75 per hour, an increase of \$0.05 per hour or 2.9%. This will have an impact of an estimated: + \$231,570. This estimate is based on FY 2012 post-secondary membership hour totals.

Motion to approve a system-wide tuition rate increase of \$0.05 per hour.  
Motion: Brad Tanner, Second: Jim Evans; Voting: Unanimous

### **II.K Second-Tier Tuition Pilots at Davis, Dixie, Mountainland, and Uintah Basin Campuses**

The recent legislative audit recommended, *“the UCAT Board of Trustees establishes a fee policy that specifies acceptable fee uses and outlines the approval process and oversight for campus-wide fees.”* UCAT’s response to this recommendation was *“with the maturing of the UCAT system and the eight campuses, enhanced guidance to campus boards regarding acceptable fee uses, fee approval processes and campus-wide fees should occur. The UCAT Board of Trustees will begin working with the eight campuses to consider policy adjustments that provide this guidance.”*

Following discussion with the UCAT President’s Cabinet it was determined that a proactive approach to this recommendation would be to consider a second-tier tuition model under current UCAT policy targeting immediate reduction and eventual elimination of campus-wide or general fees at second-tier campuses while still allowing for program-specific or purpose-specific fees to be charged as approved by campus boards of directors.

On March 14th, the UCAT Executive Committee met via conference call to consider a proposal for DATC, MATC and UBATC to pilot a second-tier tuition system for FY 2014. The Executive Committee did not take formal action, but directed President Brems to develop the concept and present it to the UCAT Board of Trustees at the April 25<sup>th</sup> meeting. Since that time, UCAT Trustee and DXATC Board of Directors Chair Ron Larsen and DXATC Campus

President Kelle Stephens have requested that DXATC also be allowed to propose a second-tier pilot for FY 2014.

President Brems directed the four campuses to provide written information regarding their proposals. The four campus responses are included as attachments to this agenda item.

DXATC, MATC and UBATC are requesting permission to implement a \$0.25/hour second-tier tuition. DATC is requesting permission to implement a \$0.15/hour second tier tuition campus, all requests effective July 1, 2014. This would be in addition to a \$0.05/hour tuition increase for all campuses to be proposed to the Trustees. Details regarding each of the four campus proposals are contained in their accompanying communication. These proposals can be found in the 25 April 2013 agenda on the UCAT website.

The proposed second-tier tuitions would generate the following amounts at each campus(based on FY 2012 statistics)

DATC 1,314,258/adult membership hours X \$0.15 = \$197,139

DXATC 225,640/adult membership hours X \$0.25 = \$56,410

MATC 492,153/adult membership hours X \$0.25 = \$123,038

UBATC 388,183/adult membership hours X \$0.25 = \$97,046

Motion to approve the proposed second-tier tuition models at DATC, DXATC, MATC and UBATC on a pilot basis with update reports to be made at the January 2014 and April 2014 Board of Trustees meetings and with great evaluation of how it has affected each campus.

Motion: Ron Larsen, Second: Jim Evans; Voting Unanimous

### **II.L Differential Tuition Rates**

The following courses were identified by their respective campuses to be considered for differential tuition rates. The courses at BATC and UBATC have been approved for differential rates in previous years and are presented to the Board of Trustees due to annual differential rate expirations. OWATC has a new request for its Academic Learning Center.

BATC:

Farm and Ranch Management - \$210 annually for beginning students, \$240 for advanced students  
Academic Learning Center - \$20 monthly

OWATC:

Academic Learning Center - \$20 monthly

UBATC:

Farm and Ranch Management - \$204 annually for beginning students, \$240 for advanced students

Motion to approve the requested differential tuition rates.

Motion: Brad Tanner, Second: Michael Madsen; Voting: Unanimous

### **II.M Approval of UCAT FY 2014 Budget**

The Office of the UCAT President is primarily funded by tax dollars appropriated by the State Legislature. Per UCAT Policy 555.3.3, "After review and approval by the UCAT President, the proposed budget shall be submitted to the UCAT Board of Trustees for final approval in the regular Board Meeting in June of each year." Though policy indicates a June approval, administration has prepared the budget and requests Board consideration for an early approval. The attached spreadsheet is administration's plan for the disposition of funds appropriated to The Office of the UCAT President for the fiscal year ending June 30, 2014.

Motion to approve the FY 2014 budget.

Motion: Michael Madsen, Second: Steve Moore; Voting Unanimous

### **II.N SWATC Kane County Instructional Service Center Lease Addendum Approval**

In June of 2007, SWATC entered into a lease agreement with the Kane School District for the Kane County instructional service center. The agreement established a full-service lease rate of \$115,000 per year for the first 5 years, then \$145,000 per year for 6 years, at which time ownership of the building would transfer to SWATC.

In 2009, due to State appropriation reductions, the District and SWATC agreed to reduce the annual payment to \$105,000 through June 30, 2012. Beginning July 1, 2012, the annual lease amount was set to increase to \$145,000 as per the original agreement.

Due to high operational costs at the Kane County instructional service center, SWATC administration requested that the Kane School District Board of Education approve an annual lease rate of \$115,000 (quarterly payments of \$18,750 plus \$40,000 annually for O&M) and recalculate the amortization schedule.

The Kane School District Board of Education approved the lease addendum on February 14, 2013, effective July 1, 2012. At the new rate, the final payment would be made on January 1, 2021. The SWATC Board of Directors approved the lease addendum in its April 4, 2013, meeting. This will give a \$30,000 annual lease savings to SWATC and ownership in January, 2021.

