

The Utah College of Applied Technology (UCAT)  
Board of Trustees Meeting  
DATE: 18 September 2014  
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  
Stephen Wade – DXATC  
Steve Moore – OWATC  
Mark Dennis – UBATC  
Richard Tranter – Salt Lake Community College  
Mike McCandless – USU Eastern CTE  
Dale Cox – Union Apprenticeship  
Brad Tanner – Non-Union Apprenticeship  
Val Hale – Governor’s Office of Economic Development  
Jessielie Anderson – State Board of Regents

### Board of Trustees Absent

Don Roberts – SWATC  
Jim Olsen – Business Industry Governor’s Appointee  
Dixie Allen – State Board of Education

### UCAT Administration

Robert Brems – President  
Jared Haines – VP, Instruction and Student Services  
Tyler Brinkerhoff – VP, Administrative Services  
Jordan Rushton – Director of Public Relations  
Stephanie Rikard – Director of Data & Information Systems  
Zachary Barrus – Data Analyst & Database Report Writer  
Doug Richards – Assistant Attorney General  
Kristin Smith – Executive Assistant

### 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  
Angela Oh – Legislative Fiscal Analyst Office  
Spencer Pratt – Legislative Fiscal Analyst Office  
Trina Hansen – OWATC Apprenticeship Director  
Lori Stewart – MATC Apprenticeship Director  
Will Pierce – DATC Apprenticeship Director  
Barbara Miner – Notary Public  
John Dougall – Utah State Auditor  
Van Christensen – Utah State Auditor  
Robby Snow – MATC Apprenticeship Graduate

## **MINUTES OF MEETING**

UTAH COLLEGE OF APPLIED TECHNOLOGY  
Board of Trustees  
18 September 2014

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

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

Meeting was called to order at 10:15 a.m.

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

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

Motion to approve the agenda.

Motion: Jim Evans, Second: Mark Dennis

Voting: Unanimous

#### **I.D Approval of 12 June 2014 Minutes (regular) & 08 August 2014 (special) Minutes**

Motion to approve the 12 June 2014 Minutes and the 08 August 2014 Minutes.

Motion: Richard Tranter, Second: Jim Evans

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 Spencer Eccles for the time he served on the board and wished him well in his future endeavors.

#### **I.G Oath of Office for UCAT Trustee Val Hale**

Barbara Miner administered the oath of office to Val Hale, who replaced Spencer Eccles as the Governor's Office of Economic Development Executive Director.

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

#### **II.H UCAT Policy 101 Bylaw Revision – Executive Committee Membership**

Vice President Haines summarized the proposed amendment to UCAT Policy 101 (Bylaws) regarding executive committee memberships that will allow a sixth trustee to be added to the Executive Committee in addition to the chair and vice chairs.

Motion to approve the amendment to UCAT Policy 101 (Bylaws).

Motion: Brad Tanner, Second: Mike Jensen

Voting: Unanimous

### **II.I Executive Committee Appointments**

Chair Bingham appointed the following six members to the Executive Committee in addition to the chair (Thomas E. Bingham) and two vice-chairs (Michael J. Madsen and Jim T. Evans) in accordance with the bylaws: Michael E. Jensen, Stephen W. Wade, Steven R. Moore, Don G. Roberts, Mark R. Dennis, Jim Olsen.

Motion to approve the Executive Committee Appointments.

Motion: Jim Evans, Second: Michael Madsen

Voting: Unanimous

### **II.J FY 2014 Student Data**

Vice President Haines and Director Rikard presented summaries of the student data submissions for each campus. Campus presidents have certified that their data is correct and the campus boards have also approved the campus president's certification of data.

Motion to accept and approve the FY 2014 year-end campus data submissions and certifications, as summarized in the reports attached to the agenda.

Motion: Mike McCandless, Second: Brad Tanner

Voting: Unanimous

### **II.K UCAT FY2016 Budget Requests**

Vice President Brinkerhoff presented recommendations for the UCAT FY2016 budget request and explained the priorities of the budget.

Trustee Tanner made the motion to amend the budget proposal. He recommended that the marketing budget be doubled to \$400,000 with \$200,000 being used by the Office of the UCAT President for statewide marketing efforts, and that \$200,000 be distributed to all campuses to help strengthen the campaign.

