

**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**

**April 26, 2018**

Conducting: Stuart Eyring    Board Chair

**Board Members Present**

Stuart Eyring	Business/Industry, Chair
Bart Warner	Business/Industry, Vice-Chair
Shawn Bucher	Business/Industry
Steve Earl	Business/Industry
Brigit Gerrard	Davis School District
Scot Merrihew	Business/Industry
Adam Toone (by phone)	Morgan School District
Troy Wood	Business/Industry
David Hansen	Hill Air Force Base Representative, Ex-Officio

**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**

Alex Johnson	Employer Engagement Manager
Amanda Tullis	Director of Employer & Continuing Occupational Education
Bryce Fox	Director of Facilities Services & Risk Management
Jeff Lund	Controller
Kelley Rhoe-Collins	Director of Service Professions and Academic Development Programs
Kevin Cummings	Director of Institutional Effectiveness
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
Cathy Turnbow	Dental Assisting Instructor
Dee Weaver	Medical Assistant Instructor
Rachel Walker	Practical Nurse Instructor
Wes Hobbs	Composite Materials Technology Instructor
Troy Winchester	CNC Machining Instructor
Bryce Chapman	Plumbing Apprentice Instructor
Nick Price	Welding Technology Instructor
Tyler Smith	Welding Technology Instructor
Scott King	Diesel/Heavy Duty Technology Instructor

Baillie Chapman	Esthetician Instructor
Jill Devitt	Cosmetology Instructor
Penny Moline	Culinary Arts Instructor
Neil Bridenstine	Executive Chef
Lisa Hansen	Culinary Arts Instructor Assistant
Thomas Dedman	Composite Materials Technology student
Meagan Ballard	Practical Nurse student
Audra Frew	Medical Assistant student
Jena Gordon	Dental Assisting student
Lavon Jackson	Medical Assistant student
Austin Bloomer	CNC Machining student
Travis Petty	CNC Machining student
Tyler Merritt	CNC Machining student
Andrew Hill	Welding Technology student
Isabella Holms	Culinary Arts student
Keith Ashby	Plumbing Apprentice student
Ben Godwin	Welding Technology student
Spencer McBride	CNC Machining student
Jayd Jacobson	Advanced Esthetician student
Elizabeth Otero	Esthetician student
Harmony Haner	Culinary Arts student
Brent Justensen	Welding Technology student
Tyler Justensen	Welding Technology student
Preston Justensen	Welding Technology student

**Excused**

Lindsay Bayuk	Business/Industry
Karen Fairbanks	Weber State University

**Invocation**

Troy Wood, Board Member

**Pledge of Allegiance**

Thomas Dedman, Composite Materials  
Technology Student

**Introduction of SAMPE Bridge Building Winner**

Seventh Annual Utah SAMPE Bridge-Breaking Competition – Battle of the Bridges was held on Wednesday, April 11 at Salt Lake Community College Composites Lab. There were 30 contestants; Davis Tech had 4 entries. Davis Tech swept the competition for the tech college category.

Competition results:

1<sup>st</sup> place: Rebekah Hamblin  
2<sup>nd</sup> place: Thomas Dedman  
3<sup>rd</sup> place: Adam Owens

Each student were presented with their award certificates and money at the SAMPE dinner at Ogden-Weber Tech. They have also been invited to participate in the national competition next

month in Long Beach, CA. Thomas Dedman was introduced to the Board.

**Introduction of 2<sup>nd</sup> Place Winner Rocky Mountain Battlebot League**

The Rocky Mountain Battlebot League (RMBL) is a manufacturing workforce development program of gladiator-style competition. Through the manufacturing process of Bot building, students’ imaginations are captured as they design, build and compete with their own robotic creations. Through this hands-on effort along with industry partnerships, students gain practical knowledge of Science, Technology, Engineering, and Math (STEM) – all essential skills for manufacturing.

**Competition Results:**

**Overall Champion Division**

- 1<sup>st</sup> place: Dixie Technical College – Samurai
- 2<sup>nd</sup> place: Davis Technical College – Team Davis Technical College
- 3<sup>rd</sup> place: Ogden High School – Demon Tiger

Tyler Merritt, Travis Petty, and Austin Lae Bloomer were introduced to the Board.

