

**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**



September 22, 2016

Conducting: Michael Jensen Board Chair

Board Members Present

Michael Jensen	Business/Industry, UCAT Board Member
Michael Blair	Business/Industry
Bart Warner	Business/Industry
Steve Earl	Business/Industry
Larry Smith	Davis School District
Louenda Downs	Board Member
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
Ginger Chinn	Vice President of External Engagement & Economic Development
Wendee Cole	Recording Secretary

Guests

David Woolstenhulme	UCAT Commissioner of Technical Education
Greg Scherer	Director of Information Technology
Lance Eastman	Director of Technical Programs
Leslie Mock	Director of Nursing & Health Professions
Dina Nielsen	Director of Student Services
Melanie Hall	Director of Marketing & Community Relations
Kevin Cummings	Director of Institutional Effectiveness
Ric Higbee	Director of Human Resources
Marcie Valdez	Foundation Director and Grants Administrator
Bryce Chapman	Plumbing Apprentice Instructor
Kelley Rhoe-Collins	Director of Service Professions and Academic Development Programs
Amanda Altenes	Nurse Assistant Instructor
Shirlene Ballingham	Nurse Assistant Instructor
Camille Gonzalez	American Sign Language Instructor
Rena Sturdevant	Instructional Management Assistant
Cathy Turnbow	Dental Assisting Instructor
Nick Price	Welding Technology Instructor
Carol Anderson	Cosmetology Instructional and Salon Coordinator
Ben Godwin	Welding Technology Student



Ally Rogers
Joyce Mattes
Lloyd Carr

Nail Technician Student
Dental Assisting Student
Foundation Board Chair

Excused

Stuart Eyring
K.O. Murdock
Brad Walters
Neil Carrigan

Business/Industry
Business/Industry
Business/Industry
Morgan School District

Invocation

Russell Galt

Pledge of Allegiance

Ben Godwin, Welding Technology Student

Introduction of National SkillsUSA and HOSA Winners

Three DATC students participated in the National Health Occupations Students of America (HOSA) Competition held in Nashville, Tennessee. This was an international competition and 3,000 individuals competed this year. Joyce Mattes, a post-secondary student who competed in Dental Science and won a silver medal was introduced to the Board.

Eleven DATC students participated in the National SkillsUSA Competition held in Louisville, Kentucky. The following students were introduced to the Board:

- Ally Rogers, post-secondary student competed in Nail Care and won a gold medal.
- Ben Godwin, secondary student competed in Welding Sculpture and won a bronze medal.

Introduction of New Employees

The following employees were introduced to the Board:

- Will Pierce, Vice President of Quality and Development
- Kelley Rhoe-Collins, Director of Service Professions and Academic Development Programs
- Amanda Altenes, Nurse Assistant Instructor
- Shirlene Ballingham, Nurse Assistant Instructor
- Camille Gonzalez, American Sign Language Instructor
- Renae Sturdevant, Instructional Management Assistant

Consent Calendar

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

- a. Minutes of June 23, 2016
- b. Budget and Accounting Report
- c. Personnel Report
- d. Human Resource Metrics Report
- e. Enrollment & Student Outcomes Summary
- f. Employer & Continuing Education Report
- g. Marketing Activity Report
- h. Foundation Activity Report
- i. Campus Development Update



- j. Scholarship Issuance
- k. Career Path High Report/Director Position
- l. Training Guarantee Policy and Procedures
- m. Visitors on Campus Policy
- n. Work-based Learning Policy and Procedures
- o. Credit Card Authorization
- p. Organizational Chart
- q. Approval of new DATC Foundation Board Member (Jewel Lee Kenley)

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

Election of Board Officers

Chair Jensen opened nominations for a DATC Board of Directors' Chair and Vice-Chair. With no nominations presented, Larry Smith made a motion to continue current leadership with Michael Jensen remaining as the board Chair, and Michael Blair remaining as the board Vice-Chair. The motion was seconded by Bart Warner. Motion passed unanimously.

Foundation Year-End Summary

Lloyd Carr, Foundation Board Chair, reported the DATC Foundation received the following donations in FY 2016: Cash Donations \$108,684, In-Kind Donations \$295,433, Investment Income \$38,971, and Golf Tournament Net Revenues of \$40,149.

Foundation scholarships awarded to 265 students averaging \$475 each, and 416 DATC tuition waivers were provided.

The Foundation Board held their First Annual Community Recognition Luncheon with students and scholarship donors. Ann Shumway from Zions Bank and Mikal Byrd from Chevron were appointed to the Foundation Board.

A 2017 Foundation Board Strategic Planning meeting was held. The following FY 2017 Foundation Board goals were set:

1. Increase Foundation Revenue and diversify funding sources
2. Identify Scholarship Needs
3. Build the Foundation Board

A motion was made to accept the Foundation Report by Louenda Downs, seconded by Larry Smith. Motion passed.

FY 2017 Final Business Plan

The Business Plan was presented to the board during the June meeting; however, the Board suggested to show a prioritization to the goals and a breakdown.

The final FY 2017 Business Plan includes goals to meet the first year phase of the 2017-2020 Strategic Plan.

