

UTAH COLLEGE OF APPLIED TECHNOLOGY

BOARD OF TRUSTEES MEETING

12 January 2011, 12:30 p.m.
Mountainland Applied Technology College
Thanksgiving Point
2301 West Ashton blvd
Lehi, UT 84043

MINUTES

Board of Trustees Present

Tom Bingham, Chair – TATC
Michael Madsen, Vice Chair – BATC
Bill Ryan – UBATC (substitute)
Douglas Holmes – OWATC
Don Roberts – SWATC
David Crandall – State Board of Education
Stanley Parrish –SLCC
Jim Olsen – Business-Industry Governor’s
Appointee
Dale Cox – Union Apprenticeship
Brad Tanner – Non-Union Apprenticeship
Jim Evans – MATC
Carl Albrecht – Snow
Mike McCandless – CEU- USU

Excused

Spencer Eccles – Governor’s Office of Economic
Development
Katharine Garff – State Board of Regents
William Sederburg – Commissioner
of Higher Education
William Prows – DATC
Mark Dennis – UBATC

Others Present

Rick Beckstead – CPA, State Division of Finance
Lt. Governor Greg Bell
Christine Kearn –Education Director, Office of the
Governor

UCAT Administration

Robert Brems – President
Jared Haines – VP, Instruction and Student Services
Tyler Brinkerhoff – VP, Administrative Services
Mindi Woolever – Assistant to the President
Doug Richards – Assistant Attorney General
Darrell White – Development Director

UCAT Campus Presidents & Delegates

Richard Maughan – BATC
Mike Bouwhuis - DATC
Rich VanAusdal - DXATC
Collette Mercier - OWATC
Paul Hacking - UBATC
Clay Christensen – MATC
Scott Snelson – TATC
Dana Miller - SWATC

Media Present

None

MINUTES OF MEETING

UTAH COLLEGE OF APPLIED TECHNOLOGY
BOARD OF TRUSTEES
12 January 2011

Call to Order

Chair Bingham called the meeting to order at 1:34 p.m.

Introductions

Chair Tom Bingham welcomed Lt. Governor Bell and Education Director, Christine Kearl. President Brems reported there will be a change in representation from Dixie. Trustee Mark Gubler will be replaced by Ron Larsen. Barbara Miner, Notary Public, administered the oath of office for Trustee Larsen.

Approval of the Agenda

Motion to approve the agenda

Motion: Mike McCandless; Second: Carl Albrecht; Voting: Unanimous

Approval of Minutes from 15 June 2010 Board Meeting (Tab A)

Motion to approve the 30 September 2010 minutes

Motion: Stanley Parrish; Second: Jim Evans; Voting: Unanimous

Report from the Executive Committee

Chair Bingham reported that the Executive Committee met on 12 January 2011 to review full board agenda and approved minutes from their 29 September 2010 and 02 November 2010 meetings. The minutes were distributed to the full board.

ACTION ITEMS

A. Existing Policy Revisions (Tab C)

President Brems discussed the process that has been used in the past to approve policies for the Office of the UCAT President. A procedural change was proposed to the Executive Committee. The policies would be reviewed for the first time by the Executive Committee and a recommendation would be given to the board to make final approval.

Motion to approve Policy Approval Procedure: Mike Madsen; Second: Carl Albrecht; Voting: unanimous

Following a discussion regarding UCAT policies, the Board of Trustees approved the following policy recommendations of the Executive Committee:

- A. Existing Policy Revisions – 201 (Membership Hour), 204 (Tuition and Fees), 300 (Tuition Refund), 400 (Criminal Background Checks) – (Tab C)

The Board reviewed the following policy revision drafts as distributed with the agenda, and recommended adjustments and action as follows:

Policy 201 (membership Hour Reporting): approval of adjustments to 201.6.2 as drafted.

Policy 204 (Tuition and Fees): approval of adjustments to 204.7 as drafted, to become effective March 31, 2011, with the following amendment to the draft: 204.7.3.1 (second line): "the UCAT campus shall waive the eligible fees for the student."

Policy 300 (Refunds of Tuition and Fees): deletion of this policy and incorporation into Policy 204, section 204.8 as drafted.

Policy 400 (Criminal Background Checks): approval of adjustments to Policy 400 as drafted, with the following amendment to the draft and recommendation and direction on implementation: Amendment to 400.5.6: "The Office of the UCAT President and all UCAT campuses may "shall" require each..."

Recommendation: It was recommended that more specific definition of "significant, unsupervised contact" (400.5.3.) and how to avoid unsupervised contact be articulated by campus presidents in their campus policies and practices.

Direction on implementation: The policy revision is to become effective July 1, 2011, with each campus to submit a plan to the President's Office for phasing in existing employees.

Motion: to approve policy revisions and deletions as presented and amended above: Jim Evans; Second: Mike Madsen; Voting: unanimous

B. New Policy Approvals 515, 520,525 and 530 (Tab D)

The Board reviewed revisions to Policies 515(Staff Employment), 520(Personnel Files), 525(Evaluation, Corrective Action, and Termination of Staff Personnel), and 530(Staff Employee Separations), which were approved September 30, 2010. It was indicated that the policies apply only to UCAT Office of the President personnel.

