

The Utah College of Applied Technology (UCAT)  
Board of Trustees Meeting  
DATE: 23 March 2017  
TIME: 10:00 AM – 2:00 PM  
LOCATION: Bridgerland Applied Technology College  
1301 North 600 West,  
Logan, Utah 84321  
(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  
Michael Jensen – DATC  
Stephen Wade – DXATC  
Dave Ulery – TATC  
Mike Angus – UBATC  
Jim Olsen – Governor's Appointee Business/Industry  
Dale Cox – Union Apprenticeship  
Brad Tanner – Non-Union Apprenticeship  
Jessellie Anderson – State Board of Regents

#### Board of Trustees Absent

(vacant) – SWATC  
W. Tim Miller – Salt Lake Community College  
Brian Florang – Snow College  
Val Hale – Governor's Office of Economic Development  
Michelle Boulter – State Board of Education

#### UCAT Administration

Dave Woolstenhulme – Commissioner of Technical Education  
Jared Haines – Assoc. Commissioner  
Tyler Brinkerhoff – Asst. Cmsr Planning, Finance & Facilities  
Zachary Barrus – Asst. Cmsr, Institutional Research & Analysis  
Joseph Demma – Asst. Cmsr, Public Affairs  
Emily Hobbs – BATC Assistant to the President, Board Secretary

#### 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  
Wendy Carter – BATC, Vice President for Instruction  
John Davidson – BATC, Vice President for Instruction  
Troy Christensen – BATC, Vice President for Brigham City  
Jim White – BATC, Vice President for Student Services  
Jennifer Tenhoeve – BATC, Assistant to the Vice President  
Ben Olsen – BATC Student of the Year  
Bennett Olsen – SWATC/UCAT Student of the Year  
Lindsey Smith – DXATC/UCAT Student of the Year  
Kim Ziebarth – DATC Vice President for Instruction  
Jill Curry – Legislative Fiscal Analyst  
Spencer Pratt – Legislative Fiscal Analyst  
Tom Lee – Utah State University  
Ned Carnahan – Chair, Utah State Building Board  
Fred Hunsaker – Board Member, Utah State Building Board  
Jeff Reddoor - Director, Utah State Building Board

Jeff Reddoor – Utah State Building Board

## MINUTES OF MEETING

### UTAH COLLEGE OF APPLIED TECHNOLOGY

Board of Trustees

23 March 2017

(Draft – Pending Board Approval)

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

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

Meeting was called to order at 10:05 a.m.

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

##### **C. Approval of 12 January 2017 (regular) and 3 February 2017 (special) Board Meeting Minutes**

Motion to approve the Meeting Minutes from 12 January 2017.

Motion: Scott Theurer; Second: Steve Moore

Voting: Unanimous

Motion to approve the Meeting Minutes from 3 February 2017.

Motion: Brad Tanner; Second: Dale Cox

Voting: Unanimous

##### **D. Introduction of New Executive Assistant/Board Secretary Sherry Harward**

Sherry Harward has been hired as the new Executive Assistant to Commissioner Woolstenhulme and Secretary to the Board of Trustees. Ms. Harward has extensive experience in assisting educational leadership at Utah Valley University, and has been involved in education in Utah for 24 years (résumé provided). UCAT administration is excited to welcome such a highly recommended individual. Ms. Harward will begin employment on April 1, 2017.

##### **E. Recognition of Departing Board Member Jerry Taylor**

Commissioner Woolstenhulme informed the Board that due to other duties and responsibilities, Jerry Taylor has sent a letter of resignation and will no longer be serving on the Board. Trustee Taylor's service on the Board was acknowledged and he will be missed. Trustee Taylor will be formerly recognized at the May meeting.

##### **F. Introduction of 2017 UCAT Students of the Year**

On Monday, January 30, 2017, Chair Evans, Vice-Chair Moore, and Commissioner Woolstenhulme hosted the eight 2016 Student of the Year (SOTY) nominees for dinner and an informational workshop. Activities continued on Tuesday, January 31<sup>st</sup> with the SOTYs participating in legislative committee discussion of UCAT, a tour of the Capitol, and lunch with the Commissioner and the eight college presidents. That evening, Governor Gary R. Herbert, Chairman Evans, and Commissioner Woolstenhulme hosted the 2016 Student of the Year Appreciation Dinner at the Joseph Smith Memorial Building.

Asst. Commissioner Demma introduced and congratulated Lindsey Smith (DXATC) and Bennett Olsen (SWATC) as the 2017 UCAT Students of the Year and presented them with a plaque. Both winners provided an overview of their experiences and accomplishments. The Board engaged in a question and answer session.

Each president provided a quick overview of their respective Student of the Year winners. Ben Olsen, winner for BATC, was present. The Student of the Year videos for both Lindsey Smith and Bennett Olsen were shown.

