

**Minutes of the Davis Applied Technology College  
Board of Directors' Meeting held at 3:30 p.m. on the  
DATC Campus – Haven J. Barlow Board Room**

**April 27, 2017**

Conducting: K.O. Murdock      Board Member

**Board Members Present**

Steve Earl	Business/Industry
Adam Toone	Morgan School District
Brad Walters	Business/Industry
Michael Blair (by phone)	Business/Industry
K.O. Murdock	Business/Industry
Stuart Eyring	Business/Industry
David Hansen	Hill Air Force Base Representative, Ex-Officio

**Administration**

Michael J. Bouwhuis	President
Kim Ziebarth	Vice President of Instruction
Russell Galt	Vice President of Administrative Services
Will Pierce	Vice President of Quality & Development
Wendee Cole	Recording Secretary

**Guests**

Dina Nielsen	Director of Student Services
Jeff Lund	Controller
Kelley Rhoe-Collins	Director of Service Professions and Academic Development Programs
Kevin Cummings	Director of Institutional Effectiveness
Lance Eastman	Director of Technical Programs
Leslie Mock	Director of Nursing & Health Professions
Marcie Valdez	Foundation Director and Grants Administrator
Mark Hadley	Director of Technical and Apprenticeship Programs
Melanie Hall	Director of Marketing and Community Relations
Chanel Flores	Employer and Continuing Education Manager
Jay Brummett	Information Technology Instructor
Penny Moline	Culinary Arts Instructor
Mark Dame	CNC Machining Instructor
Bryce Chapman	Plumbing Instructor
Elliott Hedgepeth	Welding Instructor
Bailee Chapman	Esthetics Instructor
Timothy Maw	Instructional Systems Designer
Nicole Whitear	Information Technology Student
Alexander Barajas	Dental Assisting Student
Trevor Alters	Practical Nurse Student
Saphire Finn	Culinary Arts Student
Viviana Johnson	Culinary Arts Student



Brighton Smith	Culinary Arts Student
Austin Bloomer	CNC Machining Student
Melissa Bush	Esthetician Student
Preston Justensen	Welding Technology Student
Madison Dennison	Welding Technology Student
Dave Woolstenhulme	Utah System of Technical Education Commissioner
Stacey Hutchinson	Career Path High School Director

**Excused**

Michael Jensen	Business/Industry, UCAT Board Member
Louenda Downs	Board Member
Brigit Gerrard	Davis School District
Bart Warner	Business/Industry

**Invocation**

David Hansen

**Pledge of Allegiance**

Nicole Whitear, Information Technology Student

**Introduction of State First Place Winners for HOSA and SkillsUSA**

The following DATC students received medals at the HOSA (Health Occupations Students of America) State competition:

<b>Secondary</b>		
Alexander Barajas	Gold	Dental Science
<b>Post-Secondary</b>		
Trevor Alters	Gold	Behavioral Health
Madeline Tindall	Gold	Medical Assisting
Aubrey Walton Shae Jackman Kristopher Yarrington	Gold	Creative Problem Solving Team Event

The College sent 63 students to participate in the SkillsUSA State Leadership competition. The following DATC students received medals:

<b>Secondary</b>		
Saphire Finn	Gold	Commercial Baking
Viviana Johnson	Gold	Culinary Arts
Brooke Bennett	Gold	Esthetics
Brighton Smith	Gold	Restaurant Service
Tate Tindall	Silver	Culinary Arts
Zachary Williams	Silver	Diesel Equipment Technology
Brooklyn Dee	Silver	Esthetics
Colt Johanson	Silver	Plumbing
Benjamin Godwin	Silver	Welding



Branden Thornock	Silver	Welding Sculpture
Mikalah Upchurch	Bronze	Commercial Baking
Brycen Hedgepeth	Bronze	Welding Sculpture
<b>Post-Secondary</b>		
Jared Miller	Gold	CNC Milling Specialist
Austin Bloomer	Gold	CNC Turning Specialist
Melissa Bush	Gold	Esthetics
Preston Justensen Brent Justensen A Vandergrift	Gold	Welding Fabrication
Madison Dennison	Gold	Welding Sculpture
Erik Escobedo	Silver	Industrial Motor Control
Benjamin Wells	Silver	Plumbing
Logan Wright	Silver	Welding
Kevin Bryan	Bronze	HVAC

### **Introduction of New Employees**

The following employees were introduced to the Board:

- Timothy Maw, Instructional Systems Designer

### **Consent Calendar**

K.O. Murdock, Board Member, called for a motion to approve items listed under the Consent Calendar which consisted of the following:

- a. Minutes of March 23, 2017
- 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. Career Path High School Enrollment Report
- k. Americans with Disabilities Act – Employment Policy and Procedures
- l. Work-Based Activities Policy and Procedures
- m. Off-Campus Activities Policy and Procedures

The items listed under the Consent Calendar were approved on a motion made by Stuart Eyring, seconded by Steve Earl. Motion passed.

