

**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**

**June 28, 2018**

Conducting: Bart Warner     Acting Chair

**Board Members Present**

Bart Warner	Business/Industry, Vice-Chair
Shawn Bucher	Business/Industry
Steve Earl	Business/Industry
Lindsay Bayuk	Business/Industry
Brigit Gerrard	Davis School District
Scot Merrihew	Business/Industry
Adam Toone	Morgan School District
Karen Fairbanks	Weber State University
Troy Wood	Business/Industry
David Hansen	Hill Air Force Base Representative, Ex-Officio

**Administration**

Michael J. Bouwhuis	President
Russell Galt	Vice President of Administrative Services
Darin Brush	Vice President of Employer & Economic Development
Wendee Cole	Recording Secretary

**Guests**

Amanda Tullis	Director of Employer & Continuing Occupational Education
Bryce Fox	Director of Facilities Services & Risk Management
Dina Nielsen	Director of Student Services
Jeff Lund	Controller
Kevin Cummings	Director of Institutional Effectiveness
Leslie Mock	Director of Nursing & Health Professions
Marcie Valdez	Foundation Director and Grants Administrator
Melanie Hall	Director of Marketing and Community Relations
Ric Higbee	Director of Human Resources
Scott Hansen	Surgical Technology Instructor
Carol Anderson	Cosmetology Instructional and Salon Manager
Cassie Bybee	Master Esthetician Student
Mike Henry	Orbital ATK Aerospace Structures

**Excused**

Stuart Eyring	Business/Industry, Chair
Kim Ziebarth	Vice President of Instruction
Julie Blake	Vice President of Quality & Development

**Invocation**

Brigit Gerrard, Board Member

**Pledge of Allegiance**

Cassie Bybee, Master Esthetician student



### **Introduction of New Employees**

The following employee was introduced to the Board:

- Scott Hansen, Surgical Technology Instructor

### **Consent Calendar**

Bart Warner, Acting Chair, called for a motion to approve items listed under the Consent Calendar which consisted of the following:

- a. Minutes of April 26, 2018
- b. Budget and Accounting Report
- c. Personnel Report
- d. Key Performance Indicators (performance to goal)
- e. Employer & Continuing Occupational Education Report
- f. Marketing Activity Report
- g. Foundation Activity Report
- h. Campus Development Update
- i. Scholarship Issuance
- j. High School Senior Scholarships
- k. High School Bridge Scholarships
- l. Career Path High Report
- m. Board of Directors' Meeting Schedule
- n. Organizational Chart Update
- o. Entity Resolution Form
- p. Policy and Procedure Development
- q. Work-Based Activities Policy and Procedures
- r. Rescind the Visitors on Campus Policy
- s. Campus Access Policy
- t. Employment Grievance Policy
- u. Overtime Pay, Overload Assignments, and Compensatory Time Policy
- v. Employee Safety and Workplace Violence Prevention Policy
- w. Network Resources Acceptable Use Policy
- x. Early Retirement Incentives Policy
- y. Employee Educational Benefit Policy
- z. Refund of Tuition and Fees Policy
- aa. Schedule Development Policy and Procedures

The items listed under the Consent Calendar were approved on a motion made by Karen Fairbanks, seconded by Scot Merrihew. Motion passed.

### **Recognition of Board Service**

- Bart Warner, Board Member, has asked to resign from the Board to pursue additional business opportunities. He served on the Davis Technical College Board from September 2014 and was Vice-Chair from July 2017.
- Steve Earl, Board Member, will be retiring from ATK and has asked to resign from the Board. He served on the Davis Technical College Board from September 2016 and served as the chair of the audit committee.



They were thanked for their years of service.

### **Election of Board Officers**

Acting Chair Warner opened nominations for the Davis Technical Board of Directors' Chair and Vice-Chair. A motion was made by Brigit Gerrard to nominate Stuart Eyring as the Board Chair and Troy Wood as the Vice Chair. Seconded by Lindsay Bayuk. Motion passed.

### **Proposed Names for New Board Members**

In accordance with H.B. 300 one additional private sector Board member is required for the Davis Tech Board. Individuals appointed will represent the interests of business, industry, or labor in the technical college service area.

Mike Henry and Justin Atkinson are in the application process with the Governor's Office.

The Board was asked to provide input on recommendations for the transportation area to replace Bart Warner. The Board was asked for input in the auto or diesel industries. Suggested was Kyle Treadway from Kenworth Dealerships, Adam Sanders from CR England, May Trucking or Larry H. Miller Group.

### **Summary of Allied Health Programming Document and Tentative Time-line**

The Division of Facilities and Construction Management (DFCM) and Davis Tech selected the architectural firm of Method Studio to do programming for the Allied Health Building. The programming document was delivered to Davis Tech on May 22, 2018. The Programming is for an 85,762 square foot building with program space for the following instructional programs: Practical Nurse, Pharmacy Technician, Dental Assisting, Nurse Assistant, Surgical Technology, Medical Assistant, Health Information Technology, Emergency Medical Technician, Firefighter, and various building support areas. Method Studio has been selected to move into the design phase of the project and design work has begun.

