



BOARD OF DIRECTORS MEETING MINUTES
Wednesday, January 11, 2017
TATC – Board Room
88 South Tooele Blvd., Tooele, Utah

Board Members Present: Doug Allred, Charles Hansen, Dave Haskell, Joyce Hogan, Paul Ogilvie, Aaron Peterson, Matt Potter, Marvin Shafer, Kathy Taylor, Dave Ulery

Excused: Thomas Bingham, Jennifer Van Cott

Guests: David Woolstenhulme, UCAT Commissioner of Technical Education; Joseph Demma, UCAT Assistant Commissioner for Public Affairs; and Gail McGraw, TATC 2017 Student of the Year

Staff Present: Lori Cartwright, Ellen Lange-Christenson, Linda Skinner, Scott Snelson, Kent Thygersen

Welcome & Introductions

Joyce Hogan welcomed Board members, guests and Tooele Applied Technology College (TATC) staff. Ms. Hogan introduced Dave Woolstenhulme, Utah College of Applied Technology (UCAT) Commissioner of Technical Education. Commissioner Woolstenhulme expressed appreciation to the Board and TATC for exceptional efforts to meet workforce needs of the community.

TATC 2017 Student of the Year

Scott Snelson introduced Gail McGraw as TATC's 2017 Student of the Year. President Snelson indicated that Ms. McGraw will compete for the UCAT Student of the Year on January 31 and that she has recently presented/promoted TATC at the Tooele Kiwanis and Rotary Clubs, Chamber of Commerce, Grantsville City Council, Tooele City Council, and Tooele County Commission meetings.

Ms. McGraw introduced herself as a former Colonel in the U.S. Army, with 32 years of military experience, and two Master's degrees. She indicated that she is a life-long learner and wanted to pursue another Master's degree or doctorate degree, but decided to look at other options and found TATC on the web. She is a student in the Information Technology program and looks forward to working in the industry upon completion of her program. Ms. McGraw expressed appreciation to TATC, faculty, and staff for their caring nature and providing valuable training in a flexible and affordable manner.

UCAT Vision

David Woolstenhulme provided a brief history of his background and commitment to UCAT. Commissioner Woolstenhulme described the governance structure for UCAT and TATC and indicated that the role of UCAT Administration is to support each UCAT college. He continued by stating that his vision for UCAT is to immediately build partnerships and trust with key legislators, stakeholders, agencies, public education, and higher education. The Commissioner indicated that "stackable credentials" are critical to all levels of education to meet local workforce demands and economic development opportunities. President Snelson thanked the Commissioner for his vision and continued support of TATC.

College Report

Scott Snelson reported that the Tooele K-16 Alliance met on November 11, 2016 and January 9, 2017 and that the Alliance is progressing nicely. He indicated that the Alliance has determined priorities for FY 2016-2017, which include pathways, program development, and concurrent enrollment.

President Snelson stated that Kathie Riddle, Placement Specialist and Don Bryant, Industrial Maintenance instructor have retired and expressed sincere appreciation for their years of service to TATC and community. Dave Ulery expressed appreciation to Mr. Bryant for building a strong Industrial Maintenance program that supports regional workforce needs.

Committee Reports:

Finance & Audit

Dave Ulery reviewed the 2016-2017 Second Quarter Financial Report. Kathy Taylor moved to receive the 2016-2017 Second Quarter Financial Report, seconded by Paul Ogilvie. Motion passed unanimously.

Mr. Ulery reviewed the revised 2017-2018 UCAT Budget Request and indicated that the UCAT Board of Trustees approved the revised budget request on December 16, 2016. He indicated that the revisions include moving the UCAT Public Relations and equipment requests from UCAT to line items for each UCAT college.

Instruction & Student Services

Dave Haskell reviewed the 2016-2017 Employer Advisory Committees' (EAC) Reports and indicated that the reports were presented to Executive Staff and Board Instruction / Student Services Committee on November 16, 2016. Joyce Hogan expressed appreciation to Dave Haskell, Matt Potter and Doug Allred for attending the presentation of EAC reports. Mr. Haskell explained that the EAC Reports are critical to the institution's program planning and budget process. Ms. Hogan thanked Linda Skinner, instructional staff and EAC committee members for their efforts in creating the reports. Matt Potter moved to receive the 2016-2017 Employer Advisory Committees' Reports, seconded by Doug Allred. Motion passed unanimously.

