

**Minutes of the Davis Applied Technology College
Board of Directors' Meeting held at 3:30 p.m. in the
Business Resource Center on the
DATC Campus**



December 3, 2015

Conducting: Michael Jensen Chair

Board Members Present

Michael Jensen	Business/Industry
Stuart Eyring	Business/Industry
Brad Walters	Business/Industry
Bart Warner	Business/Industry
Joy de Lisser	Business/Industry
Neil Carrigan	Morgan School Board
Larry W. Smith	Davis School Board
Louenda Downs	WSU Board of Trustees

Administration

Michael J. Bouwhuis	Campus President
Ann Mackin	Vice-President
Kim Ziebarth	Vice-President of Quality & Development
Barbara Rich	Recording Secretary

Guests

Greg Scherer	Director of Information Technology
Ric Higbee	Human Resources Director
Melanie Hall	Director of Marketing & Community Relations
Will Pierce	Director of Programs
Lance Eastman	Director of Programs
Leslie Mock	Director of Nursing & Health Professions
Jeff Lund	Controller
Ginger Chinn	Director of Instructional Program Development
David Parkinson	Bookstore Director
Kevin Cummings	Director of Institutional Effectiveness
Jay Brummett	Information Technology Instructor
Jacqueline Woehl	Information Technology Student
Marcie Valdez	Foundation Director & Grant Writer/Administrator
John Moorehead	Evening Campus Facilitator and Safety Officer
Dani Palmer	Instructional Design Assistant
Brooke McIntire	Instructional Management Assistant
Erica Hay	Print Center Lead
Douglas Young	Composite Materials Instructor
Victoria Schaffner	Practical Nurse Instructor



Excused

Michael Blair Board Member
K.O. Murdock Board Member
Russell Galt Vice-President of Administrative Services

Invocation Michael Jensen

Pledge of Allegiance Jacqueline Woehl, Information Technology Student

Introduction of New Board Member

Louenda Downs has been appointed by the Weber State University Board of Trustees’ to replace Karen Fairbanks. Ms. Downs previously served as a member of the DATC Board from 1987 to 1989. She is a former educator and a retired Davis County Commissioner.

Introduction of New Employees

The following employees were introduced to the Board:

- Brooke McIntire, Instructional Management Assistant
- Erica Hay, Print Center Lead
- Danielle Palmer, Instructional Design Assistant
- John Moorehead, Evening Campus Facilitator and Safety Officer
- Douglas Young, Composite Materials Instructor
- Victoria Schaffner, Practical Nurse Instructor

Consent Calendar

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

- a) Minutes of October 22, 2015
- 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) Human Resources Position Approval/Budget Modification
- k) Credit Card Issuance Approval

The items listed under the Consent Calendar were approved on a motion made by Louenda Downs, seconded by Larry Smith. 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.



Marketing Presentation

Melanie Hall, Director of Marketing and Community Relations, provided an overview of the activities and advertising campaigns which were offered through the DATC Marketing Department this past year. Marketing reports have been updated, Salesforce is being integrated with other systems, student applications are being tracked and followed-up on, job placement reports include student and employer surveys, and a new marketing project/request management system is being utilized.

This year's marketing campaign is "Aim Hire" and is focused on students obtaining employment after completion of their training. Ms. Hall presented a 15 second video which is currently running on cable tv channels advertising DATC training programs.

FY 2015 Annual Report

Kim Ziebarth presented the FY 2015 Annual Report for the institution. The year will be remembered as a year of student growth and as a threshold year for program expansion, reorganization of structure and improvement of internal systems.

Major accomplishments

- Establishment and hiring of a Training and Development Specialist which enriched the onboarding process and improved on going staff development
- Implementation of the LDS Business College contract
- Development of a Plastics Injection Molding Program
- Implementation of a Veterans' Center and hiring of a Veterans' Advisor
- Installation of a new Human Resources Management System

Student success

- Completion rate: 81%
- Graduation rate: 47%
- Placement rate: 90%
- Licensure rate: 95%
- Students in organizations:
 - . National Technical Honor Society: 81
 - . Health Occupations Students of America: 8
 - . SkillsUSA = 60
- Externship/Clinical participation = 1,344

Employers and Employer Advisory Committees

- 257 companies represented on Employer Advisory Committees
- 451 companies employ DATC students

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 (3 events)
- Graduation (3 events)
- Employer Advisory Committee Meetings
- Healthcare Fair
- Davis School District Counselor Luncheon
- Plastic Injection Molding Ribbon Cutting
- Technology Student Association Event
- Apprenticeship Fair
- Boy Scout Powwow
- Cosmetology Fashion Show
- Summer Youth Experience

The DATC FY 2015 Annual Report was approved on a motion made by Larry Smith, seconded by Stuart Eyring. Motion passed.

Competency-Based Policy Issues and Department of Education Course-Based Experimental Site Update

A team site visit was conducted at the DATC on October 21-22, 2015 by the Council on Occupational Education for the purpose of reviewing the institution's competency-based education instructional delivery system for the pharmacy technician program. DATC applied for and was selected to be a competency-based education experimental site with the Department of Education.

The visiting team completed a thorough review of documentation prepared by the institution and recommended DATC be granted final approval to be an experimental school site for competency-based education.

