

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



**February 25, 2016**

Conducting: Michael Jensen Board Chair

**Board Members Present**

Michael Jensen	Business/Industry, UCAT Board Member
Michael Blair	Business/Industry
Joy DeLisser	Business/Industry
Stuart Eyring	Business/Industry
K.O. Murdock	Business/Industry
Louenda Downs	Weber State Board of Trustees
Neil Carrigan	Morgan School District
Larry Smith	Davis School District
David Hansen	HAFB, Ex-Officio

**Administration**

Michael J. Bouwhuis	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**

Lance Eastman	Director of Programs
Terry Keyes	Director of Programs
Will Pierce	Director of Programs
Leslie Mock	Director of Nursing & Health Professions
Jeff Lund	Controller
Greg Scherer	Director of Information Technology
Dina Nielsen	Director of Student Services
Ginger Chinn	Director of Instructional Program Development
Melanie Hall	Director of Marketing & Community Relations
Kevin Cummings	Director of Institutional Effectiveness
Ric Higbee	Director of Human Resources
Carol Anderson	Cosmetology School & Salon Operation Coordinator
Bailie Chapman	Esthetics Instructor
Dana Ashby	Salon Dispensary & Student Data Coordinator
Scott King	Diesel Technology Instructor
Jim Crowley	Business Technology Instructor
Marci Valdez	Foundation Director and Grants Administrator
Lloyd Carr	DATC Foundation Board Chair



**Excused**

Brad Walters Board Member  
Bart Warner Board Member

**Invocation**

Larry Smith

**Pledge of Allegiance**

Garrett Cederquist, Composite Materials Technology Student

**Introduction of New Employees**

The following employees were introduced to the Board:

- Baillie Chapman, Esthetics Instructor
- Dana Ashby, Salon Dispensary and Student Data Coordinator
- Scott King, Diesel Technology Instructor
- Jim Crowley, Business Technology Instructor

**Consent Calendar**

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

- a) Minutes of January 28, 2016
- b) Budget and Accounting Report
- c) Personnel Report
- d) Enrollment and Student Outcomes Summary
- e) Employer and Continuing Education Report
- f) Marketing Activity Report
- g) Scholarship Issuance

The items listed under the Consent Calendar were approved on a motion made by Louenda Downs, seconded by Larry Smith. Motion passed.

**DATC Foundation Annual Report Presentation**

Marci Valdez, DATC Foundation Director & Grants Writer Administrator, and Lloyd Carr, DATC Foundation Board Chair, addressed the board and presented the Foundation’s Annual Report for Fiscal Year 2015.

The DATC Foundation provides scholarship funding to students who may not otherwise be able to enroll in or continue their schooling without financial assistance. More than half of DATC students fall within the low-medium to low income bracket. In addition to scholarships, the College also offers tuition waivers to help students based on need and/or merit.

During the July 1, 2014 to June 30, 2015 program year, the DATC Foundation provided the following:

- 609 awards were provided to 534 students, totaling \$230,776.
- 204 awards totaling \$109,889 were provided through the DATC Foundation.
- 225 awards totaling \$121,688 were provided through tuition waivers.
- 33 awards totaling \$10,844 were allocated to students from “needs based” Foundation scholarship funds.



- 429 awards were provided to adult students.
- 180 awards totaling \$58,256 were made to high school students.

Many companies recognize the high quality of training offered by DATC and openly recruit DATC students to fill meaningful positions. In-kind business donations of equipment and materials help students train on cutting-edge equipment and step into real working situations. The Foundation's In-Kind Donations = \$128,294; Cash Donations = \$121,454; Investment Income = \$53,442; Golf Tournament Net Revenues: \$39,479.

Lloyd Carr solicited support from members of the DATC Board of Directors' in obtaining funding to support a state-of-the-art Allied Health Building. A new Allied Health Building will allow students to collaborate, cooperate, and prepare for the future in healthcare fields. The Foundation will undertake a Capital Campaign this year to secure donations for this building.

The DATC Foundation, Inc., Annual Report was approved on a motion made by Michael Blair, seconded by Larry Smith. Motion passed.

### **Budget Modification**

The Board approved Revision I of the FY 2016 Budget in the October Board of Directors' meeting. This is Budget Revision II.

DATC enrollment has increased this year, therefore; tuition revenues have increased. Enrollment increases, however, require the need for more adjunct faculty to assist in the classroom. The budget has been increased by \$75,000 for estimated tuition and fees for the remainder of this year. Those funds will be used to cover the cost of additional adjunct instructors. More significant elements to this budget modification include:

- Increase estimated tuition and fees to reflect increase in student enrollment.
- Reflect compensation savings related to new hires and open positions.
- Show various transfer positions between budget categories.
- Accrue for early retirement expenses for retiring employees.
- Adjust budget for non-cash donations which have been received.
- Transfer funds which had previously been moved out of the Utah Nurse Aid Registry back into that account to cover costs of an upcoming early retirement.
- Adjust for changes to the Utah Department of Corrections contract which was recently renewed.
- Reflect revenues and related expenses associated with an increase in rental income at the Freeport West facility.

The FY 2016 Budget Revision II was approved on a motion made by Louenda Downs, seconded by Larry Smith. Motion passed.

### **Policy of Policies**

The institution has grown sufficiently sophisticated, and policies are being developed by a number of individuals across many divisions. The 'Policy of Policies' document codifies processes and format for institutional policies and brings clarity and centralization to their development and publication.

This policy was developed by a cross-functional team representing all divisions in the institution and has the support of all stakeholders.



The Policy of Policies was approved on a motion made by Michael Blair, seconded by Larry Smith. Motion passed.