Mr. Haskell reviewed the 2015-2016 Council on Occupational Education Annual Report. He reported that TATC reported an institutional Completion Rate of 83%, Placement Rate of 97%, and Licensure Exam Pass Rate of 100%. Joyce Hogan expressed appreciation to faculty and staff for their efforts to achieve excellent benchmarks. She also thanked Ellen Lange-Christenson for creating the annual report. Aaron Peterson moved to receive the 2015-2016 Council on Occupational Education Report, seconded by Marvin Shafer. Motion passed unanimously.

Dave Haskell reviewed the 2015-2016 TATC Enrollment, Completion, & Cost Report (Final) and indicated that the report has been updated with current placement data. Mr. Haskell then reviewed the data certification letter, dated January 6, 2016. Doug Allred moved to approve the 2015-2016 TATC Enrollment, Completion, & Cost Report (Final) and data certification letter, seconded by Marvin Shafer. Motion passed unanimously.

Mr. Haskell reviewed amendments for the Admissions and Registration Policy, specifically, sections that address admission exceptions. Matt Potter moved to approve the Admissions and Registration Policy Amendments, seconded by Aaron Peterson. Motion passed unanimously.

Dave Haskell reviewed the 2016-2017 Second Quarter Membership Hour, Enrollment & Certificate Report. He noted an 18.84% increase in Membership Hours and 28.95% Enrollment increase. Doug Allred moved to receive the 2016-2017 Second Quarter Membership Hour, Enrollment & Certificate Report, seconded by Aaron Peterson. Motion passed unanimously.

Mr. Haskell provided an update on Financial Aid and indicated that Ms. Lange-Christenson and student services staff continues to work very hard to successfully implement the program.

Planning & External Relations

Joyce Hogan reviewed the 2017-2022 TATC Facilities Master Plan. Chair Hogan indicated that the two Capital Development (Non-State Funded) projects include the Cosmetology and Barbering Expansion and Tooele Business Resource Center. Additionally, she indicated that Capital Improvement projects include a roof over the maintenance storage yard. Future projects for consideration include additional space for industrial maintenance, diesel, and motorsports programs and a driving range for the CDL program. Charles Hansen moved to approve the 2017-2022 TATC Facilities Master Plan, seconded by Doug Allred. Motion passed unanimously.

Chair Hogan reviewed updated UCAT policy for the functions, selection and evaluation of a college president. She indicated that the updated policy includes edits as suggested by the TATC Board. Ms. Hogan invited the Board to provide additional input for UCAT Trustee consideration.

Chair Hogan indicated that all state agencies are required to establish Performance Measures. She reviewed the UCAT Performance Measures and indicated that the five measures were developed in cooperation with the Legislative Fiscal Analyst. UCAT Performance Measures include the number of 1. Membership hours of technical education provided. 2. Certificates awarded to students for completion of accredited programs. 3. Certificate-seeking adult students placed in related employment, continued education, or military service. 4. Continuing occupational education students enrolled. 5. High school student enrolled. Ms. Hogan reviewed recommended TATC Targets for each Performance Measure. Charles Hansen moved to approve the 2017-2022 TATC Performance Measures – Targets, seconded by Dave Ulery. Motion passed unanimously.

Chair Hogan stated that the General Session of the 2017 Utah Legislature would begin on January 23. She indicated that FY 2018 budget projections are not promising. Ms. Hogan indicated that Senator Millner is drafting a bill to clean up UCAT Governance issues that were not addressed during the 2017 General Session, bill details are not yet available.

Action Items:

November 2, 2016 Board Meeting Minutes

Dave Ulery moved to approve the November 2, 2016, Board Meeting minutes as presented, seconded by Dave Haskell. Motion passed unanimously.

2015-2016 TATC Placement Data Certification

Doug Allred moved to approve the 2015-2016 TATC Enrollment, Completion, & Cost Report (Final) and data certification letter, seconded by Marvin Shafer. Motion passed unanimously.

Admissions and Registration Policy Amendments

Matt Potter moved to approve the Admissions and Registration Policy Amendments, seconded by Aaron Peterson. Motion passed unanimously.

Facilities Master Plan

Charles Hansen moved to approve the 2017-2022 TATC Facilities Master Plan, seconded by Doug Allred. Motion passed unanimously.

Performance Measures & FY 2018 Targets

Charles Hansen moved to approve the 2017-2022 TATC Performance Measures – Targets, seconded by Dave Ulery. Motion passed unanimously.

Information Items:

Chair Hogan indicated that the Accreditation Commission for Education in Nursing (ACEN) site visit for the Practical Nursing program will be conducted February 28 to March 2, 2017. Ms. Hogan expressed appreciation to Linda Skinner and nursing faculty / staff for establishing the nursing program and preparations for the site visit.

Other Business:

Public Comment

Meeting adjourned at 1:55 p.m.