Six contractors have submitted proposals to be the contractor for the building. The selection process is currently underway. Interviews will be held on June 27 with those contractors selected as finalists. A contractor should be selected and announced by the end of June.

As part of the programming process, it was determined that soil remediation will need to be done on the project site. Various geo-technical engineers are involved and have differing opinions on how to proceed with this remediation. This has delayed the project by approximately two months. While a solution has not yet been settled on, the soil remediation could cost as much as \$728,900 for geopiers on the project site.



A construction time-line will not be finalized until after a contractor is selected. However, we anticipate work to begin on the building in Fall 2018 or early Spring 2019. The current estimate for building completion is May 2020.

Troy Wood proposed asking hospitals for donations to assist in providing supplies and equipment for the programs (i.e. beds, trays, bedside tables, surgical equipment and tables, etc.)

### **Accreditation Reaffirmation Visit Summary**

The team lead will conduct a preliminary visit in August. The full team visit will be September 24-27. Board members will be invited to participate in a reception the evening of September 24. Information regarding the preparation for the visit was provided to the Board. A preliminary visit will be made in August by the team lead.

### **FY 2018 Year-End Budget**

During the March 22, 2018 Board Meeting, a budget modification was approved which projected revenues and expenses through the end of this fiscal year. Since that time, revenue amounts and expenses have been more clearly estimated.

As a State agency, the primary purpose of our institutional budget is not about budgeting to make a profit. Rather, our budget is about proper and prudent use of precious State resources which have been appropriated to, and entrusted to our College. The budget provides public disclosure of the plan on how to utilize those resources.

A summary of significant items included in this budget modification include:

- Recognize in the budget savings from various new hires and unfilled positions.
- Reallocate certain SWI Composite grant expenses from FY 2019 to FY 2018.
- Adjust various travel budgets from In-State Travel to Out-of-State Travel to cover Skills USA Travel expenses.
- Add budget expenses to purchase equipment with savings from various accounts.
- Adjust various program fees revenue estimates and related expenses.
- Increase estimate for Interest Income based on increased earnings rates.
- Recognize usage of donated supplies and equipment.
- Add revenue and expenses for Perkins Special Revenue Grant for Nursing
- Increase budgets to reflect actual grant revenues and related expenses for various grants, including Perkins grant.
- Adjust revenues and costs for Proprietary Fund accounts, including Bookstore, Copy Center, Food Service, and Salon.
- Add additional costs for Bookstore remodel.
- Various other adjustments.



A motion to approve the FY 2018 Year-End Budget was made by Troy Wood, seconded by Brigit Gerrard. Motion passed.

### **FY 2019 Budget Approval**

A draft budget for Fiscal Year 2019 was presented in the April 26, 2018 Board Meeting. Certain refinements have been made to that draft budget since that time.

A Summary of the increases/decreases in State funding for Davis Tech for Fiscal Year 2019 is as follows:

Employer Driven Program Expansion	\$710,200
Student Support	93,000
Internal Service Fund Adjustment	4,100
Budget Reduction	(228,200)
One-time Equipment funds in FY 2018	(193,800)
Compensation Increase	<u>374,400</u>
Total Increase	<u>\$759,700</u>

A summary of significant items included in the first draft of the FY 2019 budget include:

- Increase of \$759,700 in direct Legislative funding as outlined above.
- Increase of \$435,700 in equipment flow through funds from UTech.
- Increase of \$228,200 in budget reduction/reallocation flow through funds from UTech.
- Increase of \$27,200 in Career and Technical Education Scholarship flow through funds from UTech.
- Increase of \$240,000 Performance flow through funds from UTech.
- Increase of \$129,399 in estimated tuition revenues due to increase in adult enrollment.
- Strategic Workforce Initiative (SWI) funding used as follows:
  - Add \$120,000 of revenues and related expenses for SWI Information Technology WEB Development program, including an additional Digital Media Design instructor.
  - Add \$45,000 of revenues and related expenses for SWI Automotive program.
- New Legislative Employer Driven Program Expansion funding used as follows:
  - Add Software Development program instructor and supplies.
  - Add Automotive Technology program instructor and supplies.
  - Add Surgical Technology program instructor and supplies.
  - Add Composite Materials Technology program instructor and supplies.
  - Add Medical Assistant program instructor and supplies.
  - Add Automation and Robotics program instructor and supplies.



- Add additional Student Recruiter and related supplies.
- Add \$241,900 for additional equipment.
- Compensation plan as proposed in this Board Meeting.
- Full-year impact of staff changes which took place in FY 2018.
- Elimination of one-time expenses included in the FY 2018 budget.
- Adjustments to adjunct faculty budgets in various programs.
- Add one-time expenses for accreditation reaffirmation.
- Add various software packages related to student success.
- Add expenses for economic impact study.
- Add expenses for architectural pre-programming for Technology Building.

