

**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**



October 27, 2016

Conducting: Michael Jensen Board Chair

Board Members Present

Michael Jensen	Business/Industry, UCAT Board Member
Michael Blair	Business/Industry
Bart Warner	Business/Industry
Steve Earl	Business/Industry
Stuart Eyring	Business/Industry
Louenda Downs	Board Member
Neil Carrigan	Morgan School District

Administration

Michael J. Bouwhuis	President
Kim Ziebarth	Vice President of Instruction
Russell Galt	Vice President of Administrative Services
Will Pierce	Vice President of Quality & Development
Ginger Chinn	Vice President of External Engagement & Economic Development
Wendee Cole	Recording Secretary

Guests

Jeff Lund	Controller
Greg Scherer	Director of Information Technology
Jim Bosserman	Director of Facilities and Risk Management
Lance Eastman	Director of Technical Programs
Mark Hadley	Director of Technical and Apprenticeship Programs
Leslie Mock	Director of Nursing & Health Professions
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
Kelley Rhoe-Collins	Director of Service Professions and Academic Development Programs
Andrew Fresh	Security and Risk Management Coordinator
Kari Phillips	Instructional Systems Design Coordinator
Amber Morgan	Quality and Development Administrative Assistant
Tomoko Tsukamoto	Practical Nurse Instructor
Robbie Sweeten	Information Technology Networking Instructor



Timothy Maw	Instructional Design Assistant
Rich Dunaway	IT Security Architect
Curtis Housley	IT Systems Administrator
Britanee Garner	Customer Service Representative
Ashley Johnson	Digital Media Design Student
Stacey Hutchings	Career Path High School Director
John Dougall	State Auditor
Bertha Lui	Acting Director
Travis Kartchner	Audit Senior
Anna Burleson	Ogden Standard Examiner Education Reporter

Excused

Larry Smith	Davis School District
David Hansen	Hill Air Force Base Representative, Ex-Officio
K.O. Murdock	Business/Industry
Brad Walters	Business/Industry

Invocation

Will Pierce

Pledge of Allegiance

Ashley Johnson, Digital Media Design Student

Introduction of Career Path High School Director

Stacey Hutchings, Career Path High School Director, was introduced to the Board. Her previous employment was as the Head of School at Utah Virtual Academy (UTVA), Utah’s largest charter school. Stacey also served as a Career Path High School Board member prior to being selected. Stacey is the Vice Chair of the Board of the Utah Association of Public Charter Schools. Since she has started as the new Director enrollment of Career Path High students in DATC programs has increased from 43% to 63%.

Introduction of New Employees

The following employees were introduced to the Board:

- Mark Hadley, Director of Technical and Apprenticeship Programs
- Amber Morgan, Quality and Development Administrative Assistant
- Tomoko Tsukamoto, Practical Nurse Instructor
- Timothy Maw, Instructional Design Assistant
- Rich Dunaway, IT Security Architect
- Curtis Housley, IT Systems Administrator
- Britanee Garner, Customer Service Representative
- Robbie Sweeten, Information Technology Networking Instructor

Consent Calendar

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

- a. Minutes of September 22, 2016
- 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. Career Path High Report
- k. Career Path High Lease
- l. Credit Card Authorization
- m. Organizational Chart
- n. Approval of new DATC Foundation Board Member (Troy Wood)

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

Comprehensive Annual Financial Report and Accompanying Independent State Auditor’s Report

The Office of the Utah State Auditor performed the regular, annual audit of the DATC for Fiscal Year 2016. John Dougall, State Auditor, was in attendance at the meeting along with Bertha Lui and Travis Kartchner who performed the audit.

Ms. Lui addressed the board and provided a summary of the audit stating the results showed no instances of noncompliance or other matters required to be reported.

The College implemented the GASB Statements No. 68 and 71 in Fiscal Year 2015. This standard requires disclosure of additional pension liabilities in the financial statements.

The preparation of the audit report would not have been possible without the efficient and dedicated services of Jeff Lund, DATC Controller, and the entire staff of the Fiscal Services Department. This is the ninth consecutive year of no audit findings for the institution.

The Comprehensive Annual Financial Report and Accompanying Independent State Auditor’s Report was approved on a motion made by Louenda Downs, seconded by Bart Warner. Motion passed. The State Auditor’s Office was thanked for their professional and comprehensive audit.

FY 2016 Year-End Budget Report

Russell Galt presented the FY 2016 Year-End Budget Report. The report includes schedules which report budget to actual performance, as well as narrative explaining the difference between budget and actual amounts.

The College finished the Fiscal Year with \$5,342,400 in Current Funds Assets. The Current Funds are comprised of the following: the General Fund, where no balances are maintained; Designated Funds with a balance of \$4,121,659; Restricted Funds with a balance of \$262,832; and the Proprietary Funds with a balance of \$957,909.

