

**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**

**February 28, 2019**

Conducting: Stuart Eyring    Board Chair

**Board Members Present**

Stuart Eyring	Business/Industry, Chair
Troy Wood	Business/Industry, Vice-Chair
Justin Atkinson	Business/Industry
Lindsay Bayuk	Business/Industry
Brigit Gerrard	Davis School District
Karen Fairbanks	Weber State University
Scot Merrihew	Business/Industry
Adam Toone	Morgan School District
David Hansen	Hill Air Force Base Representative, Ex-Officio

**Administration**

Darin Brush	President
Leslie Mock	Vice President of Instruction
Russell Galt	Vice President of Administrative Services
Julie Blake	Vice President of Quality and Development
Wendee Cole	Recording Secretary

**Guests**

Amanda Tullis	Director of Business & Economic Development
Bryce Fox	Director of Facilities Services & Risk Management
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
Kinley Puzey	Director of Technical Programs
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
Angela Flicker	Architectural and Engineering Faculty
Carol Anderson	Cosmetology and Instructional Salon Manager
Dale Rappleye	Automation and Robotics faculty
Diane Anderson	Architectural and Engineering student
Jayd Jacobson	Master Esthetician student
Eric Petersen	Assistant Attorney General
Stacey Hutchings	Career Path High Director

**Excused**

Shawn Bucher	Business/Industry
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Michael Henry Business/Industry

**Invocation** Justin Atkinson, Board Member

**Pledge of Allegiance** Diane Anderson, Architectural and  
Engineering student

**Introduction of New Davis Tech Board Member**

Tucker Morgan is the District Parts Sale Manager for Kenworth Sales Company. He was welcomed to the Davis Tech Board. Nominated by the Governor's Office and confirmed by the Senate.

**Introduction of New Employees**

The following employee was introduced to the Board:

- Leslie Mock, Vice President of Instruction
- Dale Rappleye, Automation and Robotics Faculty

**Introduction of Davis Tech Student of the Year**

Jayd Jacobson, a Master Esthetician student, was selected as the 2018 Davis Tech Student of the Year and was introduced to the Board. The announcement was made at a luncheon held December 4, 2018. Jayd also contributed her time as a student ambassador and model for the Fashion Show. She spoke before the Higher Education Appropriations Subcommittee along with Commissioner Haines during the legislative session.

**Consent Calendar**

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

- a. Minutes of December 6, 2018
- b. Budget and Accounting Report
- c. Personnel Report
- d. Key Performance Indicators (performance to goal)
- 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. Budget Modification
- l. Organizational Chart
- m. Personal Conduct Policy
- n. Civic and Funeral Leave Policy
- o. Recision of Policy and Development Policy
- p. Final Davis Tech FY 2018 Student Enrollment and Outcomes Report
- q. Davis Tech College Foundation Board Members

An updated organization chart was distributed at the meeting. The items listed under the Consent Calendar including an updated organizational chart were approved on a motion made by Brigit Gerrard, seconded by Adam Toone. Motion passed.

### **Annual Open Meetings Training**

The Utah Open and Public Meeting Act (UCA 52-4) provides that “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.”

The Utah Attorney General’s Office is charged with assisting public bodies with open meetings training. Accordingly, Eric Petersen, Assistant Attorney General and legal counsel assigned to the Utah System of Technical Colleges (UTech), provided training to the board on the requirements of the Open and Public Meetings Act.

A question was asked regarding recordings of closed sessions. It was recommended to record the closed session. Recording is protected records under GRAMA, subject to disclosure by court order.

### **Utah Career Path High Report**

The College Board of Directors serves as the authorizer for the Utah Career Path High charter school. Stacey Hutchings serves as the Director for the school and reported on current enrollment and overall status of the school which included academics and financials.

Kevin Cummings, Davis Tech Director of Institutional Effectiveness, was commended for his work on the Charter Authorizing Policy Development with the State Charter Board.

### **Campus Safety Update**

Bryce Fox, the Davis Tech Director of Facility Services and Risk Management, provided an update on campus safety and security. The update included the circumstances surrounding and the lessons learned from an unplanned active shooter drill on this campus which took place on January 17, 2019. This learning opportunity has improved the working relationships and cooperation with Kaysville City Police and Davis School District.