A summary of significant items changed in the second draft of the FY 2019 budget include:

- Reallocate certain SWI Composite grant expenses from FY 2019 to FY 2018.
- Refined the estimates for the compensation plan as presented in the Board meeting.
- Adjust new faculty positions for Automotive Technology, and Automation and Robotics to the Restricted Fund to be covered with Budget Reallocation Funds from UTech.
- Adjust various program fees revenue estimates and related expenses.
- Increase estimate for Interest Income based on increased earnings rates.
- Add budget for Simmons Building technology upgrade.
- Various other adjustments.

The Operating Budget for Fiscal Year 2019 with notations summarizing increases and decreases from the FY 2018 budget was included in the Board book.

A motion to approve the FY 2019 Budget was made by Steve Earl, seconded by Adam Toone. Motion passed.

### **FY 2019 Business Plan**

The 2019 Business Plan reflects the College's commitment to continuous improvement and tactical and strategic planning. The plan includes Key Performance Indicators (KPI's) and the goals established by the institution, along with the strategies to achieve them. The performance projections align with year three of the Davis Technical College three-year Strategic Plan.

A motion to approve the draft of the 2019 Business Plan was made by Brigit Gerrard, seconded by Shawn Bucher. Motion passed.

### **FY 2019 Employee Compensation Plan and Related Pay Schedule**

The Fiscal Year 2019 Compensation Plan was discussed in the April 26, 2018 Board Meeting. The plan which was presented has been applied to individual



employees and the calculation of average increases has been refined. The proposed Employee Compensation Plan for Fiscal Year 2019 includes the following elements:

The proposed Employee Compensation Plan for FY 2019 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 for Fiscal Year 2018.
- 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 2.32% for full-time employees.
- Fund an amount equal to approximately 2.5%, or approximately \$250,000, in the General Fund for merit increases. Merit increases will be used to recognize exceptional performance, reduce employee retention issues, and/or address pay inequities.
- The total of the Performance Based Pay Progression Table increases and the merit increases will be planned to be a total of a 5% average increase for eligible full-time employees.
- Increase of 4.1% in medical insurance rates as set forth by the Public Employees Health Program (PEHP). The Legislature funded the employer portion of this increase.
- Decrease of 3% in dental insurance rates as set forth by the Public Employees Health Program (PEHP).
- No change in retirement contribution rates in the Utah Retirement System (URS) of TIAA.

The salary schedules presented here for Fiscal Year 2019 are equivalent to the revised salary schedules for Fiscal Year 2018 as previously approved by the Board. No Cost of Living Adjustment (COLA) has been added to these schedules.

A motion to approve the FY 2019 Employee Compensation Plan and Related Pay Schedules was made by Lindsay Bayuk, seconded by Karen Fairbanks. Motion passed.

### **President's Items**

- Hyundai Contract Update – we are getting close to finalizing the contract. Darin Brush will continue to work with Hyundai.
- Utah State Prison – a new 5 year contract was signed and this will include the process of building the new prison.
- Volkswagen Contract Update – still in process
- Clyde Companies – met with 13 representatives (vice presidents and above) from the Clyde Companies, Inc. and discussed creating a system-wide training and job opportunities.



- Allied Health Building Fundraising Summary – received a donation from Dumke Foundation of \$50,000. Marcie was thanked for her hard work on fundraising.

### **Closed Session**

Bart Warner, Acting Chair called for a motion for the Board to move into a Closed Session for discussion of the character and professional competence of Davis Tech employees in regard to the FY 2019 employee evaluations. The motion was made by Brigit Gerrard, seconded by Steve Earl. Motion passed unanimously. Karen Fairbanks asked to be excused from the closed session.

A roll call was conducted:

Bart Warner – yes	Steve Earl – yes
Troy Wood – yes	Brigit Gerrard – yes
Lindsay Bayuk – yes	David Hansen – yes
Adam Toone – yes	Scot Merrihew – yes
Shawn Bucher – yes	

A motion was made by Brigit Gerrard, seconded by Shawn Bucher, for the Board to move out of Closed Session and back into an open meeting. Motion passed unanimously.

A roll call was conducted:

Bart Warner – yes	Steve Earl – yes
Troy Wood – yes	Brigit Gerrard – yes
Lindsay Bayuk – yes	David Hansen – yes
Adam Toone – yes	Scot Merrihew – yes
Shawn Bucher – yes	

Brigit Gerrard made a motion to approve the recommended salary ranges for the three employee classifications. The motion was seconded by Troy Wood. Motion passed.

A motion was made by Troy Wood to accept the salary recommendations and salary ranges as presented by President Bouwhuis for the vice presidents. The motion was seconded by Lindsay Bayuk. Motion passed.

Brigit Gerrard made a motion for the meeting to adjourn.

### **Adjournment**

The meeting adjourned at 6:25 p.m.