### **Career Path High School Report**

Stacey Hutchinson, Career Path High School Director provided a report on the school. Currently there are 152 students enrolled in the FY 2017 school year. 83.3% of students are attending DATC classes. Mission, Vision and Commitment of Career Path High was shared. The following priorities for 2016-2017 school year was shared: strategic planning, relationship with DATC, academic achievement, developing the model, scale-able processes, and marketing and



networking to increase population. Student population target for 2017/2018 is 200-250 students enrolled at Career Path High.

### **National Competition Travel Approval**

Will Pierce presented travel expense proposals for the Skills USA National Convention and Competition being held in Louisville, Kentucky from June 19 to June 24, 2017. There will be six advisors with fourteen students attending. Total travel expenses is approximately \$ 29,276.00.

Travel expense proposal for International Health Occupations Students of America (HOSA) Leadership Conference being held in Orlando, Florida from June 20 to June 25, 2017. There will be two advisors with five students attending. Total travel expenses is approximately \$ 12,845.00.

The foundation reviewed the cost of sending students to the national competitions and have committed to providing \$6,000 towards the total travel expenses along with the funds provided by the college.

Steve Earl made a motion for the board to approve travel expenses for the respective students, models and advisors who will participate in the International HOSA Leadership Conference and the Skills USA National Convention. The motion was seconded by Stuart Eyring. Motion passed.

### **Program Modifications**

Will Pierce, Vice-President of Quality and Development, presented the 2018 non-substantive programs changes, training programs available for the year, and mission related training courses. The DATC's accrediting body, the Council on Occupational Education, requires the governing board of each institution to submit a document showing board action approving a program's length of training, title, and discontinuance. Any substantive changes must be approved separately.

The 2018 Summary of Program Changes was presented (see attachment #1). A list of all DATC 2018 Programs, which result in a DATC Certificate of Program Completion, were also presented for approval (see attachment #2).

A motion to approve the Program Modifications was made by Stuart Eyring, seconded by Brad Waters. Motion passed.

### **Initial FY 2018 Employee Compensation Plan Discussion**

In House Bill 8, the Legislature provided "funding for a 2.0% labor market adjustment" and provided funding for the employer portion of an "8.0% increase in health insurance benefits rates" which includes a reduction in the employee contribution towards the medical insurance premium from 10% to 8%.



The proposed Employee Compensation Plan for FY 2018 includes the following elements:

- No COLA or Cost of Living adjustment.
- Pay Schedules for Faculty, Classified Employees, and Professional Administrative Employees to remain with wage ranges as adjusted with the recent salary survey.
- Increases per the Performance Based Pay Progression Table to be provided for eligible employees. These increases will range from 4.35% to 1.0% for individual employees, but average approximately 2.5% for full-time employees.
- Fund an amount equal to 1.0% or approximately \$158,000 in the General Fund for merit or discretionary increases. In addition to merit, factors from the recent salary survey will be used as guidelines in evaluating discretionary increases.

Increase of 8.0% in medical insurance rates as set forth by the Public Employees Health Program (PEHP). Premiums have been changed from 90% employer and 10% for the employee to 92% employer and 8% for the employee. The Legislature funded the employer portion of this increase.

This is an information item. Unless we receive additional input this is the employee compensation plan that will be presented in the June Board Meeting.

**FY 2018 Budget – First Reading**

A Summary of the increases/decreases in State funding for Davis Tech for Fiscal Year 2018 is as follows:

FY 2017 one-time Strategic Workforce Initiative funds	(\$450,000)
FY 2018 Strategic Workforce Initiative – Composites	180,000
FY 2018 Strategic Workforce Initiative – Automation	30,000
Direct Equipment Allocation – formerly flowed thru UCAT	221,600
2% Labor Market Adjustment	217,200
Health Insurance Benefits Rate Increase	126,900
Market Demand Program Expansion	507,700
On-going Equipment Funds	193,800
One-time Equipment Funds	193,800
Reduction in Risk Management Costs	<u>(12,900)</u>
Total Increase	<u>\$1,208,100</u>

A summary of significant items in the draft FY 2018 budget include:

- Increase of \$1,208,100 in direct Legislative funding as outlined above.
- Increase of \$47,659 in estimated tuition revenues due to tuition rate increase.
- Decrease of \$47,659 in estimated tuition revenues due to decrease in adult enrollment.



