

**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**



**March 24, 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
Joy DeLisser	Business/Industry
Louenda Downs	Weber State Board of Trustees
Neil Carrigan	Morgan School District
Larry Smith	Davis School District

**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
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
Marci Valdez	Foundation Director and Grants Administrator
Aaron Byington	Emergency Services
Jared Sholly	Emergency Services
Adam Peek	Bookstore Manager
Amanda Lessard	Instructional Management Assistant
Suzanne Abbott	Human Resources/Cultural Engagement Technician
Kari Phillips	Instructional Systems Design Coordinator
Gavin Harper	Instructional Systems Designer
Cathy Turnbow	Dental Assistant Instructor



**Excused**

Bart Warner	Board Member
K.O. Murdock	Board Member
David Hansen	Board Member, Ex-Officio

**Invocation**

Stuart Eyring

**Pledge of Allegiance**

Joyce Mattes, Dental Assisting

**Introduction of New Employees**

The following employees were introduced to the Board:

- Aaron Byington, Emergency Services
- Alison Anderson, Business Technology Instructor
- Adam Peek, Bookstore Manager
- Amanda Lessard, Instructional Management Assistant
- Suzanne Abbott, Human Resources/Cultural Engagement Technician
- Kari Phillips, Instructional Systems Design Coordinator
- Gavin Harper, Instructional Systems Designer

**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 February 25, 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) Campus Development Update
- h) Scholarship Issuance
- i) Organizational Chart Update
- j) Credit Card Approval

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

**Retirement of the DATC Board of Directors' Secretary**

Barbara Rich, secretary to the DATC Board of Directors' for the past 25 years, was recognized for her service. She will retire in April. Ms. Rich enrolled as a student at DATC in 1985, and was hired as an employee in 1986. She became secretary to the President and the Board of Directors' in 1991. The board thanked her for her dedication and service to the institution.

**Final Approval of the DATC Strategic Plan, Mission, Vision, Values**

During fall 2015, the DATC began an extensive strategic planning process. In this effort, stakeholders were invited to provide input regarding strengths, opportunities, aspirations, and desired results for the development of a 3-year



Strategic Plan which included updates to the institutional mission, vision and values statements.

The planning process included faculty, staff and administration; students, employers, partners; DATC and Foundation Board members; governmental leaders, community leaders, and educational partners.

Drafts of the Strategic Plan were presented to the board during the January and February Board of Directors' meetings. Suggestions received from board members during those meetings have been implemented, and the document is now ready for final approval.

The Strategic Plan for 2017 – 2020 was approved on a motion made by Larry Smith, seconded by Michael Blair. Motion passed.

Next steps regarding implementation of the plan include:

- Development of next year's Business Plan which will align with specific objectives outlined in the Strategic Plan.
- Creation of a monthly newsletter to provide for more communication.
- Scheduling of quarterly meetings between the Administrative Team and individual departments within the school.
- Updating hallways with a more modern look.
- Creation of a gallery to display student and faculty projects and achievements.
- Hosting more employee activities.

The Board of Directors' will continue to be updated regarding the progress of the Strategic Plan.

### **FY 2017 High School Student and Adult Student Program Fees Schedule**

Two years ago, the DATC developed an initiative to remove all barriers to high school students interested in enrolling at the institution. The College provides textbooks and reference materials to secondary students in each classroom; the annual secondary student fee is reasonable, and program and lab fees for high school students have been removed, except in high-cost programs. As a result of this initiative, enrollment of Morgan School District students has increased by 35%, and Davis District students by 30%.

### **High School Student Fees**

High school students are charged an annual secondary student fee of \$40.00. This fee has remained constant from the prior year and applies to students who have not paid the fee for another course or program during the current school year.



### Adult Students Program and Lab Fees

A list of adult student program and lab fee changes was distributed to the board for review and approval. The list included program/lab fees for last year (2016), and changes made for the new year (2017). Most program and lab fees show fairly minor increases, except for Esthetician and Culinary Arts which are high-cost programs.

The institution also provides financial support to adult students in the way of need-based scholarships, tuition waivers, scholarships, donor assistance, etc.

The FY 2017 High School Student and Adult Program Fees Schedule was approved on a motion made by Louenda Downs, seconded by Larry Smith. Motion passed.

### **FY 2017 Institutional Fees**

Institutional fees are charged to adult students, in addition to tuition. The following are proposed tuition and fees for regular courses for FY 2017:

- Registration Fee from \$40.00 to \$45.00
- Re-enrollment Fee from \$10.00/hr. to \$12.00/hr.
- Certificate Filing Fee \$10.00 – no change

The increase in the Registration Fee will be used to make improvements to the Assessment Center and to also improve the way tests are administered.

