

**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**



April 28, 2016

Conducting: Michael Jensen Board Chair

Board Members Present

Michael Jensen	Business/Industry, UCAT Board Member
Michael Blair	Business/Industry
Stuart Eyring	Business/Industry
Brad Walters	Business/Industry
K.O. Murdock	Business/Industry
Bart Warner	Business/Industry
Neil Carrigan	Morgan School District
Larry Smith	Davis School District
David Hansen	Hill Air Force Base Representative, Ex-Officio

Administration

Michael J. Bouwhuis	President
Michael J. Bouwhuis	Vice-President of Instruction (Interim)
Russell Galt	Vice-President of Administrative Services
Kim Ziebarth	Vice-President of Quality & Development
Wendee Cole	Recording Secretary

Guests

Lance Eastman	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
Marcie Valdez	Foundation Director and Grants Administrator
Bryce Chapman	Plumbing Instructor
Cathy Turnbow	Dental Assistant Instructor
Penny Moline	Culinary Arts Instructor
Baillie Chapman	Esthetician Instructor
Cami Henrie	Nail Technician Instructor
Nick Price	Welding Instructor
Carol Anderson	Cosmetology Instructional & Salon Coordinator
Wes Hobbs	Composite Materials Technology Instructor
Jim Mikkelsen	Custodial Specialist
Kristie Salzgiver	Culinary Arts Instructor



Jonathan Fike
Ryan Smith
Tara Braaten
Donelle Ricketts
Joyce Mattes
Bridger Jones
Ally Rogers
Becca Parkinson
Brighton Smith
Ben Godwin
Brent Justensen

Executive Chef/Culinary Arts Prog. Coordinator
Custodian
Certification Technician
UNAR Director
Dental Assisting Student
Plumbing Student
Nail Technician Student
Esthetician Student
Culinary Arts Student
Welding Technology Student
Welding Technology Student

Excused

Joy de Lisser
Louenda Downs

Board Member
Board Member

Invocation

Neil Carrigan

Pledge of Allegiance

Brent Justenson, Welding Technology Student

Introduction of SAMPE Bridge Building Winner

Wes Hobbs, DATC Composite Materials Technology Instructor, provided a report regarding a recent SAMPE Bridge-Building Competition. One DATC Composite Materials Technology student participated in the contest. Madeline Ontiveros tied for first place in the Technical Schools competition. She has the opportunity to compete on the international level at SAMPE Long Beach competition May 23-26 which is paid for by sponsors.

The statewide bridge-building competition was held at the Salt Lake Community College composites lab and was hosted by SAMPE (Society for the Advancement of Material and Process Engineering.) Students from Utah’s technical colleges and universities participated.

Introduction of State First Place Winners for HOSA and SkillsUSA

DATC students who attended the recent HOSA (Health Occupations Students of America) competition did very well. The following DATC students received medals:

Keely Tulane	Gold	Home Health Aide
Joyce Mattes	Gold	Dental Science
Michelle Wilcock	Silver	Pharmacology

DATC students who attended the recent SkillsUSA State Leadership competition did very well. The following DATC students received medals:



Secondary Students

Competition	Placement
Automotive	2nd Place
Culinary Arts	2nd Place
Diesel Equipment Technology	3rd Place
Plumbing	1st Place
Restaurant Service	1st Place
Welding	3rd Place
Welding Sculpture	1st Place

Post-Secondary Students

Competition	Placement
Automated Manufacturing Tech	1st Place
Commercial Baking	3rd Place
Esthetics	1st & 3rd Place
HVACR	1st & 3rd Place
Nail Care	1st Place
Plumbing	3rd Place
Welding	3rd Place
Welding Fabrication	1st Place
Welding Sculpture	2nd Place

DATC students obtained 8 gold medals, 3 silver medals and 7 bronze medals at this event.

