

The Utah College of Applied Technology (UCAT)  
Board of Trustees Meeting

DATE: 26 September 2013

TIME: 1:00 PM – 3:30 PM

LOCATION: Utah College of Applied Technology  
2801 Ashton Boulevard  
Lehi, UT 84043

(Anchor location for electronic access)

**MINUTES**

Board of Trustees Present

Michael Madsen (Vice Chair) – BATC Board of Directors  
Michael Jensen – DATC Board of Directors  
Ron Larsen – DXATC Board of Directors  
Jim Evans – MATC Board of Directors  
Steve Moore – OWATC Board of Directors  
Mark Dennis – UBATC Board of Directors  
Jim Olsen – Business-Industry Governor's Appointee  
Kendall Willardson – Snow College CTE  
Dale Cox – Union Apprenticeship  
Richard Tranter – Salt Lake Community College  
David Thomas – State Board of Education  
Mike McCandless – USU-Eastern CTE

Excused

Tom Bingham (Chair) – TATC Board of Directors  
Don Roberts – SWATC Board of Directors  
Brad Tanner – Non-Union Apprenticeship  
Spencer Eccles – Governor's Office of Economic Development  
Dave Buhler – Commissioner of Higher Education  
Jessie Anderson – State Board of Regents

UCAT Administration

Robert Brems – President  
Jared Haines – VP, Instruction and Student Services  
Tyler Brinkerhoff – VP, Administrative Services  
Jordan Rushton – Director of Public Relations & Executive  
Assistant to the President

Others Present

John Dougall- State Auditor  
Richard Maughan – BATC, Campus President  
Mike Bouwhuis – DATC, Campus President  
Vic Hockett – DXATC, Campus Vice President  
Jim Taggart – OWATC, Campus Vice President  
Clay Christensen – MATC, Campus President  
Dana Miller – SWATC, Campus President  
Scott Snelson – TATC, Campus President  
Dave Woolstenhulme– UBATC, Campus President  
Spencer Pratt- Legislative Fiscal Analyst  
Blair Carruth – Commissioner of Higher Education's  
Office

## **MINUTES OF MEETING**

UTAH COLLEGE OF APPLIED TECHNOLOGY  
Board of Trustees  
26 September 2013

### ***I. INTRODUCTION ITEMS***

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

Meeting was called to order at 1:00 p.m.

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

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

Motion to approve the agenda

Motion: Mark Dennis; Second: Dale Cox; Voting: Unanimous

#### **I.D Approval of 5 June 2013 Minutes**

Motion to approve the 5 June 2013 Minutes

Motion: Jim Evans; Second: Mike McCandless; Voting: Unanimous

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

Vice Chair Madsen gave a brief report on the Executive Committee meeting held 26 September 2013 from 8:00 a.m. to 11:15 a.m. The Committee heard presentations from the Campus Presidents and formed recommendations for the full board in regard to UCAT capital facility priorities.

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

President Brems thanked and recognized Stanley B. Parrish and Teresa Theurer for their dedicated service to the UCAT Board of Trustees. Trustee Parrish served from 2009-2013. Trustee Theurer served from 2012-2013.

#### **I.G Oath of Office**

New and reappointed trustees Richard Tranter, David Thomas, Steve Moore, Michael Madsen, Michael Jensen, & Dale Cox took the Oath of Office, administered by Barbara Miner, Notary Public.

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

#### **II.H Board of Trustees Calendar**

UCAT Board of Trustees meeting dates for 2014 were proposed as follows:

Thursday, January 9, 2014  
Thursday, April 10, 2014  
Thursday, June 5, 2014  
Thursday, September 18, 2014

Motion to approve: Michael Jensen, Second: Dale Cox  
Voting: Unanimous.

### **II.I Certification of FY 2013 Student Data**

Vice President Haines reported that campuses have submitted data to the Office of the UCAT President from their student information systems for Fiscal Year 2013 in accordance with the UCAT Data Dictionary. Each campus president certified that the data submitted complies with the provisions of UCAT Policies 200 (Program/Course Approval and Reporting) and 201 (Membership Hour Policy), and is consistent with UCAT's core mission and all applicable statutes and policies. Each campus board of directors has approved its campus president's certification and authorized the submission of its data as final.

The Office of the UCAT President has reviewed, accepted, and approved the data submissions and certifications of all eight campuses. Summaries of the data showing membership hours and student headcount by campus for secondary and post secondary enrollment in comparison with previous years were attached. Total certificate completions for FY 2013 were also included. With Board of Trustees approval, the enrollment and completion information will become the official data to be published in the 2013 UCAT Annual Report.

Mike Jensen asked if UCAT is staying on pace to reach the Governors goal by 2020. President Brems responded that the numbers are up and we are continuing to get closer to the goal; we are slightly behind where we want to be right now but the numbers are indeed up from last year.

Motion to approve the FY 2013 data: Ron Larsen, Second: Jim Evans  
Voting: Unanimous

### **II.J FY 2015 Budget Requests**

UCAT and campus administration have identified financial needs to accommodate the continued growth and long-term success of UCAT. President Brems and Vice President Brinkerhoff explained the elements of the proposed budget request to the Board of Trustees. UCAT administration recommended the Board of Trustees approve the budget request for presentation to the Governor's Office and the Legislature.

Motion to approve UCAT budget request: Dale Cox, Second: Kendall Willardson  
Voting: Unanimous

### **II.K Prioritization of UCAT Capital Facilities**

The Executive Committee heard presentations on 26 September 2013 in an effort to prioritize four more capital facilities projects and one new land banking project. The Executive Committee and UCAT administration recommended the board adopt the following priority list.