##### **G. Host College Highlights (BATC)**

BATC President Campbell welcomed the Board and introductions were completed. President Campbell provided an overview of BATC's service region, background about the college, and achievements. The Career Days event will be held at BATC May 3-4, 2017; everyone was invited to attend.

## **II. ACTION ITEMS**

### **H. Policy 113 (Applied Technology College Presidents – Compensation)**

A committee appointed by the Board in its September 2016 meeting completed work on developing a policy for Board consideration that addresses compensation of applied technology college presidents under the new statutory provisions of 2016 Senate Bill 131. Policy 113, “Applied Technology College Presidents - Compensation”, establishes the process by which the Board will set compensation for college presidents. Asst. Commissioner Brinkerhoff thanked those who contributed time and effort to this policy and reviewed each section. The Board engaged in a question and answer session regarding the process of identifying market range salaries. The policy does not specify methods and/or outside firms, but UCAT administration will research different options to find the best system and bring it back to the Board.

Commissioner Woolstenhulme clarified that the vehicle allowance will be the same for each of the presidents and those driving more than average will be compensated appropriately via mileage reimbursement.

Motion to approve Policy 113 (Applied Technology College Presidents – Compensation) for immediate implementation.

Motion: Dale Cox, Second: Stephen Wade

Unanimous

Chair Evans recommended a compensation committee composed of Trustee Mike Jensen, Chair Jim Evans, and Commissioner Dave Woolstenhulme.

Motion to approve compensation committee as selected.

Motion: Scott Theurer, Second: Steve Moore

Unanimous

### **I. Policy 210 (Cross-College Title IX Investigation and Adjudication)**

For some UCAT colleges, the duty to investigate allegations of sexual discrimination/harassment and remediate its effects is difficult due to insufficient training, a small student/staff population (i.e., objectivity is difficult when all college staff know all students), etc. The Student Service Officers of each college have suggested that UCAT adopt a system whereby staff from one college may perform Title IX investigations/adjudications at another college upon request. UCAT administration has crafted Policy 210, “Cross-college Title IX Investigation/Adjudication,” in response. Asst. Commissioner Barrus explained the Policy 210 provisions and noted that the Student Services committee and Presidents’ Cabinet have expressed support of this policy.

Motion to approve Policy 210 (Cross-College Title IX Investigation and Adjudication) for immediate implementation.

Motion: Mike Jensen, Second: James Olsen

Unanimous

### **J. Policy 304 (Capital Facilities Construction)**

Policy 304, “Capital Facilities Requests and Development”, sets forth the guidelines by which capital development projects within UCAT are prioritized and submitted to the State Building Board and Legislature for consideration. The policy also describes the responsibilities of the Office of the Commissioner pertaining to capital facilities requests and the construction of funded projects. The purpose of Policy 304 is to ensure that current and future capital development projects originate and proceed with collaboration, transparency, integrity, and operational clarity. Asst. Commissioner Brinkerhoff provided an overview of the policy and said UCAT administration is interested in reaching out as support.

Motion to approve Policy 304 (Capital Facilities Construction) for immediate implementation.

Motion: Mike Angus, Second: Scott Theurer

Unanimous

### **K. Commissioner’s Office Finance Policies**

As part of the process of reviewing and updating policies/procedures at the Office of the Commissioner, staff has revised Policies 550, 555, 560, and 565, and drafted Policy 570, “Contract and Agreement Signing”, to provide a greater level of guidance to staff members regarding accounting, budgeting, purchasing, travel, and contract signing within the office.

Asst. Commissioner Brinkerhoff reviewed the policies and the Board engaged in a question and answer session. The following changes were requested:

- Policy 570: Change date from March 23, 2016, to March 23, 2017.
- Policy 560 (4.7): Change “require two price quotes” to “require three price quotes.”

Commissioner Woolstenhulme thanked President Bouwhuis and VP Galt for taking the time to help with these policies.

Motion to approve Policies 550, 555, 560, 565, and 570 with changes outlined above, for immediate implementation.

Motion: Scott Theurer, Second: Steve Moore

Unanimous

#### **L. UCAT/Utah System of Technical Colleges Strategic Plan Update**

The Governor’s Commission has continued work on the Education Plan, and the UCAT Commissioner, in consultation with the Presidents’ Cabinet, has further updated the Strategic Plan draft. The naming conventions for the System and colleges which will become effective July 1<sup>st</sup> under Senate Bill 238 have also been incorporated into the draft. The attached plan has been forwarded to the staff of the Governor’s Commission, which is in the process of finalizing the Education Plan. The updated Strategic Plan was provided for review and discussion.

Motion to approve UCAT/Utah System of Technical Colleges Strategic Plan Update.

