

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



March 26, 2015

Conducting: Michael Jensen – Chair

Board Members Present

Michael Jensen, Chair	Business/Industry
Stuart Eyring	Business/Industry
Brad Walters	Business/Industry
Joy de Lisser	Business/Industry
K.O. Murdock	Business/Industry
Jody Hipwell	Morgan School Board
Larry W. Smith	Davis School Board

Administration

Michael J. Bouwhuis	Campus 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

Jeff Lund	Controller
Terry Keyes	Director of Programs
Ginger Chinn	Director of Employer & Community Education
Dina Nielsen	Director of Student Services & Financial Aid
Will Pierce	Director of Programs
Kevin Cummings	Director of Institutional Effectiveness
Jim Bosserman	Director of Facilities & Risk Management
Melanie Hall	Director of Marketing
Karen Mecham	Foundation Director/Grant Writer
Andy Fresh	Security and Risk Management Coordinator
Ric Higbee	Director of Human Resources
David Barker	Architectural & Engineering Design Instructor
Justen Christensen	Architectural & Engineering Design Student
Carolyn Ringel	Financial Aid Technician
Becky Hall	Customer Service Representative
Steve Davis	Academica West
Gavin Hutchinson	Academica West
Kaysville Police Officer	Kaysville Police Department
Becky Edwards	Utah State House of Representatives
Dan Mathis	ASL Instructor
Camie Gonzales	ASL Adjunct Instructor/Interpreter
Amy Ross	ASL Interpreter Student
April Grague	ASL Interpreter Student



Larysa Martin	Visitor
Sydnee Borgquist	Visitor
Aspen Shields	Visitor
Alan Green	Visitor
Shyanne Stock	Visitor
Jenka Hawkes	Visitor
Becca Hubbs	Visitor
Madolynn Suces	Visitor
Kari Arnett	Visitor
Paul Arnett	Visitor
Martha Treadway	Visitor
Janae Hurst	Visitor
Victoria Bennion	Visitor
Michelle Bahl	Visitor
Ashley Carney	Visitor
Alane Orton	Visitor
Taylor Haslem	Visitor
Karlie Johnson	Visitor
Katy Hayes	Visitor
Melissa Christiansen	Visitor
Nicholas Christiansen	Visitor
Kori Sorensen	Visitor
Emma Jones	Visitor
Carmen Burrow	Visitor
Cynthia Paige	Visitor
Angela Horsfall	Visitor
Jordan Barton	Visitor
Lisa Manstedo	Visitor
Kelly Ginque	Visitor
Dale Log	Visitor
Alexis Jackson	Visitor
Matt Jackson	Visitor

Excused

Bart Warner	Business/Industry
Michael Blair	Business/Industry
Karen Fairbanks	Weber State University Board of Trustees
David Hansen, Ex Officio	Hill Air Force Base

Welcome

Michael Jensen, Board Chair

Invocation

Stuart Eyring

Pledge of Allegiance

Justen Christiansen, Architectural and Engineering Design student.



Introduction of New Employees

The following new employees were introduced:

- ✓ Carolyn Ringel, Financial Aid Technician
- ✓ Becky Hall, Customer Service Representative

Welcome Larry W. Smith – New Board Member

Larry W. Smith was welcomed as a new member of the Board of Directors representing Davis School District. Mr. Smith is currently employed with the United States Air Force as a Technical Program Manager. He works at Hill Air Force Base in the Software Engineering Department.

Mr. Smith received a Bachelor's of Science degree in Electrical Engineering from the University of Utah, and a Master's of Science degree in Computer Science from Utah State University. He is also an owner of a local consulting company and manages a family graphics design and audio production business.

He is married to Kim Moania Smith, and they have five children.

ASL Program Support

Board Chair, Michael Jensen, introduced ASL III Interpreting Student, Amy Ross, who contacted him and requested an opportunity to address the board regarding the announced closure of the DATC ASL Interpreting Program.

Ms. Ross presented letters from concerned students and community members, and a petition signed by over 500 individuals in support of the program. She also provided proactive ideas and suggestions to continue operating ASL Interpreting, and requested the board to look at alternative ways to continue the program.

April Graugue, ASL Interpreting student, addressed the board in support of the program. April, a mother of nine, two of which are deaf, is learning sign language in order to communicate with her children and to teach other members of her family the language. She pointed out how access and flexibility of the program meets her needs as a mother and full-time teacher. Closing the program will make it much more difficult for her to continue her education and afford her the flexibility she needs to continue the program.

Representative Becky Edwards, who was in attendance, pointed out regional needs which will not be met in the area without this program, and that a requirement to travel to Salt Lake Community College to continue these studies will create roadblocks for many students. Also, junior high and high school students within the Davis School District are learning sign language and plan to continue into more advanced training at the DATC. She respectfully requested the DATC to extend the program for an additional year and provide the legislature a chance to fund the program appropriately, or to find alternative sources or a different way to restructure the program so it can continue.