Motion to approve the lease addendum.

Motion: Steve Moore, Second: Kendall Willardson; Voting: Unanimous

### **II.O Campus President/UCAT President Compensation**

Utah Code 53B-2a-102 (2)(i), requires the UCAT President to set annual compensation for campus presidents, with the approval of the UCAT Board of Trustees. The 2013 Utah State Legislature authorized and funded a 1% adjustment to the salaries of all UCAT employees for the FY 2014 year (July 1, 2013 to June 30, 2014). Based on this action President Brems recommended that the salaries of the eight UCAT campus presidents and the UCAT President be increased by 1%.

The 1% increase that was funded for all the campuses plus the UCAT President's Office amounts to \$386,500. Additional funding was also appropriated for increased healthcare insurance and retirement costs. Total appropriated funds for compensation and benefits increases was \$1.2 Million, which is an additional 3.15%, beyond the \$5.1 million the legislature funded for programs.

Trustee Roberts recommended having an internal audit of all salaries and benefits for all employees over the next year. Paul Skeen said that such an audit is within the scope of what internal auditors can do. He recommended comparing with other institutions within and between campuses and geographic adjustments.

Some trustees expressed concern that we stay at the 1% adjustment and not go higher. There needs to be no appearance of going above the 1% that was appropriated by the legislature.

Mike Blair recommended tabling approval of President's compensation until the next Board of Trustees meeting. To allow for a quick study rather than waiting until next year to have a study put together.

Trustee Madsen recommended proceeding with the legislature's 1% recommendation this year and giving it a year to study for next year. He mentioned that the board doesn't want to be seen as jumping the gun.

Trustee Larsen agreed with Trustee Roberts' recommendation to take the time to look at data. It would send a wrong message to go against the legislature's 1% this year.



Motion to approve a 1% adjustment to the salaries of all UCAT campus presidents and the UCAT President for FY 2013-14, with a study of compensation for all presidents, staff, and employees across the board of all UCAT campuses in relation to other for FY 2014-15 consideration.

Motion: Don Roberts, Second: Michael Madsen

Voting: Approved, with Mike Blair voting in opposition

### **III. INFORMATION ITEMS**

#### **II.P A Performance Audit of the Utah College of Applied Technology Programs and Funding**

In February, the Office of the Legislative Auditor General (LAG) released Report Number 2013-02, A Performance Audit of Utah College of Applied Technology Programs and Funding following approximately nine months of review at the UCAT system level and at each of the eight campuses.

UCAT Administration and the UCAT Audit Committee approved responses to nine recommendations made by the LAG. The report is generally a positive overview of the UCAT system and the recommendations are proving useful in further enhancing UCAT's performance and operation. The LAG Audit Team of Mr. Tim Osterstock, Audit Manager, Mr. Tim Bereece, Audit Supervisor and Mr. Chris McClelland Audit Staff were invited to review the report with the Board.

Mr. Tim Bereece presented to the board. This audit was initiated to look at the programs and funding that are associated with the UCAT system. The presentation was to address a few of the recommendations. There were four chapters they wanted to go over: (2) How programs were responding to market needs; (3) Students level of cost participation; (4) How custom fit drives economic development; (5) UCAT's participation in basic education for secondary students

(2) The auditors looked at the completion, placement, and licensure for the overall UCAT system. They showed that the numbers are very impressive and most programs are meeting their numbers. They noticed that there are more problems with the completion metrics than placement. This showed that programs were responding to market needs.

(3) Concept of Tuition and Fees – The auditors mainly looked what burden costs the students had to pay entering into a program. UCAT has done very well to keep tuition low, but they wanted to look at if there were any consequences for that. They looked at each of the campuses data of what students paid for programs. They took the \$1.70/per hour tuition rate and took the average of fees, books, and supplies to see what the students were paying. Once they developed this data they noticed that students pay more in non tuition costs than in tuition. Although the tuition is low they recommended looking at the overall cost that the students have and suggested taking a good look at fees. They recommended that the Board of Trustees consider a Fee Policy to set acceptable fees and what oversight needs to take place. Also they recommended a Policy of minimum secondary student fees.

(4) Custom Fit and how they provide their training. Custom fit is very diverse and provide training for many companies. It is supposed to be focused on work force economic development. It came to the auditors asking the question of, how do you measure economic development outcome. The auditors looked at how funding is distributed and typically it was on a first come first serve basis. So those clients that know about Custom Fit typically have a larger set of funds coming their direction. So is this the best allocation model. The auditors looked at other states to see where their objectives were. They found they were asking for documentation of new employees, job retention, and are they training employees on new technology. This may not work best for Utah, but ask to look at what would be best for Utah. Recommended to the Board of Trustees to think about what the objective is and what fits for Utah. They also looked at company contribution and suggested that instead of the 40% contribution to have them give a higher contribution. So

the two recommendations they had were to figure out what the objectives are and exactly what they want Custom Fit to accomplish. Also to put a contribution rate policy together.

(5) What are High School graduation requirements and looking specifically at Computer Literacy some campuses and schools say that if you take it in high school it will transfer to UCAT. This is an item that would be taken to the legislature, because it involves both UCAT and the public education. They are looking for a little more guidance from the legislature on this item.

