

**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**

**October 26, 2017**

Meeting started at 3:45 p.m.

Conducting: Stuart Eyring      Board Chair

**Board Members Present**

Stuart Eyring	Business/Industry, UCAT Board Member
Bart Warner	Business/Industry
Karen Fairbanks	Board Member
Steve Earl	Business/Industry
Scot Merrihew	Business/Industry
Brigit Gerrard	Davis School District
K.O. Murdock	Business/Industry
Adam Toone	Morgan School District
Brad Walters	Business/Industry
Troy Wood	Business/Industry

**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 External Engagement & Economic Development
Wendee Cole	Recording Secretary

**Guests**

Bryce Fox	Director of Facilities Services & Risk Management
Dina Nielsen	Director of Student Services
Greg Scherer	Director of Information Technology
Jeff Lund	Controller
Kelley Rhoe-Collins	Director of Service Professions and Academic Development Programs
Lance Eastman	Director of Technical Programs
Leslie Mock	Director of Nursing & Health Professions
Marcie Valdez	Foundation Director and Grants Administrator
Melanie Hall	Director of Marketing and Community Relations
Ric Higbee	Director of Human Resources
Chanel Flores	Employer & Continuing Education Manager
Dee Weaver	Medical Assistant Instructor
Rachel Walker	Practical Nurse Instructor
Natasha Boren	Practical Nurse Instructor
Derek Gherkins	Executive Chef/Culinary Coordinator

Sydney McDougal  
Stacey Hutchings  
Morris J. Peacock

Medical Assistant Student  
Career Path High School Director  
Hinton Burdick CPAs & Advisors Partner



**Excused**

David Hansen Hill Air Force Base Representative, Ex-Officio

**Invocation**

Bart Warner, Vice-Chair

**Pledge of Allegiance**

Sydney McDougal, Medical Assistant Student

**Recognition of Board Service**

K.O. Murdock, Board Member, was recognized for his service on the Davis Technical College Board from January 2003 and his service as the chair of the audit committee. We appreciate the years of service K.O. has provided to Davis Tech.

Brad Walters, Board Member, was thanked for his service on the Davis Technical College Board from October 2009, audit committee and liaison to Foundation Board.

**Introduction of New Davis Tech Board Member**

The Davis Technical College Board of Directors, and the Davis Tech Administration, are excited to welcome Troy Wood as new member of the board. He is the Chief Executive Officer at Lakeview Hospital.

**Introduction of New Employees**

The following employees were introduced to the Board:

- Rachel Walker, Practical Nurse Instructor
- Natasha Boren, Practical Nurse Instructor
- Derek Gherkins, Executive Chef/Culinary Coordinator

**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 September 28, 2017
- 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. Career Path High Report
- k. Vacation Leave Policy and Procedures
- l. Employee Hours of Work Policy
- m. Exercise and Health Activity Policy and Procedures



- n. GRAMA Policy and Procedures
- o. Student Leave of Absence Policy and Procedures - Rescind
- p. Faculty Pay Schedule

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

#### **Proposed Name for New Board Member**

Item has been deferred until next meeting. We would like have this person represent the IT industry. If you have any suggestions or recommendations, provide to Board Chair or President.

#### **Proposed Board of Directors By-Laws**

With the passing of Senate Bill 238 it has become necessary to update the Board of Directors By-Laws. These are the rules the Board operates under and the responsibilities and accountability of board members.

Board of Directors' By-Laws were approved on a motion made by Karen Fairbanks, seconded by Bart Warner. 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.

#### **Comprehensive Annual Financial Report and Accompanying Independent State Auditor's Report**

The Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2017 was prepared by Jeff Lund, Davis Tech Controller, and by the Fiscal Services Department of the College. The CAFR includes all elements of a financial report required to refer to the report as a comprehensive annual financial report. The information meets the financial reporting guidelines issued by the Government Accounting Standards Board (GASB), the National Association of College and University Business Officers (NACUBO), and the Government Finance Officers Association (GFOA). Management of the College assumes full responsibility for completeness and reliability of the information contained in the report.