Motion: Dale Cox, Second: Mike Angus

Unanimous

#### **M. OWATC Proposed Easement and Land Sale to Ogden City**

Ogden City wants to purchase a small piece of land and create an easement along the north perimeter of the OWATC main campus as part of a road improvement project. Improvements include the installation of a curb and gutter, a deceleration lane, and a traffic signal at Monroe Blvd and North Street.

President Mercier said the college believes these improvements will help with traffic flow and safety around the college. The proposed action was approved by the OWATC Board of Directors in its February 23, 2017, meeting. The project has also been reviewed and approved by the Utah Division of Facilities Construction and Management.

Motion to approve OWATC Proposed Easement and Land Sale to Ogden City.

Motion: Steve Moore, Second: Stephen Wade

Unanimous

#### **N. DXATC-Washington County Lease-Purchase Agreement Authorization**

UCAT Administration recommends the Board of Trustees approve a lease-purchase agreement in which participation interests may be created, to provide up to \$9,505,300 together with additional amounts necessary to pay costs of issuance, pay capitalized interest, and fund any existing debt service reserve requirements, for the planning, design, and construction of the Industrial Building for the Dixie Applied Technology College permanent main campus building with up to 64,000 square feet. Commissioner Woolstenhulme further explained that the building itself will be collateral until the final lease payment, at which point, the building will be turned over to DXATC.

Motion to approve DXATC-Washington County Lease-Purchase Agreement Authorization

Motion: Mike Jensen, Second: Scott Theurer

Unanimous

### **III. Information Items**

#### **O. Building Board Coordination**

Chair Ned Carnahan, Fred Hunsaker, and Jeff Reddoor from the Utah State Building Board joined the meeting to provide suggestions and feedback regarding the capital development request process, to assist UCAT administrative staff and the Board in aligning its prioritization and ranking process more closely with Building Board expectations.

Asst. Commissioner Brinkerhoff explained the UCAT request and ranking process for capital development. He provided a copy of the scoring sheet and guidelines as well as the rankings for last year with accompanying scores.

The following is a summary of suggestions and feedback provided by the Utah State Building Board members:  
They would like...

- to see the prioritization and ranking process in greater detail.
- the presentations to be non-convoluted.
- to see effectiveness: graduation, enrollment, placement, etc. It isn't apples to apples, but they would like to understand the difference.
- to see utilization – justification for program usage.
- funding to be clear.
- to see the UCAT system fluid – grow with needs and reduce if the need isn't there.
- to see cost effectiveness – make sure programs are of appropriate size and space.
- accurate data.
- consistency internally and externally – they need to be measured against others. Are you using the same criteria?
- to determine relative need.
- to see good cost estimating. The programming aspect is important. "Our state doesn't pay for the future."
- to see justification for UCAT priority #1. It may not stay #1.
- only first, highest priorities (no second). Need not want. Try to fit small projects within capital improvement to not compete with large projects.

Jeff Reddoor explained that the communication lines have been opened and it has been effective. One of the challenges they face is small buildings. Funding was increased for capital improvement to help with large projects and to keep current buildings maintained. The needs statement has been updated to clearly communicate what they are looking for.

#### **P. Alignment of Outcomes Reporting**

In its September 14, 2016, meeting, the Board of Trustees directed UCAT administration to continue working to align UCAT policies 205 and 206 with the policies and definitions of the Council on Occupational Education, the colleges' accrediting body. This work is to be completed by June 30, 2017.

Vice Presidents Wendy Carter (BATC) and Kim Ziebarth (DATC) were asked by the Instructional Officers Committee to summarize decisions made, through recommendations for policy revisions and future legislative reporting. They presented an outline of general recommendations, proposed state reporting, and the five training categories: COE Accredited Training, Secondary Training, Continuing Occupational Education, Other Training, and Self-Support/Community Interest.

In the coming weeks, Commissioner Woolstenhulme intends to present the recommendations (provided) to legislative and other stakeholders, soliciting feedback in how to improve the clarity of UCAT reporting. Work to incorporate the Instructional Officers' recommendations into UCAT policy has already begun. Revisions to applicable policies will be presented to the Board of Trustees for approval at the May 18, 2017, meeting.

### **Q. Audit Committee Report**

This item was postponed.

### **R. ElevateHER Challenge**

The ElevateHER Challenge will be held May 9, 2017. The eight college presidents and Commissioner Woolstenhulme will be accepting the challenge. By accepting, organizations pledge to elevate the stature of women's leadership. Board members were invited to join.

### **S. OWATC Presidential Search Committee and Process**

President Mercier's impending departure necessitates the search for and selection of a new president of the college. Trustee Moore explained the process established in Policy 111. The position is now open and final interviews including the Board of Trustees and OWATC Board of Directors will be conducted June 15, 2017. The President Search Committee list and proposed timeline were provided. Chair Evans thanked President Mercier for her dedication and many years of service.