Chair Jensen thanked Ms. Ross, Ms. Graugue and also Representative Edwards for attending the meeting. He expressed intent to review alternative ways of continuing operation of the program. He also explained that the issue lies with the institution's



accrediting body, the Council on Occupational Education (COE). The ASL Interpreting Program outcomes did not meet the standards set by COE, which in turn, has an effect on the accreditation of the entire school. Chair Jensen, did however; commit to continue working with the DATC administration to review options and alternatives for continuing the program.

Consent Calendar

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

- a) Minutes of February 26, 2015
- 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) College Calendar FY 2016
- k) Foundation Board Member Approval – Barbara Smith

Consent calendar items were approved on a motion made by Stuart Eyring, seconded by K.O. Murdock. Motion passed.

Personnel Policies

Russell Galt submitted the following policies for revision:

- Hiring Policy and Procedures
- Early Retirement Incentives Policy
- Reduction in Force Policy
- Leaves of Absence Without Pay Policy
- Overtime Pay, Overload Assignments and Compensatory Time Policy
- Flexible Spending Account Policy
- Employee Evaluation Plan Policy
- Salary and Wage Administration Policy

Revisions to these policies clarify that benefits are available to full-time hourly employees, as well as to full-time salaried employees. The clarification was needed due to the new payroll system installed this past year. Full-time Classified employees are now paid as hourly employees rather than as “salaried-nonexempt.”

The Board was also asked to rescind the Monetary Reward System Policy, as it has not been used in several years.

Revisions made to the personnel policies presented, and rescinding of the Monetary Reward System Policy, were approved on a motion made by Jody Hipwell, seconded by Joy de Lisser. Motion passed.



DATC-High School Fees Schedule

The High School Fee Schedule for FY 2016 was presented with no changes made from the current year. High school students are only required to pay a \$40 student fee.

The High School Fee Schedule was approved on a motion made by Jody Hipwell, seconded by K.O. Murdock. Motion passed.

Tuition Discussion for FY 2016

The DATC administration recommended a zero rate increase for tuition for FY2016. This was also approved by the UCAT Board of Trustees during their March 26th, 2015 meeting.

Tuition for FY 2016

First-Tier Tuition \$1.75 per hour
Second-Tier Tuition \$.25 per hour
Total Tuition \$2.00 per hour

The first and second tier tuition rates for FY 2016 were approved by Stuart Eyring, seconded by K.O. Murdock. Motion passed.

Budget Modification

The budget modification was presented to request approval to use approximately \$215,000 in salary savings to date. The modification includes:

- Salary savings related to turnover and new hires.
- Reorganization of budgets related to recent organizational chart changes.
- Adjustments in current expense and hourly wage budgets.
- Salary savings funds allocated to one-time capital purchase and facilities projects. These include: phone system upgrade and a new student financial aid software package.
- Adjustments to Auxiliary Fund accounts to reflect actual current activity.

The budget modification was approved on a motion made by Joy de Lisser, seconded by Larry Smith. Motion passed.

Professional Development Policy & Procedure

A new Professional Development Policy and Procedures was developed to provide a system for offering and tracking continuing education for College employees. The policy defines roles and responsibilities for the identification, creation, delivery and tracking of professional development activities.

It was recommended the Board of Directors' rescind the existing Professional Development Policy & Procedure, and approve the new Professional Development Policy and Procedure as presented by Kim Ziebarth, Vice-President of Quality and Development.

The new Professional Development Policy and Procedure was approved by Jody Hipwell, seconded by Larry Smith. Motion passed.



Policy and Procedures for Paroled Sex Offenders

The DATC – Utah Department of Corrections Instructional Service Center – provides an opportunity for students to participate in rehabilitation of incarcerated individuals. However, when these students, particularly those convicted of sex offenses are released and wish to complete training on the main campus, certain challenges arise. The probation paperwork for paroled sex offenders generally includes language prohibiting contact with minor students.

Since the DATC serves high school students, it is in the best interest of the minor student, the parolees, and the institution to define parameters by which sex offenders may be admitted to complete training on the main campus.

The policy presented for paroled sex offenders was written in conjunction with the Utah Department of Corrections, and the Adult Parole and Probation Office. It is designed to offer a level of protection for minor students from contact with parolees, parolees from persecution by people who may learn of their background, and the institution from liability in the unlikely event of an incident.

