

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

**September 26, 2019
3:30 pm**

Conducting: Stuart Eyring Board Chair

Board Members Present

Stuart Eyring	Business/Industry, 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
Russell Galt	Vice President of Administrative Services
Julie Blake	Vice President of Quality and Development
Wendee Cole	Recording Secretary

Guests

Alison Anderson	Director of Instructional Systems
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
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
Spencer Kimball	Director of Student Services
Terri Stephens	Director of Student Financial Services
Jenna Snyder	Accreditation Coordinator
Michael Wood	Instructional Designer
Tab Mwae	Data Specialist
Camilla Burke	Administrative Assistant
Stephanie Ito	Administrative Assistant
Nicole Durr	Dental Assistant Faculty
Julie Adams	Nurse Assistant Coordinator
Stephanie Schouten	Pharmacy Technician Faculty
Ashley Bird	Surgical Technician Faculty
Heidi Anderton	Instructional Management Assistant
Andrea Buchanan	Academic Development Faculty
Sheresa Tibbs	Instructional Management Assistant

David McCurdy	Architectural and Engineering Design Faculty
Eric Rigby	Business Administrative Services Faculty
Jennifer Fraley	Instructional Management Assistant
Nick Price	Welding Technology Faculty
Preston Justensen	Welding Technology Faculty
Madeline Staley	Injection Molding Faculty
Rena Sturdevant	Instructional Management Assistant
Bryce Chapman	Plumbing Apprentice Faculty
Darby Gardner	Facility Services Office Administrator
Shawn Gibson	Lead Electrician
Porter Kwiatkowski	Welding Technology student
Jared Haines	Interim Utah Commissioner of Technical Education
Steven Moore	Chairman of the UTech Board of Trustees
Stacey Hutchings	Career Path High Director

Excused

Troy Wood	Business/Industry, Vice-Chair
Shawn Bucher	Business/Industry
Michael Henry	Business/Industry
David Hansen	Hill Air Force Base Representative, Ex-Officio
Leslie Mock	Vice President of Instruction

Pledge of Allegiance

Porter Kwiatkowski, Welding Technology student

Introduction of National SkillsUSA and HOSA Winners

Davis Tech students participated in the National SkillsUSA Competition held in Louisville, Kentucky. Porter Kwiatkowski was introduced to the Board. Students' competition placement is below:

- Porter Kwiatkowski won gold in Welding Sculpture
- Keith Ashby won gold in Plumbing
- Kara Wheeler won silver in Esthetics

Davis Tech sent 21 students to participate in the National Health Occupations Students of America (HOSA) International Leadership Competition held in Orlando, Florida. Students' competition placement is below:

Clinical Nursing:

1 st	Barbara Hanson
2 nd	Paige Gomm
Top 10	Kelsey Schendel

Health Career Display:

Top 10	Rainee Bell
Top 10	Kristina Devere

Medical Assisting:

1 st	Zamora Reed
2 nd	Ashten Beal

Health Career Photography:

2 nd	Cami Allen
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Creative Problem Solving:
Top 10 Lexika Shelton
Top 10 Amber Jenkins
Top 10 Ashley Smith

Dental Science:
Top 10 Desiree Doxey-Young

Behavioral Health (knowledge test):
2nd Kaitlyn Mills

Pharmacology (knowledge test):
2nd Shelby Patterson

Medical Terminology:
Top 10 Baylee Wilson
Top 10 Ashley Tanner

Prepared Speaking:
1st Michael Conn

Recognition was given to the Board for supporting the SkillsUSA and HOSA competitions.

Introduction of New Employees

The following employee was introduced to the Board:

- Spencer Kimball, Director of Student Services
- Alison Anderson, Director of Instructional Systems
- Jenna Snyder, Accreditation Coordinator
- Michael Wood, Instructional Designer
- Tab Mwae, Data Specialist
- Camilla Burke, Administrative Assistant
- Stephanie Ito, Administrative Assistant
- Nicole Durr, Dental Assistant Faculty
- Julie Adams, Nurse Assistant Coordinator
- Stephanie Schouten, Pharmacy Technician Faculty
- Joy Korth, Practical Nurse Faculty (not in attendance)
- Ashley Bird, Surgical Technician Faculty
- Heidi Anderton, Instructional Management Assistant
- Andrea Buchanan, Academic Development Faculty
- Sheresa Tibbs, Instructional Management Assistant
- David McCurdy, Architectural and Engineering Design Faculty
- Eric Rigby, Business Administrative Services Faculty
- Jennifer Fraley, Instructional Management Assistant
- Preston Justensen, Welding Technology Faculty
- Madeline Staley, Injection Molding Faculty
- Renae Sturdevant, Instructional Management Assistant
- Darby Gardner, Facility Services Office Administrator
- Shawn Gibson, Lead Electrician

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 June 27, 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. New Positions Proposal
- m. FY 20 Program Fee Changes
- n. Employee Hours of Work Policy
- o. Exercise and Health Activity Policy and Procedures
- p. Health and Safety Plan
- q. Rescission of Campus Access Policy and Procedures
- r. Student Civil Liberties Policies
 - Free Expression on Campus Policy
 - Student Code of Conduct and Discipline Policy
 - Student Grievance Policy
- s. Updated Board of Directors Meeting Schedule

An updated FY 20 Program Fee Changes document and organizational chart were distributed at the meeting.