### **III.Q 2013 Legislative Session Review**

The 2013 General Session of the Utah State Legislature concluded on March 14th. The Legislature took action on several issues that affect the Utah College of Applied Technology. The following items are among the most important and will provide a basis for our discussion.

- 1% compensation increase plus additional funds for insurance and retirement totaling \$1,218,400.
- An enhancement of program capacity at all eight UCAT campuses through \$5,000,000 in ongoing funds.
- UCAT's request to fund the SWATC facility was unsuccessful.
- Several bills passed which affect UCAT, may call President Brems for more information.
- UCAT was charged to develop a proposal for the 2014 Legislature to address funding equity between campuses to be developed for the September Board of Trustee Meeting

UCAT ongoing funds increased by \$6,218,400

### **III.R Program Approvals for TATC, UBATC, and OWATC**

The UCAT Board of Trustees, as provided in UCAT Policy 200.5.2.3, directs and authorizes the UCAT president to approve requests for approval of financial aid eligible campus programs and of substantive changes thereto, if the president concurs that the proposals meet the agreed-upon UCAT criteria established by the Board in Policy 200.6. The president's approval is considered final, and program documentation is to be submitted to the Board in its next regularly scheduled meeting as an information item. Accordingly, the President's Office has reviewed requests for approval of the following certificate programs and concurred that the proposals satisfy the agreed-upon criteria, and President Brems has approved the programs:

<u>Campus Program Title</u>	<u>Length (hours)</u>	<u>UCAT President Approval Date</u>
TATC Network Administrator (MCITP) (substantive change)	1,340 (formerly 720)	January 19, 2013
TATC Network Associate (MCTS) (substantive change)	940 (formerly 540)	January 19, 2013
TATC Networking Technician (Net+) (substantive change)	650 (formerly 450)	January 19, 2013
TATC Barbering (new program)	1,000	February 14, 2013
TATC Cosmetology/Barbering (new program)	2,000	February 14, 2013
TATC Heavy Duty Diesel (new program)	1,200	February 14, 2013
TATC Industrial Maintenance (new program)	900	February 14, 2013
TATC Network Engineer-CCNA (new program)	1,110	February 14, 2013
UBATC Medical Assistant (substantive change)	1,050 (formerly 1,500)	February 8, 2013
OWATC Construction Technology (new financial aid eligibility)	630 (formerly 570)	April 16, 2013
OWATC Metal Fabricator (new program)	1,180	April 16, 2013

### **III.S Tuition Rate Background**

Trustee Jensen requested this item and stated he had all of his questions had been answered. There was no need to move item forward to another meeting, since he could not be in attendance. Trustee Jensen informed Chair Bingham and President Brems that the item could be removed from agenda.

### **III.T Office of the UCAT President Budget Report**

Per UCAT policy 555.3.6, "A report, detailing revenue and expenditures for all budget categories, shall be presented to the Board of Trustees in all regular meetings of the Board." The attachments report total revenues and expenditures by category for the Office of the President for the current fiscal year through March 31, 2013 as well as a check register for January – March 2013.

### **III.U Northstar Student Information System Stabilization**

Since 2005, seven UCAT campuses have transitioned to the Northstar student information system (SIS), replacing the previous commercially-developed SIS known as VSR/4. Northstar is UCAT-developed, based on the former DATC Galaxy program and designed to meet the unique requirements of open-entry/open/exit, competency-based instruction. At this time, DXATC, MATC, TATC, SWATC and UBATC are implementing Northstar Version 2. DATC and OWATC still utilize Northstar Version 1, with plans to transition to Version 2 by July 1, 2013. BATC is transitioning from VSR/4 and implementing another commercially-developed SIS called Jenzabar.

UCAT received ongoing funds in 2005, 2006 and 2007 to develop and support the Northstar project. The maximum UCAT amount for Northstar support reached \$411,000 in FY 2008. During the recession, the Northstar portion of the UCAT administration budget was reduced by \$121,700 and the current UCAT budget for Northstar is \$289,300. That budget supports three full-time staff and current expense.

Recently, there has been system and subsequent campus investigation into a UCAT system purchase of the Jenzabar product. Last October the Trustees approved a \$4M one-time request for that purpose, however, that amount was not funded by the 2013 Legislature.

Given the need to stabilize the Northstar SIS project, President Brems has asked the seven campuses to supplement its current development and maintenance. The FY 2014 campus support of \$170,000 will provide compensation increases for the three full-time staff and add two staff to the project. The request includes the following amounts for each campus with an overall Northstar budget of \$459,300:

DATC	\$40,700	
DXATC	\$15,400	
MATC	\$27,400	
OWATC	\$35,600	
SWATC	\$15,900	
TATC	\$11,700	
UBATC	\$23,300	
Total	\$170,000	
		FY 2014 Northstar Budget
		Current Administrative Budget: \$289,300
		<u>Campus Support</u> \$170,000
		Total FY 2014 Northstar Budget \$459,300

Campus amounts are based on \$10,000 plus \$0.02/membership hour (using FY 2012 data). Campus presidents have been asked to work with their respective board of directors to determine a method of funding this support, which may include absorbing into FY 2014 budget, increasing student fees for SIS or using one-time funds. An anticipated FY 2015 legislative request will be made to cover these costs.