The DATC will admit students who are on parole or probation for sex offenses after approval from the Utah Department of Corrections assigned clinician, Utah Division of Adult Parole and Probation, DATC Security and Risk Management Coordinator, and the DATC Director of Student Services. Prospective students who are on probation or parole for sex offenses are required to complete the DATC Safety Plan for Paroled Sex Offenders in order to be considered for admission. While on campus, the student must be accompanied by a Line-of-Sight Supervisor at all times. A Line-of-Sight Supervisor is someone approved by the individual’s parole officer who will accompany the student to the DATC and stay with the individual during classes and at all times while in the campus. The Line-of-Sight Supervisor must also comply with all responsibilities as outlined by the parole officer.

The Policy and Procedures for Paroled Sex Offenders was approved on a motion made by Brad Walters, seconded by Larry W. Smith. Motion passed.

Occupational Skills Certificates

Kim Ziebarth presented a list of pre-defined courses documented as needed by one or more Utah employers. These courses are not already provided as program certificates. Kim requested the board approve the occupational skills certificates in accordance with the UCAT Program/Course Approval and Reporting Policy (200). The effective date for the skills certificates is the date they were requested by the employer or identified as being required by the State of Utah. The following Occupational Skills Certificates were presented:

Number	Title	Length	Standard	Employer Sponsored
ECEC 1035	ECE Vehicle Safety Inspection-Heavy Duty	16.00	Industry Required	Sorenson Companies
ECEC 1151	ECE Hazwoper (24 hour) (OSHA required)	24.00	OSHA Required	Zero Manufacturing
ECEC 1152	ECE Hazwoper (8 hours) Annual Refresher (OSHA required)	8.00	OSHA Required	Kroger
ECEC 1186	ECE Forklift Upgrade Training	4.00	Industry Required	The Tool Room Incorporated

ECEC 1266	ECE Microsoft Word 2010 Level 2	6.00	Industry Standard	Zero Manufacturing
ECEC 1268	ECE Microsoft Word 2010 Level 1	6.00	Industry Standard	
ECEC 1306	ECE Phlebotomy	108.00	Current job openings	Davis Hospital, ARUP
ECEC 1358	ECE QuickBooks 2013 Level 1	6.00	Industry Standard	Arch Sheet Metal
ECEC 1359	ECE QuickBooks 2013 Level 2	6.00	Industry Standard	Crossed Wire
ECEC 1360	ECE QuickBooks 2013 Level 3	6.00	Industry Standard	Arch Sheet Metal
ECEC 1371	ECE American Heart Association Heartsaver (First Aid)	3.00	Industry Required	
ECEC 1372	ECE American Heart Association Heartsaver (CPR/AED)	3.00	Industry Required	
ECEC 1373	ECE American Heart Association Heartsaver (First Aid/CPR/AED)	6.00	Industry Required	
ECEC 1378	ECE American Heart Association Basic Life Support (BLS) for Healthcare	4.00	Industry Required	
ECEC 1401	ECE SEO and Google Analytics	2.00	Industry Standard	Forth Gear
ECEC1407	ECE Front Loader Certification Training	10.00	OSHA Required	
ECE1435	ECE Eyelash Extensions	15.00		Sweet Lash Extensions
ECE 1448	ECE Medical Assistant CMA and RMA Examination Preparation	20.00	Certification Preparation	
ECEC 1451	ECE Online Marketing: Effective Email Marketing	2.00		Kickfire – Janell Page
ECEC 1456	ECE Lean 101	4.00		Out of the Woods
ECEC 1458	ECE Online Marketing: Social Media Marketing that Sells	2.00		Albion Laboratories
ECEC 1461	ECE Online Marketing: Websites that Convert	2.00		Albion Laboratories
ECE 1462	ECE Online Marketing: Websites that Convert	2.00		Albion Laboratories
ECE 1468	ECE Basic Fluke Meter training	4.00		Sun Products

The Occupational Skills Certificates were approved on a motion made by K.O. Murdock, seconded by Larry W. Smith. Motion passed.

Career Path High School Update

It was reported of the 139 students currently enrolled at Career Path High (CPH), 95 have committed to return for the 2016 school year. There are 38 seniors, and at least 30 are on target to graduate. Sixteen students were withdrawn for failing to meet standards defined by CPH for student participation in DATC programs; however, within one week's time, half of those students improved their requirements and were reenrolled.

During the past several months, requests and concerns addressed in correspondence sent to administrators of Career Path High have been discussed; and there has reportedly been much improvement in receiving reports, financial information, etc.

Board Chair, Michael Jensen, reported that due to the open dialogue and great progress made during the past several months with administrators from Career Path High, a change in authorization will not be required at this time.



Legislative Update

DATC received the following from the recent legislative session:

- \$603,900 in Campus Equity Funds
- 2% merit-based compensation
- Employer-portion of health insurance increase paid
- 7.17% total increase in funding

As new metrics for funding are being developed, the institution will need to focus more on membership hours, cost per placement, cost per completion, number of completions, etc.

Adjournment: The meeting adjourned at 5:25 p.m.