This represents a total increase of \$97,841 in Current Fund assets over the prior year. The balances in Designed Funds decreased \$28,195; Restricted Funds decreased \$19,185; and Proprietary Funds increased \$145,121.



Student tuition and fees were higher than budget estimates by 3.3%, or \$44,052. General Fund Tuition receipts were \$38,553 over budget, registration fees over by \$5,483.

A reserve equal to 3% of General and Designated Fund Revenues of \$520,000 has been designated as reserve funds; as well as \$2,500,000 for early retirement termination benefits. The FY 2017 budget includes \$371,720 towards various projects and equipment purchases from these balances, leaving \$834,352 as available one-time money for use by the College.

A motion for the Board to approve the FY 2016 Year-End Budget Report was made by Bart Warner, seconded by Stuart Eyring. Motion passed.

2016 Annual Security Report (Clery Report)

Each year, all higher education institutions which offer Federal Financial Aid are required by the Clery Act to file a report outlining safety and security procedures and crime statistics. The College files this report each year. This report communicates mandatory crime statistics and campus safety information for students, staff, and potential employees. Crime statistics for the past four years are contained in the report. This reports highlights that the Davis Applied Technology College is a safe place to learn for prospective students.

The Board recommended that the administration and leadership team receive National Incident Management System (NIMS) certification. There are grants through FEMA or NSA available to assist in paying for the training.

FY 2017 Budget Modification

The Board approved a budget for FY 2017 during the June 2016 Board of Directors' meeting. This proposed budget revision includes the following modifications:

- Recognize salary and benefit savings from positions which were unfilled for a period of time or hired at a different amount than originally budgeted.
- Reclassify certain hourly custodial budgets from the General Fund to the Designated Fund to be covered by rental income.
- Add an additional full-time custodian.
- Use salary savings monies to fund consulting services related to improved Information Technology services and for other capital equipment purchases.
- Adjust estimated program fees revenues and related expenses.
- Budget for use of prior year carry-over balances to fund a refresh of the Simmons Building to include painting, new carpet, and update of various furniture and equipment.
- Budget for use of prior year carry-over rental revenue balances to fund various one-time facilities projects and equipment.
- Add grant revenue and related expenses for various grants received since the original budget was approved.



Louenda Downs made a motion to approve the FY 2017 Budget Modification as presented. The motion was seconded by Michael Blair. Motion passed.

Welding Technology Program Fees Proposal for Mid-Year Increase

As a partner, Lincoln Electric has agreed to provide the DATC Welding Technology Program \$20,000 in consumable materials. Historically, they have provided significantly more than the agreed upon amount. Lincoln Electronic notified the College they were going to reduce their donations to the agreed upon amount. As a result, it was determined the welding course fees need to be increased to cover the expected consumable materials needed. Overall average increase is 5% across the welding courses.

A motion was made to approve the Welding Technology Program Fees Proposal for Mid-Year Increase by Louenda Downs, seconded by Stuart Eyring. Motion passed.

2016 Occupational Advisory Committee Report

This item was tabled until December Board Meeting.

Capital Development Project/Building Board Ranking

The Utah College of Applied Technology presented Capital Facilities projects to the Utah State Building Board on October 5, 2016. The DATC presented its Allied Health Building request which is a \$31,242,689 request for an 85,000 square foot building.

The Utah State Building Board ranked the UCAT building requests with 1) UBATC, 2) MATC, 3) BATC, and 4) DATC. UCAT projects ranked 5, 10, 11, and 15 out of 16 projects.

Local ATC Board Discussion on President Selection, Evaluation, and Compensation

The Utah College of Applied Technology Board of Trustees, in its September 14, 2016, Board Meeting, appointed two committees to draft policies and procedures for the selection, evaluation, and compensation of Applied Technology College Presidents. Michael Jensen, Board Chair serves on both committees.

DATC Board has been asked to review the draft policies provided and share their input with Chair Jensen. The question asked is how active or to what level of involvement should the local board have in the selection of the new President. The local board works with the president on a daily basis and it was stated that this Board needs to have the majority interest in the selection.

The Board discussed what they recommend for an evaluation cycle for presidents. They would like to have an annual evaluation, under the direction of the Board Chair, with a comprehensive evaluation conducted on the third year by the Board of Trustees and the local Board.



Board Christmas Party

Board Christmas Party will be held on Thursday, December 1, 2016. A dinner will be held at DATC provided by catering staff and culinary art students, followed by the play, “It’s a Wonderful Life” at the Centerpoint Legacy Theatre.

Adjournment

A motion to adjourn the meeting was made by Louenda Downs. The meeting adjourned at 5:29 p.m.