### ***IV. Closed Session***

Moved: That the Board of Trustees Utah College of Applied Technology College go into closed session to discuss pending or reasonably imminent litigation, pursuant to Utah Code Section 52-4-205(1)(c)

Motion: Michael Madsen, Second: Kendall Willardson; Voting: Unanimous

UCAT Board of Trustees  
25 April 2013  
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(Awaiting formal approval)

Roll call vote in favor: Tom Bingham, Michael Madsen, Mike Blair, Ron Larsen, Jim Evans, Steve Moore, Don Roberts, Mark Dennis, Brad Tanner, Teresa Theurer, Kendall Willardson

Opposed: (none)

(Absent for the vote: Blair Carruth)

With the unanimous vote of the quorum present, the Board went into closed session.

***V. Return to Open Session***

***VI. Adjourn***

Motion to Adjourn: Don Roberts, Second: Kendall Willardson

Meeting adjourned at 1:56 p.m.

DRAFT

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

5 June 2013

ITEM: I.E

TOPIC: Executive Committee Report

#### BACKGROUND

The Executive Committee held a regular meeting on 25 April 2013 at Utah College of Applied Technology in preparation for the Board Meeting.

Minutes of the meetings will be distributed to the Board after they are approved by the Executive Committee in their June 5, 2013 Meeting.

#### FISCAL IMPACT

None

#### RECOMMENDATIONS

None – Information only

Attachments:

(hand-carried)-Minutes for Executive Committee meetings



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

5 June 2013

ITEM: I.F

TOPIC: Update Board on Trustee Appointments and Re-appointments

#### BACKGROUND

As indicated in the April 25, 2013 meeting, the terms of the following members of the UCAT College of Applied Technology Board of Trustees expire on June 30, 2013.

The current status of Trustee appointments/reappointments is as follows:

Thomas E. Bingham, notification expected from the Tooele Applied Technology College Board in June, 2013

Michael J. Madsen, notification expected from the Bridgerland Applied Technology College Board in June, 2013

David L. Thomas, notification expected from the Utah State Board of Education in June, 2013

Stan Parrish, notification expected from Salt Lake Community College School of Applied Technology Board of Directors in June, 2013

Dale M. Cox\*, notification expected from Governor Herbert's office in June, 2013

Steve R. Moore, notification of reappointment received from the Ogden Weber Applied Technology College Board

Michael E. Jensen, notification expected from the Davis Applied Technology College Board in June, 2013

Spencer Eccles, automatic reappointment based on position as director of Governor's Office of Economic Development

Brad Tanner\*, notification expected from Governor Herbert's office in June, 2013

Jim V. Olsen\*, notification expected from Governor Herbert's office in June, 2013 following nominations by Speaker Lockhart and President Niederhauser

\* these positions must also receive Senate approval



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

5 June 2013

ITEM: II.G

TOPIC: Capital Facilities Priorities FY 2014

#### BACKGROUND

UCAT continues to face the challenge of obtaining adequate campus facilities to serve their regions. None of our UCAT projects were funded in the 2013 Legislative Session, but we are very hopeful about the 2014 session. The capital facilities priority list approved by the UCAT Board of Trustees last fiscal year is as follows:

- 1) SWATC, Allied Health and Technology Building, Cedar City
- 2) DXATC, Main Campus, St. George,
- 3) MATC, Central Utah County Campus, Orem
- 4) BATC, Health Science and Technology Building, Logan
- 5) DATC, Medical Building Expansion, Kaysville
- 6) UBATC, Main Campus remodel/expansion, Roosevelt

Two additional projects have been brought forward to be added to the list:

- 1) OWATC, New Instructional/Student Services Building, Ogden
- 2) OWATC, BDO Campus – Bay 2 Build Out, Ogden
- 3) DATC, Educational and Instructional Service Building, Kaysville

Three campuses also have land banking requests that have yet to be funded by the Legislature:

- 1) BATC, Logan Campus Expansion
- 2) DATC, Morgan Education/Economic Development Center
- 3) MATC, Spanish Fork Campus Expansion (new request)

#### FISCAL IMPACT

Capital Facilities: approximately \$121,400,000 (one-time)

Operations and Maintenance: approximately \$3,542,500 (on-going)

Land banking: approximately \$10,400,000 (one-time)

#### RECOMMENDATIONS

UCAT administration recommends the Board of Trustees approve the capital facilities (1-6) and land banking (1 & 2) priority lists and have campus presentations in September to determine priority ranking for the new requests.



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

5 June 2013

ITEM: II.H

TOPIC: FY 2014 Data Dictionary

#### BACKGROUND

The UCAT Data Dictionary is maintained by the Office of the UCAT President as a guiding document to the campuses in the data collection and reporting processes. Updates are approved annually by the Board of Trustees to provide oversight to the campuses in assuring that data definitions are current and consistently applied. Under the leadership of Stephanie Rikard, UCAT Director of Data and Information Systems, the campus data representatives have recommended Data Dictionary revisions for FY 2014. The changes are attached in summary form for the Board's approval. The entire dictionary has been provided electronically. The recommendations have also been reviewed by and are supported by the instructional officers, student services officers, and the President's Cabinet.

#### FISCAL IMPACT

None

#### RECOMMENDATIONS

UCAT Administration recommends the Board approve the UCAT Data Dictionary for FY 2014 with the revisions summarized in the "UCAT Data Dictionary FY 2014 – Summary of Recommended Revisions".

