

**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**



June 25, 2015

Conducting: Michael Jensen Chair

Board Members Present

Michael Jensen, Chair	Business/Industry
Michael Blair, Vice- Chair	Business/Industry
Stuart Eyring	Business/Industry
K.O. Murdock	Business/Industry
Brad Walters	Business/Industry
Bart Warner	Business/Industry
Neil Carrigan	Morgan School Board
Larry W. Smith	Davis School Board (teleconference)

Administration

Michael J. Bouwhuis	Campus President
Ann Mackin	Vice-President of Instruction
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
Jacob Hill	IT Technician
Andy Fresh	Security and Risk Management Coordinator
Jim Bosserman	Director of Facilities Services
Danielle Maynard	Project Coordinator
Tomas Villegas	Instructional Design Coordinator
Jonathan Fike	Executive Chef/Culinary Arts Program Coordinator
Jannah Prince	Culinary Arts Student
Ernest Cooper	Recruiter
Melanie Hall	Marketing Director
Carol Andersen	Cosmetology Salon Manager
Amber Jaques	Cosmetology Instructor
Shelly Morgan	Cosmetology Instructor
Cami Henri	Nail Technician Instructor
Brad Buccambuso	Professional Development Specialist
Kevin Cummings	Director of Institutional Effectiveness
Will Pierce	Director of Programs
Leslie Mock	Director of Nursing & Health Professions
Ric Higbee	Director of Human Resources
Dina Nielsen	Director of Student Services & Financial Aid
Karen Mecham	Foundation Director & Grants Administrator



Terry Keyes	Director of Programs
Jeff Lund	Controller
Ginger Chinn	Director of Instructional Program Development
Chanel Flores	Employer & Community Education Manager

Excused

Joy de Lisser	Board Member
Karen Fairbanks	Board Member
David Hansen	Ex-Officio Board Member

Pledge of Allegiance Jennah Prince, Culinary Arts Student

Introduction of Neil Carrigan

Neil Carrigan was appointed by the Morgan School District Board of Education to replace Jody Hipwell who moved out of state. Mr. Carrigan, who has previously served on the board, was introduced and welcomed.

Introduction of New Employees

The following new employees were introduced to the Board:

- ✓ Chanel Flores, Employer & Community Education Manager
- ✓ Brad Buccambuso, Professional Development Manager
- ✓ Ernest Cooper, Recruiter
- ✓ Shelly Morgan, Cosmetology Instructor
- ✓ Cami Henri, Nail Technician Instructor
- ✓ Dexter Thayn, Welding Technology Instructor – Utah Dept. of Corrections
- ✓ Danielle Maynard, Project Coordinator

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 April 23, 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
- j) High School Senior Scholarships
- k) High School Bridge Scholarships
- l) Petty Cash Policy
- m) Rescind Old Donations Accounting Policy
- n) Approve New Donations Accounting Policy
- o) College Procurement General Policies
- p) Purchase Requisitions, including Capital Purchases Preparation & Processing
- q) Exercise and Health Policy
- r) Use of Fitness Center Policy
- s) Employee Hours of Work Policy



- t) Career Path High Update
- u) Board Meeting Schedule
- v) Board Meeting Prayer Roster
- w) Approval of New DATC Foundation board Member – Claudia Allen

The items listed under the Consent Calendar were approved on a motion made by Stuart Eyring, seconded by Brad Walters. Motion passed.

Board Membership

The board membership terms of office for Michael Blair and Brad Walters expire July 1, 2015. Both individuals expressed the desire to serve additional two-year terms.

A motion was made by K.O. Murdock, seconded by Bart Warner, to approve additional two-year terms on the DATC Board of Directors for Michael Blair and Brad Walters. Motion passed.

FY 2015 Year-End Budget

A budget modification was reviewed and approved during the March 26, 2015, board meeting which included projected revenues and expenses through the end of this fiscal year. Since that time, tuition revenues have been significantly higher than anticipated resulting in additional monies in the General Fund for which no expenses were planned or budgeted. This has resulted in a need to move various expenses from other funding sources into the General Fund in order to properly spend legislatively-appropriated General Fund monies during the year in which they were appropriated.

