

**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**

March 22, 2018

Conducting: Bart Warner Board Acting Chair

Board Members Present

Bart Warner	Business/Industry, Acting Chair
Lindsay Bayuk	Business/Industry
Shawn Bucher	Business/Industry
Steve Earl	Business/Industry
Karen Fairbanks	Weber State University
Adam Toone	Morgan School District
David Hansen	Hill Air Force Base Representative, Ex-Officio

Administration

Michael J. Bouwhuis	President
Kim Ziebarth	Vice President of Instruction
Russell Galt	Vice President of Administrative Services
Julie Blake	Vice President of Quality & Development
Darin Brush	Vice President of Employer & Economic Development
Wendee Cole	Recording Secretary

Guests

Amanda Tullis	Director of Employer & Continuing Occupational Education
Bryce Fox	Director of Facilities Services & Risk Management
Dina Nielsen	Director of Student Services
Jeff Lund	Controller
Kelley Rhoe-Collins	Director of Service Professions and Academic Development Programs
Kevin Cummings	Director of Institutional Effectiveness
Leslie Mock	Director of Nursing & Health Professions
Marcie Valdez	Foundation Director and Grants Administrator
Mark Hadley	Director of Technical and Apprenticeship Programs
Melanie Hall	Director of Marketing and Community Relations
Ric Higbee	Director of Human Resources
Amanda James	Nurse Assistant Coordinator
Neil Bridenstine	Executive Chef
Jaycie Price	Nurse Assistant student

Excused

Stuart Eyring	Business/Industry, Chair
Brigit Gerrard	Davis School District
Scot Merrihew	Business/Industry
Troy Wood	Business/Industry

Invocation

David S. Hansen, Board Member

Pledge of Allegiance

Jaycie Price, Nurse Assistant Student

Introduction of New Employees

The following employees were introduced to the Board:

- Amanda Tullis, Director of Employer and Continuing Occupational Education
- Neil Bridenstine, Executive Chef

Consent Calendar

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

- a. Minutes of February 22, 2018
- b. Budget and Accounting Report
- c. Personnel Report
- d. Key Performance Indicators (performance to goal)
- e. Employer & Continuing Occupational Education Report
- f. Marketing Activity Report
- g. Foundation Activity Report
- h. Campus Development Update
- i. Scholarship Issuance
- j. Career Path High Report
- k. Salary and Wage Administration Policy
- l. Employee Definitions Policy
- m. Revised Faculty Pay Schedules
- n. Mobile Communication Policy
- o. New Davis Tech Foundation Board Member

Minutes from February 22, 2018 were approved by Adam Toone, seconded by Karen Fairbanks. The remainder items listed under the Consent Calendar were approved on a motion made by Lindsay Bayuk, seconded by Steve Earl. Motion passed.

Calendar Development Process

Each spring the College proposes a school calendar for the coming fiscal year. This calendar sets the dates on which classes will be held, the holidays, and the non-contact days. In addition to being asked to approve the FY 19 calendar, the Board was given a brief overview of the process used to develop the calendar.

The FY 19 calendar was approved on a motion made by Karen Fairbanks, seconded by Steve Earl. Motion passed.

FY 2019 Tuition and Institutional Fees

The Davis Technical College administration has discussed no tuition increase for FY2019, keeping tuition level at \$2.10 per hour. Davis Technical College held a Proposed Tuition Increase Public Hearing on March 20, to propose a potential increase of \$0.00 – \$0.05 per hour, in the event that a tuition increase is required. There will no attendees at the meeting.

A schedule of proposed FY 2019 Institutional Fees was reviewed. The change includes: \$0.01 increase in Student Services Fee and \$0.04 increase in Building Support Fee for a total increase of \$.05 per hour is proposed to the Institutional Fees, increasing the total fees from \$0.51 to \$0.56 per hour. It is proposed that the Certificate Filing Fee be increased from \$10.00 to \$18.00 per student and the Late Payment Fee be increased from \$5.00 to \$10.00 per late payment.

The student tuition rate, institutional fees and the differential tuition rate was approved on a motion made by Shawn Bucher, seconded by Steve Earl. Motion passed.

FY 2019 High School and Adult Program Fees

The High School Student Fee remains unchanged at \$40 per student, covering student enrollment for the fiscal year. High school students are 26% of the overall enrollment.

