

# Minutes of the Davis Technical College Board of Directors' Meeting Davis Tech Campus – Haven J. Barlow Board Room

May 23, 2019  
3:34 pm

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         |
| Scot Merrihew   | Business/Industry             |
| Tucker Morgan   | Business/Industry             |
| Adam Toone      | Morgan School District        |

## **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 |
| Dina Nielsen      | Director of Student Services                      |
| Jeff Lund         | Controller  |
| Kevin Cummings    | Director of Institutional Effectiveness           |
| Kinley Puzey      | Director of Technical Programs                    |
| Marcie Valdez     | Foundation Director and Grants Administrator      |
| Melanie Hall      | Director of Marketing and Community Relations     |
| Ric Higbee        | Director of Human Resources                       |
| Terri Stephens    | Director of Student Financial Services            |
| Andrew Willis     | Director of Small Business Development            |
| May Yang-Thao     | Accounting Technician                             |
| Lauralee Horrocks | Accounting Technician                             |
| Cathy Salisbury   | Accounting Technician                             |
| Josh Pay          | Accountant  |
| Thomas Kimber     | Purchasing Agent                                  |
| Brighton Worley   | Fiscal Clerk                                      |
| Bryce Chapman     | Plumbing Apprentice faculty                       |
| Nick Price        | Welding Technology faculty                        |
| Ben Godwin        | Welding Technology adjunct faculty                |
| Baillie Chapman   | Esthetician faculty                               |
| Rachel Allred     | Cosmetology associate faculty                     |
| Wes Hobbs         | Composite Materials Technology faculty            |
| Dakota Greenhalgh | Practical Nurse student                           |
| Lauren Higginson  | Esthetician student                               |

|                    |                               |
|--------------------|-------------------------------|
| Kara Wheeler       | Esthetician student           |
| Porter Kwiatkowski | Welding Technology student    |
| Paige Gomm         | Practical Nurse student       |
| Kelsey Schendel    | Practical Nurse student       |
| Rainee Bell        | Practical Nurse student       |
| Krissie Devere     | Practical Nurse student       |
| Michael Conn       | Practical Nurse student       |
| Amber Jenkins      | Practical Nurse student       |
| Isabella Cahoon    | Dental Assistant student      |
| John Dougall       | Utah State Auditor            |
| Hollie Andrus      | Utah Financial Audit Director |
| Marla Trollan      | Utah SBA Director             |

**Excused**

|                 |  |
|-----------------|--|
| Shawn Bucher    | Business/Industry                              |
| Karen Fairbanks | Weber State University                         |
| David Hansen    | Hill Air Force Base Representative, Ex-Officio |
| Michael Henry   | Business/Industry                              |

**Pledge of Allegiance**

Dakota Greenhalgh, Practical Nurse student

**Recognition of Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting**

John Dougall, Utah State Auditor and Hollie Andrus, Utah Financial Audit Directors presented to Russell S. Galt the Certificate of Achievement for Excellence in Financial Reporting. This certificate has been awarded to Davis Technical College by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to Russell S Galt, MBA, CPA who was designated by Davis Technical College as primarily responsible for preparing the award-winning CAFR. The preparation of the CAFR would not have been possible without the efforts of Jeff Lund, Davis Tech Controller, and the entire staff of the Fiscal Services Department.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story.

There are numerous government entities in North America that range from small special service districts to large state governments. For the fiscal year ended 2017, only 4,328 entities nationwide were awarded this certificate of excellence, with 54 of them in State of Utah. Only 86 colleges or universities nationwide

have received this award, with Davis Technical College as the only higher education entity in Utah to receive the award.

**Recognition of Small Business Development Center Utah Team Member of the Year**

Marla Troller, SBA Director, presented Andrew Willis, Director of the Small Business Development Center at Davis Technical College, the prestigious Utah District U.S. Small Business Administration (SBA) Award for the Small Business Development Center Team Member of the Year. He received the award and was recognized at the National Small Business Week (NSBW) Kickoff Event held on May 6, 2019.

**Introduction of Society for the Advancement of Material and Process Engineering (SAMPE) Student Bridge Contest Winners**

Eighth Annual Utah SAMPE Bridge-Breaking Competition – Battle of the Bridge was held on Wednesday, April 24 at Salt Lake Community College Composites Lab. Davis Tech had 7 entries and swept the competition for the tech college category and new high school category.