Introduction of New Employees

The following employees were introduced to the Board:

- Ryan Smith, Custodian
- Tara Braaten, Certification Technician
- Donelle Ricketts, UNAR Director
- Wendee Cole, Assistant to the President

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 March 24, 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) Foundation Activity Report



- h) Campus Development Update
- i) Scholarship Issuance
- j) School Calendar for FY 2017
- k) Career Path High Report

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

National Competition Travel Approval

Will Pierce presented travel expense proposals for the Skills USA National Convention and Competition being held in Louisville, Kentucky from June 20 to June 25, 2016. Total travel expenses is approximately \$ 29,422.00.

Travel expense proposal for International Health Occupations Students of America (HOSA) Leadership Conference being held in Nashville, Tennessee from June 22 to June 25, 2016. Total travel expenses is approximately \$ 5,455.00.

Travel expenses for an instructor to accompany the SAMPE Bridge winner and attend the SAMPE Conference in Long Beach from May 23 to May 26, 2016. Total travel expenses is approximately \$ 2,500.00

Larry Smith made a motion for the board to approve travel expenses for the respective students, models and advisors who will participate in the International HOSA Leadership Conference and the Skills USA National Convention and Competition and travel expenses for an instructor to SAMPE Conference. The motion was seconded by Neil Carrigan. Motion passed.

Program Modifications

Kim Ziebarth, Vice-President of Quality and Development, presented the 2017 summary of program changes. The DATC’s accrediting body, the Council on Occupational Education, requires the governing board of each institution to submit a document showing board action approving a program’s length of training, title, and discontinuance. Any substantive changes must be approved separately. The following list was presented for approval:

Program	Change Type	2016	2017	% Change
Advanced Esthetician	Length	1299	1200	- 8%
Chairside Dental Hygiene Assistant	Length	450	540	+ 20%
Composite Materials Technology*	Length	705	870	+ 23%
Dental Assisting	Students Served	Sec/Post-Sec	Post-Sec	NA
Motor Sports Technician	Length	600	720	+ 20%
Firefighter	New Program	NA	340	NA
Emergency Medical Technician	New Program	NA	284	NA
Information Technology	CIP Code	11.0201	11.0101	NA



Discontinued Programs

- Draper – Automation Technology
- Emergency Services

A list of all DATC 2017 Programs, which result in a DATC Certificate of Program Completion, were also presented for approval and 2017 Non-Accredited Mission-Related Training (see attachment #1).

A motion to approve the Program Modifications was made by Mike Blair, seconded by Brad Waters. Motion passed.

Initial FY 2017 Employee Compensation Plan Discussion

The Legislature provided “funding for a 2.0% general salary increase” and provided funding for the employer portion of a 7.3% increase in medical insurance rates.

The proposed Employee Compensation Plan for FY 2017 includes the following elements:

- 2.00% salary increase for eligible full-time employees.
- Increases per the Performance Based Pay Progression Table. These increases will range from 4.35% to zero for individual employees, but average approximately 2.2% for full-time employees. This estimate is based on the amount required to fund this portion of the compensation plan for FY 2016. This will cost approximately \$182,000 to fund.
- No plan for merit or discretionary increases at the beginning of the fiscal year.
- Perform institutional salary and wage study.
- Increase of 7.3% in medical insurance rates as set forth by the Public Employees Health Program (PEHP). Premiums have been maintained at 90% employer and 10% for the employee. The Legislature funded the employer portion of this increase.
- Add new \$25,000 Accidental Death and Dismemberment benefit.

\$60,000 is being set aside for a mid-year wage increase to deal with the new Federal Labor Standards Act (FLSA) which may change minimum wage for an employee who does not qualify for overtime. After the determination on FLSA changes we have a plan to work with a consultant to complete an employee salary study.

This is an information item. Unless we receive additional input this is the employee compensation plan that will be presented in the June Board Meeting.

FY 2017 Budget – First Reading

The Utah College of Applied Technology (UCAT) received an overall 9.07% budget increase. Direct appropriations increase for DATC was 5.28%. DATC will also receive increases in equipment funds and Custom Fit funds which were included in the UCAT increases.