Program lab fees are spread across multiple courses in each program. Following is a summary of the proposed changes with rationale:

- Home Health Aide and Manufacturing Technology were approved as new programs in the February board meeting. These are initial program fees and are comparable to similar programs.
- The fee increases in Automotive Technology, Dental Assisting, Medical Assistant, Nail Technician, Surgical Technology and Welding Technology are in response to consumable resources used in courses in these programs.
- The fee increase in Practical Nurse will support the purchase of a new learning resource that will increase engagement and improve the teaching and learning process for faculty and students.

The FY 2019 High School Student and Adult Program Fees Schedule was approved on a motion made by Lindsay Bayuk, seconded by Karen Fairbanks. Motion passed.

Budget Modifications

The Board approved Revision I of the FY 2018 Budget in the October 26, 2017 Board of Directors' meeting. The Board also approved a budget modification for an increase in costs related to programming for the requested Allied Health Building in the December 7, 2017 Board Meeting.

It is important for the Board to recognize that, as a State agency, our institutional budget is not about budgeting to make a profit. Rather, our budget is about proper and prudent use of precious State resources which have been appropriated to, and entrusted to our College. The budget provides public disclosure of the plan on how to utilize those resources.

Budget Modification Revision II is proposed. This revision of the budget will set a baseline for the College to use in preparing the Fiscal Year 2019 budget. Also, this budget revision will adjust for any changes which have taken place

since the last budget modification and assist us in more clearly reviewing budget to actual expenditures as we prepare to close out Fiscal Year 2018. An additional budget modification may be forthcoming with year-end close out adjustments.

Most of the items in this budget modification are related to adjustments for new hire savings, adjustments related to new contracts or grants, and reclassification of expenses to more efficiently use funds from various sources.

Significant elements of this modification include:

- Recognize salary and benefit savings from positions which were unfilled for a period of time or for which the new hire was brought on at a different salary than originally budgeted.
- Eliminate the Injection Molding Instructor position. This program will now be taught in conjunction with the Automation/Robotics program.
- Increase the budget for the Board room technology upgrade.
- Add a Training Division Manager position.
- Reclassify various compensation amounts from the Designated Fund and the Auxiliary Fund to the General Fund.
- Eliminate the budget for the amount set aside for the new Allied Health Building programming. With the Legislative approval of the building, it is now anticipated that the State will cover these costs through DFCM.
- Recognize a refund of previously paid Long Term Disability insurance premiums.
- Adjust various fees accounts and related expenses to more closely match actual collections and expenses.
- Increase rental revenues to account for additional space rented by Career Path High.
- Eliminate unfilled clerical position in the Utah Nursing Assistant Registry.
- Eliminate unfilled Automation Instructor position related to the State prison contract.
- Make necessary adjustments related to the Job Corps Nursing Assistant contract, the Weber State Automotive contract, and various GOED grants.

The Budget Modifications were approved on a motion made by Steve Earl, seconded by Lindsay Bayuk. Motion passed.

Allied Health Building Update

President Bouwhuis provided an update to the Board on the final process that occurred during the last days in the legislature. The Allied Health Building was funded in the legislature. A celebration party was held with the faculty and staff after the building was funded.

Allied Health Building Programming Update

In cooperation with the Division of Construction and Facilities Management (DFCM), we have contracted with Method Studio to do programming for the Allied Health Building. We have begun the programming process. Focus groups met with each program that will be housed in the new building.

We hope to complete the programming phase of the project in April or May. Based on the finished programming documents, DFCM could authorize us to begin work on the design phase immediately after completion of the programming work. If all continues to progress smoothly, we could be looking at ground breaking on the new building as early as the October to December time frame.

Legislative Update

The recent Utah Legislative session ended at midnight on March 8, 2018. A summary of bills that have an impact on the campus, as well as a summary of appropriated funds for UTech colleges and changes in appropriated funds were reviewed.

The following bills were shared:

HB 106 Education Grant Program for Individuals in the Justice System – This bill establishes a grant program to facilitate certain individuals who are convicted of, plead guilty to, or plead no contest to a misdemeanor or third degree felony to attend a technical college as an alternative to incarceration.

HB 116 Student Civil Liberties Protection Act – This bill requires that each state institution of higher education, before November 30, 2018, review institutional policies and identify any policy that directly affects a student's civil liberty. Before August 1, 2019 each policy identified must be repealed or the policy must be made a rule in accordance with state rulemaking provisions.

