

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

DATE: 11 August 2016

TIME: 7:30 AM – 8:00 AM

LOCATION: Utah College of Applied Technology  
2801 Ashton Boulevard  
Lehi, UT 84043

(Anchor location for electronic access)

**MINUTES**

Executive Committee Present

Jim Evans, Chair – MATC  
Steve Moore, Vice-Chair – OWATC\*  
Mike Jensen – DATC\*  
Stephen Wade – DXATC\*  
Jerry Taylor – SWATC\*  
Mike Angus – UBATC\*

Executive Committee Absent

Jim Olsen – Governor’s Business/Industry Appointee

UCAT Administration

Jared Haines – Acting Commissioner  
Tyler Brinkerhoff – Assoc. Commissioner/Finance  
Kristin Smith – Executive Assistant

\*participated via conference call

**Call to Order**

Meeting was called to order at 7:35 a.m.

**Action Items**

1. FY 2017 Presidents Compensation:

- A. Recommendation to UCAT Board of Trustees for modified College President salary ranges, effective FY 2017.

Acting Commissioner Haines presented the new salary data from Payscale, Inc. to the Executive Committee and explained the reasoning behind the titles chosen in the search.

Motion to recommend to the UCAT Board of Trustees that the salary ranges approved for College Presidents in September 2015 be replaced with the salary ranges identified in the spreadsheet provided in the meeting, based on data provided by Payscale, Inc for comparable “College President/Chief Administrative Officer” positions in the statewide Utah market, and that the ranges be considered effective July 1, 2016, for Fiscal Year 2017 and all future compensation years until replaced by the Board.

Motion: Mike Jensen, Second: Jerry Taylor

Voting: Unanimous

- B. Recommendation to Board of Trustees for adjustments to below-minimum College President salaries.

Acting Commissioner Haines gave further information regarding college presidents whose current FY-2017 salaries fall below the Base Minimum Salary in the recommended new salary ranges. Trustee Jensen asked for the years of service for the college presidents that were in this category and Acting Commissioner Haines provided that information. The trustees suggested moving to the next item with the possibility of combining Items B and C into one motion.

- C. Recommendation to each Applied Technology College Board of Directors to provide recommendation whether to maintain their College President's current FY 2017 2% salary increase or to consider additional adjustment.

Acting Commissioner Haines reviewed with the Executive Committee their decision in the 26 July 2016 meeting to have the local boards consider their presidents' compensation with the new Payscale information, and suggested parameters and guidelines to do that.

Motion to recommend to the local college boards of directors that they each provide to the Executive Committee a recommendation as to whether their College President's FY 2017 salary should be maintained at the 2% increase level approved by the Board of Trustees in June 2016, or considered for an additional specified adjustment. If recommending an additional adjustment, the local board shall consider the UCAT Board of Trustees' responsibility to assure appropriate expenditure of state tax funds and consistent, controlled, and appropriate compensation for all of the College Presidents, and shall provide justification to support the UCAT Board's consideration of the recommended increase during the current fiscal year rather than in the next fiscal year after the Board has developed an annual compensation and performance evaluation policy. Any recommended increases should be at an appropriate level, not to exceed 10% above the current FY 2017 Range Penetration, as shown on the attached spreadsheet. For presidents whose current salaries are below the Base Minimum Salary for the new recommended range, the local board should consider recommending that they be brought to a minimum penetration of 3%, and the 10% increase limit would be applied to the 3% minimum. Recommendations are to be submitted to the Executive Committee by September 7, 2016, or by arrangement with the Chair if a local board's meeting is after that date. The Executive Committee will consider the local board recommendations in a meeting on 12 September 2016 at 7:30 a.m., and will provide a recommendation to the UCAT Board of Trustees on September 14, 2016, that considers system-wide consistency and appropriateness. Any FY 2017 adjustments that are approved by the Board will be recommended to be retroactive to July 1, 2016.

Motion: Mike Jensen, Second: Steve Moore

Voting: Unanimous

### **Adjourn**

Motion to Adjourn: Jim Evans, Second: Stephen Wade

Voting: Unanimous

Meeting Adjourned at 8:15am