Competition results:

**1st place:** Austin Dickerson – Currently attending Metropolitan State University in Denver for Engineering

**2nd place:** Robert Burton – Currently working at WCI in Salt Lake City

**3rd place:** Jake McDonough – Currently working at Advanced Composites in Salt Lake and attending Weber State University for Engineering

**1st place (High School):** Emily Linam – Currently graduating NUAMES (already graduated from Davis Tech)

Each student received their award certificates from SAMPE Utah and prize money. Two students are participating in the national competition this week in Charlotte, North Carolina.

There is a great diversity of our students at the college. Austin was a Job Corps student from Colorado, Robert's employer sent him to Davis Tech to upgrade his current composite skills to advanced, Jake was a high school student that graduated, is working in the aerospace industry and a Utah Aerospace Pathways student, and Emily is a high school student that graduates next week.

**Introduction of State Winners for SkillsUSA and HOSA**

The Davis Tech state student winners for the SkillsUSA and Health Occupations Students of America (HOSA) competitions were introduced.

SkillsUSA had 40 students participate in state competition, received 36 medals of those 13 gold medals. Current national reigning champion in Plumbing is from Davis Tech and will return to compete.

SkillsUSA

| Student Last Name | Student First Name | Program                 | Division  | Medal |        |        |
|-------------------|--------------------|-------------------------|-----------|-------|--------|--------|
|                   |                    |                         |           | Gold  | Silver | Bronze |
| Kelley            | Justin             | CNC Mill                | Secondary | Gold  |        |        |
| Warren            | Madelynn           | Commercial Baking       | Secondary | Gold  |        |        |
| Higginson         | Lauren             | Esthetics               | Secondary | Gold  |        |        |
| Huffaker          | Jaxon              | Diesel /Heavy Duty Tech | Secondary | Gold  |        |        |
| Kwiatkowski       | Porter             | Welding Team            | Secondary | Gold  |        |        |
| Ashby             | Marissa            | Commercial Baking       | Secondary |       | Silver |        |
| Dahl              | Shawn              | Computer Programming    | Secondary |       | Silver |        |
| Cordon            | Bria               | Esthetics               | Secondary |       | Silver |        |
| Dippold           | Alejandro          | Welding Team            | Secondary |       | Silver |        |
| Weaver            | Kayden             | Welding Team            | Secondary |       | Silver |        |
| Howard            | Tomas              | Welding Team            | Secondary |       | Silver |        |
| Carter            | Tanner             | Welding                 | Secondary |       | Silver |        |
| Holbrook          | Alyssa             | Culinary Arts           | Secondary |       |        | Bronze |
| Neering           | Savanna            | Cosmotology             | Secondary |       |        | Bronze |

| Student Last Name | Student First Name | Program                    | Division         |
|-------------------|--------------------|----------------------------|------------------|
| Jacobson          | Jayd               | Interview Skills           | Post High School |
| Wheeler           | Kara               | Esthetics                  | Post High School |
| Harmston          | Phillip            | Electrical                 | Post High School |
| Nasir             | Shoab              | Graphic Communication      | Post High School |
| Archuleta         | Alexis             | Pin Design Cosmo           | Post High School |
| Ashby             | Keith              | Plumbing                   | Post High School |
| Keene             | Kristoffer         | Software Development       | Post High School |
| Chervonov         | Oleksander         | Welding Sculpture          | Post High School |
| Brown             | Krystal            | Prepard Speech (Welding)   | Post High School |
| Wall              | Madison            | Commercial Baking          | Post High School |
| Drescher          | Joslyn             | Cosmotology                | Post High School |
| Gunderson         | Hannah             | Esthetics                  | Post High School |
| Sanchez           | Joey               | Welding Team               | Post High School |
| Gibbons           | Ryan               | Welding Team               | Post High School |
| Esquivel          | Eduardo            | Welding Team               | Post High School |
| Churchill         | Vanessa            | Commercial Baking          | Post High School |
| Deming            | Casey              | Digital Media Adverttizing | Post High School |
| Daniels           | Jordan             | Culinary Arts              | Post High School |
| Minnis            | Jonathan           | Welding Sculpture          | Post High School |
| Swager            | Jacob              | Plumbing                   | Post High School |
| Gateway           | Tristen            | Computer Programing        | Post High School |

HOSA had 32 students participate in state competition and 16 first place medals were received.

