

**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**

**December 7, 2017**

Conducting: Stuart Eyring      Board Chair

**Board Members Present**

Stuart Eyring	Business/Industry, Chair
Bart Warner	Business/Industry, Vice-Chair
Karen Fairbanks	Board Member
Brigit Gerrard	Davis School District
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
Julie Blake	Vice President of Quality & Development
Darin Brush	Vice President of Employer & Economic Development
Wendee Cole	Recording Secretary

**Guests**

Bryce Fox	Director of Facilities Services & Risk Management
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
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
Ric Higbee	Director of Human Resources
Chanel Flores	Employer and Continuing Education Manager
Carol Anderson	Cosmetology Instructional Coordinator /Salon Manager
Jim Cowley	Business Administrative Services
Janet Lee	Cosmetology and Nail Technician Instructor
Geoff Allred	Business Administrative Services Student
Doug Richards	Assistant Attorney General V



**Excused**

Steve Earl	Business/Industry
Scot Merrihew	Business/Industry
Troy Wood	Business/Industry
Kim Ziebarth	Vice President of Instruction

**Invocation**

Karen Fairbanks, Board member

**Pledge of Allegiance**

Geoff Allred, Business Administrative  
Services Student

**Introduction of New Employees**

The following employees were introduced to the Board:

- Janet Lee, Cosmetology and Nail Technician Instructor

**Consent Calendar**

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

- Minutes of October 26, 2017
- Budget and Accounting Report
- Personnel Report
- Enrollment & Student Outcomes Summary
- Employer & Continuing Education Report
- Marketing Activity Report
- Foundation Activity Report
- Campus Development Update
- Scholarship Issuance
- Career Path High Report
- Organizational Chart
- Travel Reimbursement Policy and Procedures
- GRAMA Policy and Procedures
- Student Code of Conduct and Discipline Policy and Procedures
- Schedule Development Policy and Procedures
- Student Placement Policy and Procedures
- Revised Faculty Pay Schedule
- 2017 Annual Security Report (Clery Report)
- Health and Safety Plan
- Media Services Plan
- Professional Development Plan
- Student Placement and Follow-up Plan
- Approval of Davis Tech College Foundation Board Member
- Radiology Practical Technician (RPT) and Phlebotomy Course Fees

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



### **Annual Open Meetings Training**

Doug Richards from the Utah State Attorney General's Office provided training to the Davis Tech Board of Directors regarding the Utah Open and Public Meetings Act. This annual training is required per state statute. The only significant change in the law is:

#### **52-4-104 Training.**

The presiding officer of the public body shall ensure that the members of the public body are provided with annual training on the requirements of this chapter.

Office of the State Auditor provides Board Member training on their website.

Address: <http://training.auditor.utah.gov/courses/opma-2018>

### **Proposed Names for New Board Members**

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

- Lindsay Bayuk is the Vice President of Product Marketing at Pluralsight. She will represent the IT/Business industry.
- Shawn Bucher is the Chief Operating Office at Winger Bros Management. He will represent the Professional Services industry.

A motion to approve Lindsay Bayuk and Shawn Bucher as new Board Members was made by Brigit Gerrard, seconded by Bart Warner. Motion passed.

### **Budget Modification**

In the October 26, 2017 Board Meeting, the Board approved a budget of \$175,000 for programming for the requested Allied Health Building. On November 8, 2017, the State Building Board considered our request to begin programming and authorized us to proceed. The Building Board staff and staff from the Division of Facilities Construction and Management (DFCM) reviewed the estimates for the cost of programming and revised the estimated cost to \$260,960. The project will be put out to bid and actual costs will be determined at that time.

Davis Tech has \$300,000 set aside for costs related to the new building. We request that the Board approve an increase in the budget from the \$175,000 already budgeted for programming to the full amount of \$300,000 which is set aside. This will give us a contingency budget if the actual cost of programming exceeds the new estimate of \$260,960.

Our hope is that the Legislature will reimburse Davis Tech for the cost of programming when the building is actually funded by the Legislature. The Legislature often covers the cost of programming done prior to construction funding approval, but not always.

A motion for the Board to approve the Budget Modification was made by Karen Fairbanks, seconded by Bart Warner. Motion passed.



### **Programming for Allied Health Building**

On November 8, 2017, the State Building Board considered our request to begin programming for the requested Allied Health Building and authorized us to proceed. Bryce Fox, the Davis Tech Director of Facility Services and Risk Management, is working closely with Matt Boyer, a project Manager with the Division of Facilities Construction and Management (DFCM). They have compiled the necessary documents and opened a bid process to seek an architect to complete the programming. The bid is being completed in such a manner that if DFCM desires, the same architect that performs the programming may be used for the final construction documents without having to re-bid. This will save time and provide consistency from the programming to the actual construction documents when the building is approved by the Legislature.

The building will be built with a Construction Manager/General Contractor (CM/GC) process with DFCM overseeing the planning and construction. CM/GC provides for separate contracts with the architects and the contractors, but calls for the contractor to work closely with the architect during the design phase. This method of construction should provide us with the most flexibility in design as our faculty and other stakeholders express what is needed in the new building.

Interviews with the Architect finalists will be held on January 16, 2018. Selection of architect will occur on January 17, 2018.

### **FY 2017 Annual Report**

Julie Blake presented the FY 2017 Annual Report for the institution. Annual Report includes: financial results, key performance indicators, accomplishments, and President's Award recipients. A Davis Tech timeline is included that shows the significant occurrences over the past 40 years. This document will be shared with legislators, community and business partners.

Davis Tech Marketing Team, especially Sherry Rauch, was recognized for their work on the Annual Report.

The FY 2017 Annual Report was approved on a motion made by Brigit Gerrard, seconded by Adam Toone. Motion passed.

### **President's Report**

President Bouwhuis discussed the following items:

- **COE Substantive Change Visit:** This site visit was held on November 27-28, 2017, for the Clearfield Job Corps Instructional Service Center. There were no findings and they recommended the Council on Occupational Education approved the site.
- **IT Initiative:** Information on the IT Initiative will be announced at Silicon Slopes Tech Summit 2018 in January by the Governor. Davis and



Mountainland Technical Colleges have been selected by the Governor's Office to proceed with an IT Initiative along with Davis School District and Districts in the Mountainland region. The goal is to create technician positions under Software Engineers.

- Allied Health Building Update: Fundraising efforts for the Allied Health Building has been very successful in the previous months. A list of donations, pending requests and potential donors was shared.
- Governor's Budget Announcement at Davis Tech: The Governor will be at Davis Tech on December 13, 2017 to announce his Governor's Budget.
- Management and Training Corporation: On December 5, 2017, Davis Tech hosted guests from Egyptian Technical Schools (principals/vice principals) and Management and Training Corporation.
- Hyundai Partnership: Darin Brush shared information on the Hyundai partnership. They would like Davis Tech to become a regional training site for Hyundai.

### **Adjournment**

A motion to adjourn the meeting was made by Brigit Gerrard.  
The meeting adjourned at 4:39 p.m.