

**Minutes of the Davis Applied Technology College
Board of Directors' Meeting held at 3:30 p.m. in the
Haven J. Barlow Board Room**



January 22, 2015

Conducting: Michael Jensen, Chair

Board Members Present

Michael Jensen, Chair	Business/Industry
Jody Hipwell	Morgan School Board
Barbara Smith	Davis School Board
Brad Walters	Business/Industry
Joy de Lisser	Business/Industry
Stuart Eyring	Business/Industry
Brad Walters	Business/Industry
David Hansen, Ex Officio	Hill Air Force Base

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

Jeff Lund	Controller
Lance Eastman	Director of Programs
Will Pierce	Director of Programs
Terry Keyes	Director of Programs
Leslie Mock	Director of Programs
Ginger Chinn	Director of Employer and Community Education
Ric Higbee	Human Resources Director
Kevin Cummings	Director of Institutional Effectiveness
Dina Nielsen	Director of Student Services & Financial Aid
Greg Scherer	Director of Information Technology
Jim Bosserman	Director of Facilities & Risk Management
Craig Caldwell	Lead Maintenance Construction Specialist
Chris Baker	Veterans' Service Counselor
Melanie Hall	Marketing Director
Donna Brown	Financial Aid Coordinator
Kellie Larson	Student Information Specialist
Nick Price	Welding Technology Instructor
Naomi Matthews	Welding Technology Student
David Castaneda	Practical Nurse Faculty
Shauna Eden	Practical Nurse Faculty
Cynthia Beynon	Practical Nurse Faculty
John Bilton	Chairman, Career Path High Board of Directors



Excused

K.O. Murdock	Business/Industry
Bart Warner	Business/Industry
Michael Blair	Business/Industry

Welcome

Michael Jensen, Board Chair

Invocation

Stuart Eyring

Pledge of Allegiance

Naomi Matthews, Welding Student

Introduction of New Employees

The following new employees were introduced:

- ✓ Melanie Hall, Marketing Director
- ✓ Chris Baker, Veterans' Service Counselor
- ✓ Donna Brown, Financial Aid Coordinator
- ✓ Kellie Larson, Student Information System Specialist
- ✓ Craig Caldwell, Lead Maintenance Construction Specialist
- ✓ Leslie Mock, Director of Programs (Allied Health & Service Professions)
- ✓ David Castaneda, Practical Nurse Faculty
- ✓ Shauna Eden, Practical Nurse Faculty
- ✓ Cynthia Beynon, Practical Nurse Faculty

Recognition of DATC Student of the Year – Ty Jarry

The DATC announced the selection of Ty Jarry as the 2014 DATC Student of the Year at a recognition luncheon just before the holidays. Five student finalists were interviewed. Ty, a student in the Surgical Technology Program, is a resident of Layton. He received a \$1,000 check from Zions Bank, and an opportunity to represent the DATC at the Utah College of Applied Technology's Student of the Year competition to be held on January 29.

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 December 4, 2014
- 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) Updated Policies
 - . Military Leave Policy
 - . Civic and Funeral Leave Policy



- . Employment Grievances Policy
- . Retirement Programs Policy
- . Group Insurance Benefit Policy

Consent calendar items were approved on a motion made by Stuart Eyring, seconded by Karen Fairbanks. Motion passed.

Career Path High School Board Presentation

In April 2014, the Board of Directors' requested that Career Path High School (CPH) seek authorization for their charter with another chartering entity. A letter outlining concerns and lack of reporting was provided to members of the Career Path High Board at that time; however, no communication was received regarding their plan for alternate authorization, and no performance reports were received.

Chair Jensen and President Bouwhuis met with Career Path High Board Chair, John Bilton, on December 22, 2014. DATC executive staff then held a follow-up meeting with Academica West, Chair Bilton and Robyn Bagley. The charter school administration, Chair Bilton, as well as Academica West personnel expressed a desire to increase reporting and requested the DATC Board reconsider their request for Career Path High to seek alternate authorization.

John Bilton, recent Chair of the Career Path High Board, was in attendance at the DATC Board of Directors meeting. He expressed appreciation for the partnership between the two entities. He explained this is the second year Career Path High has been in operation. The first-year in operation the charter school received a lot of credit-deficit students, and the percentage of special-needs students was high compared to other institutions. However, as recruitment is taking place, and higher expectations are clarified, the student demographic is beginning to change.

There are currently 34 CPH students enrolled in DATC programs (juniors and seniors); 9 additional students are eligible to enroll but have not enrolled; and 32 are working toward gaining eligibility to enroll. Reasons some students are not enrolled are due to deficiencies in, or lack of credits toward their high school diploma in math, English or science; inability to pass DATC pre-requisites or waiting to get into a specific program; and some students just frankly choose not to be enrolled. Mr. Bilton explained Career Path High cannot mandate students to enroll in DATC programs; however, they do everything they can to foster that participation.

A lot of transition has taken place during the past year in the leadership and staff of the charter school, yet the school continues to improve in student population, engagement, and understanding. Some students returned for the second year; expectation levels are clear, and achievement has increased.

