

**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**

**September 27, 2018**

Conducting: Stuart Eyring    Board Chair

**Board Members Present**

Stuart Eyring	Business/Industry, Chair
Troy Wood	Business/Industry, Vice-Chair
Lindsay Bayuk	Business/Industry
Brigit Gerrard	Davis School District
Karen Fairbanks	Weber State University
Adam Toone	Morgan School District
David Hansen	Hill Air Force Base Representative, Ex-Officio

**Administration**

Kim Ziebarth	Interim President
Leslie Mock	Interim Vice President of Instruction
Russell Galt	Vice President of Administrative Services
Julie Blake	Vice President of Quality and Development
Darin Brush	Vice President of Employer and Economic Development
Wendee Cole	Recording Secretary

**Guests**

Amanda Tullis	Director of Employer & Continuing Occupational Education
Dina Nielsen	Director of Student Services
Kelley Rhoe-Collins	Director of Service Professions and Academic Development Programs
Kevin Cummings	Director of Institutional Effectiveness
Kinley Puzey	Director of Technical Programs
Marcie Valdez	Foundation Director and Grants Administrator
Mark Hadley	Director of Technical and Apprenticeship Programs
Melanie Hall	Director of Marketing and Community Relations
Amanda Hollingsworth	Medical Assistant Faculty
Bryce Chapman	Plumbing Apprentice Faculty
Tanner Harvey	Automotive Technology Faculty
Cathy Turnbow	Dental Assisting Faculty
Baillie Chapman	Esthetician Faculty
Shelly Morgan	Esthetician Faculty
Carol Anderson	Cosmetology Instructional and Salon Manager
Angela Flicker	Architecture and Engineering Design Faculty
Shon Hender	Cybersecurity Faculty
Stephen Christensen	Cybersecurity Faculty
Michael Bouwhuis	Commissioner of Technical Education
Stacey Hutchings	Career Path High Director

**Excused**

Shawn Bucher	Business/Industry
Scot Merrihew	Business/Industry

**Invocation**

David Hansen, Board Member

**Pledge of Allegiance**

Keith Ashby, Plumbing Apprentice student

**Introduction of National SkillsUSA and HOSA Winners**

Davis Tech sent 6 students to participate in the National Health Occupations Students of America (HOSA) International Leadership Competition held in Dallas, Texas. Four of the six students received gold, silver or bronze and the other 2 placed in the top 20.

Davis Tech sent 10 students to participate in the National SkillsUSA Competition held in Louisville, Kentucky. Of the 10 students who participated – 4 were in the top 10 and 2 others were in the top 20 in the United States. The following students were introduced to the Board:

- Keith Ashby won gold in Plumbing
- Jayd Jacobson won gold in Barbering

The Board was thanked for their opportunity and support in allowing the students to participate in the international/national competitions.

**Introduction of New Employees**

The following employees were introduced to the Board:

- Amanda Hollingsworth, Medical Assistant Faculty
- Tanner Harvey, Automotive Technology Faculty
- Angela Flicker, Architecture and Engineering Design Faculty
- Shon Hender, Cybersecurity Faculty
- Stephen Christensen, Cybersecurity Faculty

**Consent Calendar**

Stuart Eyring, Chair, called for a motion to approve items listed under the Consent Calendar which consisted of the following:

- a. Minutes of June 28, 2018
- b. Minutes of July 26, 2018
- c. Budget and Accounting Report
- d. Personnel Report
- e. Key Performance Indicators (performance to goal)
- f. Employer & Continuing Education Report
- g. Marketing Activity Report
- h. Foundation Activity Report
- i. Campus Development Update
- j. Scholarship Issuance

- k. Career Path High Report
- l. 2018-2019 College Calendar Change
- m. Employee Stipends
- n. Full-time Position Request
- o. Work-Based Activities Policy and Procedures
- p. Admissions and Registration Policy and Procedures

The items listed under the Consent Calendar were approved on a motion made by Brigit Gerrard, seconded by Troy Wood. Motion passed.

### **Career Path High School Report**

The College Board of Directors serves as the authorizer for the Career Path High School charter school. Stacey Hutchings serves as the Director for the school and reported on current enrollment and overall status of the school.

