

**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**



**September 24, 2015**

Conducting: Michael Jensen      Chair

**Board Members Present**

Michael Jensen, Chair	Business/Industry
Michael Blair, Vice- Chair	Business/Industry
K.O. Murdock	Business/Industry
Neil Carrigan	Morgan School Board
Larry W. Smith	Davis School Board
Joy de Lisser	Business/Industry
David Hansen	Ex-Officio Board Member

**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**

Robert O. Brems	UCAT President
Greg Scherer	Director of Information Technology
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
Kinley Puzey	Architectural and Engineering Design Instructor
Steven Alcott	Motor Sports Instructor
John Page	Composites Instructor
William Moore	Student Enrollment Navigator
Mindy Tulane	Nursing Assistant Instructor
Keeley Tulane	Nursing Assistant Student

**Excused**

Karen Fairbanks	Board Member
Stuart Eyring	Board Member
Bart Warner	Board Member
Brad Walters	Board Member



Invocation  
Pledge of Allegiance

K.O. Murdock  
Keely Tulane, Nurse Assistant Student

### **Introduction of National Skills USA and HOSA Winners**

Four DATC students participated in the National Health Occupations Students of America Competition held in Anaheim, California. There were 8,550 individuals that competed this year. The DATC students brought home a gold medal in Dental Assisting, a 4<sup>th</sup> place medal in Medical Assistant, and two high school students placed in the top twenty in the Nurse Assistant and Dental Assisting competitions. One of the high school students, Keely Tulane, attended the meeting and was introduced by DATC Nurse Assistant Instructor, Mindy Tulane.

DATC student, Melissa Brown, competed in the national Skills USA competition and earned the bronze medal in Esthetics.

### **Introduction of New Employees**

The following new employees will be introduced to the Board:

- ✓ John Page, Composites Instructor
- ✓ David Parkinson, Bookstore Director
- ✓ Steven Alcott, Motor Sports Instructor
- ✓ Kinley Puzey, Architectural and Engineering Design Instructor
- ✓ William Moore, Student Enrollment Navigator

### **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 June 25, 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) DATC Foundation Bylaws
- k) Career Path High Lease
- l) Animals on Campus Policy
- m) Budget/FTE Refinement
- n) Organizational Chart Modification
- o) Credit Card Authorization

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



### **Election of Board Officers**

Chair Jensen opened nominations for a DATC Board of Directors' Chair and Vice-Chair. With no nominations presented, Larry Smith made a motion to continue current leadership with Michael Jensen remaining as the board Chair, and Michael Blair remaining as the board Vice-Chair. The motion was seconded by Joy de Lisser. Motion passed unanimously.

### **Foundation Year-End Summary**

Kim Ziebarth reported the DATC Foundation received the following donations in FY 2015: Cash Donations \$121,454, In-Kind Donations \$128,294, Investment Income \$53,442, and Golf Tournament Net Revenues of \$39,479.

Foundation scholarships were awarded to 240 students averaging \$600 each, and 365 DATC tuition waivers were provided.

The Employee Payroll Deduction Plan participation increased by 60%; verbal commitment was received by the George S. & Delores Dore Eccles Foundation for \$1 million for the Allied Health Building.

The Foundation purchased a donor management system which has increased efficiency and allowed for digital cataloging and tracking of donors and grants. A new more interactive Foundation website was also developed ([datc.edu/foundation](http://datc.edu/foundation)).

### **FY 2016 Final Business Plan**

The Business Plan was presented to the board during the June meeting; however, at that time, the plan was in draft copy due to the fact the 2015 data had not been finalized.

The DATC plan includes goals which align with the eight anchors established by the Governor's Education Excellence Commission strategic planning effort: 1) Increase Content Proficiency and Achievement for all Students, 2) Expand Access, Participation and Completion, 3) Enhance Educator Preparation and Professional Practice, 4) Identify and Target Resources to Maximize Outcomes, 5) Meet Critical Economic and Employer Needs, 6) Enhance Partnerships, 7) Adopt Innovative and Evidence-Based Practices, and 8) Meet Critical Economic and Employer Needs.

Beginning in 2016, the institution will develop and implement the first year of its three-year Strategic Plan. The plan will provide opportunity for DATC to set priorities and develop strategies to assist the college in responding to students and the needs of local industry now and in the future.

The final FY 2016 Business Plan was approved on a motion made by Michael Blair, seconded by Joy de Lisser. Motion passed.

### **Approval of New Esthetician Program**

The DATC currently offers an Advanced Esthetician Certificate of Program Completion which prepares students for Utah Licensure as both an Esthetician and Master Esthetician. The institution's Student Information System only allows one licensure per program which only provides the ability to capture one of the licenses available.



Kim Ziebarth explained the request to split this program in order to capture data for students who achieve licensure as Estheticians and Master Estheticians. This requires approval of a new Esthetician program. The program is 600 hours in length, with financial aid eligibility and will be available to both secondary and post-secondary students.