#### **Capital Facilities Funding Priorities:**

1. SWATC Allied Health and Technology Building
2. DXATC Main Campus
3. MATC Central Utah County Campus
4. BATC Health Science and Technology Building
5. DATC Allied Health Building
6. OWATC Business Depot Ogden Build-out
7. MATC Thanksgiving Point Technology Building
8. DATC Educational and Instructional Service Building
9. OWATC Instructional/Student Services Building

**Land Banking Priorities:**

1. BATC Health Science and Technology Building (54.73 acres)
2. DATC Morgan Education/Economic Development Center (9.88 acres)
3. MATC Spanish Fork (6.83 acres)

Motion to approve the capital facilities and land banking projects in the order listed above.

Motion: Ron Larsen, Second: Mike McCandless, Vote: Unanimous.

**II.L Approval of UBATC Campus President Evaluation and Salary Adjustment**

At the October 18, 2012 meeting, the UCAT Board of Trustees authorized the evaluation of the Uintah Basin Campus President David Woolstenhulme during the 2013-2013 school year. UCAT Administration recommended that the UCAT Board of Trustees approve the finalization of this evaluation. President Brems recommended the Board also consider a salary adjustment for President Woolstenhulme from \$112,000 to \$117,000. President Brems complimented President Woolstenhulme on the outstanding evaluation and expressed thanks for the expertise Woolstenhulme has brought to UBATC.

Motion to approve the finalization of the evaluation and authorize a salary adjustment for President Woolstenhulme from \$112,000 to \$117,000: Jim Evans, Second: Mark Dennis, vote: Unanimous.

**II.M 2013 UCAT Annual Report**

Vice President Haines and Marketing Director Rushton explained that the UCAT Annual Report highlights the success of UCAT each year and provides the governor, legislature, stakeholders, and the general public with ongoing information regarding UCAT activities. The UCAT Board of Trustees is required by law {53B-2a-104(2)(i)} to "prepare and submit an annual report detailing its progress and recommendations on career and technical education issues to the governor and to the Legislature's Education Interim Committee by October 31 of each year".

A draft of the 2013 Annual Report was provided to the Trustees for final review. After Board approval, the report will be completed, published and submitted to the governor and to the Legislature's Education Interim Committee. Director Rushton explained the annual report development process, the involvement from the campuses and the combined efforts required to make the report a success.

UCAT Administration recommended that the Board of Trustees authorize the UCAT President to proceed with the 2013 UCAT Annual Report as presented.

Motion: R. Tranter, Second: M. Dennis; Voting Unanimous

**III.INFORMATION ITEMS**

**III.N Coordinated Audit**

President Brems and Utah State Auditor John Dougall summarized processes, costs, and changes to the financial audits of the campuses since January 2013, and introduced a UCAT Coordinated Audit Plan, as detailed in the meeting agenda.

Trustee Olsen asked why the large campuses and small campuses cost the same. Mr. Dougall responded that the small campuses often don't have the staff and therefore the ability to do much of the preparation work

that the large campuses do. It often takes longer to audit a small campus than it does to audit a large campus. Trustee Moore asked why the prices have gone up so much. Mr. Dougall responded that in the past the state has subsidized the cost of the audit, but that is no longer the case. Trustee Olsen asked if it is allowed for the campuses to use outside private auditors for the campus audits. Mr. Dougall said they can, but they need to be approved by his office.

### **III.O Programs Approved:**

Vice President Jared Haines reported that President Brems has approved the following programs in accordance with UCAT Policy 200.5.2.3:

<u>Campus</u>	<u>Program Title</u>	<u>Length (hours)</u>	<u>Approval Date</u>
UBATC	CAD/CAM (new program)	900	July 22, 2013
UBATC	Computer Aided Drafting & Design (substantive change: discontinue)	(formerly 1,500)	July 22, 2013
UBATC	Drafting (substantive change: discontinue)	(formerly 1,200)	July 22, 2013
BATC	Welding Technology (substantive change)	960 (formerly 1,410)	August 14, 2013
DATC	Electronic Health Information Technician (new program)	1,305	August 21, 2013

### **III.P 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." Vice President Brinkerhoff presented the attachments, including a report detailing appropriated revenues and expenditures by category for the Office of the President for the current fiscal year through Aug 31, 2013 as well as a check register for July – Aug 2013.

### **III.Q Open Meetings Training**

The Utah Open and Public Meetings Act (UCA 52-4) provides that "the presiding officer of the public body shall ensure that the members of the public body are provided with annual training on the requirements of this chapter." The Utah Attorney General's Office is charged with assisting public bodies with open meetings training. Accordingly, Doug Richards, Assistant Attorney General and legal counsel assigned to UCAT, provided training to the board on the requirements of the Open and Public Meetings Act.

### **Closed Session**

Vice Chair Madsen asked that a motion be made to go into closed session as provided in Utah Code Section 52-4-204-206. Motion was made by Jim Olsen and seconded by Jim Evans.

Roll Call Vote:

Mike Madsen - yes

Ron Larsen - yes

Jim Evans - yes

Mark Dennis - yes

Kendall Willardson - yes

Jim Olsen - yes

Richard Tranter - yes

Dale Cox - yes

Mike McCandless - yes

Others invited To remain in the room:

Richard Maughn

Clay Christensen  
Dave Woolstenhulme  
Jared Haines  
Tyler Brinkerhoff  
Jordan Rushton  
Doug Richards  
Vic Hockett

The meeting went into closed session at 2:51 p.m. At 3:14 Vice Chair Madsen brought the meeting out of closed session and the meeting was adjourned.

**Adjourn**

Motion to Adjourn: Jim Evans, Second: Mike McCandless  
Meeting adjourned at 3:14 p.m.