

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

September 28, 2017

Conducting: Stuart Eyring Board Chair

Board Members Present

Stuart Eyring	Business/Industry, UCAT Board Member
Bart Warner	Business/Industry
Karen Fairbanks	Board Member
Steve Earl	Business/Industry
Scot Merrihew	Business/Industry
Brigit Gerrard	Davis School District
Adam Toone	Morgan School District
David Hansen	Hill Air Force Base Representative, Ex-Officio

Administration

Michael J. Bouwhuis	President
Kim Ziebarth	Vice President of Instruction
Julie Blake	Vice President of Quality & Development
Darin Brush	Vice President of External Engagement & Economic Development
Wendee Cole	Recording Secretary

Guests

Bryce Fox	Director of Facilities Services & Risk Management
Dina Nielsen	Director of Student Services
Greg Scherer	Director of Information Technology
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
Ric Higbee	Director of Human Resources
Terri Stephens	Data Manager
Cathy Turnbow	Dental Assisting Instructor
Bryce Chapman	Plumbing Apprentice Instructor
Nick Price	Welding Technology Instructor
Elliott Hedgepeth	Welding Technology Instructor
Wes Hobbs	Composite Materials Technology Instructor



Deborah Delgado
Talana Kristensen
Tyler Smith
Tiffany McLelland

Nurse Assistant Instructor
Pharmacy Technician Instructor
Welding Instructor
Human Resource and Employee
Engagement Specialist
Custodian
Data and Business Intelligence Specialist
Events Specialists
Foundation Board Chair
Practical Nurse student
Practical Nurse student
Practical Nurse student
Welding Technology student
Welding Technology student

Keenen Wyne
Owen Horne
Lisa Martinez
Lloyd Carr
Shae Jackman
Kristopher Yarrington
Trevor Alters
A Vandergrift
Preston Justensen

Excused

Brad Walters
Troy Wood
K.O. Murdock
Russell Galt

Business/Industry
Business/Industry
Business/Industry
Vice President of Administrative Services

Invocation

Adam Toone

Pledge of Allegiance

Luis Valdez-Lambert, Composite Materials
Technology Student

Introduction of National SkillsUSA and HOSA Winners

Five Davis Tech students participated in the National Health Occupations Students of America (HOSA) International Leadership Competition held in Orlando, Florida. The following students were introduced to the Board:

- Shae Jackman and Kristopher Yarrington competed in Creative Problem Solving and won gold
- Trevor Alters competed in Behavioral Health and won gold

Fourteen Davis Tech students participated in the National SkillsUSA Competition held in Louisville, Kentucky. The following students were introduced to the Board:

- A Vandergrift and Preston Justensen, competed in Welding Fabrication and won gold

Introduction of New Davis Tech Board Members

The Davis Technical College Board of Directors, and the Davis Tech Administration, are excited to welcome Karen Fairbanks and Scot Merrihew as new members of the board.

Introduction of New Employees

The following employees were introduced to the Board:



- Julie Blake, Vice President of Quality and Development
- Deborah Delgado, Nurse Assistant Instructor
- Talana Kristensen, Pharmacy Technician Instructor
- Tyler Smith, Welding Instructor
- Tiffany McLelland, Human Resource and Employee Engagement Specialist
- Keenen Wyne, Custodian
- Owen Horne, Data and Business Intelligence Specialist
- Lisa Martinez, Events Specialists

Consent Calendar

Stuart Eyring, Chair, called for a motion to approve items listed under the Consent Calendar which consisted of the following:

- a. Minutes of June 22, 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 Report
- k. Career Path High Lease
- l. Credit Card Authorization
- m. Organizational Chart
- n. Approval of new Davis Tech Foundation Board Members
- o. Student Code of Conduct & Discipline Policy & Procedures
- p. Student Attendance Policy and Procedures

The items listed under the Consent Calendar were approved on a motion made by Brigit Gerrard, seconded by Bart Warner. Motion passed.

Recognition of Board Service

Item has been deferred until next meeting.

Audit Committee Recommendation

With the recent change in Board membership, the Davis Tech Board of Directors needs to re-establish an Audit Committee as required by Utah System of Technical Colleges. Primary responsibility is review of the College financial audit as necessary if findings occur. The following were nominated to the audit committee: Steve Earl, chair and Scot Merrihew, member.

