

**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**

February 22, 2018

Conducting: Stuart Eyring Board Chair

Board Members Present

Stuart Eyring	Business/Industry, Chair
Bart Warner	Business/Industry, Vice-Chair
Lindsay Bayuk	Business/Industry
Shawn Bucher	Business/Industry
Steve Earl	Business/Industry
Karen Fairbanks	Weber State University
Brigit Gerrard	Davis School District
Scot Merrihew	Business/Industry
Adam Toone	Morgan School District
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 Employer & Economic Development
Wendee Cole	Recording Secretary

Guests

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
Lance Eastman	Director of Technical Programs
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
Nick Price	Welding Technology Instructor
Tyler Smith	Welding Technology Instructor
Emilia Eckenfelder	Welding Technology student
Jacob Hill	IT Desktop Support Specialist
Dave Woolstenhulme	Utah System of Technical Colleges Commissioner
Stacey Hutchings	Career Path High Director



m. Student Discrimination and Sexual Harassment Policy and Procedures

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

Utah System of Technical College 2017 in Review

Dave Woolstenhulme has served as Commissioner for over fourteen months and has significantly changed the image and the direction of the Utah System of Technical Colleges (USTC). The Commissioner prepared a report outlining the changes in the system and the accomplishments in shifting the system focus to a more transparent, highly responsible and responsive organization that was shared with the Utah System of Technical Colleges Board of Trustees.

Stronger relationships were built with the Governor's office, legislators, Building Board and higher education institutions. This is the year of technical education. USTC has aligned the strategic plan with the colleges and a major revision of policies and procedures occurred.

H.B. 300 – Higher Education Governance Amendments

This bill is proposing when new members are selected for the Board of Directors will be appointed by the Governor with a confirmation of the Senate. College President and local board will be able to provide input. All areas of business sectors will be represented along with local school board and trustee from local college. There will be at least one more industry representative than educational representative. Members of the Board will serve 2 four-year terms. The Utah System of Technical Colleges will be able to use the acronym UTech if bill passes.

Utah Career Path High Report

The College Board of Directors serves as the authorizer for the Utah Career Path High charter school. Stacey Hutchings serves as the Director for the school and reported on current enrollment and overall status of the school. There are approximately 170 students who are planning to attend next year so far.

Financial Statements for June 30, 2017 and 2016 were provided to the Board. The Annual Audit report has a clean opinion. There were no findings, comments or recommendations.

Enrollment of Career Path High students in programs at Davis Tech is lower than anticipated. They have developed a plan on how to increase this enrollment earlier in the school year and improve/balance course-load balance requirements across the 4 years. Goals and priorities for 2017-2018 were shared.

Program Modifications

The following program modifications were discussed:

Changes to programs/new program offered at the main campus:

Advanced Esthetician (more than 25% change to a financial aid eligible program)



- Reduce the program length from 1200 to 600 hours with the first half of the program being offered exclusively in the existing Esthetician program
- Rename the program “Master Esthetician” to align with the Utah Division of Professional Licensing (DOPL) naming convention

Medical Assistant (non-substantive change to a financial aid eligible program)

- Reduce program length from 1,500 to 1,400 hours

Manufacturing Technology (new non-financial aid eligible program)

- 400 hours

Changes to program offered at the Freeport West Extension Center:

Automation Technology (non-substantive change to a financial aid eligible program)

- Relocate from the Freeport West Extension Center to the main campus
- Rename the program “Automation and Robotics”

Changes to programs/new program offered at the Freeport Extension Center:

Emergency Medical Technician (more than 25% change to a non-financial aid program)

- 150 hours

Advanced Emergency Medical Technician (new non-financial aid eligible program)

- 150 hours

New program at the Job Corps Instructional Service Center:

Home Health Aide (new non-financial aid eligible program)

- 300 hours

All of programs will be delivered in a hybrid instructional format. Effective date will be March 15, 2018, which is within the six month window the college can make changes prior to a COE reaffirmation visit.

The Program Modifications were approved on a motion made by Troy Wood, seconded by Karen Fairbanks. Motion passed.

Student Success Stories

Several significant student achievements were shared with the board. Board members were encouraged to follow the college on Facebook.