### **Audit Committee Recommendation**

With the recent change in Board membership, the Davis Tech Board of Directors needs to re-establish an Audit Committee as required by Utah System of Technical Colleges. Primary responsibility is review of the College financial audit as necessary if findings occur. The following were nominated to the audit committee: Scot Merrihew, chair and Troy Wood, member.

Scot Merrihew, chair and Troy Wood, member of the audit committee were approved on a motion made by Brigit Gerrard, seconded by Karen Fairbanks. Motion passed.

### **Legislative FY 2019 Budget Request Approval**

Davis Tech Administration has worked closely with the Utah System of Technical Colleges (UTech) in the development of the Fiscal Year 2020 Legislative Budget Request. For FY 2020, Davis Tech was authorized by UTech to request \$1,700,000 for employer-driven program expansion and student support.

This request will be combined with the other UTech and technical college requests and forwarded to the Utah Legislature for consideration in the legislative session which begins January 2020.

Davis Tech college program expansion request includes:

1. Practical Nurse Expansion
2. Building Construction (New Program)
3. Electrician Apprentice
4. Dental Assisting
5. Pharmacy Technician
6. Medical Assistant
7. Architectural and Engineering Design
8. Information Technology
9. Digital Media Design

And support services related to the Bouwhuis Allied Health Building.

A motion to approve the FY 2020 Legislative Budget Request was made by Karen Fairbanks, seconded by Lindsay Bayuk. Motion passed.

### **FY 2019 Final Business Plan/Reconfirmation of Strategic Plan**

The Business Plan was presented to the board during the June meeting; administration and staff worked hard in perfecting the document and acquiring additional information needed.

Divisional goals and the Utah System of Technical Colleges (UTech) goals have been finalized and included in the FY 2019 Business Plan. The goals are presented as college goals and not divisional goals. A greater focus is on retention, graduation and certificate completion with high school students and certificate attainment with under-served populations.

Melanie Hall and her marketing team was recognized for their hard work in making the publications so professional and cohesive with the branding.

The final FY 2019 Business Plan and reconfirmation of Strategic Plan (2017-2020) was approved on a motion made by Brigit Gerrard, seconded by Karen Fairbanks. Motion passed.

### **Cultural Values Survey Update**

In the fall of 2015, Davis Technical College worked with consultants from Insight Shift on a three-year strategic planning process. To gain an understanding of the individual and collective values influencing behavior, culture and results, 139 stakeholders participated in a Cultural Values Assessment.

Since then the College has experienced significant growth. Student enrollment has increased and staff satisfaction has improved. Concerted effort is visible in the college goals and accomplishments to align actions and structures with our desired cultural values: Opportunity, Partnership, Innovation, Excellence, and Commitment to Community.

In November 2018, the College will conduct a planned follow-up assessment. The assessment is an online questionnaire taking approximately 10-15 minutes to complete. The diagnostic tool assesses personal motivations of employees, the current cultural values they experience and the values and behaviors they believe are necessary for a high-performing technical college. The data will be compiled in a Cultural Evolution Report and presented to senior leadership.

As the College prepares for another cycle of high engagement planning in 2019, the Cultural Evolution Report will contrast and compare the previous Cultural Values Assessment with the current assessment. The data will inform a three-year strategic plan that represents our focus on the opportunities we believe best support our institution and students, and best meet the needs of the communities we serve.

The Board would like a discussion or report on what challenges the college is facing through the strategic planning process and the direction moving forward.

### **Certification of Davis Tech 2017 -2018 Student Enrollment and Outcomes Report**

In accordance with USTC Policy 205.10, each college president shall, in conjunction with the college instructional and student services officers, conduct a thorough review of the college preliminary year-end submission. The college president's data review and certification of the preliminary year-end data submission is presented to the college board of directors as an information item not requiring approval.

Davis Technical College will provide an additional data submission in December, with certification by the appropriate deadline.

Preliminary Year-end data:

Total Postsecondary Memberships Hours	1,026,479
Total Distinct Postsecondary Headcount	3,339

Total Secondary Membership Hours	395,287
Total Distinct Secondary Headcount	1,313

Graduation, licensure, and placement rates will change between the preliminary report and final data submission in December. This data is used in performance-based funding and measures the college success.

### **COE Accreditation Reaffirmation Report**

The college accreditation reaffirmation visit was conducted on September 24-27, 2018. There were nine accreditors as part of the re-affirmation visit of which four were commissioners.

