

**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**



October 22, 2015

Conducting: Michael Jensen Chair

Board Members Present

Michael Jensen, Chair	Business/Industry
Michael Blair, Vice- Chair	Business/Industry
Stuart Eyring	Business/Industry
Brad Walters	Business/Industry
Neil Carrigan	Morgan School Board
Larry W. Smith	Davis School Board

Administration

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

Guests

Greg Scherer	Director of Information Technology
Ric Higbee	Human Resources Director
Melanie Hall	Marketing Director
Will Pierce	Director of Programs
Lance Eastman	Director of Programs
Leslie Mock	Director of Nursing & Health Professions
Dina Nielsen	Director of Student Services & Financial Aid
Jeff Lund	Controller
Ginger Chinn	Director of Instructional Program Development
David Parkinson	Bookstore Director
Kevin Cummings	Director of Institutional Effectiveness
Debra Schilleman	Director of Utah Nursing Assistant Registry
Ana Fasy	UNAR Certification Technician
Courtney Clarkson	UNAR Certification Technician
Carol Andersen	Cosmetology School & Salon Operations Coordinator
Jill Devitt	Cosmetology Instructor
Kimberly Johnson	Cosmetology Instructor
John Riley	Automotive Technology Instructor
Jeff Miller	Automotive Technology Student

Excused

Karen Fairbanks	Board Member
Bart Warner	Board Member
K.O. Murdock	Board Member



Excused (cont.)

Joy de Lisser	Board Member
David Hansen	Board Member, Ex-Officio
Ann Mackin	Vice-President of Instruction

Invocation	Brad Walters
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Pledge of Allegiance	Jeff Miller, Automotive Technology Student
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Introduction of New Employees

The following employees were introduced to the Board:

- Jill Devitt, Cosmetology Instructor
- Kimberly Johnson, Cosmetology Instructor
- Courtney Clarkson, UNAR Certification Technician
- Anna Fasy, UNAR Certification Technician

Consent Calendar

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

- a) Minutes of September 24, 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

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

Comprehensive Annual Financial Report and Accompanying Independent State Auditor's Report

The Office of the Utah State Auditor performed the regular, annual audit of the DATC for Fiscal Year 2015. Members of the Auditor's staff who performed the audit and attended the meeting included Van Christensen, Stephen Miller and Ariane Gibson.

Ms. Gibson addressed the board and provided a summary of the audit stating the results showed no instances of noncompliance or other matters required to be reported.

The DATC implemented the new Accounting and Financial Reporting for Pensions Standard in Fiscal Year 2015. This standard requires disclosure of additional pension liabilities in the financial statements and deferred inflows and outflows related to pensions.

The institution received a one-time disbursement of excess accumulated reserves for its medical insurance from the Public Employees Health Plan (PEHP) in June 2015 of \$117,336. A portion of this disbursement was refunded to DATC employees.



The preparation of the audit report would not have been possible without the efficient and dedicated services of Jeff Lund, DATC Controller, and the entire staff of the Fiscal Services Department. This is the eighth consecutive year of no audit findings for the institution.

The Comprehensive Annual Financial Report and Accompanying Independent State Auditor's Report was approved on a motion made by Stuart Eyring, seconded by Larry Smith. Motion passed.

FY 2015 Year-End Budget Report

Russell Galt presented the FY 2015 Year-End Budget Report. The report includes schedules which report budget to actual performance, as well as narrative explaining the difference between budget and actual amounts.

The College finished the Fiscal Year with \$5,244,559 in Current Funds Assets. The Current Funds are comprised of the following: the General Fund, where no balances are maintained; Designated Funds with a balance of \$5,149,753; Restricted Funds with a balance of \$282,018; and the Proprietary Funds with a balance of \$812,788.

This represents a total increase of \$639,937 in Current Fund assets over the prior year. The balances in Designed Funds increased \$520,452; Restricted Funds increased \$10,846; and Proprietary Funds increased \$108,639.

Student tuition and fees were higher than budget estimates by 5.78%, or \$127,125. General Fund Tuition receipts were \$41,731 over budget, registration fees over by \$21,400, and WSU related RN tuition was \$64,011 over estimates.

A reserve equal to 3% of General and Designated Fund Revenues of \$480,000 has been allocated as reserve funds; as well as \$2,560,000 for early retirement termination benefits. The FY 2016 budget includes \$275,000 towards improvements at the Freeport West Campus, and \$100,000 for a Financial Aid software package from these balances, leaving \$656,681 as available one-time money for Campus projects.

A motion for the Board to approve the FY 2015 Year-End Budget Report was made by Michael Blair, seconded by Brad Walters. Motion passed.

FY 2016 Budget Modification

The Board approved a budget for FY 2016 during the June 2015 Board of Directors' meeting. This proposed budget revision includes the following modifications:

- Reclassify utilities costs from Operation & Maintenance of plant to Institutional Support in accordance with NACUBO guidelines.
- Recognize savings from delayed hiring.
- Eliminate planned full-time faculty positions in the following areas which will be covered by part-time employees: American Sign Language, Medical Assisting, Pharmacy Technician, Cyber Security, Unmanned Aerial Vehicle, and Industrial Robotics.



- Add full-time faculty positions in the following areas: Welding, Composites, Emergency Services, Esthetician
- Add full-time Nursing Coordinator and Salon clerical staff.
- Add budget for a consultant to assist with strategic planning.
- Purchase a replacement vehicle for the motor pool.

Larry Smith made a motion to approve the FY 2016 Budget Modification as presented. The motion was seconded by Stuart Eyring. Motion passed.