Hinton Burdick, CPAs & Advisors, performed the regular, annual audit of the College for Fiscal Year 2017. Members of the auditor's staff performed auditing procedures as outlined in their Independent Auditor's Reports which are included in the CAFR.

The auditors have issued their report and have found no audit findings. Because there are no audit findings to discuss, Morris Peacock presented his report directly to the Davis Tech Board rather than meeting with the



Board's Audit Committee. Morris complimented the executive team and the internal audit controls of the college.

Jeff Lund and his team were recognized for ten years of zero audit findings.

The Comprehensive Annual Financial Report and Accompanying Independent State Auditor's Report was approved on a motion made by Brigit Gerrard, seconded by Troy Wood. Motion passed.

### **FY 2017 Year-End Budget Report**

The College Board of Directors approved the final, revised Fiscal Year 2017 budget during the June 2017 Board meeting. The Fiscal Year 2017 Budget Report includes schedules and narrative which report budget to actual performance, as well as narrative which explains the difference between Fiscal Year 2016 and Fiscal Year 2017 financial performance.

The audited financial statements contain complex pension related information which makes those financial statements difficult to read. The pension information is not contained in this Budget Report. Therefore, the Budget Report may be more useful for management purposes.

The General Operating Fund revenues are 88.56% State Appropriations and 11.44% Student Tuition and Fees. The General Operating Fund also shows Salary and Benefits of 81.84% of total expenses. This fund also had an increase in Net Position of \$249,171. This amount relates to Strategic Workforce Development (SWI) funds which were received late in the year and could not be spent responsibly prior to year-end.

The Designated Funds showed an increase in Net Position of \$156,558. These funds are available for one-time spending in the current fiscal year.

A motion for the Board to approve the FY 2017 Year-End Budget Report was made by Steve Earl, seconded by Karen Fairbanks. Motion passed.

### **Capital Development Project/Building Board Ranking**

The Utah System of Technical Colleges presented Capital Facilities projects to the Utah State Building Board on October 4, 2017. Davis Tech presented the Allied Health Building request, which is a \$35,696,525, for an 85,000 square foot building. On October 5, 2017, the Building Board prioritized all state projects. Our Allied Health Building was ranked number three, highest ranked higher education project in the state.

### **Engage Division of Facilities Construction and Management (DFCM) in a Building Programming Contract**

Since the Davis Tech Allied Health Building was ranked in third place by the State Building Board, Davis Tech desires to take appropriate action to help



ensure that the building will be funded by the State Legislature in the next Legislative session. Certain buildings requested by other agencies have already had architectural programming completed. Buildings with completed programming are more likely to receiving Legislative approval and funding.

Davis Tech would like to request approval from the State Division of Facilities and Construction Management (DFCM) to use Davis Tech funds to begin the programming process as soon as possible.

A motion to approve Davis Tech College to enter into a Building Programming Contract with DFCM if determined by President Bouwhuis was made by Troy Wood, seconded by Bart Warner. Motion passed.

### **FY 2018 Budget Modification**

The Board approved a budget for FY 2018 during the June 2017 Board of Directors' meeting. A revision to that budget is proposed at this time. Funds used to cover the additional expenses in this budget modification come primarily from two sources, 1) Salary savings from open positions, employee turnover, and savings realized as a result of health care open enrollment, and 2) Funds available for spending on a one-time basis which were not used in the prior fiscal year. The more significant elements to this modification include:

- Recognize salary and benefit savings from positions which were unfilled for a period of time or hired at a different amount than originally budgeted.
- Recognize benefit savings due to employees selecting lower cost health care options during insurance open enrollment.
- Budget for use of certain prior year accumulation of net position to fund various one-time projects and equipment.
- Purchase software to assist in processing financial aid applications.
- Purchase software to better track employee professional development.
- Asbestos abatement in various classroom flooring and related flooring resurfacing.
- Add an additional full-time Student Financial Aid Technician.
- Add a new full-time Graphic Designer Technician position.
- Add a new full-time Employer Relations Developer position.
- Add \$25,000 for a targeted marketing campaign for low enrollment programs.
- Increase revenue and related expense for various in-kind equipment donations.
- Purchase laser for Esthetics program to replace outdated equipment.