The charter school uses an independent, third party entity to determine its compliance with internal controls and finances. The independent auditor's report and opinion for 2014 shows the school is in compliance. This data is public record and can be viewed.

The Career Path High board met to respond to requested information from the DATC Board of Directors. The CPH Board did not come to a consensus in regard to the

direction they want to take. Mr. Bilton did express the importance of the charter school maintaining its partnership with the DATC, and for the school to be housed at DATC.



As far as the authorizer role, the state is willing to authorize CPH as a charter school. The reporting and financial requirements are generated and garnered through the state. One thing which CPH is not comfortable with is having to serve two masters.

Mr. Bilton suggested creating a communication model that works for both parties. He stated there may be a conflict of interest because DATC is host, landlord and partner which might be a little too tight of a blend, and in turn, CPH loses some of its independence of a charter school.

Board Chair, Michael Jensen, stated conflict of interest may be a wrong term, but there is definitely a conflict. DATC is an authorizer, landlord for space and a service provider.

Mr. Bilton summarized by stating the relationship between the two entities needs to exist and flourish. CPH can go through the state for authorization; however, the process takes 4 to 5 months, and it is important there is no disruption to students, parents, or enrollment. His preference would be to create a communication model that works for both parties over a period of time, give it a one-year cycle, then make a decision at another time regarding a change in authorizer.

Board Discussion and Action on Career Path High Requirements for Authorization

Board Chair Jensen pointed out a renewed effort with CPH, their existing leadership and new board membership. They have a very strong desire to work with us. They are in the process of expanding their board from a three-member board to a five-member board, to hold regular board meetings and to provide information to the DATC Board of Directors on a regular basis. David Hansen from the DATC Board of Directors was pre-selected in the beginning of this process to serve on the CPH Board.

The current position of the DATC Board of Directors is a request for CPH to find a different authorizer. CPH has requested an extension of time to prove they can co-exist with the DATC remaining as authorizer over a period of one-year, and then make a decision at that time.

Chair Jensen offered a suggestion to revisit the written charter. The charter document should reflect what is expected. He expressed confidence in overcoming issues presented during the past year, and the need for more communication and information to be presented to the DATC Board of Directors.

David Hansen noted that lack of communication led to the path of requesting a different authorizer. The Board of Directors had no idea what was going on, and there were several changes in staff and the CPH board chair position. He also pointed out the DATC Board of Directors never took the stand to step away from the CPH students.

President Bouwhuis reminded the board that an educational consultant who had operated a charter school and had worked with the Utah State Board of Education was hired and performed a comprehensive audit into what DATC's responsibilities are as



authorizer, forms which needed to be monitored, and delineated DATC's roles and responsibilities. He suggested that information be shared with the Board of Directors. The study assisted the DATC administration in feeling more comfortable in the authorizer role.

Brad Walters indicated this issue feels like the third time around: the original time, last April and now. He questioned the accountability, what was going to be different this time around and also questioned the potential risk.

Jody Hipwell questioned how much impact it would have if CPH obtained the State Charter School Board as their authorizer, and DATC was retained as the service provider. The charter school students would remain on the DATC campus, and students would still have the opportunity to obtain their high school diploma and enroll in DATC courses.

President Bouwhuis pointed out that as an authorizer, you have more control. The charter and mission could drift if we have no say in it.

Jody also questioned if these are students at risk of dropping out of a regular high school.

Kim Ziebarth explained that CPH has a lot of just average students. A lot of the students are struggling to be successful in the public school system, and parents are looking for alternatives for students who are not on target to graduate. However, these students are thriving in DATC programs, and they are receiving encouragement to be successful.

The State School Board provides notification if a school is not meeting its requirements. In all charter school history, not one has been terminated for performance.

Chair Jensen indicated the DATC is leading the way within the UCAT system with the charter high school. If the model can work on this campus, it may be something the other applied technology college's across the state would want to become involved in. There has been quite a bit of political intrigue with this concept.

The original concept was to increase the number of high school students engaged at the ATC at an early age. Right now, the DATC serves 14% of all high school students in Davis and Morgan School Districts. Career Path High offered a goal of eventually enrolling approximately 400 to 500 high school students that would enroll in DATC programs. The DATC has invested a lot of administrative time working to make this successful, and would like to see it succeed.

Stuart Eyring asked if the charter school could still be successful without the DATC serving as authorizer. That remains undefined. It needs to be determined what communication and/or reporting needs to be provided to the DATC Board of Directors, and what the expectations are. The Board needs to understand its role.



President Bouwhuis explained that two legislators from Davis County went against the wishes of the UCAT Board of Trustees in order to bring development of the charter high school to fruition, and there may be political fallout if we pull out now when we are just beginning to see some success.

David Hansen commented we do not want to lose political capital, and expressed the need to provide CPH every possible chance to succeed.

Karen Fairbanks presented a motion for the DATC Board of Directors to continue to serve as the chartering authorizer of CPH, to provide the Board an opportunity to examine all information received such as the Independent Auditors' Report, and the Consultant's Report, and for the Board to continue to receive reports and become more involved on the CPH Board. She also added the charter document be revised based upon recommendations provided by the consultant. A complete report would then be provided to the Board in six months. The motion was seconded by Barbara Smith.

