

**Minutes of the Davis Applied Technology College
Board of Directors' Meeting held at 3:30 p.m. in the
Business Resource Center on the
DATC Campus**



January 28, 2016

Conducting: Michael Blair Vice-Chair

Board Members Present

Michael Blair	Business/Industry
Brad Walters	Business/Industry
Joy DeLisser	Business/Industry
Stuart Eyring	Business/Industry
Bart Warner	Business/Industry
Louenda Downs	Weber State Board of Trustees
Neil Carrigan	Morgan School District
Larry Smith	Davis School District

Administration

Michael J. Bouwhuis	Campus President
Ann Mackin	Vice-President of Instruction
Russell Galt	Vice-President of Administrative Services
Kim Ziebarth	Vice-President of Quality & Development
Barbara Rich	Recording Secretary

Guests

Jeff Lund	Controller
Greg Scherer	Director of Information Technology
Dina Nielsen	Director of Student Services
Lance Eastman	Director of Programs
Terry Keyes	Director of Programs
Ginger Chinn	Director of Instructional Program Development
Will Pierce	Director of Programs
Jonathan Fike	Executive Chef
Lisa Edwards	Culinary Arts Staff
Melanie Hall	Director of Marketing & Community Relations
Terri Stephens	Data Director
George Ray	Data Specialist
Kevin Cummings	Director of Institutional Effectiveness
Elliott Hedgpeth	Welding Technology Instructor
Daniel Czech	Veterans' Advisor
John Bolton	Career Path High Board Chair
Robyn Bagley	Career Path High Director



Excused

Michael Jensen Board Member

Invocation

K.O. Murdock

Pledge of Allegiance

Lisa Edwards, Culinary Arts Student

Introduction of New Employees

The following employees were introduced to the Board:

- Elliott Hedgpeth, Welding Technology Instructor
- Daniel Czech, Veterans' Counselor

Introduction of DATC Student of the Year

Danielle Palmer, DATC Student of the Year, was introduced. Danielle is a Digital Media Design student and was recently hired as an Instructional Design Specialist at the DATC. She represented the DATC at the Utah College of Applied Technology's Student of the Year competition held Thursday, January 21st at the Little America Hotel in Salt Lake City. The DATC is proud of Danielle and her personal and professional accomplishments.

Consent Calendar

Michael Blair, Board Vice-Chair, called for a motion to approve items listed under the Consent Calendar which consisted of the following:

- a) Minutes of December 3, 2015
- b) Budget and Accounting Report
- c) Personnel Report
- d) Enrollment & Student Outcomes Summary
- e) Employer & Continuing Education Report
- f) Marketing Activity Report
- g) Foundation Activity Report
- h) Campus Development Update
- i) Scholarship Issuance
- j) Credit Card Issuance Approval
- k) Student Records Policy (Rescind and Replace)

The items listed under the Consent Calendar were approved on a motion made by Larry Smith, seconded by Louenda Downs. Motion passed.

Mid-Year Charter School Report

John Bilton, Chairman of the Board for Career Path High, provided a report regarding the progress of the charter high school which is in its third year of operation on the DATC campus.

Enrollment for Career Path High is increasing. Total enrollment in grades 9 through 12 equals 173 students (9th grade = 33; 10th grade = 45; 11th grade = 59; 12th grade = 36. Students enrolled in DATC programs totals 59 active students in grades 11 and 12, with 8 more students in the process of enrolling. Students who are credit deficit are not allowed to enroll in DATC programs until those credits are complete.



Students in the 9th and 10th grades, are required to attend six of nine Career Series, where they obtain information and hands-on skills training related to the programs offered by the DATC. They also earn .5 credits toward their high school diploma by participating.

Robyn Bagley, Career Path High Director, explained that this charter high school is unique and the only one like it in the state of Utah and surrounding states. Enrollment for next year is anticipated at approximately 200 students.

John Bilton expressed appreciation for the relationship between Career Path High and the DATC administration.

Data Summary Presentation

Over the past eighteen months, the DATC has put significant focus on improving data collection and reporting. As a result, institutional leadership has more accurate data available for decision-making than ever before. Terri Stephens, Data Director, and George Ray, Data Specialist, attended the meeting. Ms. Stephens provided a data summary regarding adult and secondary membership hours and headcounts, certificates, completers, placements and licensures.

The projection tools developed by the Data Team allow for comparison of performance against goals, the Completer, Placement and Licensure report allows for completion of the Council on Occupational Education Report in a timely manner, and there are also new tools available to DATC administration which monitors DATC progress in various categories.