Steve Earl, chair and Scot Merrihew, member of the audit committee were approved on a motion made by Karen Fairbanks, seconded by Brigit Gerrard. Motion passed.



Foundation Year-End Summary and Audit

An audit was completed on the College Foundation (a nonprofit corporation) for the years ended June 30, 2017, and 2016. The audit was non remarkable and books were found to be in good order.

Julie Blake, Vice President of Quality and Developed, reported the Davis Tech Foundation received the following donations in FY 2017: Cash Donations \$257,456, In-Kind Donations \$321,196, Investment Income \$47,250, and Golf Tournament Net Revenues of \$78,945.

Foundation scholarships awarded to 341 students averaging \$413 each, and 281 Davis Tech tuition waivers were provided.

Jeff Lund, Controller and Rosa Diazvela, Accountant, were thanked for their hard work and accuracy in assisting the Foundation.

An Allied Health Building, Capital Campaign has been a main focus for the year. The Foundation has also been working on increasing their Foundation Board membership. There were two golf tournaments held in FY 2017 due to green maintenance on the golf course.

A "\$500 Club" is being established. Donations of \$500 or more will be recognized on the Presidents Circle donor wall in the new Allied Health Building. Board members are encouraged to participate.

Lloyd Carr, shared his view of the Foundation Board's responsibility. It is important have the people connections so they can contact the people or groups to further assist the foundation's purpose. The Foundation set a goal to double donations this last year and it was achieved.

FY 2018 Final Business Plan/Reconfirmation of Strategic Plan

The Business Plan was presented to the board during the June meeting; administration and staff worked hard in perfecting the document and acquiring additional information needed.

Membership Hour goal is to increase by 7% and headcount is to increase by 3%. The college has added five new programs: Hair Designer, Phlebotomy, Radiology Practical Technology, Robotics and Software Development. A recruiter has been added to focus on minority and underserved populations. In order to increase retention the focus will be to remove barriers to completion.

Additional focus will be to strengthen links to industry advisory and higher education articulation, right-size programs, provide relevant curriculum with clear path to completion, and administrative capabilities to track externship sites. Another goal is to increase the number of programs with clinical/externships by 10%.



Council on Occupational Education (COE) requires approval by Board of Directors' each year on the Strategic Plan that was established for 2017-2020. The College is currently working on year 2 goals. Board approval is being requested to complete minor technical corrections to the document in addition to updating the administration and the name Davis Technical College.

The final FY 2018 Business Plan and reconfirmation of Strategic Plan (2017-2020) was approved on a motion made by Scot Merrihew, seconded by Karen Fairbanks. Motion passed.

Certification of Davis Tech 2016 -2017 Student Enrollment and Outcomes Report

In accordance with USTC Policy 205.10, each college president shall, in conjunction with the college instructional and student services officers, conduct a thorough review of the college preliminary year-end submission. The college president's data review and certification of the preliminary year-end data submission was presented to the college board of directors as an information item not requiring approval.

Davis Technical College will provide an additional data submission in December, with certification by the appropriate deadline.

Preliminary Year-end data:

Total Postsecondary Memberships Hours	1,047,950
Total Distinct Postsecondary Headcount	4,609

Total Secondary Membership Hours	368,584
Total Distinct Secondary Headcount	1,434

College Financial Report as requested by USTC

The Board of Trustees of the Utah System of Technical Colleges requested information from each Technical College about financial activities and net position of each College over the last five years. It is a high level view. The one page report for Davis was provided to the Board. Additional information to the Board included these reports:

- Summary of unrestricted net position
- Summary of Study on Early Retirement Incentives Program

Legislative FY 2019 Budget Request Approval

Davis Tech Administration has worked closely with the Tech College System in the development of the Fiscal Year 2019 Legislative Budget Request. For FY 2019, Davis Tech was authorized by the System to request \$909,800 for employer driven program expansion and \$115,900 for Student Support.



This request will be combined with the other System Administration and Technical College requests and forwarded to the Legislature for consideration in the legislative session which begins January 2018.

