

**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**

June 22, 2017

Conducting: K.O. Murdock Board Member (Acting Chair)

Board Members Present

K.O. Murdock	Business/Industry
Louenda Downs	Board Member
Stuart Eyring	Business/Industry
Brigit Gerrard	Davis School District
Bart Warner	Business/Industry
Adam Toone	Morgan School District
David Hansen	Hill Air Force Base Representative, Ex-Officio

Administration

Michael J. Bouwhuis	President
Russell Galt	Vice President of Administrative Services
Wendee Cole	Recording Secretary

Guests

Dina Nielsen	Director of Student Services
Greg Scherer	Director of Information Technology
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
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
Chanel Flores	Employer and Continuing Education Manager
Bryce Fox	Director of Facilities Services and Risk Management
Carol Anderson	Cosmetology Instructional Coordinator/Salon Manger
Curt Cooper	Workplace Relations Instructor
Andrea Blonquist	Nail Technician Instructor
Maria Caballero	College Outreach Recruiter
Kim McElhaney	Events Specialist
Nickolas Smith	Workplace Relations/Surgical Technology Student



Excused

Michael Jensen	Business/Industry, UCAT Board Member
Michael Blair	Business/Industry
Brad Walters	Business/Industry
Steve Earl	Business/Industry
Kim Ziebarth	Vice President of Instruction
Will Pierce	Vice President of Quality & Development

Invocation

Stuart Eyring

Pledge of Allegiance

Nickolas Smith, Workplace Relations/Surgical
Technology Student

Introduction of New Employees

The following employees were introduced to the Board:

- Darin Brush, Vice President of External Engagement and Economic Development
- Bryce Fox, Director of Facilities Services and Risk Management
- Andrea Blonquist, Nail Technician Instructor
- Maria Caballero, College Outreach Recruiter
- Kim McElhaney, Events Specialists

Consent Calendar

K.O. Murdock, Acting Chair, called for a motion to approve items listed under the Consent Calendar which consisted of the following:

- a. Minutes of April 27, 2017
- 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. High School Senior Scholarships
- k. High School Bridge Scholarships
- l. Policy and Procedures - Update with New Name
- m. Board Meeting Schedule
- n. New Board Member Orientation
- o. Organizational Chart
- p. Credit Card Authorization

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

Recognition of Board Service

- Michael Jensen, Board Chair, has been selected to continue his service on the Utah System of Technical Colleges (USTC) Board of Trustees.



Senate Bill 238 prohibits his service on the Davis Technical College Board. He has served on our Board since November 2004 and was Board Chair from 2009.

- Michael Blair, Board Vice-Chair, has accepted a new job that will take him out of Utah. He served on the Davis Technical College Board from October 2009 and was Board Vice-Chair from March 2012.
- Louenda Downs, Board Member, is going on a church mission. She served on the Davis Technical College Board from December 2015.

They were thanked for their years of service.

Proposed Names for New Board Members

The following names were proposed as new member of the Davis Technical College Board of Directors:

- Troy Wood is the Chief Executive Officer for Lakeview Hospital. He will represent the medical industry.
- Scot Merrihew is the Chief Operations Officer, & Vice President Aerospace Engineering Group/KIHOMAC, Inc. He will represent the aerospace/manufacturing industry.

A motion to approve Troy Wood and Scot Merrihew as new Board Members was made by Louenda Downs, seconded by Stuart Eyring. Motion passed.

Election of Board Officers

Acting Chair Murdock opened nominations for the Davis Technical Board of Directors' Chair and Vice-Chair. A motion was made by David Hansen to nominate Stuart Eyring as the Board Chair. Seconded by Louenda Downs. Motion passed. David Hansen made a motion to nominate Bart Warner as the Vice Chair. The motion was seconded by Brigit Gerrard. Motion passed.

Mike Jensen and Mike Blair were thanked for their service as the Board Chair and Vice Chair.

Program Modifications

The 2018 program changes, training programs available for the year, and mission related training courses were approved in the April 27, 2017 Board Meeting. Below is the summary of additional changes to the programs.

Program	Change Type	New Name	Replicated Location	2017	2018	% Change
Composite Materials Technology (Substantive Change)	Increase Length			705	900	+28%
Diesel/Heavy Duty Technology	Decrease Length			1170	1110	- 5%
Phlebotomy	New Program				100	
Radiology Practical Technology	New Program				65	
Plastic Injection Molding Technology	Name Change	Plastic Injection Molding				
CNC Machining	Replicated	Draper-CNC Machining	Utah Department of Corrections			

Discontinued Programs: Draper-Automation Technology and Draper-Machinist Technician (Being replaced with Draper-CNC Machining)



Below are the 2018 Non-Accredited Mission-Related Training courses (Credential: Not Certificated):