The UCAT Northstar SIS Support Fee will remain the same; however, the Assessment Center Support Fee is now combined with the Student Services Support Fee. The combined fee is proposed to be increased by \$0.02 (2 cents) per hour in order to cover increased services to students. The Building Support Fee and the Campus Technology Support Fee remain the same.

### Differential Tuition Rate for Academic Learning Services

Academic learning services are provided by the college to assist students in the development of fundamental academic skills for successful enrollment in DATC's technical programs and also in employment. These programs do not generate a college certificate. DATC administration recommended the board approve a differential tuition rate intended to improve skill attainment for enrolling students who fail to pass math, literacy and writing levels required for program entry. A differential tuition rate of \$1.00 per hour for academic remediation in reading, writing and literacy was requested.

Michael Blair made the motion to approve the Institutional Fee Schedule and the Differential Tuition Rate for Fiscal Year 2017. The motion was seconded by Larry Smith. Motion passed.



### **Tuition Discussion for FY 2017**

UCAT administration and the college presidents discussed a \$0.05 (5 cent) per hour, or 2.5% first-tier tuition rate increase for FY 2017. In anticipation of this increase, the DATC held Truth in Tuition Hearings on March 17<sup>th</sup> and March 23<sup>rd</sup>. The parent of one student attended and proposed tuition and fees be combined so students pay only one cost. There were no arguments regarding the increase.

DATC administration proposed:

First Tier Tuition	\$1.80 per hour
Second Tier Tuition	<u>\$0.25 per hour</u>
Total Tuition	\$2.05 per hour

The \$0.05 cent increase in tuition was approved on a motion made by Michael Blair, seconded by Larry Smith. Motion passed.

### **Budget Modification, Revision III**

Russell Galt, Vice-President of Administrative Services, presented Budget Modification III for the FY 2016 budget ending June 30, 2016. This modification primarily makes adjustments related to salary savings for open positions and approves spending of certain prior year accumulated balances. Significant changes in this budget modification include the following elements:

- Compensation savings related to new hires and open positions.
- Various one-time projects funded by utilizing position vacancy savings and certain prior year accumulated balances.
- Replacement of three vehicles in the motor pool fleet.
- Purchase of a mobile welding lab/trailer; however, it is anticipated grant funding will cover much of the cost.
- Revenues adjusted in food services to reflect actual sales.
- Reflects revenue and anticipated expenses related to a Business Resource Center grant received from the Governor's Office of Economic Development.

The FY 2016 Budget Modification III was approved on a motion made by Stuart Eyring, seconded by Louenda Downs. Motion passed.

### **Legislative Update**

Senate Bill 131, sponsored by Senator Urquhart, was approved on the last day of this year's legislative session. The Bill amends governance of the Utah College of Applied Technology and each of the colleges. Highlights of the Bill include:

- The UCAT president is redesignated the "Commissioner of Technical Education".
- UCAT campus is redesignated "applied technology college".
- Campus president is now "College President".
- All 15 voting members of the UCAT Board of Trustees' will be appointed by the Governor, with Senate consent.
- Members serve four-year terms (no change), but are now limited to two consecutive terms.



- For members representing the eight ATCs, the governor will select from at least two nominees presented by the ATC Board of Directors.
- For the other seven voting members, the Governor will appoint a representative from each of the following sectors: information technology, manufacturing, life sciences, health care, transportation, union trade/apprenticeship, non-union trade/apprenticeship. At least four of the seven must be from ATC regions, with no more than two from any ATC region.
- The UCAT Board of Trustees officers', the board chair and vice-chair, are limited to two consecutive two-year terms.
- Appointment, evaluation, retention, and compensation of ATC presidents is changed from the UCAT president to the UCAT Board of Trustees, in conjunction with the college board of directors.

Michael Jensen provided a summary of the last UCAT Board of Trustees' meeting held March 23<sup>rd</sup>:

- Terms of office for the current chair and vice-chair expire on May 10<sup>th</sup>, 2016. Names for new representatives from the Bridgerland ATC and the Tooele ATC will be forwarded to the Governor, wherein; the Governor will appoint one representative for each of these ATCs.
- All remaining board members' terms of office end when their terms expire.
- A new chair and vice-chair will be selected by the Board of Trustees.
- The current executive committee of the board, in conjunction with the ATC presidents, will begin drafting a job description for the new Commissioner of Technical Education.
- A committee was designated to begin the search for the new Commissioner of Technical Education.
- An interim president, Jared Haines, was approved; however, Mr. Haines serving as interim president requires the approval of the Governor.

It was pointed out there will now be more interface between the local boards and the UCAT Board of Trustees. The new governance provides positive changes for the UCAT system.

### **Adjourn**

The meeting adjourned at 5:10 p.m.