Attachments:

UCAT Data Dictionary FY 2014 – Summary of Recommended Revisions







# UCAT DATA DICTIONARY 2014

## SUMMARY OF RECOMMENDED REVISIONS

May 30, 2013

The following summarizes revisions to the UCAT data dictionary that have been recommended by the UCAT campus data representatives, with review by the instructional officers, student services officers, campus presidents and UCAT administration. Upon approval by the UCAT Board of Trustees, the changes will be effective July 1, 2013. The complete data dictionary draft is available upon request.

1. (Change) **Submission Schedule:** Change year-end submission deadline to July 31<sup>st</sup> to allow sufficient time to close out student records (formerly July 15<sup>th</sup>); add student completion and Custom Fit reports to year-end submission (previously not included).
2. (New) **Submission Requirements:** Assures that campuses will submit data files to UCAT using secure FTP site to protect confidential student data.
3. (New) **Entry Action Date (U-24):** The date on which the student's original Entry Action (status upon first enrolling at the campus – e.g., First-time, High School, etc.) was determined by the campus. Establishes and maintains cohort grouping for IPEDS reporting.
4. (Change) **Schedule Start Date (U-26):** Renamed from "Student Entry Date" to be consistent with the proposed "Schedule Stop Date" (U-27) and make it clear that this is the date on which the student began a specific class schedule, rather than the date on which the student first enrolled at the campus.
5. (New) **Schedule Stop Date (U-27):** Date when a student ended a specific class schedule. This new field will make it possible to distinguish the end of a particular class or schedule from the final completion or end of the student's enrollment in the program or campus (U-29 – Exit Date), and will facilitate COE reporting of exiting students and students still enrolled.
6. (Change) **Exit Code (U-28; formerly U-25):** Modified two definitions to align with IPEDS and COE definitions and clarify application to campuses:

**(P) Completer:** A student with any Enrollment Objective (U-21) who has qualified for and been awarded a Certificate or a Campus Credential by the campus registrar. *(New definition provides for tracking of students from all categories who complete Certificates or Campus Credentials, rather than restricting to those with a Certificate-Seeking enrollment objective in a COE-approved program; COE and IPEDS definitions also are based on "has been awarded" and "formal awards conferred", beyond the demonstration of competencies and eligibility.)*

[Previous definition: **(P) Program Completer:** A Certificate Seeking student who has demonstrated the competencies required for the completion of a program as defined in UCAT policy 200.4.1 and is eligible to receive the appropriate credential.]

**(C) Non-Certificate Seeking Completer:** A student who is not a Certificate Seeker and has completed their objective for enrolling at a campus. *(New definition is based on completion of Enrollment*

*Objective (U-21), rather than on competency demonstration for a single class which may not completely encompass the student's objective.)*

[Previous definition: **(C) Non-Certificate Seeking Completer**: A student who is not a Certificate Seeker, who has demonstrated the competencies required for a class.]

7. (Change) **Student Exit Date (U-29; formerly U-27)**: Redefined as "Date student exited from a program or the campus" (formerly "Student's Scheduled Class Record's Exit Date"). See Change #5 for explanation.
8. (Change) **Verified Outcome Status (U-31; formerly U-29)**: Modified coding definitions to align with IPEDS and COE definitions, clarify application to campuses, and assist campuses in distinguishing various statuses of employment tracking and other outcomes.
9. (New) **Certificate Issued Date (U-46)**: Added to distinguish from Certificate Completion Date (U-45), which is the date on which the student completed the requirements for their program. Certificate Issued Date is the date on which the campus completed its review and processing of the certificate and conferred the award. Required for IPEDS reporting.

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

5 June 2013

ITEM: II.I

TOPIC: Coursework Recognition for Military Service and Training

#### BACKGROUND

The Utah Legislature passed House Bill 254, "College Credits for Veterans", in this year's session, and it was signed into law by Governor Herbert on March 26<sup>th</sup>. The bill provides that higher education institutions, including UCAT, "shall award credit [which includes proof of equivalent noncredit course completion awarded by UCAT] for military service and training as recommended by a postsecondary accreditation agency or association designated by the State Board of Regents or *the Utah College of Applied Technology Board of Trustees*" if certain conditions are met. Board of Trustees action is necessary to formally designate a postsecondary accreditation agency or association which will be utilized by the UCAT campuses in considering the applicability of military service and training toward course completion.

The UCAT instructional and student services officers have explored possible approaches to evaluating military service and training, and have recommended that the Board of Trustees designate the American Council on Education (ACE) for this purpose. ACE is a higher education association that is known for its work on evaluating learning that has occurred outside traditional educational contexts. Military training and experience is a large focus of the evaluation system developed by ACE and is a premier source for institutions to receive third party endorsement for learning that individuals acquire from military service. In considering sample military training and service recommendations from ACE, campus representatives have concluded that ACE provides a solid base from which to evaluate and consider previous competency attainment, which can be validated by faculty as students progress further toward program completion. Further information about ACE can be found at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

#### FISCAL IMPACT

None

#### RECOMMENDATIONS

UCAT Administration recommends that the UCAT Board of Trustees designate the American Council on Education as a source for recommending the awarding of course completion by UCAT campuses for military service and training.

Attachments:

Excerpts from House Bill 254, "College Credits for Veterans"



COLLEGE CREDITS FOR VETERANS

2013 GENERAL SESSION

STATE OF UTAH

Chief Sponsor: Paul Ray

House Sponsor: Peter C. Knudson

<< EXCERPTS >>>>>>>>>>>>>>

40 53B-16-107. Credit for military service and training -- Transferability --  
41 Reporting.