Training Available
Architectural and Engineering Design Short Courses
Automotive Technology Short Course
Business Technology Short Courses
Composite Materials Technology Short Courses
Cosmetology Short Courses
Culinary Arts Short Courses
Dental Assisting Short Courses
Diesel/Heavy Duty Technology Short Courses
Digital Media Design Short Courses
Electrician Apprentice Short Courses
Firefighter Short Courses
Heating and Air Conditioning Technology Short Courses
Automation Technology Short Courses
Cybersecurity Short Courses
CNC Machining Short Courses
Motor Sports Technician Short Courses
Plastic Injection Molding Short Courses
Plumbing Apprentice Short Courses
Welding Technology Short Courses

A motion to approve the Program Modifications and Non-Accredited Mission-Related Training courses was made by Louenda Downs, seconded by Bart Warner. Motion passed.

Student Transportation Fee

It is proposed the Davis Technical College institute a \$0.06 per hour fee as a Student Transportation Fee. This fee will go towards funding a new contract with the Utah Transit Authority (UTA). The UTA has agreed to provide authorized users a premium UTA pass in an effort to increase ridership on their scheduled routes.

A question was asked if this would be available to freshman and sophomore high school students from Career Path High School. Research on this question will occur and the answer will be provided to the Board.

Brigit Gerrard made a motion to approve the Student Transportation Fee, seconded by Bart Warner. Motion passed.



FY 17 Year-End Budget

During the February 23, 2017 Board Meeting, a budget modification was approved which projected revenues and expenses through the end of this fiscal year. Since that time, revenue amounts and expenses have been more clearly estimated. The primary purpose of a Board approved budget in a public entity, such as Davis Tech, is public accountability rather than profitability.

A summary of significant items included in budget modification include:

- A reduction in estimated tuition revenue of \$78,635.
- Revenues and related expenses for the Strategic Workforce Initiative (SWI) appropriation which was received during the Legislative session are reflected in the budget. It should be noted that a portion of those appropriated funds will not be spent in Fiscal Year 2017, but will be carried over to be spent in Fiscal Year 2018.
- Salary and wage estimates for the recent Salary Survey were reallocated to the various budget categories which reflect where the increases were actually given.
- Reduction in estimated expenses for Adjunct Faculty wages and current expense.
- Reallocate various Facilities related expenses from one Facilities budget category to other Facilities related expense categories.
- Increase budgets related to revenues and expenses for items donated to the College.
- Increases estimate for interest revenue.
- Reallocate various wages between Community Education, Private training, and Custom Fit budgets.
- Adjust budgets for various program fee revenues and related expenses.
- Decrease expense budgets to reflect actual costs for the new Welding trailer.
- Reflect in the budget the UCAP grant received for the Welding trailer and the expenses related to the purchase of the trailer.
- Increase budgets to reflect actual Perkins grant revenues and related expenses.
- Increase estimated revenues for the Utah Nursing Assistant Registry (UNAR).
- Reduce expense budgets to reflect costs of the Simmons Building renovation which were lower than expected.
- Increase budgets to reflect actual SBDC revenues and related expenses.
- Various other adjustments.

A motion to approve the FY 2017 Year-End Budget was made by Stuart Eyring, seconded by Louenda Downs. Motion passed.



FY 2018 Budget Approval

A summary of the increases/decreases in Davis Tech direct State funding for Fiscal Year 2018 is as follows:

FY 2017 one-time Strategic Workforce Initiative funds	(\$450,000)
FY 2018 Strategic Workforce Initiative – Composites	180,000
FY 2018 Strategic Workforce Initiative – Automation	30,000
Direct Equipment Allocation – formerly flowed thru UCAT	221,600
2% Labor Market Adjustment	217,200
Health Insurance Benefits Rate Increase	126,900
Market Demand Program Expansion	507,700
On-going Equipment Funds	193,800
One-time Equipment Funds	193,800
Reduction in Risk Management Costs	<u>(12,900)</u>
Total Increase	<u>\$1,208,100</u>

A summary of significant items included in the first draft of the FY 2018 budget include:

- Increase of \$1,208,100 in direct Legislative funding as outlined.
- Increase of \$47,659 in estimated tuition revenues due to tuition rate increase.
- Decrease of \$47,659 in estimated tuition revenues due to decrease in adult enrollment.
- Decrease of \$221,600 in equipment flow-thru funds from UCAT since these funds are now directly appropriated to Davis Tech.
- Certified Nursing Assistant training program contract with Jobs Corps including estimated revenue and related Faculty.
- New Legislative Market Demand Programs funding used as follows:
 - Add Robotics program instructor and program supplies.
 - Add additional Software Development instructor.
 - Add additional Pharmacy Technician instructor, with related travel and supply costs.
 - Add additional Welding instructor.
 - Add marketing expenses for new and expanding programs.
 - Add expenses for instructional space moves and renovations.
- Strategic Workforce Initiative (SWI) funding used as follows:
 - Reduce expenses for one-time SWI funding from FY 2017.
 - Add expenses for SWI Composites program, including \$145,000 flow-through to Davis School District.
 - Add expenses for SWI Automation program.
- Compensation plan as proposed in Board Meeting.
- Add \$193,800 for additional Training equipment.
- Add \$193,800 for one-time Robotics equipment.
- Full-year impact of staff changes which took place in FY 2017.
- Elimination of one-time expenses included in the FY 2017 budget.



