

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



**April 23, 2015**

Conducting: Michael Blair – Vice Chair

**Board Members Present**

Michael Blair, Vice- Chair	Business/Industry
Brad Walters	Business/Industry
K.O. Murdock	Business/Industry
Brad Walters	Business/Industry
Bart Warner	Business/Industry
Jody Hipwell	Morgan School Board
Larry W. Smith	Davis School Board
Joy de Lisser	Business/Industry (teleconference)
Davis Hansen, Ex Officio	Hill Air Force Base

**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**

Will Pierce	Director of Programs
Ginger Chinn	Director of Employer & Community Education
Lance Eastman	Director of Programs
Leslie Mock	Director of Nursing & Health Professions
Dina Nielsen	Director of Student Services & Financial Aid
Terry Keyes	Director of Programs
Melanie Hall	Director of Marketing & Community Relations
Karen Mecham	Foundation Director/Grant Writer
Jeff Lund	Controller
Greg Scherer	Director of Information Technology
Mindy Tulane	C.N.A. Instructor
Dee Weaver	Medical Assistant Instructor
Mindy Sutton	Nail Technician Instructor
Bryce Chapman	Plumbing Instructor
Stephen Fan	IT Technician
Carol Andersen	Cosmetology Salon Coordinator
Jonathan Fike	Executive Chef
Teri Jones	Nail Technician Student
Melissa Brown	Esthetics Student
Kiersti Farnsworth	Nail Technician Student
Allysen Krummenacher	Esthetics Student



Krista Buelo  
Ellie Northrop  
Amy Ross  
Angela Horsfall  
Lisa Mahtotedi

Cosmetology Student  
Dental Assistant Student  
ASL/Interpreting Student  
ASL/Interpreting Student  
ASL/Interpreting Student

**Excused**

Michael Jensen  
Stuart Eyring

Board Chair - Business/Industry  
Business/Industry

**Welcome**

Michael Blair, Board Vice-Chair

**Invocation**

Jody Hipwell

**Pledge of Allegiance**

Terri Jones, Nail Technician Student

**Introduction of SAMPE Bridge Building Winners**

Wes Hobbs, DATC Composite Materials Technology Instructor, provided a report regarding a recent SAMPE Bridge-Building Competition. Eight DATC Composite students participated in the contest, AND CONSTRUCTED four bridges. The following DATC students placed in the competition: Andrew Gibbons, second place; Dalton Boggs, Brent Bell, Danny Hovis and Joey Bronson third place; and Stephen Goodwin, Edwin Zarate and Bradley Douglas fourth place.

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 gold medals:

Emily Johnson	Gold	Dental Terminology
Emily Johnson	Gold	Dental Science
Racheal LeSuer	Gold	Medical Assisting
Keely Tulane	Gold	Personal Care (C.N.A.)
Ellie Northrup	Gold	Dental Science

DATC students who placed first in the recent Skills USA competition include:

Jake Eisiminger	1 <sup>st</sup>	Plumbing
Teri Jones	1 <sup>st</sup>	Nail Care
Melissa Brown	1 <sup>st</sup>	Nail Care
Alysen Krummenacher	1 <sup>st</sup>	Esthetics

DATC students obtained 4 gold medals, 6 silver medals and 5 bronze medals at this event.



### **Introduction of New Employees**

The following new employees were introduced to the board:

- ✓ Carol Andersen, Cosmetology Salon Coordinator
- ✓ Jonathan Fike, Executive Chef
- ✓ Stephen Fan, IT Technician I

### **Consent Calendar**

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

- a) Minutes of March 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) New Foundation Board Member – Taylor Joseph Dean
- k) Career Path High Report

Consent calendar items were approved on a motion made by Karen Fairbanks, seconded by Bart Warner. Motion passed.

### **National Competition Travel Approval**

Will Pierce presented travel expense proposals for the National HOSA (Health Occupations Students of America) Leadership Conference to be held in Anaheim, California from June 23 to June 28. Total travel expense = \$6,016.

Skills USA National Convention and Competition will be held in Louisville, Kentucky from June 22 to June 27. Total travel expenses = \$13,358.52.

Larry Smith made a motion for the board to approve travel expenses for the respective students, models and advisors who will participate in the National HOSA (Health Occupations Students of America) Leadership Conference and the Skills USA National Convention and Competition. The motion was seconded by Jody Hipwell. Motion passed.

It was reported that when the names of students who will be participating in these national competitions is approved by the Board of Directors, State Risk Management covers insurance for the students during their travel. Also, the travel arrangements are made through the State Travel Agency which also offers state coverage.

