

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



June 23, 2016

Conducting: Michael Blair Board Vice-Chair

Board Members Present

| | |
|---------------|------------------------------------------------|
| Michael Blair | Business/Industry |
| Stuart Eyring | Business/Industry |
| K.O. Murdock | Business/Industry |
| Bart Warner | Business/Industry |
| Neil Carrigan | Morgan School District |
| Larry Smith | Davis School District |
| Joy de Lisser | Board Member |
| Louenda Downs | Board Member |
| 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 |
| Kim Ziebarth | Vice President of Quality & Development (Interim) |
| Ginger Chinn | Vice President of External Engagement & Economic Development |
| Wendee Cole | Recording Secretary |

Guests

| | |
|--------------------|----------------------------------------------|
| Lance Eastman | Director of Programs |
| Leslie Mock | Director of Nursing & Health Professions |
| Jeff Lund | Controller |
| Dina Nielsen | Director of Student Services |
| Melanie Hall | Director of Marketing & Community Relations |
| Kevin Cummings | Director of Institutional Effectiveness |
| Ric Higbee | Director of Human Resources |
| Marcie Valdez | Foundation Director and Grants Administrator |
| Wes Hobbs | Composite Materials Technology Instructor |
| John Page | Composite Materials Technology Instructor |
| Amanda Lessard | Administrative Assistant |
| Hayley Mitchell | Assessment Center Specialist |
| Ashley Gibson | Financial Aid Technician |
| David Castenada | Nurse Assistant Coordinator |
| Madeline Ontiveros | Composite Materials Technology Student |
| Daisy Comeau | Esthetician Student |
| Gary Vesta | Clearfield Job Corps Director |

Helyse Turner

Clearfield Job Corps Admissions, Business & Community Director



Excused

Michael Jensen
Brad Walters

Business/Industry, UCAT Board Member
Business/Industry

Invocation

Russell Galt

Pledge of Allegiance

Daisy Comeau, Cosmetology Student

Introduction of SAMPE Bridge Building Winner

Wes Hobbs, DATC Composite Materials Technology Instructor, introduced Madeline Ontiveros who participated in the international level at SAMPE Long Beach competition in May 2016. She took sixth place.

Introduction of New Employees

The following employees were introduced to the Board:

- Kim Ziebarth, Vice President of Instruction
- Ginger Chinn, Vice President of External Engagement & Economic Development
- Amanda Lessard, Administrative Assistant
- Hayley Mitchell, Assessment Center Specialist
- Ashley Gibson, Financial Aid Technician
- David Castenada, Nurse Assistant Coordinator

Consent Calendar

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

- a) Minutes of April 28, 2016
- b) Budget and Accounting Report
- c) Personnel Report
- d) Enrollment and Student Outcomes Summary
- e) Employer and 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) Student Certificate Policy and Procedures
- m) Career Path High Report/Director Position
- n) Board Meeting Schedule
- o) Board Meeting Prayer Roster
- p) Organizational Chart
- q) Approval of new DATC Foundation Board Members (Ann Holden Shumway and Mikal Byrd)

The items listed under the Consent Calendar were approved on a motion made by Larry Smith, seconded by Joy de Lisser. Motion passed.



Recognition of Board Service

Joy de Lisser was recognized for her service on the DATC Board of Directors. She was thanked for your service.

Proposed Name for New Board Member

Steve Earl was presented as a new member of the DATC Board of Directors. He is the Vice President and General Manager of Orbital ATK Aerospace Structures Division.

A motion to approve Steve Earl as a new Board Member was made by Louenda Downs, seconded by Larry Smith. Motion passed.

Board Membership

Board membership terms of office were reviewed and proposed changes made to the terms of office in order to ensure a consistent membership of veteran and new members. Attached is the proposed membership and terms of office.

A motion to approve the proposed new Board Membership terms of office was made by Bart Warner, seconded by Joy de Lisser. Motion passed.