DATC received \$13,747,000, or 19.72% of the amounts appropriated directly to UCAT colleges. DATC receives more direct State appropriations than any other UCAT college.



A summary of the increases in State funding for the DATC for Fiscal Year 2017 is as follows:

Program Expansion	\$ 363,000
2% General Salary Increase	212,600
Health Care Cost Increase	<u>113,500</u>
Total Increase	<u>\$ 689,100</u>

A summary of significant items in the draft FY 2017 budget include:

- Increase of \$689,100 in Legislative funding as outlined above.
- Increase of \$48,000 in estimated tuition revenues due to tuition rate increase.
- Increase of \$105,500 in equipment flow-thru funds from UCAT.
- Increase of \$100,000 in Custom Fit flow thru funds from UCAT.
- Training program contract with Jobs Corps including related Faculty.
- New Legislative Program Expansion Funding used as follows:
 - Expand Additive Manufacturing/3D Printing Training Program.
 - Expand Aerospace Technician/Composites Training Program.
 - Expand Welding Program.
 - Expand Cyber Security/Coding Initiative Training Programs.
 - Add Instructional Management Assistant in the Barlow Building.
- Compensation plan as proposed in this Board Meeting.
- Full-year impact of staff changes which took place in FY 2016.
- Elimination of one-time expenses included in the FY 2016 budget.
- Eliminate the vacant full-time Nursing Coordinator position.
- Reduce the payment to WSU for the RN Partnership.
- Reallocate funds from budget savings as follows:
 - Add institutional Cyber Security Technician/Programmer.
 - Add funding for coverage for Faculty vacations.
 - Increase hours for copy writer/video editor staff.
 - Add equipment and software in the Quality & Development Division.
 - Add expense budget for cultural engagement.

Between now and the June board meeting, Jeff Lund, DATC Controller, will meet with each budget manager and review budgets on a line-by-line basis. Any adjustments made will be reported during the June 23rd DATC Board of Directors' Meeting.

Board Membership

Board membership terms of office expire on July 1, 2016 for the following DATC board members: Stuart Eyring and Joy de Lisser. Joy de Lisser has relocated to Texas and will end her term July 1, 2016. Her replacement will be presented at the June Board Meeting.

Stuart Eyring will be notified during the month of May to determine his preference as to whether or not he wishes to fulfill additional terms.

Board terms will be reviewed and proposed changes will be presented at June Board Meeting.



President's Compensation Review and Recommendation

Senate Bill 131 entitled Utah College of Applied Technology Governance amendments significantly modified the responsibilities of the President of UCAT (now Commissioner) and modified the responsibilities of the Board of Trustees. Specifically, the appointment, evaluation and compensation of ATC Presidents is changed from the UCAT President and UCAT Trustees to a joint responsibility of the DATC Board of Directors and the UCAT Trustees.

Historically under previous legislation the DATC Board of Trustees was authorized to set compensation with no involvement from the UCAT Trustees. The new legislation is a hybrid of the previous legislation and the new legislation. Historical salary data will be presented in the closed session.

Michael Blair made a motion to recommend to UCAT on the President's Compensation to apply the general 2% salary increase plus the bonus amounts to the base salary and include mileage reimbursement, seconded by Neil Carrigan. Motion approved.

Closed Session

Bart Warner made a motion to move into closed session to consider the qualifications, competence, performance and/or character of an individual. Seconded by Larry Smith. Motion passed. A roll call vote of the board members present and voting on this motion occurred.

A motion was made by Larry Smith, seconded by Neil Carrigan for the Board to move out of Closed Session and back into an open meeting. Motion pass unanimously.

Organizational Change Review

Recently the Administration received resignations from members of the executive team and expanded administration. Director Terry Keyes and Vice President Ann Mackin have tendered their resignations. Historically, with changes in the executive administration we have used the opportunity to evaluate the organizational structure and to modify it to meet College needs.