### **Program Modifications**

Kim Ziebarth, Vice-President of Quality and Development, presented a menu of Program, Course and Non-Substantive program modifications. 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:



<b>Program</b>	<b>Change Type</b>	<b>2015</b>	<b>2016</b>	<b>% Change</b>
American Sign Language-Interpreting	Discontinue			N/A
Architectural & Engineering Design	Length	900	1035	+15
Automotive Technology	Length	1470	1200	-18
Draper – Automotive Technology	Length	1470	1200	-18
Business Technology	Length	1380	1150	-17
Draper – Business Technology	Length	1380	1150	-17
CNC Machining	Length	1245	1260	+1
Composite Materials Technology	Length	735	705	-4
Dental Assisting – High School	New Program	0	750	N/A
Draper-Automation Technology	Program Title Change			N/A
Nurse Assistant	Length	99	108	+9
Pharmacy Technician	Length	750	780	+4
Plastic Injection Molding Technology	New Program		930	N/A
Practical Nurse	Length	930	900	-3

A list of all DATC 2016 Programs, which result in a DATC Certificate of Program Completion, were also presented for approval (see attachment #1).

A motion to approve the Program Modifications was made by Bart Warner, seconded by Karen Fairbanks. Motion passed.

**American Sign Language Program Report**

Lance Eastman, Director of Programs, provided an update regarding the teach out of the Interpreting Program. The DATC Interpreting Program did not meet mandatory performance standards required by the DATC’s accrediting agency which caused the institution to be placed on probation and could result in the loss of the institution’s accreditation status. Because of the intimate nature of learning American Sign Language (ASL), the student to teach ratio is lower than other DATC programs. This causes an increase in program operation costs. The overall cost of operation and cost per certificate is significantly higher than any other DATC program.

Interpreting students have been notified that the program is in a teach out phase which will end June 30, 2017. Weber State University has committed to honor the ASL/Interpreting articulation agreement currently in place through the teach out. Salt Lake Community College and Utah Valley University will also be contacted regarding potential agreements.

The ASL portion of the program will continue to be taught through the DATC Employer and Community Education Department.

There was question as to whether or not the DATC is eligible to apply for Public Service Commission Funds to assist in subsidizing the program. It was determined only degree-granting institutions can apply for this funding; therefore, the DATC is not eligible.



## **Initial Employee Compensation Plan Discussion – FY 2016**

The legislature provided “funding equivalent to a 2% cost of living allowance.” In funding this proposed compensation plan, the DATC also allocated \$150,000 of other funding.

The proposed Employee Compensation Plan for FY 2016 includes the following elements:

- 1.00% Cost-of-Living Adjustment (COLA) for all full-time employees.
- Increases per the Performance Based Pay Progression Table. These increases would range from 4.35% to zero for individual employees, but average approximately 2.50% on average for full-time employees. This estimate is based on the amount required to fund this portion of the compensation plan for FY 15.
- Discretionary increases equal to approximately .50% of full-time wages on average. These increases are to be provided to select employees as determined by DATC Administration. Not all employees will receive this increase, because the increase will be provided on a merit basis.
- Increase of approximately 4.9% in health 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.

The proposed compensation plan would provide an average of a 3.53% increase for full-time employees.

Bart Warner, board member, discussed keys to success in hiring and maintaining quality employees. His suggestions included creating incentives for employees to assist in attracting quality individuals and retaining them. He challenged DATC administrators to work on developing ways to incentivize employees and to empower them.

## **FY 2016 Budget – First Reading**

Russell Galt presented a first-reading of the FY 2016 budget. DATC was provided \$13,057,900 in total state appropriations, or 18.55% of the total UCAT appropriation. Total budgeted revenues all funds: General Operating Fund \$14,851,811; Designated Funds \$1,208,117; Restricted Funds \$4,022,339; Proprietary Funds \$2,044,450. Total all funds: \$22,136,717. DATC will also be allocated a portion of UCAT system funds for equipment and also Custom Fit training.

Campus Equity Funds in the amount of \$603,900 will be used to develop and/or expand the following:

- Add UAV/UAS Maintenance Technician Program
- Add Industrial Robotics Repair technician Program
- Add Training Division Equipment & Facilities Modifications
- Add Student Mentor Staffing and Software
- Add Facilities Electrician and part-time Custodial staff
- Fund .5% merit increase portion of the compensation plan.

