

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

DATE: 12 January 2011

TIME: 9:00 AM – 10:30 AM

LOCATION: 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

Mark Dennis – UBATC

Douglas Holmes – OWATC

William Prows – DATC\*

Don Roberts – SWATC

Bill Ryan – UBATC (substitute)

Ron Larsen – DXATC

Jim Evans – MATC

### UCAT Administration

Robert Brems – President

Tyler Brinkerhoff – VP of Administrative Services

Jared Haines – VP of Student Services

Mindi Woolever – Assistant to the President

Darrell White – Development Director

### Excused

Mark Dennis – UBATC

Jim Olsen – Business-Industry Governor's  
Appointee

### Others Present

\*Attended via telephone conference call

## MINUTES OF MEETING

UTAH COLLEGE OF APPLIED TECHNOLOGY  
EXECUTIVE COMMITTEE MEETING  
12 January 2011

### **I. Approval of Executive Committee Meeting Minutes**

The minutes for the Executive Committee meetings held on 29 September, 2010 and 02 November, 2010 were presented.

Motion to approve minutes: Don Roberts; Second: Jim Evans; Voting: unanimous

### **II. Preparation for full board meeting**

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

The Executive Committee revisited policies 201(Membership Hour Reporting), 204(Tuition and Fees), 300(Refunds of Tuition and Fees-Deletion), 400(Criminal Background Checks). After discussion and suggestion of changes, President Brems asked that the Executive Committee recommend final approval to the Board.

Policy 204.7.3, line 2: "campus shall waive the eligible fees..."

Policy 300: Deletion of this policy and incorporate the language into policy 204 section 204.8.

Policy 400.5.3, line 4: It was recommended that more definition of "significant, unsupervised contact" be articulated by campus presidents and how to avoid unsupervised contact.

Policy 400.5.6, line 5: "The Office of the UCAT President and all UCAT campuses ~~may~~ shall require each.."

Policy 400: July 1, 2011: By July 1, 2011 new employees will fall under this policy. Time will be allowed for existing employees and campus presidents will provide timelines for implementation.

A motion to recommend final approval of these policies (as amended) to the Board of Trustees: Jim Evans; Second: Mike Madsen; Voting: unanimous