

**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**

February 23, 2017

Conducting: Michael Jensen Board Chair

Board Members Present

Michael Jensen	Business/Industry, UCAT Board Member
Michael Blair (by phone)	Business/Industry
K.O. Murdock	Business/Industry
Bart Warner	Business/Industry
Brigit Gerrard	Davis School District
Adam Toone	Morgan School District

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

Jeff Lund	Controller
Greg Scherer	Director of Information Technology
Lance Eastman	Director of Technical Programs
Mark Hadley	Director of Technical and Apprenticeship Programs
Leslie Mock	Director of Nursing & Health Professions
Dina Nielsen	Director of Student Services
Jim Bosserman	Director of Facilities Services & Risk Management
Ric Higbee	Director of Human Resources
Marcie Valdez	Foundation Director and Grants Administrator
Kelley Rhoe-Collins	Director of Service Professions and Academic Development Programs
Wes Hobbs	Composite Materials Technology Instructor
Gavin Harper	Professional Development Specialist
Jim Mikkelsen	Lead Custodian
Kari Phillips	Instructional Systems Design Coordinator
Christian Westbrook	Composite Materials Technology Student
Tyler Beyeler	DATC Student of the Year
Kebin Normington	Custodian



Excused

Brad Walters	Business/Industry
Steve Earl	Business/Industry
Stuart Eyring	Business/Industry
Louenda Downs	Board Member
David Hansen	Hill Air Force Base Representative, Ex-Officio

Invocation

KO Murdock

Pledge of Allegiance

Christian Westbrook, Composite Materials
Technology Student

Introduction of New Employees

The following employees were introduced to the Board:

- Gavin Harper, Professional Development Specialist
- Kebin Normington, Custodian

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 December 1, 2016
- 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. 2016 Annual Report
- k. Career Path High School Report
- l. DATC Enrollment, Completion, & Cost Report – FY 2016 (Final)
- m. Professional Development Policy and Procedures
- n. Credit Card Authorization

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

Introduction of New Davis/Morgan Board Members

The Board of Directors were introduced to Brigit Gerrard who will be replacing Larry Smith as the representative from the Davis School District Board of Education. Ms. Gerrard starts her tenure today, February 23, 2017.

Adam Toone is replacing Neil Carrigan as the, representative from the Morgan School District Board of Education. Mr. Toone starts his tenure today, February 23, 2017.



State of the Institution Report

President Bouwhuis provided the annual State of the Institution report reflecting on the accomplishments of the institution during Fiscal Year 2016 (ending June 30, 2016). In our mission we have promoted student development and economic growth and development.

DATC accounts for 24% of UCAT membership hours. FY 16 performance showed an increase in membership hours by 3%, a 41% increase in high school membership hours and 19% increase in high school head count. Industry certification increased by 11% and certificates increased by 21%. Custom Fit increased by 31% in companies served.

Once a student completes their training and is working it takes approximately two months of salary to pay off tuition and fees for an average program. In the past it took students 1.3 hours to complete 1 hour of instruction, currently it takes 1 hour for students to complete 1 hour of instruction. DATC has improved student efficiency through course-based instruction by 28%.

In FY 16, Additive Manufacturing (3D Printer) Technician Training was added. The following programs had expansions: Medical Assisting, Pharmacy Technician, Dental Assisting, Firefighter, Cosmetology and Esthetician. Two new partnerships were added: Composites One and Dewalt Tools.

Challenges we are facing: overcrowded classrooms, additional cohorts needed, job demands exceed capacity, limited space to train more students, need to add scholarships to help graduating high school students to finish DATC programs, and students from diverse, underserved, underemployed, and low-income populations need tuition assistance.

Tyler Beyeler, DATC Student of the Year was introduced to the Board and student success stories were shared.

Salary Survey Consultant Report/Approval

The Compensation Plan for FY 2017, which the Board approved in the June 23, 2016 Board Meeting, called for a salary and wage study to be performed and called for certain wage increases to be distributed to employees based on the results of that salary study. The budget set aside \$60,000 for these increases.

After a lengthy request for proposal process, NFP HR Services was selected to perform the study. A very comprehensive study was performed.

They had the following objective: conduct a comprehensive salary study and update wage policy and practices to incorporate results of study and make market adjustments with budget.



Revised Salary Schedules, which have been recommended by the NFP consultants were shared. Professional/Administrative employees salary schedule has a 4% slope between pay grades with 50% range spread across minimum, midpoint and maximum salary. The midpoints were adjusted. Classified employees salary schedule has a 45% range spread and decreasing slope of 3%. Faculty salary schedule keeps current midpoints and 4% slope between ranges and increased range to 62%, this will increase the spread at the top end of the range by 10% decreasing the potential of faculty reaching the max of the range prematurely. Also added a grade 7 to allow for market driven designated programs to pay as necessary to attract and retain talent.