**Introduction of State First Place Winners for HOSA and SkillsUSA**

The following DATC students received medals at the HOSA (Health Occupations Students of America) State competition:

<i>Secondary</i>		
Jena Gordon	Silver	Dental Science
<i>Post-Secondary</i>		
Julie Martini	Gold	Clinical Nursing
Meagan Ballard	Gold	Pharmacology
Audra Frew	Gold	Medical Terminology
Audra Frew	Gold	Medical Assisting
Jenny Stevens	Silver	Clinical Nursing
Dallin Wright	Silver	Medical Math
Anna Jubitz	Silver	Human Growth and Development
Jena Gordon	Silver	Secondary Dental Assisting
Lavon Jackson	Silver	Medical Assisting
Lindie Tobler	Bronze	Clinical Nursing
Anna Jubitz	Bronze	Medical Math
Joslyn Hilton	Bronze	Medical Terminology
Leah Posner	Pewter	Clinical Nursing

The College sent 15 students to participate; 11 medal were received. Jena Gordon, Lavon Jackson, Meagan Ballard, Audra Frew were introduced to the Board.

The College sent 30 students to participate in the SkillsUSA State Leadership competition; 22 medals were received – 10 of which were gold. The following students received medals:

<b>Secondary</b>		
Name	Medal	Contest
Andrew Hill	Gold	Welding
Harmony Haner	Gold	Commercial Bakery
Isabella Holms	Gold	Culinary Arts
Jeremy Yeagley	Gold	Secondary
Kaylee Mitchell	Silver	Commercial Bakery
Joshua Clark	Silver	CNC Tech
Garret Fearn	Bronze	Plumbing
Kinzi Erdel	Bronze	Esthetics
<b>Post-Secondary</b>		
Name	Medal	Contest
Keith Ashby	Gold	Plumbing
Ben Godwin	Gold	Welding Sculpture
Spencer McBride	Gold	CNC Milling
Austin Bloomer	Gold	CNC Turning
Elizabeth Otero	Gold	Esthetics
Jayd Jacobson	Gold	Barbering
Philip Harstom	Silver	Electrical
Clair Baird	Silver	Esthetics
Branden Thornock	Silver	Welding Sculpture
Preston Justensen	Silver	Welding Individual
Hunter Wilson Emillia Eckenfelder Kaden Marcus	Bronze	Welding Team
Dorlorex Blanc	Bronze	Restaurant Services
Savannah Macarthur	Bronze	Nail Technician

Andrew Hill, Hamony Haner, Isabella Holms, Keith Ashby, Ben Godwin, Spencer McBride, Austin Bloomer, Elizabeth Otero, and Jayd Jacobson were introduced to the Board. Tyler, Brent and Preston Justensen (who are brothers) have earned 16 medals between the three of them and will graduate next week.

**Consent Calendar**

Stuart Eyring, Chair, called for a motion to approve items listed under the Consent Calendar which consisted of the following:

- a. Minutes of March 22, 2018
- b. Budget and Accounting Report
- c. Personnel Report
- d. Key Performance Indicators (performance to goal)
- e. Employer & Continuing Occupational Education Report
- f. Marketing Activity Report
- g. Foundation Activity Report
- h. Campus Development Update
- i. Scholarship Issuance
- j. Career Path High Report
- k. Organizational Chart Update

1. Approval of Davis Tech College Foundation Board Members

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

**40<sup>th</sup> Anniversary Ruby Gala Report**

The 40th Anniversary Ruby Gala was held on March 29, 2018 at the Davis Conference Center. There were 606 attendees, including over 100 Davis Tech employees, representatives from each of the Utah Tech Colleges, legislators, industry and community partners. It was a wonderful event celebrating 40 years of changing lives in Davis County. Over \$35,000 was raised to support the Allied Health Building and student scholarships. Great support from the community. Twenty-eight table sponsors.

The Ruby Gala generated \$106,160 of gross revenue and \$35,166 of net revenue. The allocation of the net revenue is:

\$12,000	Annual Foundation Golf Tournament Sponsorships
\$12,250	Allied Health Building
\$ 1,350	Scholarship Fund
<u>\$ 9,566</u>	<u>Foundation Revenue (Allied Health Building or Scholarships)</u>
\$35,166	Total

**Employer Engagement Strategy**

In January, Davis Technical College promoted Alex Johnson to the newly created position of Employer Engagement Manager. Purposefully conceived, this job was designed for two primary objectives—first, to serve as the single-point-of contact for new and strategic employer partnerships; and second, to build pathways with partner companies to refer their un-hired job candidates to Davis Tech to be trained in market-relevant skills.

As part of the first objective, Alex is already working on several employer partnerships which include Murdock Auto Group, Hyundai America Motors to support the Automotive Technology Program. Additionally, he is the primary contact with Stadler for the new railcar assembler apprenticeship program intended to launch this summer. He is also working with Clyde Companies on several fronts, including exploring a heavy equipment operator program. And, he is deeply involved with several machining companies that can benefit from partnering with the CNC Machining Program.

The second objective has been labeled “Project Career Launch” and involves recruiting underemployed workers who fail to be hired by area employers. Alex has already had early success, engaging partners like Kelly Services, Triumph Gear Systems, Brahma Group, etc.