- Decrease of \$221,600 in equipment flow-thru funds from UCAT since these funds are now directly appropriated to Davis Tech.
- Certified Nursing Assistant training program contract with Jobs Corps including estimated revenue and related Faculty.
- New Legislative Market Demand Programs funding used as follows:
  - Add Robotics program instructor and program supplies.
  - Add additional Software Developer instructor.
  - Add additional Pharmacy Technician instructor, with related travel and supply costs.
  - Add additional Welding instructor.
  - Add marketing expenses for new and expanding programs.
  - Add expenses for instructional space moves and renovations.
- Strategic Workforce Initiative (SWI) funding used as follows:
  - Reduce expenses for one-time SWI funding from FY 2017.
  - Add expenses for SWI Composites program, including \$145,000 flow-through to Davis School District.
  - Add expenses for SWI Automation program.
- Compensation plan as proposed in this Board Meeting.
- Add \$193,800 for additional Training equipment.
- Add \$193,800 for one-time Robotics equipment.
- Full-year impact of staff changes which took place in FY 2017.
- Elimination of one-time expenses included in the FY 2017 budget.
- Reduce budget for American Sign Language program which was taught out in FY 2017.
- Eliminate one full-time instructor position in a low-enrollment class.
- Reallocate funds from budget savings as follows:
  - Increase for remaining portion of year for new Training Division Maintenance Technician.
  - Increase for remaining portion of year for new Outreach Specialist.
  - Add expenses for on-going Employee Landing page project.
  - Add full-time videographer in Instructional Systems Design.
  - Change ISD Assistant position to full ISD Designer position.
- Earning from Interest Income in Discretionary Fund used as follows:
  - Add \$30,000 of expenses to be used for Name Change/40<sup>th</sup> Year Celebration.
  - Add \$70,000 of expenses for Name Change costs

Between now and the June board meeting, Jeff Lund, DATC Controller, will meet with each budget manager and review budgets on a line-by-line basis. Any adjustments made will be reported during the June 22<sup>nd</sup> DATC Board of Directors' Meeting.

### **Capital Improvement Request**

A listing of DATC projects to be submitted to the Division of Facilities and Construction Management (DFCM) for Capital Improvements to our existing facilities is as follows:



DFCM PROJECTS FY2019

Parking Lot Repairs & Re-striping	\$	1,000,000
Building Controls for Equipment on Fans 10 - 12		72,000
StructureWare (Upgrade from I-Net)		316,898
All New VAVs for Main Campus Building-A		38,000
Electrical Project at Main Campus Building-A		700,000
TOTAL	\$	<u>2,126,898</u>

These requests and the estimated costs will be updated, refined and placed in priority order with assistance from DFCM prior to submission to the State Building Board. There is approximately \$6 million dollars allocated to UCAT for projects.

Steve Earl made the motion to approve the FY 2019 Capital Improvement Request. The motion was seconded by Stuart Eyring. Motion passed.

**Capital Development Request**

On May 18, 2017, the UCAT Board will meet to consider and rank building requests from the various UCAT Colleges. The DATC plans to submit a request for the new Allied Health Building. This project is currently planned as an 85,000 square foot building with a cost estimated by the Division of Facilities and Construction Management (DFCM) of \$31,112,689.

After ranking by the UCAT Board, requests will be forwarded to the State Building Board for consideration. The State Building Board usually hears these requests in August.

Brad Walters made the motion to approve the FY 2019 Capital Development Request. The motion was seconded by Steve Earl. Motion passed.

**President Report**

College and Student Recognition

President Bouwhuis shared with the Board Emma VanderHoeven's success story after she completed the Utah Aerospace Pathways internship. She was hired by Boeing as a fabrication specialist.

Zach Snider, Composites Materials Technology student, moved his family from California, completed the program and works for Fillhauer Composites making prosthetics.

Also shared was Patrick Jones' story who attended the DATC Welding Technology program at the Utah Department of Corrections and upon his release Patrick completed six weld tests and was offered a job from each and now has a career with the union.



### Welding Trailer/Wrap

Welding Trailer has arrived and will be wrapped. It has six welding bays and will be able to be driven to companies and school districts for welding training and to highlight our program.