FY 16 Year-End Budget

During the March 24, 2016 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. Due to employee turnover and re-organizations, there have been budget savings in several areas. This has resulted in a need to move various expenses from other funding sources into the General Operating Fund in order to appropriately spend Legislative appropriated monies in the year in which they were appropriated for. These adjustments are reflected in this budget modification.

Additional elements of the year-end budget include:

- A reduction in estimated tuition revenue of \$60,000.
- Salary/wage savings for unfilled positions and hourly staff savings.
- Various equipment purchases and facility update projects completed with savings from various other budgets. These include the purchase of a diesel truck from Mack/Volvo as contract ends, and additional expenses on the Motor Sports Shop remodel.
- Transfer various expenses to the General Operating Fund from other funds in order to spend General Fund monies in the year appropriated.
- Move budgets for certain items which were budgeted in FY 2016 to FY 2017. These items were planned in FY 2016, but the purchases were not finalized and will occur in the coming year. These include a portable welding lab (trailer), financial aid software, and new vehicles.
- Various other adjustments.



A question was asked on out-of-state competition travel and the budget that is used to cover the cost for sending students. This cost was covered FY 15 and FY 16 using institutional funds. The DATC Foundation Board has committed to holding fundraisers to assist in covering the cost of out-of-state competition travel.

A motion to approve the FY 2016 Year-End Budget was made by Stuart Eyring, seconded by Louenda Downs. Motion passed.

FY 2017 Budget Approval

A first reading of the FY 2017 budget was presented in the April 28, 2016 Board Meeting. Certain refinements have been made to the draft budget. The total DATC FY 2017 budget is approximately \$24 million.

A summary of significant items changed in the second draft of the FY 2017 budget include:

- Expand training program with Job Corp for Certified Nurse Assistant training from one Faculty member to two.
- Refine estimates and distribution of costs for FY 2017 Compensation Plan.
- Adjust expenses related to recent retirements, new hires, and executive re-organization.
- Move budgets for certain items which were budgeted in FY 2016 to FY 2017. These items were planned in FY 2016, but the purchases were not finalized and will occur in the coming year. These include a portable welding lab (trailer), financial aid software, and new vehicles. Due to these expenses being moved to FY 2017, the budget for the Designated Funds in FY 2017 shows a decrease in Net Assets of \$398,092.
- Eliminate budget for the now expired Mack/Volvo contract.

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

FY 2018 Capital Development and Improvements Request

On June 8, 2016, the UCAT Board met and considered Capital Development Requests from various UCAT Colleges. The DATC presented the following projects:

1. Allied Health Building (\$25,213,974)
2. Education and Instructional Services Building
3. Build-Out of Freeport West D-5, Bay Two (\$5,200,107)

After reviewing and ranking the various projects, the Allied Health Building was ranked as UCAT's number three priority, with the Freeport West D-5, Bay Two project as the UCAT number 5 priority.

The Board has asked for notification when these types of presentations to the UCAT Board come up suddenly to be notified so they can be our advocates.



The UCAT Board has also authorized DATC to submit the Land Banking request (\$575,000) for land in Morgan to build a Morgan Education/Economic Development Center to the State Building Board for consideration.

The Capital Improvement Project Request includes a listing of the following DATC projects to be submitted to the Division of Facilities and Construction Management (DFCM) for consideration:

| | |
|-------------------------------------------------|-------------------|
| • Reroof Motor Sports & Apprenticeship | \$ 202,000 |
| • Replace asphalt in east entrance parking lot | \$ 375,000 |
| • Interior/Exterior lighting LED energy project | \$ 339,000 |
| • Carpet replacement main campus | \$ 210,000 |
| • Conversion from INet to Struxure Ware | <u>\$ 316,000</u> |
| Total Request: | \$1,442,000 |

A motion to approve the FY 2018 Capital Development Project Request; the FY 2018 Landbanking Request; and the FY 2018 Capital Improvements Request was made by Joy de Lisser, seconded by Larry Smith. Motion passed.

2017 Business Plan

A draft copy of the 2017 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.

There will be increased effort to secure funding and legislative support for an Allied Health Building, expand presence in South Davis County, develop DATC culture to be more inclusive, collaborative, and celebratory, with a focus on staff and leadership development and increase participation in community organizations. Goals were shared from each of the divisions in the College.