1. Striving for excellence in both education and operations in service of our college mission.



2. Develop and retain exceptional employees and teams through commitment to a vibrant culture of continuous learning.
3. Expand access, participation, completion, and placement with increased content proficiency and achievement for all students.
4. Enhance institutional development and partnerships by developing relationships that inspire innovation, vision and strategic growth.

The final FY 2017 Business Plan was approved on a motion made by Louenda Downs, seconded by Larry Smith. Motion passed.

Vacation Leave Policy and Procedures

In the June 2016 Board meeting, the Board considered a change to the Vacation Leave Policy and Procedures. That change was not approved and the Administration was asked to complete further analysis.

The vacation survey results did not show what we expected to find. What we found was that after we reduced our vacation leave accrual in 2012, several other UCAT Colleges followed our lead and also reduced their vacation leave accrual. Therefore, the policy change requested in the June 2016 Board Meeting was not supported by the new survey.

In the June Board Meeting, Board members suggested that we find a method to work with employees who have significant prior work experience in order to offer those employees a vacation leave accrual which recognized that prior experience. The policy revision proposed makes a change to the Transferability of Vacation Benefits section of the policy.

This proposed change will allow DATC the ability to better recognize prior work experience when making leave accruals, but will not accelerate the accrual schedule. Procedures will be developed once the policy is approved.

A motion to approve the Vacation Leave Policy and Procedures was made by Bart Warner, seconded by Mike Blair. Motion passed.

Legislative Budget Request Approval

DATC Administration has worked closely with UCAT in the development of the Fiscal Year 2018 Legislative Budget Request. DATC was authorized by UCAT to request \$2,708,000 for college program expansion for FY 2018.

DATC college program expansion request includes:

1. Robotics Training Center (new program)
2. Building Lease in South Davis County
3. On-Going Equipment Needs
4. Information Technology Programs Growth and Expansion
5. Computer Equipment Replacement
6. Manufacturing Programs Growth and Expansion
7. Allied Health Programs Growth and Expansion



8. Outreach to Potential Students
9. On Line Learning Enhancement

This request will be combined with the other UCAT Administration and UCAT College requests and forwarded to the Legislature for consideration in the legislative session which begins January 2017.

A motion to approve the FY 2018 Legislative Budget Request was made by Louenda Downs, seconded by Larry Smith. Motion passed.

Certification of DATC 2015 -2016 Enrollment, Completion and Cost Data

In accordance with UCAT policy, the DATC has reviewed all year-end student data for the period of 1 July 2015 through 30 June 2016 and submitted that information to UCAT administration and to the UCAT Board of Trustees for approval (the UCAT Board of Trustees approved the data during their September 14th board meeting).

The institution's head count, membership hours and certificate data is certified annually. For Fiscal Year 2015, the DATC reported 1,451,492 membership hours (adult 1,095,761, secondary 355,730); 6,007 head counts (adult 4,743, secondary 1,264); and 1,769 certificates (adult 1,459, secondary 310).

The Certification of DATC Membership Hours, Headcounts and Certificates for Fiscal Year 2016 was approved on a motion made by Joy de Lisser, seconded by Mike Blair. Motion passed unanimously.

Building Request and Building Placement

The Allied Health Building will be presented to the Utah State Building Board on October 5, 2016. This project is ranked number three on the UCAT priority list. A visual presentation of the building and location on campus, which was created by Method Studio, was shared with the Board.

Composites One Partnership

Davis Applied Technology College recently signed a partnership agreement with Composites One, a Chicago based composite materials distribution company.

The college provides a venue for Composites One to conduct customer seminars and training for new products, cost reduction, productivity/process improvements, automation and engineering design, as well as for continuing education for existing customers and distributors.

This public/private partnership supports and enhances the college's existing composites program and provides graduates with the skills for today's job market requirements. Overall the partnership will enhance DATC curriculum and student projects through the use of Composites One materials and suppliers. Students will be able to utilize experimental materials that are not generally available to them.



Dewalt Partnership

A partnership is being developed with DeWalt Tools. They would like to sponsor the following construction related programs with tools: Electrician Apprenticeship, Heating and Air Conditioning, Plumbing Apprenticeship, and Welding Technology.

As part of the partnership, DeWalt has asked for a list of tools to be used or demonstrated in each of the selected programs. The tools will potentially include corded and cordless power tools, hand tools, storage solutions, and accessories. DeWalt has agreed to repair or replace their equipment and materials as often as every six months if necessary. This partnership will allow our students to become trained on and use high quality industrial grade tools. The partnership provides DeWalt with added brand recognition and potential future customers.

President's Items

- **UCAT Commissioner of Technical Education selection**
President Bouwhuis introduced Commissioner Woolstenhulme to the Board. On September 14, 2016, David Woolstenhulme was selected to serve as the first Commissioner of Technical Education. The selection of the UCAT Board Trustees must be approved by Governor Gary R. Herbert with consent of the Utah State Senate.

- **Compensation of Presidents**
UCAT Executive Committee recommended that the UCAT Board of Trustees adjust the FY 2017 salaries of the eight College Presidents to the amounts proposed by the local college boards, to be applied retroactively to the full fiscal year effective July 1, 2016. They also established a salary range for Presidents. This was approved in the September 14, 2016, UCAT Board of Trustees meeting.

Adjournment

A motion to adjourn the meeting was made by Joy de Lisser. The meeting adjourned at 5:15 p.m.