### SpaceX Visit

SpaceX designs, manufactures and launches advanced rockets and spacecraft. They visited the campus for two days and interviewed our students. Six students were offered jobs and they also contacted two job corps students in California.

### Transportation industry Partnership

A contract will be signed within two weeks with Freightliner and CR England to develop a new partnership.

### Logo Discussion

With our name change the College is developing a new logo. The information was shared with the Board on the logo survey that is being completed.

### **President's Compensation Review and Recommendation**

Senate Bill 238 entitled Higher Education Governance Revisions requires the following: "The board of trustees, in cooperation with a technical college board of directors, shall set the compensation for the technical college president using market survey information."

The Utah System of Technical Colleges has approved a Presidents Compensation policy at its last Trustees' Meeting. The College Board still has the same authority as outline in Senate Bill 238, which has been further defined in Utah Technical College Policy 113.

The Board is required to make a recommendation in April Board Meeting in preparation for the May 18 UCAT Board of Trustees Meeting.

Historical salary data will be presented in the closed session.

### **Closed Session**

KO Murdock called for a motion for the Board to move into a Closed Session to discuss the qualifications, competence, performance and/or character of the president. The motion was made by Stuart Eyring, seconded by Brad Walters. Motion passed unanimously.

A roll call was conducted:

- K.O. Murdock – yes
- Michael Blair – yes
- Brad Walters – yes
- Adam Toone – yes
- Stuart Eyring - yes





Davis Hansen – yes  
Steve Earl - yes

A motion was made by Brad Walters, seconded by Stuart Eyring, for the Board to move out of Closed Session and back into an open meeting. Motion passed unanimously.

A roll call was conducted:

K.O. Murdock – yes  
Michael Blair – yes  
Brad Walters – yes  
Adam Toone – yes  
Stuart Eyring - yes  
Davis Hansen – yes  
Steve Earl - yes

The Board had an opportunity to discuss the competency, production and leadership of President Bouwhuis. They are very appreciative of his vision, work ethic, and leadership of the institution. He has developed the employees, organization and strengthened the community and UCAT system.

As the acting chair KO Murdock proposed a 4.1738% increase, in the amount of \$8,000 with a proposed new salary of \$200,000 with input from Chair Jensen. This would be a little less than the average increase over the past 22 years. This would be a little higher than the proposed average compensation increase for DATC employees for FY 2018.

David Hansen suggested paying a higher amount for the salary recommendation. He believes that President Bouwhuis' market value is higher and should be compensated as such. He proposed at least 5% or 6%.

Brad Walters wanted to recognize President Bouwhuis and his strength of leadership and his core skills as a leader. Also his breath of his success in the community and providing steady leadership in UCAT. Brad Walters proposed the maximum amount of increase at 9.695%, in the amount of \$18,613 with a proposed new salary of \$210,600.

President Bouwhuis' average increase is 4.88% over 22 years. The Board would like to send a strong message of support for President Bouwhuis and recommend the maximum increase.

The Board recognizes the years that there was not equity and fairness in the system. There were 3-4 years where raises were given to other presidents of 2-3% and President Bouwhuis received 1%. There is a rationale of fairness that the maximum is warranted.

A motion was proposed by Brad Walters for President Bouwhuis compensation increase of 9.695% or \$18,613 with the new salary proposed at \$210,600 for FY 2018, second by Michael Blair. Motion passed.

**Adjournment**

A motion to adjourn the meeting was made by Adam Toone.  
The meeting adjourned at 6:21 p.m.



**Attachment #1**

**2018 Summary of Program Changes**

<b>Program</b>	<b>Change Type</b>	<b>New Name</b>	<b>2017</b>	<b>2018</b>	<b>% Change</b>
Architectural and Engineering Design	Decrease Length		1035	900	-13.0%
Business Technology	Name Change and Decrease Length	Business Administrative Services	1150	900	- 21.7%
CNC Machining	Decrease Length		1260	960	- 23.8%
Composite Materials Technology	Increase Length		870	900	+ 3%
Culinary Arts	Decrease Length		1140	1125	- 1.3%
Diesel/Heavy Duty Technology	Decrease Length		1170	1130	-5.1%
Health Information Technology	Decrease Length		990	975	-1.5%
Information Technology	Name Change	Cybersecurity	NA	NA	NA
Nurse Assistant	Increase Length		108	115	+ 6.5%
Plastic Injection Molding Technology	Decrease Length		930	900	- 3%
Hair Designer	New Program		NA	1200	NA
Phlebotomy	New Program		NA	103	NA
Radiology Practical Technology	New Program		NA	64	NA
Robotics	New Program		NA	600	NA
Software Development	New Program		NA	1200	NA

