

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



February 26, 2015

Conducting: Michael Blair, Vice-Chair

Board Members Present

Michael Blair, Vice-Chair	Business/Industry
Brad Walters	Business/Industry
Stuart Eyring	Business/Industry
Barbara Smith	Davis School Board
Bart Warner	Business/Industry
Joy de Lisser	Business/Industry
Karen Fairbanks	Weber State University Board of Trustees
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

Ric Higbee	Human Resources Director
Karen Mecham	Foundation Director & Grant Writer
Lance Eastman	Director of Programs
Will Pierce	Director of Programs
Leslie Mock	Director of Programs
Ginger Chinn	Director of Employer & Community Education
Melanie Hall	Director of Marketing
Jeff Lund	Controller
Greg Scherer	Director of Information Technology
Alex Johnson	Placement Specialist
Andrew Fresh	Security & Risk Management Coordinator
Jim Bosserman	Director of Facilities & Risk Management
Kevin Cummings	Director of Institutional Effectiveness
Terrence Keyes	Director of Programs
Tomas Vellagos	Instructional Systems Design Coordinator
Joseph Andersen	Instructional Designer
Terri Stephens	Data Manager
Dina Nielsen	Director of Student Services & Financial Aid
Dan Mathis	American Sign Language Instructor
Jeff Pollock	American Sign Language Instructor
Camille Gonzales	Sign Language Interpreter
Steve Davis	Academica West
Robyn Bagley	Career Path High, Director
John Bilton	Career Path High, Board Chair



Excused

K.O. Murdock	Business/Industry
Michael Jensen	Board Chair/Business/Industry
Jody Hipwell	Morgan School District

Welcome

Michael Blair, Board Vice-Chair

Invocation

Michael J. Bouwhuis

Pledge of Allegiance

Victoria Sandovel, Pharmacy Technology Student

Introduction of New Employees

The following new employees were introduced:

- ✓ Tara DeVries, Financial Aid Specialist
- ✓ Alex Johnson, Placement Specialist
- ✓ Joseph Anderson, Instructional Designer

Consent Calendar

Michael Blair, Board Vice-Chair, called for a motion to approve items listed under the Consent Calendar which consisted of the following:

- a) Minutes of January 22, 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) Revisions to Board of Directors' Bylaws
- k) Revision to 403(b) Plan Distributions
- l) Credit Card Authorization

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

Recognition DATC Board Member – Barbara Smith

Notification has been received from the Davis School District Board of Education that they have appointed Larry Smith to serve on the DATC Board of Directors. Mr. Smith will replace long-time board member, Barbara Smith.

Barbara served as a member of the DATC Board of Directors from February 1993 to February 2015, a span of 22 years. She served as Chair of the board from February 1998 to February 2009. She was also appointed as the liaison to the DATC Foundation Board October 22, 2009. Ms. Smith was presented with a gift by President Michael Bouwhuis for her dedicated service to the institution.



New Board Members & Foundation Board Liaison

The Board of Directors were introduced to Larry Smith who will be replacing Barbara Smith as the representative from the Davis School District Board of Education. Mr. Smith will begin his tenure on March 26, 2015.

Jody Hipwell, representative from the Morgan School District Board of Education, is moving to Arkansas at the end of this school year. The new Morgan representative will be Neil Carrigan. Mr. Carrigan previously served on the board from January 2011 to August 2011.

Since Barbara Smith served as the DATC Board of Directors' liaison to the DATC Foundation Board, there was need to appoint a new liaison to this position.

Brad Walters accepted this appointment.

DATC Foundation Annual Report Presentation

Karen Mecham, DATC Foundation Director and Grant Writer, presented an overview of the DATC Foundation's FY 2014 Annual Report.

The DATC Foundation provides much needed scholarship funds for students in a variety of situations. The majority of these students fall within the low to medium income bracket, with many students unable to attend school or finish their program without financial assistance. In addition to scholarships, the Foundation offers a tuition waiver program which provides waivers to students based on need and/or merit.

During FY 2014, scholarship funds totaling \$116,250 was provided through the DATC Foundation to 479 students; \$112,875 was provided in tuition waivers; \$26,433 was allocated to students from the 'needs-based' Foundation Scholarship Funds; and high school bridge scholarships were presented to ninety-one students.

FY 2014 Cash Donations totaled: \$76,873; In-Kind Donations: \$306,332; with total donations of \$383,205.

The Foundation hosted its 20th Annual Golf Tournament on June 31, 2013. This was the most successful tournament held to date, raising a record net income of \$46,311. Revenue from the golf tournament provides scholarship funding for many deserving students. Over \$7,000 in prizes were donated for the contests, raffles, and prize drawings.

The Foundation is currently exploring potential donors to assist in funding for an Allied Health Building. It is estimated the total cost of this facility will be approximately \$22.5 million. A DATC Foundation goal of \$12 million would greatly enhance funding needed for this project.



Weber State University Nursing Contract

The Board reviewed a Memorandum of Understanding (MOU), developed by UCAT Administration in regard to the Registered Nursing program administered by Weber State University and taught at the Davis Applied Technology College. Students graduating from this program receive an RN degree issued from Weber State University.

