

**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:

| Secondary | | |
|--|------|--|
| Alexander Barajas | Gold | Dental Science |
| Post-Secondary | | |
| 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:

| Secondary | | |
|------------------|--------|-----------------------------|
| 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 |
| Post-Secondary | | |
| Jared Miller | Gold | CNC Milling Specialist |
| Austin Bloomer | Gold | CNC Turning Specialist |
| Melissa Bush | Gold | Esthetics |
| Preston Justensen | Gold | Welding Fabrication |
| Brent Justensen | | |
| A Vandergrift | | |
| 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/40th 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 22nd 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:

| <u>DFCM PROJECTS FY2019</u> | |
|---|---------------------|
| 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 | \$ 2,126,898 |

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.

DRAFT

Attachment #1

2018 Summary of Program Changes

| Program | Change Type | New Name | 2017 | 2018 | % Change |
|--------------------------------------|---------------------------------|----------------------------------|-------------|-------------|-----------------|
| 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 |

| Program | Training Location | Delivery | Students | Length | Duration | Application |
|--------------------------------------|---------------------------|-----------------|-----------------|---------------|-----------------|--------------------|
| 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 |
| Nurse Assistant | Main Campus | Hybrid | Sec/Post-Sec | 115 hours | 2 months | No |
| Pharmacy Technician | Main Campus | Hybrid | Sec/Post-Sec | 780 hours | 8 months | Yes |
| Plastic Injection Molding Technology | Freeport West | Hybrid | Sec/Post-Sec | 900 hours | 10 months | No |
| 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 |