HB 300 Higher Education Modifications – This bill:

- defines terms, including defining the term “UTech” to mean the Utah System of Technical Colleges;
- permits the governor to remove, for cause, certain members of the Utah System of Technical Colleges Board of Trustees, and a technical college board of directors;
- amends provisions related to the role of a technical college board of directors in relation to a technical college president;
- amends the membership of a technical college board of directors;
- creates a term limit for a member of a technical college board of directors.
- enacts provisions related to the higher Education Strategic Planning Commission.

HB 437 Career and Technical Education Scholarships – This bill creates a scholarship to fund attendance at a technical college under certain circumstances for high school graduates.

House Bill 2 provided funding of \$34,364,500 for the Davis Tech Allied Health Building and \$32,993,000 for the Mountainland Tech Thanksgiving Point Technology Building.

For Fiscal Year 2019, the budget year that begins on July 1, 2018 and ends of June 30, 2019, the Utah System of Technical Colleges (UTech) received an overall 10.84% budget increase in addition to the funding of new buildings. Direct appropriations for Davis Tech increased 4.93%. Davis Tech will also receive a portion of funds which were appropriated to UTech Administration for Custom Fit, Equipment, Career and Technical Education Scholarships, Budget Reduction/Reallocation, and Performance Funding.

Davis Tech received \$16,164,800 or 19.29% of the amounts appropriated directly to UTech colleges. Davis Tech now receives more direct State appropriated funds than any other UTech college.

A summary of increases/decreases in State funding for Davis Tech for Fiscal Year 2019 is as follows:

Employer Driven Program Expansion	\$710,200
Student Support	93,000
Internal Service Fund Adjustment	4,100
Budget Reduction	(228,200)
One-time Equipment funds in FY 2018	(193,800)
Compensation Increase	<u>374,400</u>
Total Increase	<u>\$759,700</u>

The \$710,200 funding for Employer Driven Program Expansion will need to be spent in the areas we requested funding for from the Legislature. We received 78% of the amount requested from the Legislature. Our request was for additional funding for program expansion for Software Development, Automotive Technology, Digital Media Design, Surgical Technology, Composite Materials Technology, Medical Assistant, Automation Technology, and Construction.

The \$374,400 funding for a compensation increase is intended to provide funding for a 2.5% general salary increase (NOT a COLA), a 4.1% health insurance benefit rate increase, and a 3.0% dental insurance benefit rate decrease. The entire compensation increase is funded through State appropriations and does not use dedicated credits to cover a portion of the increase.

Estimates of amounts Davis Tech anticipates receiving from funds which were appropriated to UTech are as follows (Please note that these are only estimates at this time):

Custom Fit	\$500,000
Equipment	435,700
Career and Technical Education Scholarships	127,200
Budget Reduction/Reallocation	228,200

Performance Funding	300,000
Jobs Now	<u>56,000</u>
Estimated Funds from UTech	<u>\$1,167,100</u>

Additionally, Davis Tech is participating in two new Strategic Workforce Initiative (SWI) grants which were approved for FY 2019. We anticipate funding of \$120,000 for a Digital Media Design instructor based on an Information Technology WEB Development SWI grant partnering with Weber State University and Davis School District. We anticipate funding of \$25,000 on-going and \$20,000 one-time related to an Automotive SWI grant partnering with Weber State University, Salt Lake Community College, Bridgerland Technical College, and Ogden-Weber Technical College.

Proposed Names for New Board Member

In accordance with House Bill 300 – one additional private sector Board member is required for the Davis Tech Board. Individuals appointed will represent the interests of business, industry, or labor in the technical college area. The Board recommends representatives from the allied health, manufacturing/technology, and professional services for the openings. They will be encouraged to apply through the Governor's process for the Davis Tech Board of Directors.

President's Items

- In January, Alex Johnson was promoted to the newly created position of Employer Engagement Manager. We have so many emerging partnerships in the college that it is hard to manage so this position was created to be the main point of contact and coordinate the details. He is also working with the under-employed. Alex will be asked to present at the next Board Meeting.
- Board Member Orientation: A Board member orientation was scheduled for Wednesday, April 25, at 1:30 pm. This orientation will provide history information on the college and responsibilities of the Board.

Adjournment

A motion to adjourn the meeting was made by Adam Toone.
The meeting adjourned at 5:16 p.m.