

The Utah College of Applied Technology (UCAT)  
Board of Trustees Meeting  
DATE: 12 January 2017  
TIME: 10:00 AM – 2:00 PM  
LOCATION: Davis Applied Technology College  
550 East 300 South  
Kaysville, UT 84037  
(Anchor location for electronic access)

## MINUTES

### (DRAFT – Pending Board Approval)

#### Board of Trustees Present

Jim Evans, Chair – MATC  
Steve Moore, Vice-Chair – OWATC  
Scott Theurer – BATC  
Jerry Taylor – SWATC (phone)  
Dave Ulery – TATC  
Mike Angus – UBATC  
W. Tim Miller – Salt Lake Community College  
Brian Florang – Snow College (phone)  
Jim Olsen – Governor's Appointee Business/Industry  
Jessalie Anderson – State Board of Regents

#### Board of Trustees Absent

Michael Jensen – DATC  
Stephen Wade – DXATC  
Brad Tanner – Non-Union Apprenticeship  
Dale Cox – Union Apprenticeship  
Val Hale – Governor's Office of Economic Development

#### UCAT Administration

Dave Woolstenhulme – Commissioner of Technical Education  
Jared Haines – Assoc. Commissioner  
Tyler Brinkerhoff – Assoc. Cmsr, Finance & Administrative Services  
Zachary Barrus – Assoc. Cmsr, Student Services & Institutional Data  
Joseph Demma – Asst. Cmsr, Public Relations  
Doug Richards – Legal Counsel  
Wendee Cole – DATC Assistant to the President

#### Others Present

Chad Campbell – BATC, President  
Mike Bouwhuis – DATC, President  
Kelle Stephens – DXATC, President  
Clay Christensen – MATC, President  
Collette Mercier – OWATC, President  
Brennan Wood – SWATC, President  
Scott Snelson – TATC, President  
Aaron Weight – UBATC, President  
Russell Galt – DATC Vice President of Administrative Services  
Will Pierce – DATC Vice President of Quality and Development  
Ginger Chinn – DATC Vice President of External Engagement and Economic Development  
Tyler Beyeler – DATC Student of the Year  
Marnae Hoxer – DATC Office Manager

## MINUTES OF MEETING

### UTAH COLLEGE OF APPLIED TECHNOLOGY

Board of Trustees

12 January 2017

(Draft – Pending Board Approval)

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

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

Meeting was called to order at 10:07 a.m.

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

##### **C. Approval of 14 September 2016 (regular) and 16 December 2016 (special) Board Meeting Minutes**

Motion to approve the Meeting Minutes from 14 September 2016 and 16 December 2016.

Motion: Steve Moore; Second: Scott Theurer

Voting: Unanimous

##### **D. Oath of Office for Trustees Dave Ulery and W. Tim Miller**

Having been appointed to the UCAT Board of Trustees, Dave Ulery and W. Tim Miller took the Oath of Office.

##### **E. Recognition of Departing Board member Barbara Corry**

Commissioner Woolstenhulme recognized Barbara Corry who could not attend the meeting for her time as a UCAT Trustee.

##### **F. Host College Highlights**

DATC President Bouwhuis welcomed the Board to the college and provided an overview of DATC's service region and background about the college. He also introduced the Board to the DATC Student of the Year, Tyler Beyeler.

##### **G. Office of the Commissioner of Technical Education Update**

*(Introduction Item "G" was moved to the beginning of Information Items to accommodate schedules – see minutes below under Information Items)*

##### **(Information Item "S" was moved to this point in the agenda to accommodate schedules):**

##### **S. Student of the Year Program & Upcoming Events**

Student of the Year Appreciation Dinner will be held on Tuesday, January 31, 6:30-9:00 pm, at the Joseph Smith Memorial Building. The dinner will feature Governor Gary R. Herbert as a special guest and will honor the 2016 Student of the Year from each of the eight colleges. The UCAT Student of the Year will serve as an ambassador for UCAT and technical education throughout the state and will be selected by the other candidates.

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

##### **H. FY 2016 Student Data**

Commissioner Barrus reviewed the FY 2016 Final Enrollment, Completion, and Cost Reports (year-end college data submissions and certifications). The Board had approved "Pre-Final" Year-end data in its September 2016 meeting, which was included in the statutory year-end report to the Governor and the Legislature. The follow-up data accounts for certificate-seeking students who were found to have qualified as Early-Hire Completers by virtue of being placed in related employment in the months after the fiscal year ended.

Motion to accept and approve the colleges' FY 2016 placement follow-up data submissions, as summarized in the Final Enrollment, Completion, and Cost Reports attached to the agenda, as final for all FY 2016 reporting purposes.