The following organizational changes are being proposed:

When the Vice President of Instruction, Ann Mackin, was chosen Kim Ziebarth was the second candidate. With the resignation of Ann Mackin it is proposed that Kim Ziebarth be moved to the Vice President of Instruction. Michael Blair made a motion to approve Kim Ziebarth as the Vice President of Instruction, seconded by Stuart Eyring. Motion passed.

It was proposed to create a fourth Vice President of External Engagement and Economic Development to be posted internally. A motion was made by Neil Carrigan, seconded by Larry Smith. Motion passed.

Michael Blair made a motion to open the Vice President of Quality and Development and create a Director of Service Professions and Academic Development to be

opened internally/externally for hire according to policy, seconded by Stuart Eyring.
Motion passed.



Neil Carrigan made a motion for the meeting to adjourn.

Adjournment

The meeting adjourned a 6:07 p.m.

Attachment #1
 DATC Board of Directors' meeting
 April 28, 2016

2017 Programs

Credential: DATC Certificate of Program Completion

Program	Training Location	Delivery	Students	Length	Duration	Application
Advanced Esthetician	Main Campus	Hybrid	Sec/Post-Sec	1200 hours	13 months	No
Architectural and Engineering Design	Main Campus	Hybrid	Sec/Post-Sec	1035 hours	11 months	No
Automation Technology	Freeport West	Hybrid	Sec/Post-Sec	900 hours	10 months	No
Automotive Technology	Main Campus	Hybrid	Sec/Post-Sec	1200 hours	13 months	No
	Utah Dept. of Corrections	Traditional	Post-Sec	1200 hours	13 months	No
Business Technology	Main Campus	Hybrid	Sec/Post-Sec	1150 hours	13 months	No
	Utah Dept. of Corrections	Traditional	Post-Sec	1150 hours	13 months	No
Chairside Dental Hygiene Assistant	Main Campus	Hybrid	Sec	540 hours	6 months	Yes
CNC Machining	Main Campus	Hybrid	Sec/Post-Sec	1260 hours	14 months	No
Composite Materials Technology	Main Campus	Hybrid	Sec/Post-Sec	870 hours	10 months	No
Cosmetology	Main Campus	Traditional	Sec/Post-Sec	1600 hours	17 months	No
Culinary Arts	Main Campus	Hybrid	Sec/Post-Sec	1140 hours	13 months	No
	Utah Dept. of Corrections	Traditional	Post-Sec	1140 hours	13 months	No
Dental Assisting	Main Campus	Hybrid	Sec/Post-Sec	1200 hours	13 months	Yes
Diesel/Heavy Duty Technology	Main Campus	Hybrid	Sec/Post-Sec	1170 hours	13 months	No
Digital Media Design	Main Campus	Hybrid	Sec/Post-Sec	1200 hours	13 months	No
Draper – Machinist Technician	Utah Dept. of Corrections	Traditional	Post-Sec	1260 hours	14 months	No
Electrician Apprentice	Main Campus	Hybrid	Sec/Post-Sec	720 hours	4 years	No
Esthetician	Main Campus	Hybrid	Sec/Post-Sec	600 hours	7 months	No
Health Information Technology	Main Campus	Hybrid	Sec/Post-Sec	990 hours	11 months	No
Heating and Air Conditioning	Main Campus	Hybrid	Sec/Post-Sec	780 hours	17 months	No
Information Technology	Main Campus	Hybrid	Sec/Post-Sec	1110 hours	12 months	No
Plastic Injection Molding Technology	Freeport West	Hybrid	Sec/Post-Sec	930 hours	10 months	No
Medical Assistant	Main Campus	Hybrid	Sec/Post-Sec	1500 hours	15 months	Yes

