

MATC Regional Board Meeting
Wednesday, February 18, 2009, 4:00 PM
MATC, Orem Campus, Room 115

Board Members Present:

Charles Castleton, Chairman
Wayne Anderson
Randall Boothe
Craig Carlile
Jim Evans
Brent Gordon
Jen Kelson
Russ Fotheringham
Mark Marsh
Arthur Newell
Tim Osborn

Clay Christensen, President
Barbara Mendenhall, Assistant

Board Members Excused:

Mary Ann Christiansen
Carolyn Merrill
Gail McGuill
Phil Marchant
Joel Wright

Staff:

Fred Keetch, Vice President, Certificates and Degrees Programs
Kirt Michaelis, Vice President, CFO/Finance
Ken Pierce, Vice President, Student Services
Mark Walker, Vice President, Operations
Lavette Brooks, Manager, Financial Operations
Renee Knapp, Director, Human Resource
Holly Peterson, Program Manager
LaRae Thorpe, Instructor, Emergency Medical Technician

Guests:

Jared Ferguson, CTE Director, Provo School District

WELCOME

Chair Castleton welcomed Jared Ferguson, he is the CTE Director from Provo School District. He also welcome Jen Kelson, she is a new member of the Board of Directors.

President Christensen regretfully informed the group that Carl Brantley, an MATC automotive instructor passed away. His funeral will be held Friday, February 20.

PLEDGE OF ALLEGIANCE

Chair Castleton led the group in the Pledge of Allegiance.

APPROVAL OF MINUTES

Minutes from the December, 2008 Board meeting were included for review and approval.

Motion: **Approval of minutes**

Moved: Jim Evans

Second: Brent Gordon

Vote: Unanimous

PROGRAM PRESENTATION – EMERGENCY MEDICAL TECHNICIAN

LaRae Thorpe an instructor for the MATC introduced the Emergency Medical Technician program and gave a presentation. She explained what's in the future for EMS students; they must be prepared for cross training. The group was able to tour one of the MATC's ambulances.

BUDGET CUTS – HOUSE BILL 3

The Governor has signed into law House Bill 3, which focuses on the additional budget cuts for FY09. Vice President Michaelis discussed the attached tab which details the FY09 budget cuts. These budget cuts are still preliminary they will continue to change until the Legislative Session ends on March 12. Higher Education is expecting an additional 15% budget cut for Fiscal year 2010 budget.

Jen Kelson, explained that Wasatch School District is tapping into their "Fund Balance," to help balance the budget and she wanted to know if MATC has a similar reserve that could be used. Vice President Michaelis said unfortunately the MATC doesn't have a large reserve to draw from.

UCAT LEGISLATIVE REPORT – HOUSE BILL 15

President Christensen gave an overview on the status of House Bill 15 (Higher Education and Career and Technical Education Governance). As a result of the Task Force House Bill 15 passed the House of Representatives 71 to 0. The bill has now been assigned to the Senate for a second reading.

One amendment replaces the executive director of the Department of Workforce Services on the Board of Trustees with the Commissioner of Higher Education. He/she will be a voting member. A member of the Board of Regents also remains a nonvoting member of the Board of Trustees. A member of the Trustees will also be a nonvoting member of the Board of Regents.

The second amendment modified the earlier language which precluded UCAT campuses from

offering instruction outside their geographic service areas. The amendment allows UCAT campuses to continue to offer training under provisions of previously established training contracts. If a campus is requested by a new employer to provide training outside the service area, the campus is to notify the local state credit-granting institution to enable it to provide a proposal to deliver the training.

NORTH UTAH COUNTY CAMPUS UPDATE

President Christensen reported on the status of the North Utah County property and the potential campus at that site. Prior to the Legislative session the MATC was ranked #4 by the Capital Facility Committee. After giving a presentation to the Capital Facility Subcommittee, the MATC is now ranked #2 on the priority list. President Christensen explained that the timing is going to be difficult to explain to employees who are fearful of possible layoffs and the confusion of funding for a new facility, but at staff meeting it will be explained to the employees that the funding comes from two completely separate sources.

MATC FY08 FINANCIAL AUDIT REPORT (HANDOUTS)

Vice President Michaelis explained that the Utah State Auditor's Office recently completed their audit of the FY08 financial statements. They presented their report to the Audit Committee on January 21, 2008. An overview of the report was presented and each Board Member received a copy of the MATC Management Letter and the Annual Financial Report for the FY08. The auditor's found two minor findings which were: credit card internal control weaknesses, and improper payroll procedures. The Auditor's were complimentary towards Vice President Michaelis and his staff.

INSTRUCTOR INCENTIVE PLAN - SUSPENDED

Due to the recent Legislative budget cuts, the decision of the Executive Staff was to suspend the second and third installment payments of the Instructor Incentive Plan for this year. The first installment payment of \$700 was made to instructors who qualified.

DECEMBER 2008, AND JANUARY 2009, CHECK REGISTERS

Information regarding MATC's December and January accounts payable disbursements and upcoming February payments were provided in electronic format for Directors' review. Vice President Michaelis addressed questions regarding the register at the Board meeting.

Motion: **Approval of December and January, check register**
Moved: Jim Evans
Second: Russ Fotheringham
Vote: Unanimous

MATC FY09 CUMULATIVE HOURS AS OF 1ST QUARTER REPORT (HANDOUT)

Vice President Pierce reviewed the MATC FY09 Cumulative Hours as of 1st Quarter report with the group.

EXECUTIVE CLOSED SESSION

An executive session was necessary to discuss property and/or personnel issues.

Motion: **Approval of moving into closed session
(session started at 5:10 p.m.)**

Moved: Mark Marsh
Second: Randall Boothe
Vote: Unanimous

Attendance in closed session:

Board Members:

Jim Evans
Wayne Anderson
Tim Osborn
Mark Marsh
Chuck Castleton
Brent Gordon
Russell Fotheringham
Jen Kelson
Craig Carlile
Arthur Newell
Randall Boothe

MATC Staff:

Clay Christensen
Ken Pierce
Fred Keetch
Mark Walker
Kirt Michaelis
Barbara Miner

Motion: **Approval of moving out of closed session
(session ended at 6:15 p.m.)**

Moved: Randall Boothe
Second: Jen Kelson
Vote: Unanimous

NEXT MEETING

The next meeting will be held Wednesday, March 18, 2009, at the Spanish Fork, Mountainland Applied Technology College campus.

ADJOURN

Motion: **To Adjourn**

Moved: Mark Marsh
Second: Jim Evans
Vote: Unanimous