- Reduce budget for American Sign Language program which was taught out in FY 2017.
- Eliminate one full-time instructor position in low-enrollment Academic Development class.
- Reallocate funds from budget savings as follows:
 - Increase for remaining portion of year for new Training Division Maintenance Technician.
 - Increase for remaining portion of year for new Outreach Specialist.
 - Add expenses for on-going Employee Landing page project.
 - Add full-time videographer in Instructional Systems Design.
 - Change ISD Assistant position to full ISD Designer position.
- Earning from Interest Income in Discretionary Fund used as follows:
 - Add \$30,000 of expenses to be used for Name Change/40th Year Celebration.
 - Add \$70,000 of expenses for Name Change costs

A summary of significant items changed in the second draft of the FY 2018 budget include:

- Budget to expense carryover Strategic Workforce Initiative (SWI) funds received in FY 2017 but not planned to be spent until FY 2018. Refined the estimates for the compensation plan.
- Add estimates for the revenue for the newly proposed Student Transportation Fee as well the cost of the UTA Bus Pass contract.
- Add budget to use earnings from Interest Income in the Discretionary Fund to cover \$30,000 of furniture and remodeling for the President's Office suite.
- Add budget to use \$22,000 of fund balance to cover updates in hallways and common areas.
- Various other adjustments.

The Operating Budget for Fiscal Year 2018 with notations summarizing increases and decreases from the FY 2017 budget was included in the Board Book.

A motion to approve the FY 2018 Budget was made by Louenda Downs, seconded by Bart Warner. Motion passed.

2018 Business Plan

A draft copy of the 2018 Business Plan was presented which reflects the institution's commitment to continuous improvement and tactical and strategic planning. The plan includes the budget, objectives, and performance projections which align with the DATC Strategic Plan for 2017-2020.

A motion to approve the draft of the 2018 Business Plan was made by Brigit Gerrard, seconded by Louenda Downs. Motion passed.



FY 2017 Employee Compensation Plan and Related Pay Schedule

The Fiscal Year 2018 Compensation Plan was discussed in the April 27, 2017 Board Meeting. As the plan, which was presented, was applied to individual employees, the calculation of average increases has been refined.

The proposed Employee Compensation Plan for Fiscal Year 2018 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 with the recent salary survey.
- 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 2.58% for full-time employees.
- Fund an amount equal to approximately 1.0% or approximately \$135,000 in the General Fund for merit or discretionary increases. In addition to merit, factors from the recent salary survey will be used as guidelines in evaluating discretionary increases.

Increase of 8.0% in medical insurance rates as set forth by the Public Employees Health Program (PEHP). Premiums have been changed from 90% employer and 10% for the employee to 92% employer and 8% for the employee. The Legislature funded the employer portion of this increase.

- No change in retirement contribution rates in the Utah Retirement System (URS) or TIAA.

The salary schedules presented for Fiscal Year 2018 are equivalent to the revised salary schedules for Fiscal Year 2017 approved in the February 23, 2017 Board meeting after implementing the results of the salary survey. No Cost of Living Increase (COLA) has been added to those schedules.

A motion to approve the FY 2017 Employee Compensation Plan and Related Pay Schedules was made by Louenda Downs, seconded by Stuart Eyring. Motion passed.

Closed Session

K.O. Murdock, Acting Chair called for a motion for the Board to move into a Closed Session for discussion of the character and professional competence of DATC employees in regard to the FY 2017 employee evaluations. The motion was made by Brigit Gerrard, seconded by Bart Warner. Motion passed unanimously.

A roll call was conducted:

K.O. Murdock – yes
Bart Warner – yes
Brigit Gerrard – yes
Adam Toone – yes

Stuart Eyring - yes
David Hansen – yes
Louenda Downs - yes

A motion was made by Bart Warner, seconded by Adam Toone, for the Board to move out of Closed Session and back into an open meeting. Motion passed unanimously.

A roll call was conducted:

K.O. Murdock – yes

Bart Warner – yes

Brigit Gerrard – yes

Adam Toone – yes

Stuart Eyring - yes

David Hansen – yes

Louenda Downs - yes

K.O. Murdock made a motion to approve the salaries and evaluations as were discussed and recommended for faculty, staff, and executives during the Closed Session meeting. The motion was seconded by Brigit Gerrard. Motion passed.

Bart Warner made a motion for the meeting to adjourn.

Adjournment

The meeting adjourned at 6:25 p.m.