- SpaceX hired several students from the College. Eleven from Composite Materials Technology and one from Automation Technology. They worked on the Falcon Heavy rocket and their names were placed on the rocket before it was launched.
- Viviana Johnson took gold at State SkillsUSA. She participated in National SkillsUSA in Kentucky and took silver. Recently she has been invited to compete in 2019 WorldSkills Competition in Kazan, Russia. She will be representing the College.
- Alek Molina, a Job Corps student, earned his certificate of program completion from Composites Materials Technology. He created hero shields for Lt. Governor Cox and Tami Pyfer, Education Advisor, as a thank you gift for the USTC Student of the Year Gala.



- Chris Hughes, Welding Technology program student at the Utah Department of Corrections video was shared. He spoke at the December Graduation.

Board Liaison for Foundation Board

Our by-laws require a member of the Board of Directors' serve on the Foundation Board as a liaison. With the recent change in Board membership, the Davis Tech Board of Directors needs to re-establish this assignment. It was proposed Brigit Gerrard fill this requirement.

Brigit Gerrard was appointed as the Board Liaison for Foundation Board on a motion made by Bart Warner, seconded by Shawn Bucher. Motion passed.

Mid-Year Performance Update

The College measures and tracks key performance indicators vs. goals in membership hours, headcount, credentials awarded, clinicals and externships, and students transferred to Utah System of Higher Education Schools (USHE).

Davis Tech has had an annualized membership hour growth of 2.90% since 1998. Currently we are anticipating that we will be ahead of our projected goal for FY 18. Our growth is being driven by: retention, secondary growth, underserved students and program growth. The Davis Tech performance scorecard is used on a daily basis to assist in tracking our key performance indicators.

The Employer and Economic Development Division undertook a process last fall of refining and measuring its key performance indicators. This data is published in the management scorecard that is shared in the consent calendar.

The current scorecard gives a good indication of mid-year performance (it contains data from for the first seven months of the current fiscal/program year). Highlights from this report include:

- The Custom Fit program, which is funded by legislative appropriation to the Utah System of Technical Colleges, is administered by Davis Technical College in Davis and Morgan counties. Custom Fit supports economic and workforce development by subsidizing the cost of training for companies to increase their growth, improve their productivity, or maintain their competitive edge. The System's Commissioner has strengthened the Custom Fit policy for all the technical colleges, and Davis Tech has taken a lead role in establishing procedures and controls to ensure the program is managed to fidelity. **Davis Tech is on track to lever its \$500,000 allocation this year to at least \$800,000 through the employer paid match, and to serve at least 200 employers and 1,900 employees.**
- The Private Training program at Davis Tech develops and delivers customized training for employers, often government and non-profit organizations. The cornerstone client has long been Hill Air Force Base. Over the past three years, the Base has changed the way it procures training services, and it also eliminated



the Pathways work experience program, which was managed through the Private Training Program. As a result, the partnership with the Base shrunk significantly in 2017. However, due in large part to the hard work of Davis Tech Private Training Manager Janette Smith, the partnership is thriving again. Additionally, Davis Tech has provided significant training to Kroger and Utah Transit Authority. As a result, **Private Training should meet its revenue expectation of \$125,000, and be close to achieving its goals of 530 employees trained across 36 organizations.**

- Through partnerships with the Utah Small Business Development Center Network and the Governor's Office of Economic Development, Davis Tech operates its Business Resource Center. As a requirement of the federal funding it receives, the Center measures the number of new business starts, as well as the jobs created by, capital infused into, and business revenue increased in the small companies it assists through its portfolio of services. Historically, it has been a challenge to collect these data from prior Business Resource Center clients. But this fiscal/program year, staff developed a follow-up process that includes the use of Davis Tech work-study students. The results are exciting, and illustrate some of the economic development impact of Business Resource Center. To illustrate, **data collected during the current year show 26 new business starts, 211 jobs created, \$3.2 million in infused capital, and increased revenue of over \$4.6 million.** Note: This project has looked back two years, and will stay current from this point forward.

The Simmons Building is self-sustaining. The space has the ability to incubate up to 15 start-up companies; time limited. There is some space available so if you know any startup companies that are looking for some assistance and incubation space, please refer to Business Resource Center.