Full approval from the Commission will be reviewed during their next scheduled meeting, and full implementation is expected by July 2016. This will permit DATC to pay students for direct costs without a reduction in financial aid payment when students complete coursework early.

Certified Nurse Assistant Alignment and Leadership

Ann Mackin, Vice-President of Instruction, provided a summary of the new alignment and leadership developed for the Certified Nurse Assistant program.

The Certified Nurse Assistant program offered at the Freeport Center location was consolidated with the DATC main campus Certified Nurse Assistant program. This program is now only offered on the DATC campus. Sometimes mergers are challenging; therefore, Leslie Mock, Director of Nursing and Health Professions, and Victoria Schaffner, Practical Nurse Instructor, will provide leadership and mentoring to the department during this transition period. The DATC pass rate for Certified Nurse Assistants at the DATC is approximately 85%.



UCAT Performance Audit

The State Auditor General’s Office performed an audit titled, ‘A Performance Audit of Career and Technical Education Completion and Job Placement Rates’ and presented it to the Audit Committee of the Utah State Legislature in November. The audit focuses on completion and placement statistics reported by the Utah College of Applied Technology and the Utah System of Higher Education.

Historically, UCAT’s completion statistics were focused on students receiving program certificates. However, since fiscal year 2013, after UCAT administration proposed and approved an Occupational Skills Certificate, statistics increasingly emphasized smaller student achievements such as reporting 60-hour occupational upgrades as certificates along with program certificates which average 465 hours.

To some extent, the changes in statistics and issuing of certificates reflect a desire to respond to industry needs and more fully recognize student efforts. However, the changes are also responding to the desire for more certificates, which is outlined in Utah’s “66% by 2020” goal. The audit pointed out that UCAT’s completion statistics are being diluted by a high-volume of smaller achievements.

Recommendation stated in the audit:

1. We recommend that UCAT review its campuses’ placement data collection methods and make improvements to ensure independence and data validity.
2. We recommend that UCAT report completion rates consistent with the significance of the accomplishments. Consequently, program graduates should not be mixed with less significant course completions. Also, program graduates counted in the completion rates should comprise an amount of student hours consistent with other programs.
3. We recommend that the UCAT Board of Trustees ensure that credentials awarded by UCAT campuses represent a significant accomplishment by students.

The Davis Applied Technology College will work toward clarifying short-term certificates when reporting data.

Potential Partnerships Update

UAMMI – Utah Advanced Materials and Manufacturing Initiative

The DATC is part of a consortium to bring together public, private, community, industry and educational partners to assure the growth and sustainability of Utah’s advanced composites industry. The UAMMI group submitted for the Department of Commerce’s Investing in Manufacturing Communities Partnership (IMCP) designation and was successful in receiving the IMCP designation. A UAMMI Lean Canvas team was developed which has conducted 280 one-on-one interviews with Utah’s carbon composites community to determine their needs.

The UAMMI consortium has submitted a funding proposal with the Department of Commerce for \$25M, with the DATC recommended to receive \$3M. If approved for funding, the DATC’s plan is to create an Excellence in Manufacturing Education/Innovation Center at the Freeport West location.

The first step of the UAMMI consortium is to form a board to represent the community in the upcoming decisions regarding starting and growing the UAMMI effort.



UCAT Presidential Appointment – Aaron V. Osmond Withdrew from Consideration

Senator Aaron Osmond was named the new UCAT President on November 12, 2015, to replace retiring president, Robert O. Brems. However, on November 23, 2015, Mr. Osmond announced that he was withdrawing his name from consideration to accept a counter offer from his current employer.

Michael Jensen, as a member of the UCAT Board of Trustees, explained that a press release was issued by UCAT Board Chair, Tom Bingham, and a sub-group of the UCAT Board of Trustees' Executive Committee, announcing Osmond's decision to withdraw his name. This information was issued to the media and publically published before membership of the UCAT Board of Trustees' were notified. The press release also stated the UCAT Board of Trustees determined to begin a new selection process for hiring a UCAT President that would take place after the 2016 legislative session. However, this was not a decision made by the UCAT Board of Trustees due to the fact they had not reconvened after Osmond declined the position.

Chair Jensen sent documentation to Tom Bingham documenting bylaws of the UCAT Board of Trustees, legislative charter, etc., and requested a meeting be convened through formal process.

The formal UCAT Board of Trustees' meeting was held on December 2, 2015. The Board determined to contact the three remaining candidates, determine their level of interest in the position, then consider from the selection if there was someone the Board felt comfortable moving forward with.

Chair Jensen explained the UCAT Board of Trustees had already considered the names of the three remaining candidates and were confident enough in each one to forward their name to the Governor and legislative leadership for approval, which was granted. He questioned whether or not the three candidates were just placeholders, and the entire interviewing process developed and conducted in order to only hire the candidate who declined the position.

The UCAT Board of Trustees will reinterview those candidates which express continued interest in the position and make a decision by January 14th to either hire one the remaining candidates or to begin a new selection process. Chair Jensen voted against this decision because the candidates have already been interviewed twice, and their names have already been approved by the Governor and legislative leadership. What additional questions can be asked?

Governance changes for the UCAT Board of Trustees are currently being discussed by legislators .

Adjournment

The meeting adjourned at 5:50 p.m.