42 (1) As used in this section, "credit" includes proof of equivalent noncredit course  
43 completion awarded by the Utah College of Applied Technology.

44 (2) An institution of higher education listed in Section 53B-2-101 shall award credit for  
45 military service and training as recommended by a postsecondary accreditation agency or  
46 association designated by the State Board of Regents or the Utah College of Applied  
47 Technology Board of Trustees if:

48 (a) requested by the student; and

49 (b) the student has met with an advisor at an institution of higher education listed in  
50 Section 53B-2-101 at which the student intends to enroll to discuss applicability of credit to  
51 program requirements, possible financial aid implications, and other factors that may impact  
52 attainment of the student's educational goals.

53 (3) Upon transfer within the state system of higher education, a student may present a  
54 transcript to the receiving institution for evaluation and to determine the applicability of credit  
55 to the student's program of study, and the receiving institution shall evaluate the credit to be  
56 transferred pursuant to Subsection (2).

57 (4) The State Board of Regents and the Utah College of Applied Technology Board of  
58 Trustees shall annually report the number of credits awarded under this section by each  
59 institution of higher education to the Education Interim Committee and the Utah Department of  
60 Veterans' Affairs.

# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

5 June 2013

ITEM: II.J

TOPIC: Approval of UCAT Policy 202 – Custom Fit - Revision

#### BACKGROUND

The recent legislative audit recommended that the UCAT Board of Trustees work with the Custom Fit Council to establish measurable workforce and economic development objectives for the Custom Fit program. The audit also recommended that the Trustees revise its contribution rate policy based on the advice of the Custom Fit Council.

Custom Fit Co-Chairs Kristie McMullin, (SWATC) and Sterling Petersen, (BATC) have worked with the Custom Fit Council and UCAT Administration to establish new 'best practice' criteria to measure how the Custom Fit program meets workforce and economic development objectives. In addition, a revised contribution rate of 50% is being recommended by the Council and UCAT Administration in UCAT policy.

The proposed changes to UCAT Policy 202, Custom Fit reflect the recommendation to revise the contribution rate, modifying the company contribution rate from 40% to 50%. A second proposed change in the policy allows an institutional president (the campus president at UCAT campuses) to retain or designate the responsibility to consider written exceptions to the contribution rate of individual contracts on a case-by-case basis.

Additionally, the Custom Fit Council will begin collecting new information in the Custom Fit database for FY 2014 and add the following workforce and economic development objectives to their 'best practice' procedures: 1) Company expansion or preparation for growth, 2) Enhancement of a company's productivity, 3) Maintaining a company's competitive edge.

#### FISCAL IMPACT

Increasing the contribution rate from 40% to 50% will generate approximately \$275,000 each year that will be used for Custom Fit training purposes.

#### RECOMMENDATIONS

UCAT Administration recommends the UCAT Board of Trustees approve the proposed revisions to UCAT Policy 202 as suggested by the Custom Fit Council and charge the Council to implement the collection of workforce and economic development objectives to the FY 2014 Custom Fit database as best practices procedures with a review of that information to occur at the end of FY 2014.

Attachments:

Revised UCAT Policy 202, Custom Fit





Subject:	Custom Fit Training
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**202.1 Purpose**

Implement statewide Custom Fit guidelines

**202.2 Approval**

UCAT Board of Trustees: September 30, 2010; Revisions April 18, 2012

**202.3 Definitions:**

- 3.1 **Flow-through:** The disbursement of Custom Fit funds to a participating company without the active involvement of a Custom Fit administrator to plan the training and select the training providers.
- 3.2 **Internal training:** The use of a participating company's own employees to provide Custom Fit training.

**202.4 Custom Fit Mission**

The mission of Custom Fit is to support economic and workforce development through training partnerships between Utah companies and the Utah College of Applied Technology (UCAT).

**202.5 Custom Fit Regional Organization:**

- 5.1 The state is divided into eleven Custom Fit regions: Bridgerland, Central, Davis, Dixie, Mountainland, Ogden-Weber, Salt Lake, Tooele, Southeast, Southwest, and Uintah Basin.
- 5.2 The regional hosting institutions for the ten Custom Fit regions allocated funding by the Utah College of Applied Technology are as follows: Bridgerland ATC for Bridgerland Region, Snow College for Central Region, Davis ATC for Davis Region, Dixie ATC for Dixie Region, Mountainland ATC for Mountainland Region, Ogden-Weber ATC for Ogden-Weber Region, Tooele ATC for Tooele Region, Utah State University - Eastern for Southeast Region, Southwest ATC for Southwest Region, and Uintah Basin ATC for Uintah Basin Region. Salt Lake Community College is the regional hosting institution which serves the Salt Lake region through a legislative appropriation separate from the UCAT Custom Fit Program and, therefore, is not subject to this policy.
- 5.3 Each regional hosting institution will designate a primary administrator to represent the Custom Fit program and perform the duties established in this document. In addition, all other employees assigned to a Custom Fit program must also comply with the provisions of this policy.



Subject:	Custom Fit Training
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**202.6 Governance and Administration:**

The UCAT Board of Trustees is the governing authority for Custom Fit funds appropriated to the Utah College of Applied Technology. The President of UCAT will administer the Custom Fit program for the ten regions at the state level.