Davis Tech college program expansion request includes:

1. Software Development
2. Automotive Technology
3. Digital Media Design
4. Surgical Technology
5. Composite Materials Technology
6. Medical Assistant
7. Automation Technology
8. Construction

A motion to approve the FY 2019 Legislative Budget Request was made by Adam Toone, seconded by Bart Warner. Motion passed.

Building Board Request Update

The Allied Health Building request will be presented to the Building Board on October 4, 2017. The plan has been submitted to the Utah Division of Facilities Construction and Management (DFCM) to update the Capital Budget Estimate (CBE), which is the cost analysis for the building and it has resulted in a nearly \$5 million increase in the cost of the project.

The Allied Health Building project is the highest priority for the Utah System of Technical Colleges, the Davis Chamber, and the Northern Utah Chamber Coalition (NUCC). An update was provided on the fundraising efforts and the legislators that have been visited to discuss the Allied Health Building

Vice President CUPA Salary Survey/Market Update

Two new vice presidents were hired at the end of last fiscal year and the start of the current year. The salary levels were set based on current CUPA data and information provided by the consulting firm that audited all positions at the institution. Because vice president positions include responsibilities from various national job titles, it is difficult to make comparisons. Experience levels and content of background is also varied.

On June 23, 2017, Russell Galt prepared a very comprehensive analysis and recommended three approaches to setting the salaries of all vice president including the new positions. The salary methodology results in an increase for Darin Brush. The increase places all vice president's within \$3,000 of midpoint.

The Board Leadership has approved this action and seek Board ratification.

A motion was made to ratify the action of Board Leadership by Brigit



Gerrard, seconded by Bart Warner. Motion passed.

Murdock Auto Team Partnership

On Friday, October 6, 2017 at 9:00am, the Murdock Auto Team and Davis Technical College (“Davis Tech”) will sign a partnership agreement recently negotiated by both parties. The purpose of the agreement is to increase the capacity to train more automotive technicians at Davis Tech. The Partnership is mutually beneficial, and compliments the missions of both partners.

Through the Partnership, Davis Tech will benefit from the increased involvement in the Program by the Murdock Auto Team, including:

- A regular presence of Murdock Auto Team members in the Program, and regular communication between the parties to enhance the Program, and ensure its market relevance
- New and recent model cars with the latest technologies, to be used for training purposes, supplied to the program by the Murdock Auto Team. This will typically include two automobiles rotated through the program approximately every 60 days.
- Promotional materials, décor, wraps, etc. in order to captivate students and increase excitement
- Internship/externships opportunities with the Murdock Auto Group for students
- Leverage by Murdock Auto Group with its manufacturers, vendors, etc. to help secure needed materials and tools at best possible costs

The Partnership provides Murdock Auto Team, with benefits that include:

- Access the Davis Tech facilities and program equipment for recruitment, staff training, and other events
- Davis Tech training resources for the Murdock Auto Team employees, such as subsidized Custom Fit (as funding allows)
- Space for a tribute wall, to be designed and funded by the Murdock Auto Team, to be permanently displayed outside the program entrance
- Brand recognition and promotion of Murdock as a viable employer of the program’s automotive technician graduates and as a committed corporate citizen

President’s Items

- SpaceX Visit
Item not discussed due to time constraint.
- IT Initiative
Labor market data and anecdotal evidence point to a severe and growing shortage of software development and sustainment workers. This problem has reached a critical level in the aerospace and defense industry cluster in Northern



Utah, where the inability to meet future workforce demands is limiting the capacity of companies and government to meet their commitments. The software development and sustainment workforce shortage is a statewide issue. On 23 August 2017, Governor Herbert announced the IT Pathway Initiative to help address it. Work is underway to build-out the initiative.

A meeting is scheduled on Friday, September 29, with several legislators, employers, and educators to discuss how to address the IT Initiative and develop the pathways.

- Partnership Update
Item not discussed due to time constraint.

- Board Photo (before October 26th Board Meeting)
Annual Board of Directors' picture will be taken before the meeting on October 26, 2017, at 3:15 pm. Dress is business formal.

Adjournment

A motion to adjourn the meeting was made by Brigit Gerrard.
The meeting adjourned at 5:42 p.m.