### HOSA

#### Clinica Nursing

Paige Gomm 1st  
Barbara Hansen 3rd  
Kelsey Schendel

#### Medical Assisting

Ashten Beal 1st  
Zamora Reed 2nd

#### Career Display Photography

Rainee Bell 1st  
Krissie Devere

#### Forensic Science

Emily VanDyke 2nd  
Tawni Waldram

#### Health Career Photography

Cami Allen 1st

#### Prepared Speaking

Michael Conn 1st

#### Creative Problem Solving

Ashley Smith 1st  
Lexi Shelton  
Amber Jenkins

#### Dental Science

Desiree Doxey-Young 1st

#### K. T. Behavioral Health

Michael Conn 1st

#### K.T. Nutrition

Dakota Greehalgh 1st

#### Pharmacology

Barbara Hanson 1st

#### Dental Terminology Post-Secondary

Desiree Doxey-Youn 1st

#### Dental Terminology - Secondary

Isabella Cahoon 1st  
Jenson Servoss

#### Medical Spelling

Amber Mikesell 2nd

#### Medical Math

Zach Vest 2nd  
Alex Perez 3rd  
Baylee Wilson

#### Medical Terminology

Ashley Tanner 1st  
Kaitlyn Mills  
Baylee Wilson

Brigit Gerrard recognized Bryce Chapman for his and his plumbing student's participation in the student built home through a partnership with Davis School District.

### 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 April 26, 2019
- 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. Organizational Chart
- l. Budget Modification

- m. National Competition Travel
- n. Accounting Policy and Procedures
- o. Budget Control Policy
- p. Policy and Procedures for Paroled Sex Offenders
- q. Property and Fixed Asset Accounting
- r. Refund of Tuition and Fees Policy
- s. Schedule Development Policy and Procedures

A correction was noted to align with the data shown on the Marketing Report (page 39) from “Decrease in Leads” to “Increase in Leads”.

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

### **Draft FY 2020-2022 Strategic Plan**

Accredited institutions are required to seek the involvement of members within its community to assure that the institution’s mission remains relevant to its constituents. Davis Tech gathers input from faculty, administration, the Board of Directors, advisory committees and employers, to produce a three-year strategic plan. The plan states the institution’s mission and vision, objectives for three years, strategies for achieving the objectives; and current and projected financial resources that provide a basis for initiatives specified in the strategic plan.

There are six prevailing themes:

1. Improve recruitment and support for underserved populations
2. Reduce barriers to enrollment
3. Increase certificate attainment among secondary students
4. Increase through-put for high wage high demand skills
5. Job creation and community engagement
6. Make Davis Tech a great place to work and a great place for students

The plan is reviewed annually. The Board of Directors was asked to review the three-year strategic plan in draft form. On June 13, 2019, the draft strategic plan will be reviewed with employees. Final document will be shared at the June Board meeting for approval. Marketing Team was acknowledged for their great work on the printed document.

### **FY 2020 Business Plan**

The 2020 Business Plan reflects the College’s commitment to continuous improvement and is the tactical plan to implement the strategic planning. The Business Plan includes Key Performance Indicators (KPI’s) and the goals established by the institution, along with the strategies to achieve them.

### **Initial FY 2020 Employee Compensation Proposal Discussion**

In House Bill 8, the Legislature provided funding for a 2.5% “labor market increase”. The bill also provided funding for the employer portion of an “average 4.35% increase in health insurance benefits rates”. The Administration proposes

to add to the amounts provided by the Legislature for compensation by using funds from efficiencies and also using Performance Based Funding resources to fund the proposed compensation package.

The proposed Employee Compensation Plan for FY 2020 includes the following elements:

- Fund a 2.5% COLA or Cost of Living Adjustment for eligible employees.
- Pay Schedules for Faculty, Classified Employees, and Professional Administrative Employees to increase by 2.5%.
- Increases per the Performance Based Pay Progression Table to be provided for eligible employees. These increases will range from 1.0% to 4.35%, but average approximately 2.22% for full-time employees.
- Fund an amount which is approximately 0.68% or \$86,000 for merit increases. Merit increases will be used to recognize exceptional performance, reduce employee retention issues, and/or address pay inequities.
- The approximate total of the COLA, Performance Based Pay Progression Table increases, and the merit increases will be planned to be a total of a 5.4% average increase for eligible full-time employees.
- Increase of 4.35% in medical insurance rates as set forth by the Public Employees Health Program (PEHP). The Legislature funded the employer portion of this increase.

Prior to the June Board meeting, the elements of this compensation package will be applied to individual employees and the calculation of the average increases will be refined.

The thorough process for deciding salaries was reviewed with the Board. It was proposed to review the summary data in the Board meeting and not go into the detail of salary increases for individual full-time employees. President Brush will not be included in this data. His salary is set by the UTech Board of Trustees.

It was requested by a board member to include in the June presentation the differentiation between the different specialties (example IT) and the salary rationale to remain competitive.