DATC Data Certification

In accordance with UCAT policy, the DATC reviewed all year-end student data for the period of 1 July 2014 through 30 June 2015 and submitted that information to UCAT administration and the UCAT Board of Trustees (September 17) for approval. The data was also approved on September 24, 2016, by the DATC Board of Directors.

Completion, Placement and Licensure data was finalized and submitted to the Council on Occupational Education during the month of December. DATC's final Completion Rate = 79%; Placement Rate = 88%; and Licensure Rate = 95%. The Council on Occupational Education's minimum requirements are Completion 60%; Placement 70%, and Licensure 70%.

The DATC's final Data Certification for Fiscal Year 2015 was approved on a motion made by Louenda Downs, seconded by Joy de Lisser. Motion passed.

Institutional Strategic Plan Missions & Goals

The institution began an extensive strategic planning process last fall in an effort to develop a three-year Strategic Plan. The planning process included a cultural values assessment to evaluate the personal motivations of employees, the current organization cultural values they experience, and the values and behaviors they believe are necessary to support the best performance for the institution. Meetings were held with partners, stakeholders, board members, legislators and students, and a two-day Strategic Summit was also held. Since that time, a Core Planning Team has been



working to develop the plan from all input received, and to develop a timeline and strategies to achieve the objectives.

The draft DATC Institutional Mission: “We are a trusted learning community embracing technical education to promote student development and economic growth.”

The draft DATC Cultural Mission: “We promote employee excellence and student success through empowerment, purpose-driven innovation, open communication, and collaboration while investing in our people.”

The DATC Cultural Mission was established in an effort to improve internal issues brought out in the cultural assessment survey where employees expressed the need for more open communication, less confusion, less bureaucracy, etc.

Members of the DATC Board of Directors were asked to provide input/feedback regarding the progress made to this point. As progress regarding the Strategic Plan continues, the board will be updated.

American Sign Language Teach-Out Update

Ann Mackin, Vice-President of Instruction, provided an update regarding the teach-out of the DATC Interpreting Program. The DATC Interpreting Program did not meet mandatory performance standards as required by the DATC’s accrediting agency; therefore, all students enrolled in the program were notified a year ago that the program would enter a teach-out phase and would be closed June 30, 2017.

Of the thirty-four students contacted regarding the teach-out timeframe, four of them have completed the program, eleven are on track to complete, and the remaining 19 students have determined not to continue or are moving rather slowly. The American Sign Language portion of this program is now being taught through the DATC Employer and Community Education Department.

Calendar Modification for June

The date set on the school’s 2015-2016 calendar for the UCAT Conference (June 10) which will be held in Cedar City, Utah, needs to be changed due to the fact it was scheduled at the same time as the Cedar City Summer Olympics. Hosting these two large volume events at the same time in that area will cause a shortage in hotels, rate increases, etc.

The UCAT Conference Committee has determined to move the conference date to June 3rd. The DATC does not intend to close school down on June 3rd because that is the last day high school students will attend, therefore; the school needs to remain open. This date change also affects the DATC Planning and Development Day and the DATC Awards/Strategic Planning Day on the calendar. Calendar date changes include:

UCAT Conference	June 3, 2016
DATC Planning & Development Day	June 9, 2016
DATC Awards/Strategic Planning	June 10, 2016

Calendar modification dates were approved on a motion made by Louenda Downs, seconded by Larry Smith. Motion passed.



State of the Institution

President Bouwhuis provided the annual State of the Institution report reflecting on the accomplishments of the institution during Fiscal Year 2015 (ending June 30, 2015).

The institution exceeded the Completer, Placement and Licensure percentages required by the Council on Occupational Education with 79% Completion, 88% Placement and 95% Licensure. Certificates of Completion totaled 1,646, or a 15.9% increase over the previous year. Membership hours totaled 1,417,577, or 24.41% of the total UCAT system-wide membership hour count, and a Headcount of 6,246 total students.

DATC received \$13,057,900 in State Appropriations, and ended the year with a \$4.89 per Membership Hour Cost.

Major improvements included: Cosmetology Reorganization, Culinary Arts Reorganization, Human Resources and Time Management Software System Installation, Plastic Injection Molding Program development and implementation, Heating, Venting Air Conditioning Program renovation, Veterans' Center Development and Veterans' Advisor hired, all new water foundation and fascia, etc.

Fiscal Year 2015 was a banner year for the DATC in which all metric-based goals were achieved, and most of the departmental and division goals were addressed.

Adjourn

The meeting adjourned at 5:10 p.m.