Enrollment, completion and placement are excellent in the existing Advanced Esthetician Program, and it is expected the program will continue to be strong

Michael Blair made a motion to approve the new Esthetician Program as presented. The motion was seconded by KO Murdock. Motion passed.

### **Certification of DATC 2014 -2015 Enrollment, Completion and Cost Data**

In accordance with UCAT policy, the DATC has reviewed all year-end student data for the period of 1 July 2014 through 30 June 2015 and submitted that information to UCAT administration and to the UCAT Board of Trustees for approval (the UCAT Board of Trustees approved the data during their September 17<sup>th</sup> board meeting).

The institution's head count, membership hours and certificate data is certified annually. For Fiscal Year 2015, the DATC reported 1,417,577 membership hours (adult 1,165,779, secondary 251,798); 6,246 head counts (adult 5,160, secondary 1,086); and 1,646 certificates (adult 1,381, secondary 265).

The Certification of DATC Membership Hours, Headcounts and Certificates for Fiscal Year 2015 was approved on a motion made by Joy de Lisser, seconded by Larry Smith. Motion passed unanimously.

### **COE Substantive Change/Competency-Based Education**

The DATC is one of 43 experimental sites selected by the U.S. Department of Education to participate in an educational initiative which impacts how financial aid is awarded to students in institutions that deliver instruction in a competency-based format.

The current financial aid model penalizes students who progress faster than average in their work. Many of these students had prior knowledge, skills, experience, and/or education which is valued in competency-based education. DATC currently uses tuition waivers and scholarship funds to ensure these students are not penalized.

The Council on Occupational Education (COE) considers this to be a substantive change which will require a one-day site visit to the DATC. The site visit is scheduled for October 22, 2015.

### **Strategic Planning Consultant**

A new DATC three-year Strategic Plan is in the early stages of being developed. The plan will guide the development and implementation of purpose, strategy, and priorities needed for the institution to achieve performance, resilience and sustainability to meet stakeholder needs now and into the future.



Given significant change in executive administration and organizational structure, the institution has contracted with a qualified firm to provide strategic planning and facilitation.

A Request for Qualifications (RFQ) outlined proposal requirements, contractor qualifications and scope of work, deliverables and a timeline for the development of the Strategic Plan. Proposals were due August 15, and Insight Shift was selected as the firm to assist in this process.

### **Legislative Cooperation Audit Results**

An audit to Review Career and Technical Education (CTE) Coordination and Program Duplication between Public Education and the Utah College of Applied Technology was recently conducted by the Office of the Legislative Auditor General.

According to the report, coordination of CTE appears reasonable between local education agencies and the applied technology colleges. The extent to which local education agencies rely on ATCs to help deliver CTE to their students varies throughout the state and depends on local needs and conditions.

Duplication of effort is not widespread. Articulation agreements assist in identifying potential duplication efforts; however, some overlap is inevitable.

The audit proposed the following recommendations:

1. We recommend the State Board of Education and the UCAT Board of Trustees encourage the local education agencies' boards of education and the ATCs boards of directors to explore opportunities to increase secondary students' utilization of ATCs by:
  - a) Having ATC instructors in the secondary school teaching programs that ATCs specialize in
  - b) Aligning schedules where possible so secondary students can better utilize the ATCs
  - c) Providing distance learning to secondary schools
2. We recommend that the State Board of Education and the UCAT Board of Trustees develop policies for renewing articulation agreements.
3. We recommend the State Board of Education and the UCAT Board of Trustees create policies to ensure secondary students receive credit for CTE classes taken in the evening or during the summer at ATCs.

The Davis Applied Technology College will work closely with the Davis School District to create more opportunities for students and to develop more collaboration.

### **Retirement of UCAT President, Robert O. Brems**

Utah College of Applied Technology President, Robert O. Brems, has announced his retirement on December 31<sup>st</sup>. Utah Governor, Gary R. Herbert, hosted Mr. Brems in the announcement at a special meeting with the UCAT Board of Trustees at the Utah State Capitol.

Mr. Brems is a 36-year educator who began his career as an industrial arts teacher at Box Elder High School after graduating from Utah State University. He worked as a

teacher and administrator for Box Elder School District from 1979 to 1993 before being selected as state director and associate superintendent at the Utah State Office of Education overseeing applied technology education in Utah's school districts, applied technology centers and service regions.

Brems served as campus president of the newly-formed Mountainland Applied Technology College campus from 2002 – 2006 before becoming UCAT President. UCAT now consists of eight campuses, all with state-owned facilities and an annual enrollment of 35,000 students.

With Brems' announcement, the UCAT Board of Trustees' will begin a selection process to appoint a new president. Deadline date for applications is Friday, October 16, 2015.