### **FY 2020 Budget – First Reading**

A Summary of the increases in direct State funding for Davis Tech for Fiscal Year 2020 is as follows:

|                                   |             |
|-----------------------------------|-------------|
| Employer Driven Program Expansion | \$1,026,420 |
| Student Support                   | 309,280     |
| 2.5% Labor Market Increase        | 314,300     |
| Health Insurance Rate Increase    | 88,500      |
| Internal Service Fund Adjustment  | 19,800      |
| One-time Equipment Funds          | 179,800     |
| Equipment Reallocation from UTech | 435,700     |

|   |                    |
|---|--------------------|
| Jobs Now Reallocation from UTech            | 56,000             |
| FY 2019 Base Budget Reallocation from UTech | <u>228,200</u>     |
| Total Increase                              | <u>\$2,658,000</u> |

A first draft of the Fiscal Year 2020 budget was included in the Board book. A summary of significant items in the draft budget include:

### Revenue Adjustments

- Increase of \$2,658,000 in direct Legislative funding as outlined above.
- Decrease of \$435,700 in equipment flow through funds from UTech.
- Decrease of \$56,000 in Jobs Now flow through funds from UTech.
- Decrease of \$228,200 in FY 2019 budget reduction/reallocation flow through funds from UTech.
- Increase of \$100,000 in Career and Technical Education Scholarship flow through funds from UTech.
- Increase State Custom Fit Funding by \$184,000.

### Strategic Workforce Initiative (SWI) Funding

- Add \$80,000 of revenues and related expenses for SWI funding with Weber State for a Building Trades program, including a Building Trades instructor.

### New Employer Driven Program Expansion and Student Support Expenses

- Add two Practical Nursing Instructors.
- Add two Practical Nurse Sim Lab Technicians.
- Add Electrician Apprentice Instructor.
- Add Dental Assisting Instructor.
- Add Pharmacy Technician Instructor.
- Add Architectural & Engineering Design Instructor.
- Add Information Technology Instructor.
- Add Welding Instructor.
- Add Heavy Equipment Operator Instructor.
- Add Student Financial Aid Director.
- Add IT Engineer.
- Add Resource Officer Contract with Kaysville Police Department.

### Other Budgeted Expense Adjustments

- Add \$179,800 for additional equipment.
- Compensation plan as proposed in this Board Meeting.
- Full-year impact of staff changes which took place in FY 2019.
- Elimination of one-time expenses included in the FY 2019 budget.
- Adjustments to adjunct faculty budgets in various programs.
- Add full-time Injection Molding instructor.
- Add expenses for Strategic Planning Initiatives.



- Add one-time expenses to re-key doors and update access controls in existing building to match keys and controls in new Allied Health Building.
- Add new HVAC Engineer position.
- Add grant revenue and related expenses to install electric vehicle charging stations.

### **President Report**

- Darin encouraged the Board members to thank the Davis County legislators for their support of technical education.
- Key Performance Indicators and Business and Economic Development Reports are monitored monthly and are available in real-time.
- Darin recognized the quality and cooperative nature of the Davis Tech executive team.
- Members of the Board of Directors were invited to attend the Awards/Strategic Planning being held with employees on Thursday, June 13, 2019. An invitation will be sent.
- Higher Education Strategic Planning Commission was discussed last month. They are reviewing the growth of education and the demands on it. National Center for Higher Education Management Systems (NCHEMS) is to provide a report to the Legislature and Governor by November 30, 2019.
- Going to further utilize the Davis Tech Audit Committee. There are additional items to consider from the audit committee including UTech completed a performance data audit on behalf of the UTech Board of Trustees. When the audit is received it will be reviewed by our audit committee. It is important to have transparency.
- Kevin Cummings was recognized for over 30 years of service at Davis Tech. He will retire on June 7. Kevin is going to work for Western Governors University as an Ombudsman.

### **Board of Directors Meeting Schedule**

In an attempt to better align the Board of Directors meeting schedule with key items requiring Board action, the following dates are proposed:

- September 26, 2019
- December 5, 2019 (include Holiday dinner after meeting)
- March 26, 2020
- May 21, 2020
- June 18, 2020

Board of Directors meeting will start at 3:30 pm. These meetings are scheduled strategically to be around action items and the legislative session. It is important to note that a quorum is required at each meeting. Appointments will be sent to Board members.

The Board of Directors Meeting Schedule was approved on a motion made by Lindsay Bayuk, seconded by Tucker Morgan. Motion passed.

Britt Gerrard made a motion to adjourn the meeting.

**Adjournment**

The meeting adjourned at 5:01 p.m.