Please review and provide input which will be incorporated in the final version. The final version will be presented in September 2016 Board Meeting. It was suggested to show a prioritizing to the goal and the breakdown.

A motion to approve the draft of the 2017 Business Plan was made by Louenda Downs, seconded by Larry Smith. Motion passed.

Vacation Leave Policy and Procedures

In July 2012, the DATC changed the Vacation Leave benefit for Faculty and Professional/Administrative Employees. Prior to that time, these employees received 21 days of vacation leave each year beginning their first year of employment. Due to recession and budget restraints at the time, the benefit for these employees was reduced to a beginning vacation benefit of 15 days per year, with increases each five years until the employee could earn 21 days after 11 years of employment.



The Transferability of Vacation Benefits clause for Classified Employees has also been adjusted to recognize years of service at other State agencies, in addition to public education and higher education.

The Board would like to defer voting on this motion but instead perform a study and provide data to show comparison with all “Paid Time Off (PTO)” factors with other educational institutions and ATC’s.

A motion was made by Joy de Lisser to defer voting on the Vacation and Leave Policy and Procedures and perform a study with the results presented in September Board Meeting, seconded by Louenda Downs. Motion passed.

President’s Items

UCAT discussion on President’s Compensation was presented by Michael Jensen to the UCAT Board of Trustees. They decided to give all President’s a 2% increase and agreed that this would be studied over the summer because three local Board’s had issue with their President’s salary. It was decided that any decisions would be retroactive to July 1.

UCAT Commissioner of Technical Education search has begun. The position was opened June 16, 2016 and it is anticipated the position will be filled in October or November.

FY 2017 Employee Compensation Plan and Related Pay Schedule

The proposed Employee Compensation Plan for Fiscal Year 2017 includes the following elements:

- 2.0% salary increase for eligible full-time employees.
- Increases per the Performance Based Pay Progression Table for eligible employees. These increases range from 4.35% to zero for individual employees, but average approximately 2.38% for full-time employees.
- Two employees received adjustments related to the new Fair Labor Standards Act (FLSA) salary threshold. One other employee received a market adjustment.
- Merit and discretionary increases will not be given at this time. However, a salary and wage study will be performed, and mid-year increases will be administered when the study is complete. It is anticipated that this will be in early fall of 2016.
- Increase of approximately 7.3% in medical insurance rates as set forth by the Public Employees Health Program (PEHP). Premiums have been maintained at 90% employer and 10% for the employee.
- No increase in the Utah Retirement System (URS) rates.

The salary schedules presented for Fiscal Year 2017 are equivalent to the salary schedules for Fiscal Year 2016, with a 2% increase to those schedules. The minimum of the salary range on the Professional/Administrative Pay Schedule has also been adjusted to reflect the new FLSA salary threshold. This schedule will be further refined as a part of the implementation of the results from the upcoming salary study.



The percentage summary of salary increase for FY 2017 is:

| | |
|-----------------------------|-------|
| Faculty | 4.70% |
| Classified | 4.36% |
| Professional/Administrative | 4.82% |

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

Closed Session

Vice-Chair Blair 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 2016 employee evaluations. The motion was made by Larry Smith, seconded by Louenda Downs. Motion passed unanimously.

A roll call was conducted:

- Michael Blair – yes
- K.O. Murdock - yes
- Neil Carrigan – yes
- Larry Smith – yes
- Bart Warner – yes
- Davis Hansen – yes
- Louenda Downs – yes
- Joy de Lisser - yes

A motion was made by Joe de Lisser, seconded by K.O. Murdock, for the Board to move out of Closed Session and back into an open meeting. Motion passed unanimously.

K.O. Murdock made a motion to approve the salaries and evaluations as were discussed and recommended by staff during the Closed Session meeting. The motion was seconded by Joy de Lisser. Motion passed.

Neil Carrigan made a motion for the meeting to adjourn.

Adjournment

The meeting adjourned at 6:25 p.m.