Motion: to approve policies 515, 520, 525 and 530: Mike Madsen, Second: Carl Albrecht; Voting: unanimous

C. FY 2011 Administration Budget Modification (Tab E)

Vice President Brinkerhoff reviewed the budget for the UCAT Office of the President that was approved on 29 April 2010. He reported that UCAT Administration has seen a need to modify line items due to changes in estimates and more precise figures being obtained from vendors.

Motion: to approve budget modification: Doug Holmes, Second: Mike Madsen; Voting: unanimous

D. UCAT 218 Agreement Referendum (Social Security) (Tab F)

Vice President Brinkerhoff reviewed an opinion letter that was requested from the Office of the State Attorney General to determine whether UCAT could hold referendum elections on a campus by campus basis. Assistant Attorney General Douglas Richards conducted extensive research, and he and his office concluded that the separate, legal entity created in 2001 and modified by subsequent legislation is the Utah College of Applied Technology and as such should conduct a system-wide referendum together rather than separately by campus. UCAT Administration is working closely with Rick Beckstead, CPA with the State Division of finance who is also designated as the State Social Security Administrator to conduct the research and pending vote.

After discussion, it was moved that the recommendation to initiate the referendum be tabled. UCAT staff will work with campuses to construct a UCAT system-wide alternative to social security in the event that employees vote not to join the State's Section 218 agreement. UCAT staff will present the alternative to the Board in April. The issue will then be reexamined, and a decision will be made by the Board at that time whether to initiate a referendum and whether to use staff's recommended alternative(s) if the referendum election is not in favor of joining the 218 agreement.

Motion: Ron Larsen, Second: Carl Albrecht; Voting: Unanimous

E. Strategic Planning (Tab G)

Utah Code 53B-2a-102 requires the president of the Utah College of Applied Technology, in conjunction with the Board of Trustees, campus presidents and campus boards of directors, to prepare a comprehensive strategic plan for delivering career and technical education through the Utah College of Applied Technology campuses.

It was proposed that a UCAT Strategic Plan Committee be established to develop new strategic plan for review by the Board of Trustees at the April and June 2011 meetings and approval at the June or September 2011 meeting.

It was further proposed that the Committee include the following:

Representing the UCAT Board of Trustees: Michael Madsen, Ron Larsen, Dale Cox

Representing Campus Presidents: Mike Bouwhuis, Mark Walker, Dana Miller

Representing Campus Boards of Directors: Three campus directors- Mary Ann Christensen, Carol Jensen, Brent Richardson

Representing UCAT Office of the President: Rob Brems, Jared Haines, Tyler Brinkerhoff, Mindi Woolever

Motion: Jim Evans, Second: Doug Holmes; Voting: Unanimous

INFORMATION / DISCUSSION ITEMS

A. FY 2010 Reports (Completion, Placement, Licensure) (Tab H)

Vice President Haines reported all eight campuses have submitted their 2010 COE annual reports. This report places particular emphasis on completion, placement and licensure rates for post-secondary students in certificate programs.

A summary of the 2010 reported completion, placement and licensure data was provided, as well as a historical summary of results since 2007, for review and discussion by the board.

B. Pre-legislature Information (Tab I)

President Brems reported the Utah State Legislature is indicating an across the board reduction of 7% will be considered and agencies will be asked to consider as high as 10% cuts from programs and budgets. He also outlined the upcoming Higher Education Appropriations Committee schedule.

C. Enrollment Trends (Tab J)

Vice President Haines reported the amount of training provided by UCAT campuses to enrolled students has increased by 1.5 million membership hours in the four years since 2006- roughly equivalent to the size of one of the largest campuses, and more than the size of the four smallest campuses combined. Campus resources have been strained during a period of budget cuts to accommodate the increases enrollment demand.

Because the UCAT Board of Trustees have requested additional ongoing and one-time funding for FY 2012, summaries of Membership Hour History 2006-2010, UCAT Student Headcount History 2006-2010 and UCAT

Year-To-Date Campus Enrollment Report- December 31, 2010, were provided for review and discussion by the board.

D. FY 2010 Custom Fit Report (Tab K)

President Brems reported that a mid-year report has been requested from all eight UCAT campuses, Snow College and USU-CEU to provide up-to-date information which may be utilized in supporting this request during the upcoming general legislative session.

A summary of the mid-year report as of December 31, 2010, was provided for review and discussion by the board.

E. Business Expansion and Retention Program (Tab L)

UCAT Trustee Mike McCandless presented an overview of the "B.E.A.R", project and answered questions regarding how UCAT and regions using BEAR can better partner to address upcoming local and regional employment needs through Custom Fit and other UCAT programs.

ADJOURN

Meeting adjourned at 4:02 p.m.

The next Board of Trustees meeting was confirmed for 21 April, 2011 at Mountainland Applied Technology College (Lehi campus).