

**MATC Regional Board Meeting**  
**Wednesday, June 17, 2009, 4:00 PM**  
**MATC, Orem Campus, Room 115**

**Board Members Present:**

*Chuck Castleton, Chair*  
*Wayne Anderson*  
*Randall Boothe*  
*Craig Carlile*  
*Mary Ann Christiansen*  
*Carolyn Merrill*  
*Philip Marchant*  
*Russ Fotheringham*  
*Tim Osborn*

**Board Members Excused:**

*Jim Evans*  
*Brent Gordon*  
*Jen Kelson*  
*Mark Marsh*  
*Gail McGill*  
*Arthur Newell*

*Clay Christensen, President*  
*Barbara Miner, Assistant*

**Staff:**

*Fred Keetch, Vice President, Instruction*  
*Kirt Michaelis, Vice President, CFO/Finance*  
*Ken Pierce, Vice President, Student Services*  
*Mark Walker, Vice President, Operations*  
*Lavette Brooks, Manager, Financial Operations*  
*Randall Reeves, Custom Fit Manager*  
*Aneda Woodard, Medical Assistant Instructor*

**Guests:**

*Kim Chiu, Assistant CTE Director, Utah Valley University*

**WELCOME**

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*Chair Castleton welcomed the group and a special welcome to Kim Chiu, Assistant CTE Director from Utah Valley University.*

**PLEDGE OF ALLEGIANCE**

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*Chair Castleton led the group in the Pledge of Allegiance.*

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## **APPROVAL OF MINUTES**

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*Minutes from the May, 2009 Board meeting were included for review and approval.*

**Motion:**        *Approval of minutes*

**Moved:**        *Russ Fotheringham*

**Second:**      *Tim Osborn*

**Vote:**         *Unanimous*

## **PROGRAM PRESENTATION – MEDICAL ASSISTANT**

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*Aneda Woodard, the Medical Assisting Instructor at the American Fork MATC Campus gave a presentation. She explained in detail the requirements for Medical Assistant National Certification. She said it will broaden the job outlook for Medical Assisting students to be able to obtain jobs outside the state of Utah.*

## **MATC BUDGETS FOR 2009-2010**

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*Vice President Michaelis presented the MATC 2009-2010 Operating Budgets and addressed each revenue and expense item. He stated that the on going appropriation funds went down a million dollars and that's why executive staff had to address the problem with layoffs. He said this has been the most difficult budget year he has encountered.*

*Chair Castleton asked if it will be a strain on the budget as we bring on a new building to maintain. Vice President Michaelis said yes, the cost of maintaining the North Utah County Campus building will go up, but we will receive a lot of state funding with the new building.*

*Wayne Anderson asked what will happen with the money from the two building construction homes. Vice President Michaelis explained that money will be kept in the budget. Vice President Keetch reported that the MATC still owns building lots.*

*Randall Boothe expressed appreciation to the MATC staff for creating a budget that we can live with for the next year.*

**Motion:**        *Approval of MATC Budgets for 2009-2010*

**Moved:**        *Randall Boothe*

**Second:**      *MaryAnn Christiansen*

**Vote:**         *Unanimous*

## **PROGRAM CHANGES AND INFORMATION FOR 2009-2010**

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*Vice President Keetch presented four MATC program items for 2009-2010: (1) all certificates will be MATC campus based under the new UCAT governance policies; (2) auto name change from Automotive*

Technology Service to Automotive Technology Vehicle Performance; because of the new high performance vehicles (3) approval of the new Welding Technology Program, and (4) Beginning July 1, 2009, all new programs will be approved by the local Board of Directors. In addition, any programs eligible for financial aid must also be approved by the UCAT President. The President has five working days to approve or reject a new program.

Vice President Michaelis explained that when the programs were presented at the May 20th Board meeting there were a couple of errors and they need to be corrected and approved by the Board. The Commercial Truck Driving fee should be \$3,000 not \$2,094 which was previously indicated. He discussed the Welding Technology Program and explained that the site location for the program will be the Geneva building instead of the American Fork campus which was previously indicated. The correct Welding fee will be \$200 not \$100 which was previously indicated. Russ Fotheringham asked why the Composite Program wasn't listed as a program. Fred explained because Composites is new this year the MATC has chosen to run it as a course not a program for first year.