**202.7 Custom Fit Funds:**

- 7.1 Custom Fit funds are appropriated by the Legislature and are allocated by the UCAT Board of Trustees. Appropriated funds may be used for any legal and lawful purpose related to the mission of Custom Fit (subject to the provisions of this policy).
- 7.2 Companies participating in the Custom Fit program must provide a cash contribution of no less than ~~40%~~ **50%** of the direct training costs. Exceptions may be considered on a case-by-case basis, and must be approved in writing by the president, **or the president's designee** of the regional hosting institution. Legislative appropriations and company cash contributions shall be recorded only in the Custom Fit account(s) of the regional hosting institution. Custom Fit funds are to be considered restricted funds by the regional hosting institution, and should be used only for the Custom Fit program. A regional hosting institution may not charge indirect or overhead costs to the Custom Fit program.
- 7.3 Each Custom Fit administrator, for the ten regions allocated funding by UCAT, must follow the policies contained in UCAT Policy 202 (Custom Fit Training), as well as any applicable policies and procedures of the regional hosting institution. Where procurement policies of the regional hosting institution exempt a Custom Fit program, purchases of goods and services will be made in accordance with state procurement code. In all cases, procurement processes must provide an appropriate level of rigor and competition.
- 7.4 Misuse of Custom Fit funds or violation of this policy will result in corrective action, which may include withholding regional allocations or eliminating regional hosting institutions. This section shall not be interpreted to restrict any legal remedies for misuse of public funds.

**202.8 Eligible Companies:**

Custom Fit funds should only be used to serve companies located in Utah. Not-for-profit companies/organizations are generally not eligible for Custom Fit training. Exceptions may be considered on a case-by-case basis, and must be approved in writing by the president of the regional hosting institution.

**202.9 Required Documentation:**

- 9.1 Prior to providing training to an eligible company, a Custom Fit administrator must fully document the anticipated cost of each proposed training event and the associated company cash contribution.



<b>Subject:</b>	Custom Fit Training
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- 9.2 The regional hosting institution is required to maintain Custom Fit documentation for seven years. This should include source documents for all financial transactions and event details for all training engagements. Training detail should include class names and class descriptions, instructor names, attendance report, and participant information ( first and last name, and last four digits of social security number).

**202.10 Custom Fit Training Delivery:**

- 10.1 Custom Fit training is offered subject to the availability of funds. Each region will determine priorities based on regional needs and circumstances.
- 10.2 Flow-through agreements are not eligible for Custom Fit funding. Internal training agreements may be eligible for Custom Fit funding. However, Custom Fit funds may not be used to supplant or replace existing wages of a company employee who provides training. In these cases, Custom Fit will contract with a company employee to provide training outside the employee's regular work load. Custom Fit funds may not be used to provide operational software or equipment for a participating company.
- 10.3 The Custom Fit administrator should work closely with participating companies to select training providers that are acceptable to both parties. However, final selection of a provider will be made by the Custom Fit administrator.

**202.11 Custom Fit Reports:**

- 11.1 Each Custom Fit administrator will submit an annual financial report (forms provided by UCAT Administration).
- 11.2 Each Custom Fit administrator will participate in the statewide Custom Fit database. Custom Fit training data will be tracked and reported only through the statewide database. Each Custom Fit region will submit a quarterly upload of company and student data securely to the Office of the UCAT President as specified in the latest approved version of the UCAT Data Dictionary.



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

5 June 2013

ITEM: II.K

TOPIC: Approval of DXATC and SWATC Campus Presidents Evaluations

#### BACKGROUND

At the October 18, 2012 meeting, the UCAT Board of Trustees authorized the evaluations of Campus Presidents Kelle Stephens and Dana Miller during the 2012-13 school year. Both of those evaluations have been conducted by President Brems in consultation with the respective campus boards of directors.

#### FISCAL IMPACT

n/a

#### RECOMMENDATIONS

UCAT Administration recommends that the UCAT Board of Trustees approve the finalization of the two evaluations. The Board may wish to take action on any compensation adjustments as they relate to the two evaluations.

Attachments:

none



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

5 June 2013

ITEM: III.L

TOPIC: Programs Approved: UBATC Business Administrative Support, Accounting Technician

#### BACKGROUND

The UCAT Board of Trustees, as provided in UCAT Policy 200.5.2.3, directs and authorizes the UCAT president to approve requests for approval of financial aid eligible campus programs and of substantive changes thereto, if the president concurs that the proposals meet the agreed-upon UCAT criteria established by the Board in Policy 200.6. The president's approval is considered final, and program documentation is to be submitted to the Board in its next regularly scheduled meeting as an information item. Accordingly, the President's Office is reviewing requests for approval of the following certificate programs, and will report in the Board meeting on the approval of the programs:

<u>Campus</u>	<u>Program Title</u>	<u>Length (hours)</u>
UBATC	Business Administrative Support (substantive change)	720 (formerly 1,380)
UBATC	Accounting Technician (substantive change)	720 (formerly 1,260)

Documentation for the approved programs will be provided in the meeting for the information of the Board.

#### FISCAL IMPACT

None.

#### RECOMMENDATIONS

None - information only.

Attachments: Program descriptions and outlines to be provided in the meeting.



# UTAH COLLEGE OF APPLIED TECHNOLOGY

## AGENDA ITEM

### UCAT BOARD OF TRUSTEES

5 June 2013

ITEM: III.M

TOPIC: Office of the UCAT President Budget Report

#### BACKGROUND

Per UCAT policy 555.3.6, "A report, detailing revenue and expenditures for all budget categories, shall be presented to the Board of Trustees in all regular meetings of the Board." The attachments include a report detailing appropriated revenues and expenditures by category for the Office of the President for the current fiscal year through May 31, 2013 as well as a check register for April – May 2013.