Capital Campaign/40th Anniversary Gala

The College's Allied Health Building capital campaign donation report was shared with the Board. It changes every week as donations are received.

Plans are underway for the College's 40th Anniversary Gala to be held on March 29, 2018. Hosted at the Davis Conference Center, 600 guests are expected to help Davis Technical College celebrate 40 years of changing lives in Davis County. At the time of the February board meeting, seven major sponsors and twelve table sponsors have offered support.

Legislative Update/Bills/Program Budget Request

The Utah Legislature began their 2018 session on January 22, 2018, and will end the session at midnight on March 8, 2018. A summary of the budget request for the Utah System of Technical Colleges and information on Legislative bills which will impact Davis Tech if passed by the Legislature were shared.



Davis Tech Facility Programming, Campus Master Plan, and Capital Improvement Projects Update

In cooperation with the Division of Construction and Facilities Management (DFCM), we have contracted with Method Studio to complete programming for the requested Allied Health Building. The programming process has begun and an update was provided to the Board on the status of that programming and a summary of the process that will take place to complete the programming.

We have also contracted with CRSA Architects to perform an update of the Campus Master Plan which was last updated in 2009. The plan is to identify the next two buildings that need to be built and also develop a campus access plan in conjunction with Kaysville City.

A brief update was given on various capital improvement projects on the Davis Tech campus.

Partnership Update

Hyundai Motor America

Industry partnerships are critical to Davis Technical College's ability to provide quality, market-driven training. Many programs require equipment, tools, or technology that are cost-prohibitive. What is more, the technical education training model depends on industry involvement to ensure that training remains current and relevant. Davis Tech enjoys many partnerships that illustrate the value of this model.

Thanks to former Board member K.O. Murdock and his brother Blake Murdock, Davis Tech recently developed an industry partnership for its Automotive Technology program with the Murdock Auto Team. This arrangement has already benefited the program significantly as Murdock Auto Group has delivered newer model vehicles for teaching and learning.

Meanwhile, Blake Murdock has also worked with Hyundai Motor America to create a regional training site at Davis Tech for Hyundai automotive technicians. This exciting opportunity will give Davis Tech staff and students exposure to Hyundai curriculum, tools, and experts. And, it has already resulted in the donation of a 2016 Hyundai Equus, which was received on February 14, 2018.

Stadler

As a first of its kind, Stadler Rail of Switzerland and Davis Technical College are partnering to create a railcar manufacturing apprenticeship training program to recruit and develop employees who can build the highest quality and most reliable trains on earth. Stadler has manufactured trains in Europe for 75 years, and is known for its reliability, precision, and service. Now it has settled in Salt Lake City, and intends to become the leading passenger train builder in the western hemisphere.

Davis Tech is working with Stadler management to design a two- to four-year apprenticeship program based on the universally respected Swiss apprenticeship system, combined with the Davis Tech Automation Technology program. The target start date for

the first students to enroll is June 2018. Meanwhile, Davis Tech's job placement team is helping with recruitment for several Stadler job openings.



President's Report

President Bouwhuis discussed the following items:

- **Status of Appropriations Committee:** As part of the process to be funded for a building the request is discussed in the Infrastructure and General Appropriations Subcommittee and the Higher Education Appropriations Committee where the project is ranked by each committee. Now the request is in the Executive Appropriations Subcommittee for discussion. Commissioner Woolstenhulme, President Bouwhuis and President Christiansen from Mountainland Technical College, have been meeting with the members to share information on our buildings.
 - **Allied Health Building Update:** Information on the IT Initiative will be announced at Silicon Slopes Tech Summit 2018 in January by the Governor. Davis and Mountainland Technical Colleges have been selected by the Governor's Office to proceed with an IT Initiative along with Davis School District and Districts in the Mountainland region. The goal is to create technician positions under Software Engineers.
- Efficiency Project with Governor's Office of Management and Budget:** Davis Tech, Mountainland Tech and Salt Lake Community College has been requested by the Governor's Office of Management and Budget to work on an efficiency project discussing plans on how to work more efficiently together. The discussions include how we can market together, transfer students, and develop cooperative agreements.

Adjournment

A motion to adjourn the meeting was made by Brigit Gerrard.
The meeting adjourned at 4:39 p.m.