Adjustments made due to changes with the Weber State University Registered Nursing Program include:

- Eliminate tuition paid by Weber State University RN students
- Eliminate amounts paid to Weber State University for RN faculty
- Eliminate two full-time nursing faculty positions



- Reduce budget for adjunct and clinical nursing faculty
- Add a payment to Weber State University for the DATC/WSU RN Partnership

Re-allocation of budget savings will provide the following:

- Add an additional director in the Training Division
- Add an Evening School Facilitator position
- Add 3D Printer Technician Program
- Expand Medical Assisting program
- Expand Pharmacy Technician program
- Add an additional faculty position

Between now and the June board meeting, DATC Controller, Jeff Lund, will meet with each budget manager and review budgets on a line-by-line basis. Any adjustments made will be reported during the June 25<sup>th</sup> DATC Board of Directors' Meeting.

### **Organizational Chart Revisions**

The institution has undergone a significant number of administrative and executive staffing changes over the past eighteen months. Revisions made to the organizational chart reflect these changes.

Major changes involve the creation of a Quality and Development Division, strengthening the Culinary Arts/Catering operations and increasing responsibilities of the Cosmetology Salon Coordinator. A position for an Employer and Community Education Manager position was created, and the School of Academic Development was moved under the supervision of Terry Keyes.

A motion to approve revisions to the organizational chart was made by Jody Hipwell, seconded by Larry Smith. Motion passed.

### **Board Membership**

Board membership terms of office expire on July 1, 2015 for the following DATC board members:

Michael Blair, Karen Fairbanks, Brad Walters

These board members will be notified during the month of May to determine their preference as to whether or not they wish to fulfill additional terms.

### **Board Member Committees**

The Board of Directors' will conduct a review of committee assignments and renew and/or update those who will serve. Committee membership will be reviewed for the Audit Committee and the Curriculum/Programs Committee.

Brad Walters is the board's liaison to the DATC Foundation Board, and David H. Hansen is the liaison to the Career Path High Board of Directors.

### **Adjournment**

The meeting adjourned at 5:30 p.m.



**Attachment #1  
DATC Board of Directors' Meeting  
April 23, 2015**

**2016 Programs**

Credential: DATC Certificate of Program Completion

Program	Training Location	Delivery	Students	Length	Duration	Application
Advanced Esthetician	Main Campus	Hybrid	Sec/Post-Sec	1299 hours	14 months	No
Architectural and Engineering Design	Main Campus	Hybrid	Sec/Post-Sec	1035 hours	11 months	No
Automation Technology	Freeport Center	Hybrid	Sec/Post-Sec	900 hours	10 months	No
	Utah Dept of Corrections	Traditional	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	14 months	No
	Utah Dept of Corrections	Traditional	Post-Sec	1150 hours	14 months	No
Composite Materials Technology	Main Campus	Hybrid	Sec/Post-Sec	705 hours	8 months	No
Cosmetology	Main Campus	Traditional	Sec/Post-Sec	1600 hours	18 months	No
CNC Machining	Main Campus	Hybrid	Sec/Post-Sec	1260 hours	14 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	Post-Sec	1200 hours	13 months	Yes
Dental Assisting – High School	Main Campus	Hybrid	Sec	750 hours	9 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
Electronic Health Information Technician	Main Campus	Hybrid	Sec/Post-Sec	990 hours	11 months	No
Emergency Services	Freeport Center	Hybrid	Sec/Post-Sec	665 hours	8 months	No
Heating and Air Conditioning	Main Campus	Hybrid	Sec/Post-Sec	720 hours	17 months	No
Information Technology	Main Campus	Hybrid	Sec/Post-Sec	1200 hours	13 months	No
Medical Assistant	Main Campus	Hybrid	Sec/Post-Sec	1500 hours	15 months	Yes
Motor Sports Technician	Main Campus	Hybrid	Sec/Post-Sec	600 hours	7 months	No
Nail Technician	Main Campus	Hybrid	Sec/Post-Sec	300 hours	4 months	No

Program	Training Location	Delivery	Students	Length	Duration	Application
Nurse Assistant	Main Campus	Traditional	Sec/Post-Sec	108 hours	3 months	No
	Freeport Center	Traditional	Sec	108 hours	3 months	No
Pharmacy Technician	Main Campus	Hybrid	Sec/Post-Sec	780 hours	8 months	Yes
Plastic Injection Molding Technology	Freeport Center	Hybrid	Sec/Post-Sec	930 hours	11 months	No
Plumbing Apprentice	Main Campus	Hybrid	Sec/Post-Sec	720 hours	4 years	No
Practical Nurse	Main Campus	Traditional	Post-Sec	900 hours	10 months	Yes
Surgical Technology	Main Campus	Hybrid	Post-Sec	1845 hours	12-15 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