Additional elements of the Year-End Budget include:

- Significant increase in estimated tuition revenue due to increased membership hours during the past six months.
- Salary/wage savings for unfilled positions and hourly staff savings.
- Various remodel and facility update projects completed with savings from various other budgets.
- Deferral of unused budgets for Freeport West power upgrade project to next fiscal year.
- Receipt of \$117,336 in excess reserves from PEHP.

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

FY 2016 Employee Compensation Plan and Related Pay Schedule

The Utah Legislature provided FY 2016 funding equivalent to a 2% Cost of Living Allowance for employee compensation. DATC's Equity Funding Request to the legislature included Faculty and Staff Retention and Recruiting as a top priority. The proposed Employee Compensation Plan, as determined by the DATC administration for Fiscal Year 2016, includes the following elements:



- 1.00% Cost-of-Living (COLA) for eligible employees.
- Performance Based Pay Progression increases for eligible employees (these increases range from 4.35% to zero for individual employees, but average approximately 2.27% for full-time employees).
- Discretionary increases for eligible employees equal to approximately 0.61% on average. These increases are provided to select employees as determined by DATC administration. Not all employees will receive a merit-based increase.
- Increase of approximately 4.9% in health insurance rates as set forth by the Public Employees Health Program (PEHP). Premiums have been maintained at 90% employer, and 10% for the employee (the Utah legislature provided funding for the employer portion of a 4.9% increase in health insurance rates).
- No increase in the Utah Retirement System (URS) rates.

The average salaries per employee classification for FY 2016:

Professional/Administrative	\$61,116
Faculty	\$61,002 (does not include UDC faculty)
Classified	\$36,146

Russell Galt pointed out that the UCAT Board of Trustees' did not approve a FY 2016 salary increase for Campus President Michael Bouwhuis due to the fact his salary was capped last year. He also explained action taken by the UCAT Board of Trustees' to combine all campus presidents' additional benefits into their base salaries which included car and cell phone allowances, travel, annuities or additional payments they were receiving.

Michael Blair questioned whether or not the DATC Board of Directors' had any recourse regarding President Bouwhuis not receiving a salary increase and whether or not the Board could voice their support for him.

Michael Jensen explained research he performed prior to attending the June 11th UCAT Board of Trustees' Meeting in regard to UCAT campus presidents' salaries and how they are defined. He explained that in reality, there is no rhyme or reason as to how any president's salary is determined. The Utah Legislature provided the DATC funding equivalent to a 2% Cost of Living Allowance. The DATC took that 2% and used a portion of it as a Cost-of-Living Allowance (COLA), a portion relating to an employee's performance evaluation and a portion as a merit-based increase for specified employees. Each employee at the institution was evaluated individually against these indicators and their job performance.

Michael Jensen further explained that while in attendance at the UCAT Executive Committee Meeting, he questioned how the conclusion was made to award all UCAT campus presidents, except President Michael Bouwhuis, a 2% salary increase. He also asked if the 2% increase was a COLA, or if all presidents had performed exactly the same in a merit-based system. No one answered the question; so he made a motion to accept President Robert Brems' recommendation for all UCAT campus presidents to receive a 2% COLA, and that the cap placed on President Michael Bouwhuis' salary be increased so he could also receive the 2%. After much discussion, Tom Bingham, Chair



of the UCAT Board of Trustees, ruled the motion out of order, ended the conversation and moved on.

Michael Jensen made a motion to eliminate the cap on President Bouwhuis' salary, or to increase the cap. The motion died for lack of a second.

A motion was then made for the UCAT campus presidents, excluding President Michael Bouwhuis, to be provided a 2% merit increase, that Michael Bouwhuis' salary remain capped, and that UCAT administration engage a consultant to develop a standardized performance evaluation, merit increase recommendations and salary ranges for campus president salaries. The motion also included that after the salary analysis is developed, the cap on President Bouwhuis' salary will be revisited, and if it is determined at that time the cap should be lifted, his salary increase will be approved. The motion was seconded and passed.

Chair Jensen explained that the UCAT campus presidents are only evaluated every three years which, in his opinion, is not enough. A thorough evaluation every three years is fine; however, a yearly evaluation should also be performed.