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

Career Path High School Report

The College Board of Directors serves as the authorizer for the Career Path High School charter school. The Legislature stipulates in 53G-5-205 that charter school authorizers annually review and evaluate the performance of charter schools. Stacey Hutchings serves as the Director for the school and reported on current enrollment and overall status of the school.

FY 2021 Capital Improvement Request Approval

The following is a listing of Davis Tech projects to be submitted to the Division of Facilities and Construction Management (DFCM) for Capital Improvements to our existing facilities.

1- Fire Panel Upgrade	\$50,000	Priority 1
2- Davis Tech Road and Simmons Way New Asphalt	\$600,000	Priority 1
3- Elevator Modernization	\$150,000	Priority 1
4- Composites HVAC	\$50,000	Priority 1
5- Student Services Renovation	\$250,000	Priority 1
6- Building A Roof Replacement	\$300,000	Priority 2
7- Chiller Redundancy	\$150,000	Priority 2
8- Building Automation Upgrade	<u>\$350,000</u>	Priority 2
Total	<u>\$1,900,000</u>	

These requests and the estimated costs will be updated prior to submission to the State Building Board.

A motion to approve the FY 2021 Capital Improvement Request was made by Justin Atkinson, seconded by Lindsay Bayuk. Motion passed.

Certification of Davis Tech FY 2019 Student Enrollment and Outcomes Report

In accordance with USTC Policy 205.10, each college president shall, in conjunction with the college instructional and student services officers, conduct a thorough review of the college preliminary year-end submission. The college president's data review and certification of the preliminary year-end data submission was presented to the college board of directors as an information item not requiring approval.

Davis Technical College will provide an additional data submission in December, with certification by the appropriate deadline.

Graduation, licensure, and placement rates will change between the preliminary report and final data submission in December. This data is used in performance-based funding and measures the college success.

Legislative FY 2021 Budget Request Approval

Davis Tech Administration has worked with the Utah System of Technical Colleges (UTech) Commissioner's Office in the development of the Fiscal Year 2021 Legislative Budget Request.

This request has been submitted to UTech in order to meet budget request timelines. It will be combined with the other UTech and technical college requests and forwarded to the Utah Legislature for consideration in the legislative session, which begins January 27, 2020.

In prior years, the Utah Legislature has funded between 40% to 75% of the requests from technical colleges. With an excellent economy, we feel that there is a good chance of having a high percentage of this request funded. However, the state-level discussions regarding tax reform puts a degree of uncertainty on the amount of future funding increases while the tax reform issue is still unresolved.

Davis Tech college budget request includes:

1. Welding Technology (expansion)
2. Heavy Equipment Operator (new)
3. Manufacturing Technology (expansion)
4. Health Professions (expansion)
5. Academic Development (expansion)
6. Medical Assistant (expansion)
7. Heating and Air Conditioning (expansion)
8. Esthetics (expansion)

9. Safety and Security
10. Market-Driven Compensation
11. Career and Academic Advisor
12. Apprenticeship Coordinator

A motion to approve the FY 2021 Legislative Budget Request was made by Brigit Gerrard, seconded by Scot Merrihew. Motion passed.

UTech Board of Trustees Report

Steve Moore, UTech Board of Trustees Chair shared the vision, objectives and strategic direction (short and long term) for the Utah System of Technical Colleges.

President Report

- Quarterly Report: the quarterly report (quarter 3) was shared with the Board. We set an aggressive goal of 20% enrollment increase in three years. Enrollment is up nearly 20% in the past 9 months.
- Facilities: Information on the possibility of obtaining the institute building on Davis Tech property was shared. This is an informational item. Also shared the discussion of a “purpose-built” building with Career Path High.
- Utah Works Program Pilot: Davis Tech was awarded a grant from the Governor’s Office of Economic Development for a pilot project called Utah Works to start a program for Northrop Grumman (primary), KIHOMAC, and Janicki. It is a pre-employment training. A marketing consortium with Bridgerland Tech, SLCC, and Ogden-Weber Tech will advertise this training.
- Manufacturing Engineering Education Program (MEEP) Grant: The Office of Naval Research granted Davis Tech working with the Composites Institute at University of Tennessee a \$5 million grant for the next three years to take our composites program and duplicate in strategic locations at community and technical colleges across the United States critical to the Department of Defense.

Lindsay Bayuk made a motion to adjourn the meeting.

Adjournment

The meeting adjourned at 5:21 p.m.