Weber State University President, Dr. Chuck Wight, and UCAT President, Rob Brems, agreed that DATC cannot collect membership hours for the RN program under this new agreement. Since the DATC had previously been allowed to count the hours, and this fiscal year is half-way over, it was agreed DATC will report 50% of the budget-related membership hours to UCAT, and WSU will report 50% of the budget-related FTE to the Utah System of Higher Education for FY 2015.

The Memorandum of Understanding between the Utah College of Applied Technology (UCAT), Davis Applied Technology College (DATC), Weber State University (WSU) and the Commissioner of Higher Education (USHE) was approved on a motion made by Stuart Eyring, seconded by Bart Warner. Motion passed.

American Sign Language Program Report

The American Sign Language Program is undergoing careful evaluation due to the low numbers of student completers and placements reported to COE for FY 2014. The instructors have worked diligently to provide good instruction; students who complete the program have been successful in industry; however, the low number of program completers and the cost of operation cause serious questions regarding the validity of continuing to offer the program.

The American Sign Language program, and the Interpreting program, are two separate programs. The Interpreting program fell way below the COE benchmarks in FY 14 with only two completers. In fact, during the past seven years, the program has only had seven completers.

DATC is committed to continue teaching the American Sign Language program through the Employer and Continuing Education Department (ECE). Moving the program under ECE means the program will have to be self-supporting and will not be subsidized using state appropriations.

Jeff Pollock, American Sign Language/Interpreter instructor at DATC, offered a suggestion to approach the Public Service Commission regarding funds they may have available to assist in funding the program so it can continue to be taught.

Russell Galt explained how difficult the situation is because this is a great program; however, the DATC is bound by the COE standards for accreditation. Also, the legislature has begun providing funding to the institution in relation to the COE standards for Completers – Placements – Licensure. An exact funding formula has not yet been developed, but the law is being changed, and intent language has been passed stating these metrics will be used to determine future funding.



President Bouwhuis summarized by stating the DATC Administrative Team is taking action to review the merits of the two programs. In light of information received during the meeting, the options of looking for grants and/or approaching the Public Service Commission regarding training funds to assist in subsidizing the program will be thoroughly reviewed.

Experimental Site Status

The Davis Applied Technology College was selected by the U.S. Department of Education to participate as an Experimental Site in a competency-based education experiment. This experiment provides relief from some regulatory requirements related to clock hour financial aid payments to students. Participating schools will be allowed to pay for direct costs, without payment reduction, when students complete their courses earlier than the defined hours.

The traditional clock hour definition requires the College to only pay aid to students for clock hours in which they actually attend class. Currently, students who complete their programs sooner than expected, must have their aid payments reduced. Because program costs are static, this reduction in financial aid often results in students not having enough funds to cover their direct costs.

Occupational Skills Certificates

In accordance with the UCAT Program/Course Approval and Reporting Policy (#200), the following pre-defined courses have been documented as Occupational Skills Certificates and presented to the DATC Board of Directors for approval:

<u>Company</u>	<u>Course Title (Number)</u>	<u>Course Length</u>
Volvo/Mack Dealerships	Mack M-5 Mack Electrical System (HVDD 1007)	24 hours
Volvo/Mack Dealerships	Volvo I-Shift Transmission (HVDD 1103)	16 hours
Volvo/Mack Dealerships	Volvo Supplemental Restraint System (HVDD 1104)	8 hours
Volvo/Mack Dealerships	Volvo V30 Electrical Systems (HVDD 1106)	24 hours

The following courses are offered by the Employer and Continuing Education Department and prepare students for external certifications which are required by employers:

ECE Radiology Practical Technician (ECEC 1307)	63 hours
ECE Vehicle Safety Inspection – Light Duty (ECEC 1039)	16 hours

The above mentioned Occupational Skills Certificates were approved on a motion made by Brad Walters, seconded by Barbara Smith. Motion passed.

Career Path High Report

Steve Davis, Academica West; John Bilton, Career Path High Board Chair; and Robyn Bagley, Career Path High Director; were all welcomed and introduced. A financial audit report and an annual reporting calendar were submitted to the DATC Board of Directors by Robyn Bagley, and were included in the materials provided for the meeting.



Kim Ziebarth reported on the status of Career Path High (CPH) students enrolled in DATC programs stating 58% of CPH seniors are enrolled; and 33% of CPH juniors are enrolled, for a total of 35 students.

The Career Path High School Board of Directors met on February 19th and selected two additional board members: David Hansen and Stacy Hutchings. This brings the total number of board members to five.

President Bouwhuis informed the DATC Board of Directors that excellent progress has been made with the Career Path High Board of Directors and their administration, and there has been more open and positive communication during the past two months. Career Path High will submit reports regarding the school's progress to the DATC Board on an on-going basis.

Legislative Update

President Bouwhuis explained this year's legislative session is a work in progress, and no final decisions regarding the institution's budget have been made at this point in time. The DATC administration did make a presentation to the Higher Education Appropriations Committee in February, and the report was well received.

Adjournment

Bart Warner made a motion for the meeting to adjourn. The meeting was adjourned at 5:15 p.m.