As a member of the UCAT Board of Trustees, representing the DATC, Chair Jensen contacted UCAT administration and offered his experience in developing the scope of engagement and participating with the consultant UCAT will hire. However, he was told he was meddling in institutional issues unbecoming a board member. Jensen feels no matter what he brings to the table in behalf of the DATC to the UCAT Board of Trustees, history shows it will be rejected.

Mission Call – UCAT President Robert O. Brems

Chair Jensen then explained that UCAT President, Robert Brems, applied for and accepted the invitation to serve a one-year Church Educational-Young Adult System LDS mission in Spain. He will leave January 2016 and return January 2017.

Tom Bingham, Chair of the UCAT Board of Trustees', requested Mr. Brems be provided a leave of absence in order for him to serve his mission, and that an interim president be appointed to assume that role for the one-year period. The request was approved; however, representatives from the DATC, Dixie ATC and Uintah Basin ATC voted against the leave of absence.

After a lengthy discussion, the Board requested a draft letter be created expressing DATC Board members' concerns.

Russell Galt then requested the Board of Directors approve the FY 2016 Employee Compensation Plan and Related Pay Schedule as presented. Brad Walters made the motion to approve the FY 2016 Employee Compensation Plan and Related Pay Schedule, with commentary that the DATC Board of Directors' acknowledge President Bouwhuis' efforts, despite the Board's inability to acknowledge it any other way, of a job well done with the strongest accolade which can be extended. The motion was seconded by Michael Blair. Motion passed.



Brad Walters pointed out that President Bouwhuis does a phenomenal job, and the DATC dominates every metric that exists. Even in a great economy, the DATC is increasing enrollment by 10%. He questioned how this performance can be acknowledged by the DATC Board of Directors and also by UCAT.

FY 2016 Budget Approval

A first reading of the FY 2016 Budget was reviewed in the April 23, 2016, Board of Directors’ meeting. As indicated at that time, new legislative funds will be used to develop a UAS/UAS Maintenance Technician program and an Industrial Robotics Repair Technician program. In this budget, funds have been re-allocated to also include developing a Cyber Security program. The total DATC FY 2016 Budget is approximately \$22 million.

A motion to approve the FY 2016 Budget was made by Michael Blair, seconded by Stuart Eyring. Motion passed; however, board member Neil Carrigan abstained from voting due to this being his first meeting as a member of the Board of Directors and his lack of knowledge regarding the details of the budget.

FY 2017 Capital Development and Improvements Requests

The DATC FY 2017 Capital Development Project Request (\$22,807,000) is for an Allied Health Building. The new 75,000 sq. ft. facility would allow for Allied Health program expansion to meet increased demand in training health occupation professionals which is vital to the institution.

The Capital Development Land Banking Request (\$575,000) is for approximately 9.88 acres of land located in Morgan, Utah. The purpose is to eventually build a Morgan Education/Economic Development Center to promote economic growth and technical education within Morgan County, which is part of the region served by the DATC.

The Capital Improvement Project Request includes funding for the following projects:

- Restroom Improvement Phase II \$ 465,000
- Mechanical & Air Handler Units Improvements \$ 450,000
- Exterior Lighting LED Energy Project \$ 225,000
- Window Upgrade Energy Project \$ 210,000
- Total request: \$1,350,000

A motion to approve the FY 2017 Capital Development Project Request; the FY 2017 Landbanking Request; and the FY 2017 Capital Improvements Request was made by Michael Blair, seconded by Stuart Eyring. Motion passed.

Adult and Secondary Student Fees Approval and Secondary Student Books/Materials

Updated fee schedules were presented for adult and secondary students and also for secondary student books/materials. The High School Fees for FY 2016 were updated to reflect additional courses and offerings available to high school students. Also, most program and lab fees were increased slightly to include covering the cost of low-cost curriculum which students have been required to purchase from the bookstore. It was determined that instead of selling small curriculum packets in the bookstore, the fee



would be increased slightly to cover costs, then the packets can be passed out in the classroom.

Brad Walters made a motion to approve the Adult and Secondary Student Fees Approval and Secondary Student Books/Materials as presented. The motion was seconded by K.O. Murdock. Motion passed.