Motion: Brad Tanner, Second: Stephen Wade

Voting: Unanimous

Motion to approve the UCAT FY 2016 budget proposal as amended for presentation to the Governor's office and the Legislature.

Motion: Michael Jensen, Second: Dale Cox

Voting: Unanimous

### **II.L 2014 UCAT Annual Report**

Director Rushton presented the October 2014 UCAT Annual Report. Upon board approval, it will be provided in electronic format to the Governor and the Legislation Education Interim Committee in accordance with Utah statute, with preliminary completion data. A final report will be presented for approval and printing in January after placement and completion have been reported.

Motion to approve the October 2014 UCAT Annual Report.

Motion: Jim Evans, Second: Val Hale

Voting: Unanimous

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

#### **III.M UCAT Coordinated Audit**

Utah State Auditor John Dougall and Van Christensen updated the board on the progress of the UCAT coordinated audit and the cost breakdown for the State Auditor's fees, as outlined in the agenda.

#### **III.N Apprenticeship Presentation**

Trustee Tanner and Trustee Cox discussed the current state of apprenticeships and the importance of these trades. MATC Apprenticeship Director Lori Stewart gave a short overview of apprenticeship programs in the UCAT system and ways we can expand these programs. She also introduced a student from MATC's Plumbing Apprenticeship Program, Rob Snow. Mr. Snow gave a short presentation about the importance and benefits of working in the trades and how it has benefited his life. OWATC Apprenticeship Director Trina Hansen also spoke to the board regarding UCAT apprenticeship programs and online training that programs are implementing to stay flexible with the workforce. She also emphasized the importance of changing the perception of technical education.

#### **III.O UCAT Marketing Update**

Director Rushton informed the board of the progress the UCAT Marketing Committee has had with the Rethink Education campaign. He presented the first Rethink Education commercial to the board, and stated that banner ads and Pandora music station spotlights will also be used to target the student population. The board also viewed the KSL interview with President Brems and JD Machine President Matt Wardle. The board asked the individual campuses what creative ideas they had done at their campuses to help put the campaign message out there, and each gave a short description.

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

Vice President Brinkerhoff reviewed the status of FY 2015 budget for the Office of the UCAT President including appropriated revenues and expenditures by category. He also presented a progress report of UCAT's expenses from July – August 2014 to the Board.

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

Assistant Attorney General Doug Richards gave a brief summary on open meeting policies. He also reviewed when it is appropriate to go into a closed session, and issues that are recommended to be discussed in an open session to avoid controversy.

### ***IV. ACTION ITEM***

#### **IV.R UCAT President Evaluation**

Chair Bingham reported on the completion of an evaluation of UCAT President Robert Brems, and recommended that the Board review and discuss it in closed session.

Motion that the Utah College of Applied Technology Board of Trustees meet in closed session, as provided in Utah Statute 52-4-205, to discuss the character, professional competence, or physical or mental health of individuals.

Motion: Richard Tranter, Second: Steven Moore

Voting: Unanimous

A roll call vote was conducted:

Tom Bingham – yes

Michael Madsen – yes

Jim Evans – yes

Michael Jensen – absent for vote

Stephen Wade – yes

Steven Moore – yes

Don Roberts – absent for vote

Mark Dennis – yes

Richard Tranter – yes

Mike McCandless – yes

Jim Olsen – absent for vote

Dale Cox – yes

Brad Tanner – yes

Val Hale – absent for vote

It was confirmed that two-thirds of the voting members are present and have voted in favor of the motion.

Closed Session entered: 1:25pm

Open Session re-entered: 1:37pm

Board members discussed President Brems' evaluation with him with several citing his long-term dedication to career and technical education and particularly to UCAT and the campuses. President Brems expressed his gratitude to the Board for their support and dedication to UCAT and for their support and confidence in his work.

Motion to approve the finalization of President Brems' evaluation and to increase his annual salary to \$190,000 effective July 1, 2014.

Motion: Mike Madsen, Second: Jim Evans

Voting: Unanimous

#### **V. ADJOURN**

Motion to Adjourn: Richard Tranter, Second: Tom Bingham

Voting: Unanimous

Meeting adjourned at 1:42pm.