**Motion:** *Approval of the four program items as presented above and the corrections to the MATC Programs for 2009-2010*

**Moved:** *Russ Fotheringham*

**Second:** *Phil Marchant*

**Vote:** *Unanimous*

#### **LEASE RENEWAL ON EAGLE ROCK OFFICES**

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Vice President Michaelis presented a lease renewal for the administrative office space located in the Eagle Rock Office Park located in American Fork. The current lease will expire on June 31, 2009. The original lease was a 15 month lease the new lease will be a 12 month lease term and the monthly rate will remain the same.

**Motion:** *Approval of a 12 month lease at Eagle Rock Offices*

**Moved:** *Tim Osborn*

**Second:** *Randall Boothe*

**Vote:** *Unanimous*

#### **GENEVA BUILDING ACQUISITION**

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Vice President Michaelis presented an update on the acquisition of the Geneva Building, currently owned by Utah Valley University. He stated that the Attorney Generals office continues to work on this "draft" document between MATC and UVU. He reported that UVU was able to pay off the SBA loans on the Geneva building so that the MATC will be able to have a clear title on the building. The Environmental Study was completed and there were no significant problems. The appraisal on the Geneva building and the million dollars cash are equal value to the ten acres at Thanksgiving Point.

*Vice President Michaelis had the group refer to a blue print of the Geneva building and explained that the highlighted areas UVU is going to continue leasing for the next 12 months. He explained that the Geneva building isn't a replacement for the MATC Orem Campus. All Apprenticeship, Welding, and Custom Fit programs will be housed at the Geneva building.*

*Randall Boothe said that he went and looked at the Geneva building. He wondered what Risk Management is going to require with the upper floor? Vice President Michaelis said MATC is in compliance with Risk Management, and are planning to use the second floor for storage only, but as the remodel phase begins MATC will follow the guidelines of the Office of Civil Rights (OCR) very close. DFCM is currently involved with the issues at the Geneva building and Vice President Walker is currently working to get funding to start some remodeling.*

*The proposal also included the acquisition of adjacent property for the expansion of parking. There are two homes on the adjacent property; the homes will be leased to the families currently living there.*

### **SPANISH FORK CAMPUS BOND UPDATE**

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*Vice President Michaelis provided an update of the Spanish Fork Campus transfer of ownership. He explained as the interest rates came back higher than anticipated the seller wasn't willing to accept the price or the interest rate. Vice President Michaelis stated he will bring this back to the Board as a discussion item at the end of the year. This affects the MATC paying property taxes.*

### **NORTH UTAH COUNTY CAMPUS UPDATE**

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*President Christensen gave an update on the North Utah County Campus. There have been some delays on starting the project, a Project Schedule was given as a handout at the Board meeting. There are new dates, deadlines, and announcements. President Christensen highlighted the following important dates: August 20, the announcement of the General Contractor; the Ground Breaking will be September 22, at the Electric Park Pavilion starting at 10:00 a.m. Mark Middlebrook and Jen Kelson are currently working on all the details for the ground breaking ceremony. He stated that the new completion date for the North Utah County Campus is March 1, 2011.*

*Brent Gordon asked with building the new facility does the state run through a construction management company? President Christensen said yes, the Division of Facility and Construction Management (DFCM). Brent Gordon was pleased to know the state was running the program.*

*Randall Boothe said this is the key moment to get the excitement out there about the new building. Strategic planning is particularly important so that the public will start to feel the excitement so the*

building will be a major part of the community. Mark Middlebrook will send out an e-mail to the Board members about what they are planning to do for the celebration.

### **MAY 2009, CHECK REGISTER**

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Information regarding MATC's May accounts payable disbursements and upcoming June payments were provided in electronic format for Directors' review. Mary Ann Christiansen asked what the disbursement for Old Republic Title was for; Vice President Michaelis explained that it was the earnest money for the 2.5 acres of property next to the Geneva building.

**Motion:**            *Approval of May, Check Register and June, Disbursements*

**Moved:**            *Philip Marchant*

**Second:**          *Brent Gordon*

**Vote:**              *Unanimous*

### **NEXT MEETING**

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The next meeting will be held Wednesday, August 19, 2009, at Orem, Mountainland Applied Technology College campus.

### **ADJOURN – 5:10 p.m.**

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**Motion:**            *To Adjourn*

**Moved:**            *Tim Osborn*

**Second:**          *Randall Boothe*

**Vote:**              *Unanimous*