Chair Jensen called for a vote on the motion. The following board members voted in the affirmative: Karen Fairbanks and Barbara Smith; board members Jody Hipwell, Brad Walters, Joy de Lisser, Stuart Eyring and Michael Jensen voted in opposition. David Hansen also opposed the motion. Motion failed.

Stuart Eyring then motioned to table the discussion until next month's meeting. He added that board members be provided the additional time to revisit information received in this meeting and to review the financial audit, the independent consultant's report and all reports Career Path High can provide. The motion was seconded by Brad Walters. Motion passed.

This will be an item of discussion on next month's board meeting agenda.

Employee Educational Benefit Policy

The board was presented with a recommendation to approve revisions made to the Employee Educational Benefit Policy which included the following:

- Clarifies that the policy is available to full-time (40-hour per week), hourly employees, as well as salaried employees.
- Increases the benefit for classes taken at other institutions from \$500 per semester, \$1,000 per year and \$2,000 total to: \$1,000 per semester, \$2,000 per year and \$4,000 total.

Barbara Smith made a motion for the board to approve these changes to the policy. The motion was seconded by Karen Fairbanks. Motion passed.

Health Insurance Bidding Policy

At the request of the office of the Legislative Auditor General of the State of Utah, a policy was created to designate when the DATC will put its employee health insurance out for bid. This policy does not require a bid as long as the insurance is through PEHP.



The policy quotes an audit by the Auditor General on why it is not necessary for a regular bid process. The policy also discusses why this decision is in line with the Utah Procurement Code.

The Health Insurance Bidding Policy was approved on a motion made by Barbara Smith, seconded by Brad Walters. Motion passed.

Budget Modification

Changes requested in the budget modification included:

- Reduce estimated tuition revenue by \$50,000.
- Reorganize budgets for the Quality and Development Division. This reorganization impacts budget categories, but is a net zero budget change.
- Adjust budgets for temporarily unfilled staff positions, actual salaries for newly hired employments, and benefit adjustments for those newly hired employees.

The Budget Modification was approved on a motion made by Brad Walters, seconded by Karen Fairbanks. Motion passed.

Data Certification

In accordance with UCAT Policy 205.11, each UCAT campus president, in conjunction with the campus instructional officer and the student services officer, is required to conduct a thorough review of the annual campus data submission. It is also required the information is presented to the campus board of directors for review and certification as an action item.

The college’s year-end numbers reported:

Category	FY 13		FY 14		% Increase/Decrease	
	Membership Hours	Head Count	Membership Hours	Head Count	Membership Hours	Head Count
Adult	1,197,770	5,197	1,093,240	4,923	-104,530	-274
Secondary	206,592	1,095	229,301	946	22,709	-149
Total	1,404,362	6,292	1,322,541	5,869	-81,844	-423

Certificate Counts	FY 13	FY 14	%Increase/Decrease
UCAT Certificate Count	1,606	1,576	-1%
Unduplicated Student Count	6,410	5,774	-10%

The College data for FY 14 was approved on a motion made by Barbara Smith, seconded by Stuart Eyring. Motion passed.



Occupational Skills Certificates

Occupational Skill Certificates are official credentials issued to a student by a campus registrar documenting that the student has completed a pre-defined course or set of courses approved as an occupational skills certificate by the campus board of directors in accordance with policy. An occupational skills certificate provides mastery of a set of competencies that are documented as needed by one or more Utah employers, and that are not already provided as an accredited program certificate.

The following courses are Private Training courses provided to various companies since July 1, 2014:

Company	Hours	Course Title	Instructor	Location
HAFB 309 CMXG	20	Business Writing (ECEC 1464)	Kari Phillips	At Company
HAFB 309 EMXG	6	MS Office Excel 2010 Level 1 (ECEC 1273)	Carolyn Gibbons	Room 116
	6	Level 2 (ECEC 1272)		
	6	Level 3 (ECEC 1271)		
	6	MS Office Outlook 2014 (ECEC 1267)	Carolyn Gibbons	Room 116
	3	Resume Writing (ECEC 1305)	Elissa Smith	Room 116
Boeing	27	Introduction to Mastercam X6 (ECEC 1469)	Mark Dame	At Company
Granite School District	16	International Plumbers Code- IPC (ECEC 1302)	Jon Webster	At Company
Hydro Engineering Inc.	30	WELD 2955 – GMAW Certification Prep course	Jeremey Phillipson	Welding 1037
Intermtn Power Services Corp. (IPSC)	16	National Electric Code (NEC) Updates (ECEC 1300)	Will Pierce	At Company

The Occupational Skills Certificates were approve on a motion made by Karen Fairbanks, seconded by Joy de Lisser. Motion passed.

These certificates are approved effective from the day the original contract was signed within this fiscal year.

Weber State Registered Nurse Program

The DATC/Weber State University nursing partnership has been on-going for the past 18 years. The two educational entities are currently in the process of renewing the contract again for next year. A report will be provided during next month’s meeting.

Adjournment

The meeting adjourned at 5:10 p.m.