2016 Business Plan (draft)

A draft copy of the 2016 Business Plan was presented which reflects the institution's commitment to continuous improvement and tactical and strategic planning. The focus is extensive program development to accommodate growth and to meet new and emerging markets which support the Utah economy.

There will be increased effort to enhance partnerships, increase student retention, increase enrollment of high school students and underserved populations, and to place renewed emphasis on marketing.

New program development will include Industrial Robotics, 3D Printing, Unmanned Aerial Vehicle Repair, Information Engineering/Cyber Security and Super Technology.

A motion to approve the draft of the 2016 Business Plan was made by Michael Blair, seconded by Brad Walters. Motion passed.

New and Modified 2016 Program Approval

Kim Ziebarth requested approval for New and Modified 2016 Programs which included:

New Program

Chairside Dental Hygiene Assistant (450 hours) (available to secondary students)

Replicated Program

Draper – Automation Technology (900 hours)

Modified Program (Program Title)

Emergency Services (available to secondary and post-secondary students) (635 hrs.)

Discontinued Program

Draper-Maintenance Technician (replaced by Automation Technology Program offered on the main campus).

A motion to approve the New and Modified 2016 Programs was made by Bart Warner, seconded by Brad Walters. Motion passed.

Violence Against Women Act (VAWA)

Title IX of the Higher Education Reauthorization Act requires all schools to adopt policy and procedure to address reporting and adjudication of sexual harassment, sexual violence and sexual misconduct on campus and to provide training to students and staff. The DATC Student Code of Conduct and Discipline Policy and Procedures address these issues and have been revised to meet the requirements.



To comply with the required student training component, a module will be included in the New Student Orientation and will address each required topic. Additionally, DATC has established a relationship with Safe Harbor, a local domestic violence shelter, created a crisis area on campus designated as Incident Command. Safe Harbor will provide quarterly training on various sexual misconduct topics to staff and students during lunch and learn sessions offered throughout the year.

The Board of Directors' were asked to Rescind the Old Student Code of Conduct Policy and Approve the New Student Code of Conduct Policy presented. It was pointed out the new policy has been submitted to Doug Richards from the Utah State Attorney General's Office for review; however, as of right now, Mr. Richards' input has not yet been received.

A motion was made by Brad Walters to Rescind the Old Student Code of Conduct Policy and Approve the New Student Code of Conduct Policy, pending modifications which may be suggested by Mr. Richards. The motion was seconded by Brad Walters. Motion passed.

United States Department of Education Experimental Site Substantive Change Approval

The United States Department of Education (USDOE) developed a federal initiative in 2014 providing for designation of a limited number of Competency-Based Experimental Sites to pilot test new models for disbursement of Federal Financial Aid.

The Davis Applied Technology College applied and was selected as one of forty-five schools across the country to participate in this project.

Federal regulations require that the accrediting body, the Council on Occupational Education (COE), grant a substantial change waiver to allow the DATC to engage in this project. All changes to the regular COE submittal must be approved by the institutional governing board.

It is anticipated the USDOE will authorize DATC to develop a design model for administration, and with the sanction of the DATC Board of Directors and USDOE approval, DATC will petition COE to grant substantiated change approval authorizing DATC to move forward.

A motion was made by Stuart Eyring, seconded by K.O. Murdock, that the Board of Directors grant the DATC approval to engage in an experimental pilot project with the United States Department of Education for Competency-Based Education. Motion passed.

Closed Session

Chair Jensen called for a motion for the Board to move into a Closed Session for discussion of the character and professional competence of DATC employees in regard to the FY 2015 employee evaluations. The motion was made by K.O. Murdock, seconded by Bart Warner. Motion passed unanimously.

A motion was made by Michael Blair, seconded by Bart Warner, for the Board to move out of Closed Session and back into an open meeting. Motion passed unanimously.



Michael Blair made a motion to approve the salaries and evaluations as were discussed and recommended by staff during the Closed Session meeting. The motion was seconded by Stuart Eyring. Motion passed.

Brad Walters made a motion for the meeting to adjourn. The meeting adjourned a 6:07 p.m.