

**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**



**December 1, 2016**

Conducting: Michael Jensen      Board Chair

**Board Members Present**

Michael Jensen	Business/Industry, UCAT Board Member
Michael Blair	Business/Industry
Steve Earl	Business/Industry
Stuart Eyring	Business/Industry
Louenda Downs	Board Member
Larry Smith	Davis School District
Neil Carrigan	Morgan School District
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
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
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
AJ Hepler	Information Technology Cyber Security Instructor
Gentry Phillips	Pharmacy Technician Instructor
Cyndi Mead	Nail Technician Instructor



Carol Anderson  
Ireland Kearns  
Doug Richards  
Anna Burleson

Salon Coordinator  
Pharmacy Technician Student  
Assistant Attorney General V  
Ogden Standard Examiner Education Reporter

**Excused**

K.O. Murdock Business/Industry  
Brad Walters Business/Industry  
Bart Warner Business/Industry

**Invocation**

Michael Jensen, Board Chair

**Pledge of Allegiance**

Ireland Kearns, Pharmacy Technician Student

**Introduction of New Employees**

The following employees were introduced to the Board:

- AJ Hepler, Information Technology Cyber Security Instructor
- Cyndi Mead, Nail Technician 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 October 27, 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. Credit Card Authorization

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

**Annual Open Meetings Training**

Doug Richards from the Utah State Attorney General’s Office provided training to the DATC Board of Directors regarding the Utah Open and Public Meetings Act. This annual training is required per state statute. No significant changes have been made to the Open and Public Meetings Act since the board was provided this training last year.

**Budget Modification for Welding Trailer**

The DATC has received a \$190,000 UCAP Grant to assist in purchasing a 53’ trailer outfitted as a mobile welding lab with six (6) welding stations requiring a \$150,000 cash match from the College.

Bids have now been received and the initial estimates for the cost of the trailer were higher than anticipated and the grant amount requested was



reduced from \$250,000 to \$190,000. The College is now requesting the Board's permission to spend \$268,845 from fund balance towards the purchase of this trailer and equipment. Operating costs for the trailer were built into the cost.

Welding trailer will be wrapped, which will provide a roaming billboard for the college. It includes 6 welding bays with 2 virtual welders. Custom Fit will provide training to employees at their business site. It will be used at Freeport West (D-5) for employers to train employees and at high schools to allow students to try the virtual welders.

A motion for the Board to approve the Budget Modification for Welding Trailer was made by Louenda Downs, seconded by Larry Welding. Motion passed.

### **2016 Occupational Advisory Committee Report**

Will Pierce presented the Occupational Advisory Committee Summary Report for FY 2015–2016. Occupational Advisory Committees exist for each accredited program. Advisory committees are intended to ensure DATC programs remain current and relevant in meeting and aligning with industry needs and practices. Each committee consists of at least three members who work in the field of instruction and are located in the region served by the program. Committee members discuss industry practices with instructors and make recommendations on the following issues:

- Admission requirements
- Program content, length, objectives and skill requirements
- Instructional materials and competency tests
- Equipment
- Appropriateness of delivery mode

The Occupational Advisory Committee Summary Report shows committee membership, meeting minutes and feedback from committee members. The information is used to justify program changes and purchases of equipment and materials. DATC has 34 Occupational Advisory Committees and 336 committee members that evaluate programs every year.

The Board would like to commend their appreciation to the faculty and staff for a job well done.

### **FY 2016 Foundation Annual Report**

Marci Valdez, DATC Foundation Director & Grants Writer Administrator addressed the board and presented the Foundation's Annual Report for Fiscal Year 2016.

The DATC Foundation provides scholarship funding to students who may not otherwise be able to enroll in or continue their schooling without financial assistance. More than half of DATC students fall within the low-medium to low income bracket. In addition to scholarships, the College also offers tuition waivers to help students based on need and/or merit.