Anti-Harassment/Discrimination Policy

During the June board meeting, the Student Code of Conduct Policy was revised to address the new federal Violence Against Women Act (VAWA); and revisions made to the Anti-Harassment/Discrimination Policy are also in response to the Violence Against Women Act.

The purpose of the Anti-Harassment/Discrimination Policy is to create an environment that is supportive of institutional objectives, partners, students and employees by striving to create and maintain a campus environment in which people are treated with dignity, decency and respect. Maintaining a campus free from sex discrimination or sexual harassment, including sexual violence, is important for all students and employees.

The policy revision addresses:

- Required education and training
- Prohibition on consensual relationships between employees and supervisors
- Prohibition on fraternization between certain employees and students

Revisions presented to the Anti-Harassment/Discrimination Policy were approved on a motion made by Larry Smith, seconded by Michael Blair. Motion passed.

Employer Advisory Committee Summary

Kim Ziebarth presented the Employer Advisory Committee Summary Report for FY 2014–2015. Employer Advisory Committees exist for each accredited program. Advisory committees are intended to ensure DATC programs remain current and relevant in meeting and aligning with industry needs and practices. Each committee consists of at least three members who work in the field of instruction and are located in the region served by the program. Committee members discuss industry practices with instructors and make recommendations on the following issues:

- Admission requirements
- Program content, length, objectives and skill requirements
- Instructional materials and competency tests
- Equipment
- Appropriateness of delivery mode

The Employer Advisory Committee Summary Report shows committee membership, meeting minutes and feedback from committee members. The information is used to justify program changes and purchases of equipment and materials. The DATC currently has 322 committee members that evaluate programs every year.



COE Substantive Change Visit Report

A two-day COE Substantive Change site visit was held at the DATC on October 22nd for approval of DATC's participation as a Competency-Based Experimental Site. The site visit was very successful, and no findings or recommendations were reported.

Now that the site visit has been completed, the substantive change will require ratification by the Commission of the Council on Occupational Education. DATC can then apply for approval from the federal government to begin administering Federal Financial Aid to students enrolled in course-based educational courses.

Strategic Plan Update

The DATC has begun a three-year strategic planning initiative which will help identify vision, values, strategies and objectives to best position the institution for growth and continuing success.

A cultural values assessment has been sent to all DATC faculty, staff and members of the DATC Board of Directors. This assessment will help to identify key cultural values that will assist the institution in remaining a relevant and visionary organization. The survey is conducted through the Barrett Cultural Values Center.

The DATC Board of Directors' were asked to calendar the following dates to participate in the following strategic planning activities:

October 12 – November 1	Barrett Cultural Values Assessment
November 10	Focus Groups (afternoon)
December 1 st & 2 nd	Strategic Planning Summit (all day)

Capital Development Project/Building Board Ranking

The Utah College of Applied Technology presented Capital Facilities projects to the Utah State Building Board on October 7, 2015. The DATC presented its Allied Health Building request which is a \$25,463,974 request for an 85,000 square foot building.

The Utah State Building Board ranked the UCAT building requests according to the priorities set by the UCAT Board of Trustees with 1) MATC, 2) BATC, 3) DATC, 4) OWATC. UCAT projects ranked in the lower third of all state building requests and are not expected to be funded. No Landbanking requests were ranked, or will be funded this year.

Report on President Bouwhuis' Evaluation

Michael Jensen reported that a favorable conclusion has been reached regarding the evaluation of President Michael Bouwhuis. The UCAT Board of Trustees authorized a stipend for him equal to a 2% salary increase.

In addition, the UCAT administration completed an analysis of the campus presidents' compensation. Market adjustments were made based on the evaluations of each campus in terms of campus size, budget, programs, staff, etc., and market adjustments were made during the last payroll cycle.



President's Report

University of Utah Dental Program

The University of Utah School of Dentistry is partnering with the Davis Applied Technology College Dental Assisting program for the education of their students. The University of Utah chose the DATC program for this partnership due to the fact the DATC is one of the only Commission on Dental Accreditation (CODA) accredited programs in the state.

Intermountain Health Care – Surgical Technology

Intermountain Health Care (IHC) has requested a cohort in the DATC Surgical Technology program. IHC will identify employees within their organization to enroll in the Surgical Technology program, pay for their tuition, provide the clinical sites and guarantee program completers employment within an IHC facility.

BYU-Idaho – Engineering Department

BYU-Idaho would like to develop a pathway program with the DATC for their engineering students. BYU-Idaho would require students enrolled in their engineering program to obtain a certificate as part of their engineering requirements. Students would enroll at the DATC and learn how to build composites parts or learn welding skills before they are trained to design.

Freightliner Partnership

Freightliner has expressed interest in entering into a partnership with the DATC Diesel/Heavy Duty Technology program. DATC is in the early stages of discussion with Freightliner regarding this partnership.

Western Governor's University

Western Governor's University and the DATC have signed an agreement where Western Governor's will accept certain portions of DATC training as credit toward certain bachelor degree programs.

Utah State University

Utah State University and the DATC are in the process of finalizing an agreement similar to the one requested by BYU-Idaho. The agreement would include USU engineering students obtaining a certificate at the DATC to make parts prior to designing them.

Aerospace Industry

The aerospace industry has created a program where high school students take their pre-engineering courses at their high school; receive a paid internship in industry where they can obtain hands-on training; then spend 70 to 80 hours in training at the DATC in order to obtain a certificate.

Adjournment

The meeting adjourned at 4:50 p.m.