Motion: Jim Olsen, Second: Mike Angus

Voting: Unanimous

### **I. Revision of UCAT Certificate Attainment Goal**

A revised goal of increasing annual certificate attainment to at least 11,492 awards by 2020 for inclusion in Governor Herbert's Utah Education Plan was shared. The original goal was 9,500. Growth in certificate attainment has remained relatively steady for the past five years. This is a stretch goal of 9%.

Motion to approve the revised UCAT Certificate Attainment Goal.

Motion: Scott Theurer, Second: W. Tim Miller

Voting: Unanimous

### **J. Strategic Workforce Initiative (SWI) Proposals**

A second round of FY-2017 SWI proposals have been submitted. The purpose of this fund is to provide resources to establish educational pathway partnerships that serve regional industry workforce needs. The proposals include the following that involve partnerships with UCAT colleges:

- BATC, Box Elder/Cache/Logan City School Districts, USU: Outdoor Products
- DXATC, Washington County School District, DSU: Automotive Technician
- MATC, UVU, Mountainland Region CTEC (7 school districts): Mobile Development
- OWATC, Ogden School District: Northern Utah Aerospace Pathways
- TATC, USU, Tooele County School District: Information Technology Programming/Coding
- SWATC, SUU: STEM Pathways
- UBATC, USU-UB, Duchesne County School District, Uintah School District: Industrial Automation

The statute requires evidence of Board support for consideration of the proposals. UCAT Administration recommends the Board of Trustees support the Strategic Workforce Initiative proposals.

Motion to approve the Strategic Workforce Initiative Proposals.

Motion: Mike Angus, Second: Steve Moore

Voting: Unanimous

### **K. UCAT Board 2017 Meeting Calendar**

A proposed Board 2017 Meeting Calendar was shared that provides for Board meetings to be rotated between each of the colleges and to be held either quarterly or every other month except during the summer. It is recommended to move to the every other month in order to increase efficiency. On the every other month schedule the following meetings will be changed to reflect September 14, 2017 to Mountainland ATC and November 16, 2017 to Dixie ATC/UCAT Retreat.

Motion to approve the UCAT Board 2017 Meeting Calendar every-other-month scenario listed on the schedule attached to the agenda, with the MATC and DXATC dates modified as discussed.

Motion: Jim Olsen, Second: Scott Theurer

Voting: Unanimous

### **L. Executive Committee Revisions (UCAT Policy 101.10.1) and Appointment of Members**

As part of the change to the meeting schedule it is not necessary to utilize the Executive Committee to the extent it has been used in the past and therefore a smaller executive committee can be established. Board leadership recommends the Board of Trustees (1) approve the revisions to UCAT Policy 101 (Bylaws) and (2) confirm the appointment by Chair Evans of two members to the Executive Committee, as provided in the revised Bylaws. The executive committee would consist of the Board chair, vice-chair, chair of the Audit Committee, one member of Board representing an applied technology college, and one at-large member of the Board. Recommendation for the last two appointments are: Mike Jensen and Brad Tanner.

Motion to approve the Executive Committee Revisions (UCAT Policy 101.10.1) attached to the agenda, and the appointment of Mike Jensen and Brad Tanner to the Executive Committee.

Motion: Scott Theurer, Second: Mike Angus

Voting: Unanimous

**M. Policy 110 (Applied Technology College Presidents – Functions)**

Statute updated by 2016 Senate Bill 131 modified provisions relative to the functions, selection, compensation, and evaluation of Applied Technology College presidents. Two committees were established to develop policies to meet new statutory requirements and provide guidelines and governance for future action. Policy 110 outlines the functions of the Applied Technology College presidents and serves as a basis for the other college president policies. The policy includes the following function categories: Leadership, Relationship Building, Strategic Planning, Management, Budgetary, and Other Duties.

Motion to approve Policy 110 (Applied Technology College Presidents – Functions).

Motion: Scott Theurer, Second: W. Tim Miller

Voting: Unanimous

**N. Policy 111 (Applied Technology College Presidents – Selection)**

Policy 111 (Applied Technology College Presidents – Selection) provides for the search for and selection of applied technology college presidents by the UCAT Board of Trustees. Timeline is flexible to accommodate as the process/situation demands.

Motion to approve Policy 111 (Applied Technology College Presidents – Selection).