During the July 1, 2015 to June 30, 2016 program year, the DATC Foundation provided the following:

- 222 scholarships were provided totaling \$126,262 were provided through the DATC Foundation.
- 274 awards totaling \$110,328 were provided through tuition waivers.
- 496 total scholarships were provided, totaling \$236,590.

Many companies recognize the high quality of training offered by DATC and openly recruit DATC students to fill meaningful positions. In-kind business donations of equipment and materials help students train on cutting-edge equipment and step into real working situations. The Foundation's In-Kind Donations = \$295,433; Cash Donations = \$108,684; Investment Income = \$38,971; Golf Tournament Net Revenues: \$40,237.

The FY 2016 Foundation Annual Report was approved on a motion made by Louenda Downs, seconded by Larry Smith. Motion passed.

### **FY 2016 Annual Report**

Will Pierce presented the FY 2016 Annual Report for the institution. DATC changed the lives of students in a very meaningful way. Most significantly was an increase in certificate attainment by 20%, and a 41% increase of high school enrollment hours. Overall the institution experienced a 3% increase in overall membership hour growth.

#### Major accomplishments

- Developed and implemented a three-year strategic plan that specifies a shared institutional vision and goals for administration, faculty, staff and other stakeholders.
- Hired a College Navigator to increase retention for students.
- Launched the Veterans Center.

#### Student success

- Completion rate: 76%
- Graduation rate: 52%
- Placement rate: 87%
- Licensure rate: 97%
- Students in organizations:
  - . National Technical Honor Society: 171
  - . Health Occupations Students of America: 5
  - . SkillsUSA = 54
- Externship/Clinical participation = 1,346

#### Academic Partnerships

- Davis and Morgan School Districts
- Northern Utah Academy for Math and Engineering Science (NUAMES)
- American International School of Utah
- Spectrum Academy, Mountain Heights Academy
- Career Path High School



- Weber State University (91 courses articulated)
- LDS Business College
- Salt Lake Community College

#### Major Campus Events

- Foundation Golf Tournament
- Nursing Pinning Ceremonies (3 events)
- Open House (2 events)
- Graduation (3 events)
- National Technical Honor Society Induction Ceremony (2 events)
- Fall Career Fair
- Employer Advisory Committee Meetings
- Northern Utah Stem Expo
- Davis School District Counselor Luncheon
- Technology Student Association Event
- Apprenticeship Fair
- Community Recognition Luncheon
- Career Days
- Cosmetology Fashion Show
- National SkillsUSA/HOSA
- Veterans Center Ribbon Cutting
- Summer Youth Experience

The draft DATC FY 2016 Annual Report was approved on a motion made by Michael Blair, seconded by Louenda Downs. The final report will be provided for approval at the next Board Meeting once the Council on Occupational Education (COE) outcome numbers are finalized. Motion passed.

#### **Summary of President Selection, Evaluation, and Compensation**

The College Presidents have provided the Utah College of Applied Technology Board of Trustees with input on the development of President Selection processes and procedures along with a second document on College President evaluation and compensation. Mike Jensen provided an update on the policies that are being developed by two committees at UCAT.

UCAT Policy – 106 – Functions: This document includes a summary of president’s responsibility (from the code) broken into the following categories: leadership, relation building, strategic planning, management, budgetary, other duties and recommends the modification for 4.3 – Develops, maintains and reviews an Annual Business Plan or Strategic Plan annually in compliance with accreditation and/or institutional planning needs.

UCAT Policy 107 – President Selection: This document defines procedures of replacing College Presidents, search committee, and defines process.

#### **President’s Report**

Dave Woolstenhulme, Commissioner of Technical Education, held a two day retreat with College Presidents (1<sup>st</sup> day) and Vice President’s of each College (2<sup>nd</sup>

day) and completed a SWOT analysis. Also the new administration is seeking to have direct allocation to each College budgets for equipment and marketing.

The agreement with Composites One was finalized. An in-kind donation of \$21,000 was received.

Dewalt has sent the first shipment of equipment as part of their partnership.

**Adjournment**

A motion to adjourn the meeting was made by Michael Blair.

The meeting adjourned at 4:58 p.m.