#### FISCAL IMPACT

N/A

#### RECOMMENDATIONS

Information/discussion only

Attachments:

Check register

Budget progress report



**Utah College of Applied Technology**  
**Check Register**  
 April through May 2013

<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Amount</b>
Bill Pmt -Check	04/03/2013	10489	Apex Group, Inc.	-1,793.40
Bill Pmt -Check	04/03/2013	10490	Automated Business Products	-32.20
Bill Pmt -Check	04/03/2013	10491	Stephanie Rikard	-15.63
Bill Pmt -Check	04/03/2013	10492	University Of Utah	-750.57
Bill Pmt -Check	04/03/2013	10493	Utah Dept of Admin Services	-97,772.18
Bill Pmt -Check	04/03/2013	10494	WCI	-85.00
Bill Pmt -Check	04/26/2013	10495	1st Lehi Storage	-75.00
Bill Pmt -Check	04/26/2013	10496	Andrew Mingl	-262.70
Bill Pmt -Check	04/26/2013	10497	Aubrey Schrag	-351.00
Bill Pmt -Check	04/26/2013	10498	BATC	-190,019.18
Bill Pmt -Check	04/26/2013	10499	DATC	-122,075.00
Bill Pmt -Check	04/26/2013	10500	Don Roberts	-175.84
Bill Pmt -Check	04/26/2013	10501	DXATC	-73,225.00
Bill Pmt -Check	04/26/2013	10502	Fuelman	-678.99
Bill Pmt -Check	04/26/2013	10503	Jordan Rushton	-23.61
Bill Pmt -Check	04/26/2013	10504	Kendall Willardson	-135.16
Bill Pmt -Check	04/26/2013	10505	MATC	-118,050.00
Bill Pmt -Check	04/26/2013	10506	Michael Madsen	-146.86
Bill Pmt -Check	04/26/2013	10507	OWATC	-134,575.00
Bill Pmt -Check	04/26/2013	10508	Ricardo Silva	-106.00
Bill Pmt -Check	04/26/2013	10509	Snow College	-58,900.00
Bill Pmt -Check	04/26/2013	10510	Steve Moore	-47.06
Bill Pmt -Check	04/26/2013	10511	SWATC	-71,100.00
Bill Pmt -Check	04/26/2013	10512	TATC	-40,950.00
Bill Pmt -Check	04/26/2013	10513	Theresa Theurer	-107.00
Bill Pmt -Check	04/26/2013	10514	UBATC	-98,525.00
Bill Pmt -Check	04/26/2013	10515	USU Eastern	-51,975.00
Bill Pmt -Check	05/31/2013	10516	Automated Business Products	-139.78
Bill Pmt -Check	05/31/2013	10517	BATC	-625.00
Bill Pmt -Check	05/31/2013	10518	Educause	-40.00
Bill Pmt -Check	05/31/2013	10519	Fuelman	-520.58
Bill Pmt -Check	05/31/2013	10520	Jordan Rushton	-22.00
Bill Pmt -Check	05/31/2013	10521	Justin Mayhew	-70.50
Bill Pmt -Check	05/31/2013	10522	Keri Banbury	-21.36
Bill Pmt -Check	05/31/2013	10523	MATC	-205,262.17
Bill Pmt -Check	05/31/2013	10524	OWATC	-625.00
Bill Pmt -Check	05/31/2013	10525	Rob Brems	-43.56
Bill Pmt -Check	05/31/2013	10526	Stephanie Rikard	-67.02
Bill Pmt -Check	05/31/2013	10527	SWATC	-625.00
Bill Pmt -Check	05/31/2013	10528	UBATC	-625.00



## Utah College of Applied Technology

### Office of the President

YTD Budget July 1, 2012 - May 31, 2013

	<u>Budgeted</u>	<u>Year to Date</u>	<u>% to date</u>
<b>Revenue</b>			
UCAT Admin Appropriation	1,580,100	1,580,100	100.0%
Admin share of Equipment Appropriation	9,600	9,600	100.0%
Admin share of Custom Fit Appropriation	3,800	3,800	100.0%
Jobs Now to Campuses	<u>(400,000)</u>	<u>(400,000)</u>	<u>100.0%</u>
Total State Budget	<u><u>1,193,500</u></u>	<u><u>1,193,500</u></u>	<u><u>100.0%</u></u>

### Expenditures

Salaries, Payroll Tax & Benefits	875,000	801,270	91.6%
Building Occupancy Costs	121,000	82,072	67.8%
Internal Audit	35,000	-	0.0%
Custom Fit Meetings	3,800	239	6.3%
Equipment Purchases	10,000	3,414	34.1%
Employee Travel	15,000	9,843	65.6%
Board Meetings	10,000	5,733	57.3%
UCAT System Meetings	4,800	2,702	56.3%
Other Meetings	7,400	4,053	54.8%
Marketing	40,000	32,780	82.0%
Automobile Expenses	7,500	6,003	80.0%
Annual Report	7,500	5,965	79.5%
Supplies & Other Current Expenses	46,500	44,262	95.2%
Unallocated	<u>10,000</u>	<u>-</u>	<u>0.0%</u>
Total Expenditures	<u><u>1,193,500</u></u>	<u><u>998,336</u></u>	<u><u>83.6%</u></u>