### **T. Nominations/Recommendations for UCAT Board Members 2017-2021**

Assoc. Commissioner Haines explained that the Boards of Directors for BATC, DATC, OWATC, and TATC have each submitted two nominations to Governor Herbert to fill the new four-year terms of office which begin July 1, 2017, for their representatives on the Board of Trustees. The SWATC Board of Directors is also in the process of submitting nominations to complete the current term of office for their recently-resigned Trustee, which will expire in 2019. The Board of Trustees Appointments & Terms was provided for review.

### **U. Appointment of Nominating Committee for 2017-2019 Board Officers**

Under UCAT Bylaws (Policy 101.9), the terms of office for the current Board officers expire June 30, 2017. The process for electing Board officers calls for the Board Chair to appoint a nominating committee. The committee is to contact each current voting Board member, determine those who are interested in having their name considered, and nominate at least one candidate for each of the positions of Chair and Vice-Chair, to be considered by the full Board in open meeting along with any other nominations by Trustees.

Accordingly, Chair Evans appointed Mike Angus (as chair), Brad Tanner, and Scott Theurer to serve as the nominating committee. Each Trustee accepted this assignment. This committee will contact all voting members and prepare nominations for the May 18, 2017, Board meeting, during which the Board will consider action to elect Board officers for the two-year, 2017-2019 term.

### **V. 2017 Legislative Session Review**

Commissioner Woolstenhulme provided a legislative session review. Going into the session, the top three priorities were (1) Relationships & Communication, (2) Credibility, and (3) Funding. He and Asst. Commissioner Demma talked about pre-session outreach with education, industry, media/professional networks, and government. These relationships should continue to be developed all year long. Additionally, Commissioner Woolstenhulme talked about the 2017 Legislative Outcomes with the FY 2018 UCAT Appropriations spreadsheet provided for review.

Senate Bill 117, "Higher Education Performance Funding," establishes a restricted fund and requires the Board to develop a performance model with metrics. A summary of the bill was provided. Commissioner Woolstenhulme will be working with Senator Millner and Governor Herbert on what the measures will look like.

Asst. Commissioner Barrus talked about the Utah Data Research Center established in Senate Bill 194, explaining how student data is provided to them and matched over time with DWS. This data is critical for decision making processes.

Entities throughout the state spend a lot of time convening various groups relating to career and technical education, workforce development, and economic development, and developing initiatives. An executive group has been charged with pulling the resources together under Talent Ready Utah. It will be easier to collaborate and understand the different efforts and funding options.

Chair Evans thanked the UCAT administration and presidents for their hard work during the legislative session.

**W. Impact of Senate Bill 238 (Higher Education Governance Revisions)**

Senate Bill 238 renames the Utah College of Applied Technology to the Utah System of Technical Colleges; changes the name of each member college of the Utah System of Technical Colleges from “Applied Technology College” to “Technical College”; removes the nonvoting members from the State Board of Regents; requires coordination between state entities involved in education; amends a list of institutions of higher education that are bodies corporate to remove the Utah College of Applied Technology, and to add each technical college; removes the nonvoting members from the Utah System of Technical College Board of Trustees; and prohibits an individual from serving simultaneously on the Utah System of Technical Colleges Board of Trustees and a technical college board of directors.

Doug Richards will talk to the Board in May about body corporate and the responsibilities associated with it.

**X. Statewide CTE Initiatives and FY2019 UCAT Budget Request Process**

Commissioner Woolstenhulme has had discussions with legislators, partners in education and government, and other stakeholders during and prior to the 2017 legislative session regarding development of statewide and regional career and technical education initiatives. The initiatives would be used as a model for approaching funding needs for targeted industry workforce priorities. Initiatives will be developed for the FY-2019 budget request over the next few months.

Commissioner Woolstenhulme noted that the budget request has been too high. He would like to see it reduced to what the absolute needs are and exactly what UCAT would expect to receive.

**Y. Programs Approved: TATC, SWATC**

Information provided for review.

**Z. Office of the UCAT Commissioner Budget Report**

Information provided for review.

**IV. Closed Session**

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:

Mike Angus – yes  
Jim Evans – yes  
Michael Jensen – (absent for the vote)  
Steve Moore – yes  
Scott Theurer – yes  
Dave Ulery – yes  
Stephen Wade – yes  
Dale Cox – yes  
Jim Olsen – yes  
Brad Tanner – yes  
Voting: Unanimous

The Board entered closed session at 2:05 p.m.

The Board reconvened in open session at 3:53 p.m.

**V. ADJOURN**

Motion to Adjourn: Jim Olsen  
Voting: Unanimous

Meeting adjourned at 3:53 p.m.

DRAFT