The following remarks were made by the team lead, Dr. Myra West: First, I want you to know that you have an amazing team. If you are part of the executive team, directors, faculty, staff, or support staff – you are part of the team. You are just amazing. You've done a terrific job. It has made this visit wonderful. It has made it an easy team visit for those of us that served on many teams. In fact we didn't have to spend the 16 hours that Kim said it would take on Monday. It didn't that long for a reason. It's because of all of you standing around. It is because of you and all your hard work that we were able to do the job we came to do this week which was to see if you were in compliance with the COE standards.

We couldn't say enough about the hospitality. Wow. I mean from the time we got off at the airport, somebody was standing there with a bottle of water, making sure we had good food to eat, to a wonderful hotel, and work room that is just amazing. Melanie and her staff that takes care of your events – you all don't know how fortunate you are to have a team like that. To be able to be part of events and to provide the hospitality. They represent all of you well.

I just want to say you have another amazing person and that is Wendee. I mean that every time I walked into the office or anywhere. I opened the door to the President's Office and Wendee was right there. She takes good care of your president and that office.

Beginning of the report: This is an unofficial report. The team behind me does not grant accreditation. We are the eyes and ears of the commission. We're here to evaluate your compliance with the standards and to compile a report that will be given to the commission. The commissioners will read the report, your self-study to make the determination of your accreditation.

The team has no findings of non-compliance. You have a great school and that is very evident in what you do. The team has also no suggestions on your programs or standards. The team has two commendations that are well deserved. The first is under standard one-mission. We want to commend your faculty on their outstanding relationships you have cultivated with your community, business and industry. Partnerships and support that you receive at the college and in your programs is exemplary. You are to be commended for those. Second is under standard six-physical resources. Our team would like to commend your college for the outstanding facilities, equipment, and cleanliness of all of your institution and program and instructional areas. It's an amazing college. One you should be very proud of.

Interim President Ziebarth would like to recognize the faculty and staff that provided their time and effort in preparation for the visit. They performed beautifully.

### **ASHP Pharmacy Technician Accreditation**

Pharmacy Technicians working in the state of Utah are required to be licensed through the Utah Division of Professional Licensing (DOPL). In 2016, DOPL announced that effective January 2019 Pharmacy Technician programs must be in candidacy status to become accredited by the American Society of Health System Pharmacists (ASHP).

An accreditation application was submitted in February 2018 and a site visit is scheduled October 18, 2018. Once accreditation is granted, the effective approval date will be the day the application was submitted.

With two high performing faculty members, our program served 155 students in FY18, delivering 57,000 membership hours and boasting a 100% placement and licensure rate.

### **President's Items**

- Graduation Report: Lindsay was thanked as the master of ceremonies and Brigit was recognized for her attendance.
- Allied Health Building Update: Interior designs of the new building was shared. Frequent meetings are being held with Method Studio, employees from Davis Tech and Division of Facilities Construction and Management (DFCM).

- Davis Tech President Search Update: position closed this week. There is a 15 member search committee that will rate the candidates. Davis Tech Board will have a chance to meet the final candidates and provide a recommendation. UTech Board of Trustees will make the final decision. First interviews will be held on November 1<sup>st</sup> with final interview on November 15<sup>th</sup>.
- Utah System of Technical Colleges Commissioner Search Update: first interviews are held next week with final interview on October 12<sup>th</sup>. Need to be approved by the Governor and confirmed by Senate.

Information shared by Commissioner Bouwhuis:

- A commission that was assigned by the Legislature to study the long-term structure of higher education. Meetings with a consulting firm out of Denver have been held with UTech, USHE, Board of Trustees, members of the committee, UTech staff, two UTech presidents, etc. The consulting firm is gathering data. The study is progressing. It is to answer the question what should the system look like to accommodate the growth in the State of Utah.
- Traveled to South Carolina and visited the new Boeing 787 plant. Traveled to South Caroling Technical College which is similar to our system. Many big companies have relocated to their state: Volvo, Sprinter Vans from Mercedes, and BMW. They have Ready South Carolina similar to Custom Fit on steroids.

Lindsay Bayuk made a motion for the meeting to adjourn.

**Adjournment**

The meeting adjourned at 5:30 p.m.