Program	Training Location	Delivery	Students	Length	Duration	Application
Motor Sports Technician	Main Campus	Hybrid	Sec/Post-Sec	720 hours	9 months	No
Nail Technician	Main Campus	Hybrid	Sec/Post-Sec	300 hours	4 months	No
Nurse Assistant	Main Campus	Hybrid	Sec/Post-Sec	108 hours	2 months	No
Pharmacy Technician	Main Campus	Hybrid	Sec/Post-Sec	780 hours	8 months	Yes
Plumbing Apprentice	Main Campus	Hybrid	Sec/Post-Sec	720 hours	4 years	No
Practical Nurse	Main Campus	Hybrid	Post-Sec	900 hours	10 months	Yes
Surgical Technology	Main Campus	Hybrid	Post-Sec	1685 hours	13 months	Yes
Welding Technology	Main Campus	Hybrid	Sec/Post-Sec	1200 hours	13 months	No
	Utah Dept. of Corrections	Traditional	Post-Sec	1200 hours	13 months	No

2017 Non-Accredited Mission-Related Training

Training Available	Credential
Academic Development	Not Certificated
American Sign Language Short Courses	Not Certificated
Architectural and Engineering Design Short Course	Not Certificated
Automotive Technology Short Courses	Not Certificated
Business Technology Short Courses	Not Certificated
Composites Material Technology Short Courses	Not Certificated
Cosmetology Short Courses	Not Certificated
Diesel/Heavy Duty Technology Short Courses	Not Certificated
Digital Media Design Short Courses	Not Certificated
Electrician Apprentice Short Courses	Not Certificated
Firefighter Short Courses	Not Certificated
HVAC Technician Short Courses	Not Certificated
Industrial Automation Maintenance Short Courses	Not Certificated
Information Technology Short Courses	Not Certificated
Machine Tool Technology Short Courses	Not Certificated
Medical Office Short Courses	Not Certificated
Medical Radiology Short Courses	DATC Occupational Skills Certificate
Motor Sports Technician Short Courses	Not Certificated
Perioperative Nursing Care Upgrade	Not Certificated
Phlebotomy Short Courses	DATC Occupational Skills Certificate
Plumbing Apprentice Short Courses	Not Certificated
Repeat Courses	Not Certificated
SCEP 2601 Electronic Measurement	DATC Occupational Skills Certificate
SCEP 2601 Electronics Equipment Installation Mechanic	DATC Occupational Skills Certificate
SCEP 2801 Electrical Equipment Repairer	DATC Occupational Skills Certificate
SCEP 3401 Machine Tool Operator/Technician	DATC Occupational Skills Certificate
SCEP 3701 Electroplater	DATC Occupational Skills Certificate

SCEP 3701 Welding	DATC Occupational Skills Certificate
SCEP 3801 Beginning Sheet Metal Mechanic	DATC Occupational Skills Certificate
SCEP 4101 Beginning Paint	DATC Occupational Skills Certificate
SCEP 4301 Composite Technician	DATC Occupational Skills Certificate
SCEP 47XX Multi-Skill Maintenance Mechanic	DATC Occupational Skills Certificate
SCEP 5301 HVAC Technician	DATC Occupational Skills Certificate
SCEP 5301 Power Support System Mechanic	DATC Occupational Skills Certificate
SCEP 5401 Water Treatment	DATC Occupational Skills Certificate
SCEP 5801 Heavy Mobile Equipment Mechanic	DATC Occupational Skills Certificate
SCEP 6901 Material Handling	DATC Occupational Skills Certificate
SCEP 6901 Tool and Parts Attendant	DATC Occupational Skills Certificate
SCEP 8201 Fuels Mechanic	DATC Occupational Skills Certificate
SCEP 8201 Pneudraulic Mechanic	DATC Occupational Skills Certificate
SCEP 8801 General Aircraft Systems/Applications	DATC Occupational Skills Certificate
Skill Development	Not Certificated
Small Engine Repair Short Courses	Not Certificated
Welding Technology Short Courses	Not Certificated