### **DATC Mission, Vision, Values**

The institution has been involved in an extensive strategic planning process for the past six months. Stakeholders, which included faculty, staff, administration, students, community leaders, educational partners, governmental leaders, DATC and Foundation board members, etc., have been part of this process. Participants provided input regarding the institution's strengths, opportunities, aspirations and desired results for the development of a three-year strategic plan which also includes updated Mission, Vision and Value statements.

The Strategic Plan identifies key areas for improvement so the DATC can achieve even higher levels of excellence. It also includes five themes which promote the mission and values:

- Employee Development
- Organizational Culture
- Institutional Development and Partnerships
- Student Success
- Organizational Excellence

Each of the above themes also includes objectives, strategies, performance measures and a timeframe for completion.

### **DATC Mission**

We are a trusted learning community embracing technical education to promote student development and economic growth.

### **DATC Vision**

DATC will be an innovative leader in delivering exceptional technical training that supports economic development.”

### **DATC Values**

#### **Opportunity**

We provide cost-effective training, flexible scheduling, and support systems to foster student success.

#### **Partnership**

We engage industry, educational, community partners to provide shared opportunities for all.

#### **Innovation**

We cultivate an environment in which new ideas, creative thinking, and imagination can thrive.



### Excellence

We promote quality and high performance through our commitment to responsible and informed decisions.

### Commitment to Community

We embrace a culture of inclusiveness, community involvement, and service.

Some strategic initiatives which will be focused on include:

- Connecting more closely with the community.
- Developing avenues for sharing success stories of students, faculty, and staff.
- Publishing regular institutional news and updates online to ensure access and communication with all employees.
- Evaluating the development of an extension training center in South Davis County.
- Developing an alumni engagement program that increases involvement with the college.
- Increasing continuing education opportunities in accredited programs for occupational upgrades.
- Developing a capital development campaign for an Allied Health Building
- Increasing enrollment of minority and underserved populations.

Since this is a draft of the Strategic Plan, members of the Board of Directors' were asked to provide feedback and/or any input they deemed necessary. All information should be sent to Kim Ziebarth, Vice-President of Quality and Development.

Chair Jensen called for a motion to approve the draft of the DATC Strategic Plan. The draft plan was approved on a motion made by Louenda Downs, seconded by Michael Blair. Motion passed.

### Legislative Update

#### Senate Bill 131, UCAT Governance

Senate Bill 131, proposed in this year's Legislative Session, modifies provisions related to governance of the Utah College of Applied Technology. This bill defines terms; renames the title of the president of UCAT, amends duties of the president of UCAT; adds provisions related to the membership of the UCAT Board of Trustees; implements a term limit for a member of the UCAT Board of Trustees; and amends provisions related to the appointment of a UCAT campus president. The Bill is still working its way through the House and the Senate; however, it will be finalized by the time the Legislature convenes on March 10.

#### Strategic Workforce Investments

This bill is being sponsored by Senator Ann Milner and provides for strategic workforce investments and processes for investing strategically in high-demand technical jobs. It develops stackable credentials which are a sequence of credentials a student can build upon to access an advanced job or higher wage as part of a career pathway system. The Senate passed the bill, and it is currently being reviewed by the House Education Committee.



### Update on Budget Request

The day of the UCAT campus' budget hearings, time ran out before Bridgerland ATC and Davis ATC had an opportunity to present their budget requests to the Higher Education Appropriations Committee. The Committee did fund compensation as the number one priority for Higher Education and also the Utah College of Applied Technology; Building Blocks were prioritized, Custom Fit and Equipment were also ranked. All information received from legislators so far this year is that it will not be a strong year for funding.

### President's Items

#### Issues with Growth

Most programs across the campus are experiencing enrollment growth, some increasing by 30% to 50%. Enrollment in the Welding Technology program has been temporarily placed on hold due to a 50.36% increase. Additional growth programs include: Composite Materials Technology, Automotive Technology, Motor Sports Technician, Diesel/Heavy Duty Technology, CNC Machining, Digital Media Design, Information Technology, Medical Assisting, etc.

#### Marinello College of Cosmetology Closing

The Marinello Schools of Beauty announced last week they are closing all 66 of their campuses as a result of the loss of federal funding. Marinello has a school located in Layton, Utah. Approximately twenty-five Marinello students came to the DATC the day of the school's closing to inquire about enrolling in the DATC's the Cosmetology Program to complete their training.

#### Update on U of U School of Dentistry Partnership

An affiliation agreement has been successfully completed with the University of Utah's Dental School for DATC Dental Assisting students to assist the University of Utah's student dentists in training. DATC will have a classroom suite on the U of U campus to train students. Salt Lake Community College is expected to grant approval for the DATC to operate this program in the Salt Lake area. Students from the Jordan and Granite School Districts will be invited to enroll in the DATC Dental Assisting program taught on the U of U campus, if approved.

#### Surgical Technician Cohort

In partnership with Intermountain Health Care, a cohort of students will begin the Surgical Technician program in May.

#### Shark Tank

InstaFire, a company from Riverdale, Utah, which began as a start-up company in the DATC Business Resource Center, was honored and highlighted on the show Shark Tank which aired on Sunday, February 21, 2016. InstaFire is an emergency supply company, anchored on a volcanic rock formula which can burn on water and snow and in heavy winds. InstaFire CEO, Konel S. Banner, and President, Frank Weston, negotiated with two business sharks, giving them ownership of 30% of their business for \$300,000. Board members were invited to attend a rebroadcast on February 26, 2016.

### Adjournment

A motion was made by Stuart Eyring, seconded by Louenda Downs to adjourn the meeting. Motion passed. The meeting adjourned at 5:00 p.m.