Based on the market study conducted by NFP, Davis Applied Technology College pay is complete in the market with:

- 21% of faculty paid above the market and 6% are below
- 19% of professional employees paid above the market and 11% are below
- 19% of classified employees paid above the market and 14% below
- Some of the executives are paid a little low compared to the market

In general, employees paid above market have 10+ years with the college and those below have less than 2 years.

A plan for distributing various salary increases based on the results of the survey and the \$60,000 budgeted for this purpose was shared.

Revised Salary Schedules and the employee salary and wage increases as presented based on the recently completed salary study were approved on a motion made by Adam Toone, seconded by KO Murdock. Motion passed.

Budget Modification

The Board approved Revision I of the FY 2017 Budget in the October 27, 2016 Board of Directors' meeting. The Board also approved a budget modification for an increase in costs for the Welding trailer in the December 1, 2016 Board Meeting.

Budget Modification Revision II is proposed at this time. Most of the items in this budget modification are budget reclassifications from one line item to another or from one fund to another. Significant elements of this modification include:

- Recognize salary and benefit savings from positions which were unfilled for a period of time.
- Use salary savings monies to fund consulting services related to a salary survey as well as to cover additional expenses in current expense and capital budgets.
- Reclassify utilities expenses from Institutional Support to Operations and Maintenance.



- Reclassify certain Fee Revenues from the General Fund to the Designated Fund in accordance with new direction from UCAT.
- Reclassify certain ADA expenses from the General Fund to the Designated Fund as a result of the Fee Revenue reclassification.
- Add a new Student Outreach position and a new Maintenance Technician position.
- Adjust various Student Fee revenue estimates and corresponding expenses based on first half of the year actuals.
- Show the effect of the Welding Trailer budget modification which was approved in December.
- Add Perkins Grant revenue and the expense of a Sim-Mom purchased with that grant.
- Add the expense for a new color copy machine funded with revenues from our Print Center operation.
- Add the expenses for a new sewer line project at the Freeport West facility funded with rental revenue funds from that facility.

The FY 2017 Budget Modification Revision II was approved on a motion made by KO Murdock, seconded by Brigit Gerrard. Motion passed.

Nominations of Two Candidates for UCAT Board of Trustees

The term of office for the UCAT Trustee who represents DATC expires on June 30, 2017. Utah statute calls for the governor to appoint, with the consent of the Senate, “one member representing each applied technology college, selected from at least two nominees presented to the governor by the board of directors of each applied technology college.” This is a new process that involves staggered terms for the UCAT Board of Trustees.

The DATC Board of Directors would like to nominate Mike Jensen as the preferred candidate and 2nd nominee is Jim Gramoll, from Gramoll Construction.

The Board nominates Mike Jensen as preferred candidate and Jim Gramoll as 2nd nominee on a motion made by Bart Warner, seconded by KO Murdock. Motion passed.

Capital Campaign

As of February 15, 2017, the Foundation has secured \$235,419 in private support for the Allied Health Building. The DATC has committed \$300,000 towards the project. The Foundation has an additional \$2.1 million in outstanding requests that have been submitted to private foundations and industry partners.

Over the next few months we hope to host medical association meetings on campus, and present to physicians affiliated with Lakeview Hospital. In addition, we will continue to connect with individuals, corporations and foundations in our community to seek additional support. The Board was



asked to share any contacts who could assist in the fundraising effort and continue to be an advocate for this project.

President's Items

UCAT Student of the Year

UCAT Student of the Year was chosen by the other eight candidates from each college. It is a shared honor this year between DXATC and Mountainland ATC.

Reshaping of UCAT

Dave Woolstenhulme is a great commissioner. They are proposing to move the UCAT Office next to the Triad Center in Salt Lake City. They have eliminated the marketing/assistant position and hiring a new administrative assistant. Dramatically changed the policies and data dictionary on reporting. Joe Demma has been hired full-time as the Assistant Commissioner for Public Affairs. As part of his duties he will be working on governor relations. There are revising job descriptions for all UCAT staff and the possibility of transferring the data management system Northstar to UETN.

Legislative Update

Budget request was presented to the legislature for \$2 million and the amount received was increase to \$4 million.

S.B. 238 is being discussed at the legislature. Part of this bill cleans up some items left from the previous bill. If passed a Trustee on the UCAT Board cannot sit on a College Board of Directors so Mike Jensen might have to be replaced on our Board. It will create the System of Technical Colleges and change our name to Davis Technical College. Each college becomes a body corporate.

Adjournment

A motion to adjourn the meeting was made by Brigit Gerrard
The meeting adjourned at 5:13 p.m.