### **National Competition Travel Approval**

Kim Ziebarth presented travel expense proposals for the National SkillsUSA Convention and Competition being held in Louisville, Kentucky from June 25-29, 2018. There will be seven advisors with ten students attending. Total travel expenses is approximately \$ 31,196.20.

Travel expense proposal for International Health Occupations Students of America (HOSA) Leadership Conference being held in Dallas, Texas from June 27-30, 2018. There will be two advisors with seven students attending. Total travel expenses is approximately \$ 14,002.46.

Brigit Gerrard 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. The motion was seconded by Steve Earl. Motion passed.

### **Council on Occupational Education Reaffirmation Visit**

The college was initially accredited by the Council on Occupational Education (COE) in 2006. COE requires accredited organizations to undergo an accreditation reaffirmation every six years in which a team physically visits the institution to review documentation demonstrating our compliance with criteria in the following areas:

- Standard 1: Institutional Mission
- Standard 2: Educational Programs
- Standard 3: Program and Institutional Outcomes
- Standard 4: Strategic Planning
- Standard 5: Learning Resources
- Standard 6: Physical Resources and Technical Infrastructure
- Standard 7: Financial Resources
- Standard 8: Human Resources
- Standard 9: Organizational Structure
- Standard 10: Student Services and Activities

Our last reaffirmation was in 2012. Our next visit will be September 24-27, 2018. Dr. Myra West, a COE commissioner and president of Tennessee College of Applied Technology in Livingston, Tennessee will serve as our team leader. Her team of approximately eight members will be announced in the next few weeks. Dr. West will conduct a preliminary visit in August to verify the college is prepared for the visit.

The college is required to cover travel, food, and lodging expenses for the team, which will be included in our budget. A reception will be held to welcome the team to campus on the evening of Monday, September 24. Full-time employees, board members, and other dignitaries will be invited to attend the event. The team will report-out on the visit on Thursday, September 27.

### **Updated Board of Directors Bylaws (compliance with House Bill 300)**

With the passing of House Bill 300 it has become necessary to update the Board of Directors Bylaws with Governor's appointments, terms of office, strengthening the role of UTech Board of Trustees, etc. There will be eleven board members.

The Board of Directors Bylaws with minor modifications were approved on a motion made by Troy Wood, seconded by Scot Merrihew. Motion passed.

### **Initial FY 2019 Employee Compensation Proposal Discussion**

In Senate Bill 8, the Legislature provided "funding for a 2.5% general salary increase". The bill also provided funding for the employer portion of an "average 4.1% increase in health insurance benefits rates" and an "average 3.0% decrease in dental insurance benefits rates".

The proposed Employee Compensation Plan for FY 2019 includes the following elements:

- No COLA or Cost of Living adjustment.
- Pay Schedules for Faculty, Classified Employees, and Professional Administrative Employees to remain with wage ranges as adjusted for Fiscal Year 2018.
- Increases per the Performance Based Pay Progression Table to be provided for eligible employees. These increases will range from 4.35% to 1.0% for individual employees, but average approximately 2.5% for full-time employees.
- Fund an amount equal to 2.5% or approximately \$278,000 in the General Fund for merit increases. Merit increases will be used to recognize exceptional performance, reduce employee retention issues, and/or address pay inequities.
- The total of the Performance Based Pay Progression Table increases and the merit increases will be planned to be a total of a 5% average increase for eligible full-time employees.
- Increase of 4.1% in medical insurance rates as set forth by the Public Employees Health Program (PEHP). The Legislature funded the employer portion of this increase.

Decrease of 3% in dental insurance rates as set forth by the Public Employees Health Program (PEHP).

The Board requested to include the history of the compensation for the discussion. It was noted this information is provided in the June Board meeting. We benchmark ourselves on compensation against the other institutions, school district and also the industry.

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 2019 Budget - First Reading**

A Summary of the increases/decreases in State funding for Davis Tech for Fiscal Year 2019 is as follows:



Employer Driven Program Expansion	\$710,200
Student Support	93,000
Internal Service Fund Adjustment	4,100
Budget Reduction	(228,200)
One-time Equipment funds in FY 2018	(193,800)
Compensation Increase	<u>374,400</u>
Total Increase	<u>\$759,700.</u>

A summary of significant items in the draft budget include:

- Increase of \$759,700 in direct Legislative funding as outlined on the previous page.
- Increase of \$435,700 in equipment flow through funds from UTech.
- Increase of \$228,200 in budget reduction/reallocation flow through funds from UTech.
- Increase of \$27,200 in Career and Technical Education Scholarship flow through funds from UTech.
- Increase of \$240,000 Performance flow through funds from UTech.
- Increase of \$157,600 in estimated tuition revenues due to increase in adult enrollment.
- Strategic Workforce Initiative (SWI) funding used as follows:
  - Add \$120,000 of revenues and related expenses for SWI Information Technology WEB Development program, including an additional Digital Media Design instructor.
  - Add \$45,000 of revenues and related expenses for SWI Automotive program.
- New Legislative Employer Driven Program Expansion funding used as follows:
  - Add Software Development program instructor and program supplies.
  - Add Automotive program instructor and program supplies.
  - Add Surgical Technology program instructor and program supplies.
  - Add Composites program instructor and program supplies.
  - Add Medical Assistant instructor and program supplies.
  - Add Automation instructor and program supplies.
- Add additional Student Recruiter and related supplies.
- Add \$241,900 for additional equipment.
- Compensation plan as proposed in this Board Meeting.
- Full-year impact of staff changes which took place in FY 2018.
- Elimination of one-time expenses included in the FY 2018 budget.
- Adjustments to adjunct faculty budgets in various programs.
- Add one-time expenses for accreditation reaffirmation.
- Add various software packages related to student success.
- Add expenses for economic impact study.



- Add expenses for architectural pre-programming for Technology Building.

This is an information item. Unless we receive additional input this is the direction to move forward and refine the FY 2019 budget that will be presented in the June Board Meeting.

### **FY 2020 Capital Improvement Request**

The following is a listing of Davis Tech projects to be submitted to the Division of Facilities and Construction Management (DFCM) for Capital Improvements to our existing facilities. These requests and the estimated costs will be updated prior with DFCM for submission to the State Building Board.

Cooling Tower Upgrade	\$ 275,000
Parking Lots and Service Road Resurface	500,000
Replace roof and rooftop units in apprenticeship area	300,000
StructureWare (Upgrade from I-Net)	325,000
New VAVs for Main Campus	70,000
Connect Loop Road with Laurelwood Drive	120,000
Connect Loop Road with 250 South	<u>450,000</u>
Total	<u>\$2,040,000</u>

A motion was made by Brigit Gerrard to approve the FY 2020 Capital Improvement Request. The motion was seconded by Troy Wood. Motion passed.

### **FY 2020 Capital Development Request**

On May 17, 2018, the UTech Trustees will meet to consider and rank building requests from the various technical colleges. Davis Tech plans to submit a request for a new Technology Building. This project is in the concept stages of planning. This building would likely house the Welding and Composites programs. Early concepts estimate this building to be approximately 75,000 square feet with an early estimated cost of around \$32 million.

During the next year, we anticipate engaging with an architectural firm to perform pre-programming. This pre-programming process will help us determine a more refined estimate of the size and cost of the building.

We do not expect this building to be funded prior to the groundbreaking for the new Allied Health Building. However, the needs for this building are real and we do not want to lose the opportunity to have UTech Trustees, Building Board members, and Legislators begin to learn about these needs.

We are out of physical space on campus and so we have partnered with the school districts to provide training in the high schools. It was recommended by Bart Warner to start a coalition with the employers who need the trained

students to provide funding and political support to assist in funding a new building.

A motion was made by Bart Warner to approve the FY 2020 Capital Development Request. The motion was seconded by Brigit Gerrard. Motion passed.

### **President's Items**

- Year of Technical Education
  - Marketing Campaign: Commissioner Woolstenhulme has pulled together resources from public education, higher education, technical education and the Department of Workforce Services to implement a marketing campaign for the Year of Technical Education and the benefits of technical training. Melanie Hall, Davis Tech Director of Marketing is providing leadership on this campaign.
- Tentative Timeline for Allied Health Building: A picture of the location for the Allied Health Building was shared with the Board. Soil testing is being completed. Hope to break ground in late summer, early fall.
- Annual Foundation Golf Tournament will be held on Wednesday, June 27, 2018.

### **President's Compensation Review and Recommendation**

House Bill 300 entitled Higher Education Modification requires the following: "The board of trustees, in consultation with a technical college board of directors, shall set the compensation for the technical college president using market survey information."

The Utah System of Technical Colleges has approved the Technical College Presidents - Compensation policy. That policy states in paragraph 4.5, "College boards of directors are encouraged to provide compensation recommendations for their respective college presidents." Also stated in the policy is "Presidents whose salaries are at or above the target may receive an increase equal to any compensation increase funded by the legislature for the fiscal year.

A motion was made by Troy Wood to recommend to the UTech Board of Trustees that President Bouwhuis receive an increase equal to any compensation increase funded by the legislature. The motion was seconded by Brigit Gerrard. It was noted by the Board we have the finest institutional president in the State of Utah, if not the nation. Motion passed.

### **Adjournment**

A motion to adjourn the meeting was made by Brigit Gerrard. The meeting adjourned at 5:18 p.m.