**Discontinued Programs – None**

## Attachment #2

## 2018 Programs

Credential: DATC Certificate of Program Completion

Program	Training Location	Delivery	Students	Length	Duration	Application
Advanced Esthetician	Main Campus	Hybrid	Sec/Post-Sec	1200 hours	13 months	No
Architectural and Engineering Design	Main Campus	Hybrid	Sec/Post-Sec	900 hours	11 months	No
Automation Technology	Freeport West	Hybrid	Sec/Post-Sec	900 hours	10 months	No
Automotive Technology	Main Campus	Hybrid	Sec/Post-Sec	1200 hours	13 months	No
	Utah Dept. of Corrections	Traditional	Post-Sec	1200 hours	13 months	No
Business Administrative Services	Main Campus	Hybrid	Sec/Post-Sec	900 hours	10 months	No
	Utah Dept. of Corrections	Traditional	Post-Sec	900 hours	10 months	No
Chairside Dental Hygiene Assistant	Main Campus	Hybrid	Sec	540 hours	6 months	Yes
CNC Machining	Main Campus	Hybrid	Sec/Post-Sec	960 hours	11 months	No
Composite Materials Technology	Main Campus	Hybrid	Sec/Post-Sec	900 hours	10 months	No
Cosmetology	Main Campus	Traditional	Sec/Post-Sec	1600 hours	17 months	No
Culinary Arts	Main Campus	Hybrid	Sec/Post-Sec	1125 hours	12 months	No
	Utah Dept. of Corrections	Traditional	Post-Sec	1125 hours	12 months	No
Dental Assisting	Main Campus	Hybrid	Sec/Post-Sec	1200 hours	13 months	Yes
Diesel/Heavy Duty Technology	Main Campus	Hybrid	Sec/Post-Sec	1130 hours	13 months	No
Digital Media Design	Main Campus	Hybrid	Sec/Post-Sec	1200 hours	13 months	No
Draper – Machinist Technician	Utah Dept. of Corrections	Traditional	Post-Sec	1130 hours	13 months	No
Electrician Apprentice	Main Campus	Hybrid	Sec/Post-Sec	720 hours	4 years	No
Emergency Medical Technician	Freeport Center	Hybrid	Sec/Post-Sec	284 hours	7 months	No
Esthetician	Main Campus	Hybrid	Sec/Post-Sec	600 hours	7 months	No
Firefighter	Freeport Center	Traditional	Sec/Post-Sec	340 hours	4 months	No
Health Information Technology	Main Campus	Hybrid	Sec/Post-Sec	975 hours	11 months	No
Heating and Air Conditioning	Main Campus	Hybrid	Sec/Post-Sec	720 hours	17 months	No
Information Technology	Main Campus	Hybrid	Sec/Post-Sec	1200 hours	12 months	No

<b>Program</b>	<b>Training Location</b>	<b>Delivery</b>	<b>Students</b>	<b>Length</b>	<b>Duration</b>	<b>Application</b>
Medical Assistant	Main Campus	Hybrid	Sec/Post-Sec	1500 hours	15 months	Yes
Motor Sports Technician	Main Campus	Hybrid	Sec/Post-Sec	720 hours	9 months	No
Nail Technician	Main Campus	Hybrid	Sec/Post-Sec	300 hours	4 months	No
<b>Nurse Assistant</b>	<b>Main Campus</b>	<b>Hybrid</b>	<b>Sec/Post-Sec</b>	<b>115 hours</b>	<b>2 months</b>	<b>No</b>
Pharmacy Technician	Main Campus	Hybrid	Sec/Post-Sec	780 hours	8 months	Yes
<b>Plastic Injection Molding Technology</b>	<b>Freeport West</b>	<b>Hybrid</b>	<b>Sec/Post-Sec</b>	<b>900 hours</b>	<b>10 months</b>	<b>No</b>
Plumbing Apprentice	Main Campus	Hybrid	Sec/Post-Sec	720 hours	4 years	No
Practical Nurse	Main Campus	Hybrid	Post-Sec	900 hours	10 months	Yes
Surgical Technology	Main Campus	Hybrid	Post-Sec	1685 hours	13 months	Yes
Welding Technology	Main Campus	Hybrid	Sec/Post-Sec	1200 hours	13 months	No
	Utah Dept. of Corrections	Traditional	Post-Sec	1200 hours	13 months	No