- Upgrade electronics and video conferencing equipment in the Board Room.
- Adjust revenue and related expenses in Continuing Education and Private Training.
- Increase budget for common area update from \$35,000 to \$44,000.
- Replace various maintenance and grounds equipment.
- Upgrade lights in shop areas to LED lighting and complete the project to upgrade lights and ceiling tiles in the main building.
- Contract with a consultant to upgrade the College web site.
- Add \$60,000 to the project to update the switch gear and equipment in computer network rooms.
- Increase the budget for the President's Office remodel from \$30,000 to \$42,000.
- Budget \$175,000 for the architectural programming of the requested Allied Health Building.
- Replace various equipment in the Cosmetology salon.
- Contract to update the College Master Plan.
- Replace a forklift.
- Various other revenue and expense adjustments.

Steve Earl made a motion to approve the FY 2018 Budget Modification as presented. The motion was seconded by Adam Toone. Motion passed.

### **Motor Sports Technician Teach Out**

Since 2015, Motor Sports Technician program enrollment has decreased by 28%. Of the 47 students served in 2017, only six were placed in related employment. Data from Utah Department of Workforce Services shows only 11 jobs in the state. The program has failed to meet COE occupational advisory committee attendance standards, impacting the requirement two meetings be held per year. Several members in attendance have represented practices of hiring employee family members and friends for jobs available.

The program partnership with Polaris has been discontinued due to a decision by Polaris to return all satellite training locations to their central offices.

If teach-out is approved, a teach-out letter will be sent notifying current students of the program discontinuance. No further students will be enrolled. The Motor Sports Technician program is eight months long, meaning all current students should be able to complete the program by the end of the teach-out.

In 2017, enrollment in the Automotive Technology program increased by 35%. A second full-time instructor is needed in this program, which has a 95% placement rate. The Motor Sports Technician faculty member has ASE certifications and experience to become an Automotive Technology faculty



member. Because the need for a second instructor in Automotive Technology is immediate, the Motor Sports Technician instructor, equipment required for the teach-out, and students would be moved to the Automotive Technology program.

It is recommended that the Board of Directors' approve the discontinuance of the Motor Sports Technician program effective June 30, 2018. Discussion was held encouraging students to seek other training options. Bart Warner offered to meet with the students and discuss employment opportunities and the programs we offer to help with that employment.

A motion was made to discontinue the Motor Sports Technician program and encourage students to find other training options by Bart Warner, seconded by Karen Fairbanks. Motion passed.

### **2017 Occupational Advisory Committee Report**

Occupational Advisory Committees exist for each accredited program. Committees are intended to ensure Davis Tech programs remain current and relevant in meeting and aligning with industry needs and practices. Committees consist of at least three members who work in the field of instruction and are located in the region served by the program. Members discuss industry practices with instructors and make recommendations on the following issues:

- Admission requirements
- Program content, length, objectives and skill requirements
- Instructional materials and competency tests
- Equipment
- Appropriateness of delivery mode

The Occupational Advisory Committee Report shows membership, meeting minutes and feedback from committee members. The information is used to justify program changes and purchases of equipment and materials.

### **Presidents Evaluation Report**

An information evaluation for President Bouwhuis was held on Monday, October 23, 2017. Included in the evaluation were: Commissioner Woolstenhulme, Trustee Jensen, Trustee Carter, Stuart Eyring, Chair, and Bart Warner, Vice-Chair. Stuart provided a report on the President's informal evaluation. It was an impressive evaluation and Davis Tech was recognized as the flagship of technical colleges. The vice presidents were recognized for their support of the president and the work they do.

### **Board Christmas Party**

Board Christmas Party will be held on Thursday, December 7, 2017. A dinner will be held at Davis Tech provided by catering staff and culinary art

students, followed by the play, "A Christmas Carol" at the Centerpoint Legacy Theatre.

**New Partnership**

Stadler has asked Davis Tech to provide their training. A European apprenticeship model and contract is being developed. They need 200 employees in the next year.

**Adjournment**

A motion to adjourn the meeting was made by Troy Wood.  
The meeting adjourned at 5:35 p.m.