Motion: Steve Moore, Second: Scott Theurer

Voting: Unanimous

**O. Policy 112 (Applied Technology College Presidents – Review & Evaluation)**

Policy 112, (Applied Technology College Presidents – Review and Evaluation) establishes requirements and procedures for formal, comprehensive evaluation of the performance of college presidents and more frequent, less formal periodic reviews to help ensure the success of each college president in the discharge of his/her duties. It will replace the current Policy 104. A Proposed Review/Evaluation Teams and evaluation schedule (starting FY 17) for each campus was shared.

Board members recommended the following changes to the attached policy:

- 112.7 Performance Areas for Evaluation will be changed to reference the appropriate policy.
- 112.8 Guidelines for Evaluation – 8.11 will be changed to reflect the last Board meeting of the fiscal year.
- 112.4 Annual Reviews – 4.1 and 6.3 to say one additional member of the UCAT Board of Trustees as appointed by the chair instead of as appointed by the Board of Trustees.

Motion to approve Policy 112 (Applied Technology College Presidents – Review and Evaluation) with noted changes.

Motion: Jim, Evans, Second: Scott Theurer

Voting: Unanimous

**P. Potential UCAT Office Relocation**

There are several advantages to moving the office to downtown Salt Lake City. The most important is efficiency and developing the partnership relationships. Cost analysis information was shared. It was recommended that the Board of Trustees authorize the UCAT Commissioner and staff to seek a Downtown Salt Lake City location, and the MATC to occupy the current UCAT building once vacated.

Motion to authorize the process for UCAT Office Relocation.

Motion: W. Tim Miller, Second: Dave Ulery

Voting: Unanimous

***IV. CLOSED SESSION (Moved to this point in the agenda to accommodate schedules)***

Motion to go into closed session, as provided in Utah Statute 52-4-205, to discuss the character, professional competence, or physical or mental health of individuals.

Motion: Steve Moore, Second: Mike Angus

A roll-call vote was conducted:

Jim Evans – yes  
Steve Moore – yes  
Scott Theurer – yes  
Mike Angus – yes  
Dave Ulery – yes  
W. Tim Miller - yes  
Jim Olsen – yes  
Jerry Taylor – yes  
Brain Florang – yes

Voting: Unanimous

The Board entered closed session at 11:55 a.m.

The Board reconvened in open session at 12:30 p.m.

### **III. INFORMATION ITEMS**

**(Introduction Item “G” was moved to this point in the agenda to accommodate schedules):**

#### **G. Office of the Commissioner of Technical Education Update**

Commissioner Woolstenhulme provided an update. Effort and activities include building relationships with legislators, strengthening relations with USHE, meeting multiple times with state agencies, two day retreat with presidents and vice presidents, strengthening relationship with State Building Board, reorganization of UCAT office, continuing to work with UETN on management of Northstar system, policy and practice alignment, meeting with all eight College Boards of Directors, reviewing internal policies of UCAT office, re-organizing UCAT-wide committees, participating with several colleges who have hosted luncheon/breakfasts with their local legislators to discuss legislative requests, updating HR files and developing formal evaluation process for UCAT office.

#### **Q. Expiring Terms of Office for Board Members**

The terms of office for four of the positions representing applied technology colleges (BATC, DATC, OWATC, and TATC) expire on June 30, 2017. The terms for other voting positions will also expire on June 30, 2017. A fifth position which expired in 2015 has also been unfilled. While the Governor is not required to consider nominations for the non-ATC positions, the Governor’s Office has indicated that recommendations may be helpful. Board members are invited to submit recommendations for individuals representing any of the “Industry Representatives” positions to Commissioner Woolstenhulme by March 1, 2017. Recommendations should include the name, position, industry sector, contact information, brief biographical background information, and rationale for the recommendation.

#### **R. 2016 College COE Reports**

Council on Occupational Education (COE) Program Completion, Placement, and Licensure rates reported by each college for its FY 2016 accredited programs were reviewed. Of the 282 total programs reported, 271 (96%) met or exceeded all required standards. This information needs to be provided annually.

#### **S. Student of the Year Program & Upcoming Events**

*(Information Item “S” was moved to the end of the Introduction Items earlier in the agenda to accommodate schedules – see minutes above.)*

#### **T. Office of the UCAT Commissioner Budget Report**

Commissioner’s budget report was shared with the Board of Trustees. The report details appropriated revenues and expenditures by category for the current fiscal year through December 31, 2016.

**U. 2017 Legislative Planning Discussion**

Commissioner Woolstenhulme briefed the Board on issues and expectations for UCAT during the legislative session, based on preliminary discussions with leadership of the Higher Education Appropriations Subcommittee and other legislators in preparation for the session.

***V. ADJOURN***

Motion to Adjourn: Jim Olsen  
Voting: Unanimous

Meeting adjourned at 1:53 pm

DRAFT