### **Campus Master Plan**

The architectural firm of CRSA was recently contracted with to provide an update to the Davis Tech Campus Master Plan. They have completed their work and provided a report which includes updated maps and drawings. Bryce Fox, the Davis Tech Director of Facility Services and Risk Management, reported to the Board on this Campus Master Plan and reviewed the updated drawings. A Geotechnical survey was completed on future building sites on campus and a summary was shared.

### **Manufacturing Building Needs Analysis**

Davis Technical College conducted a market needs analysis for a future manufacturing building that would allow program expansion for Welding Technology, Composite Materials Technology, and Plastic Injection Molding. The study examined physical capacity, instructional capacity, and Department of Workforce Services (DWS) employment data in the manufacturing sector. The data showed that although the manufacturing market is expanding in Davis County, the expansion does not exceed the current capacity of the College. The researchers recommended that the manufacturing building request to the Legislature be placed on hold. The analysis was shared with the Board.

### **Program Budget Request/Legislative Update**

As part of the budget request for the Utah System of Technical Colleges-Davis Tech has requested \$1,700,000. Legislative bill tracking document was shared.

### **Mid-Year Performance Update**

The College measures and tracks key performance indicators vs. goals in membership hours, headcount, and graduation rate. An update was provided. Membership hours is on track to meet the goal of 3% increase. Headcount is on track to meet the goal of 2% increase. The focus is on students completing the programs. Custom Fit impact and revenue growth among small businesses information was shared along with information on Private Training and Continuing Occupational Education.

### **Employee Satisfaction Survey Results**

Between November 5-21, 2018, Davis Technical College conducted an Employee Satisfaction Survey. The survey instrument, developed by the Executive Team, examined satisfaction overall and satisfaction within each individual department. One hundred and seventy-two employees (144 full-time and 28 part-time) completed the survey.

The following questions were asked:

- I understand what the college expects of me and I believe those expectations are realistic.
- The college provides me with the things I need to perform my job.
- I feel respected and valued by my peers.
- I feel respected and valued by my leaders.
- The college is developing and moving in a positive direction.
- My compensation is appropriate for my job requirements, qualifications and experience.

Comments included what Davis Tech does well and what could we improve upon. The survey results were presented to all employees on January 11, 2019 and department scores and comments have been reviewed with each department. Director's recommendations for changes are included in the strategic planning process, as appropriate.

### **3-Year Strategic Plan**

On January 11, 2019, Davis Technical College launched a new three-year strategic plan process by hosting a two-hour, facilitated session with all full-time employees. From that event, five goals emerged, and all staff were encouraged to continue to provide feedback for more than a week afterward. All comments were collected and sorted into the five goals.

Subsequently, the senior management team (aka Expanded President's Council) assigned preliminary co-chairpersons and committee members to work on each goal, i.e. develop objectives and timelines, assign responsible parties, and evaluate dependencies and overlaps with other goals/objectives.

The goals were presented to the Board, and Board members were asked to participate in the planning process. A timeline for completion and implementation of the 3-year strategic plan by July 1, 2019 was shared.

The Board members will participate in the following goals:

- Goal 1: Increase student enrollment by 20%  
David Hansen, Tucker Morgan, Lindsay Bayuk
- Goal 2: Increase student retention and completion by 10%  
Shawn Bucher, Michael Henry
- Goal 3: Enhance collaboration and articulation with educational partners  
Karen Fairbanks, Adam Toone, Brigit Gerrard
- Goal 4: Increase regional job creation by 10%  
Justin Atkinson, Scot Merrihew, Tucker Morgan
- Goal 5: Enhance the employment culture and morale  
Stuart Eyring, Troy Wood

### **President's Report/Items**

- Allied Health Building Update/Groundbreaking: Groundbreaking will be held on April 11, 2019, at 3:00 pm. Parking will be included in the project. Additional parking has been requested as a Capital Improvement project through Division of Facilities Construction and Management. There are cost overruns with the building. Additional funds will be requested.
- Annual Foundation Golf Tournament will be held on Thursday, June 26, 2019. Event flyer was shared. We are looking for participants and sponsors.
- KIHOMAC was thanked for their donation of materials to the Composite Materials Technology program.

Troy Wood made a motion to adjourn the meeting.

### **Adjournment**

The meeting adjourned at 4:47 p.m.