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

December 5, 2019  
3:30 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

Michael Henry  
Business/Industry

Scot Merrihew  
Business/Industry

Tucker Morgan  
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

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

Owen Horne  
Data Manager

Ric Higbee  
Director of Human Resources

Spencer Kimball  
Director of Student Services

Wes Hobbs  
National Director for Composites Pathways

Eric Anderson  
Assistant to the Director for Composites Pathways

Kellie Moore  
Home Health Aide faculty, Job Corps

Jennifer Decker  
Home Health Aide faculty, Job Corps

Tara Terry  
Architectures and Engineering Design faculty

Rebekah Hamblin  
Composite Materials Technology faculty

Joshua Putnam  
Composite Materials Technology faculty
Jarod Tanner  Utah Works Coordinator
Jenna Snyder  Accreditation Coordinator
Francisco Ruiz  Property Maintenance/Event Tech
Melanie Vandyke  Human Resource Specialist
Tom Snyder  Recruiter
Jen Holfeltz  Recruiter
Kawehi Lani Harding  Master Esthetics student
Barbara Smith  Davis Tech Foundation Chair

Excused
Shawn Bucher  Business/Industry
Amanda Covington  Weber State University
Russell Galt  Vice President of Administrative Services

Pledge of Allegiance  Kawehi Lani Harding, Master Esthetics student

Introduction of new Board Member
Tabled until next meeting.

Introduction of New Employees
The following employees were introduced to the Board:
- Wes Hobbs, National Director for Composites Pathways
- Eric Anderson, Assistant to the National Director for Composites Pathways
- Kellie Moore, Home Health Aide faculty, Job Corps
- Jenny Decker, Home Health Aide faculty, Job Corps
- Tara Terry, Architectures and Engineering Design faculty
- Rebekah Hamblin, Composite Materials Technology faculty
- Joshua Putnam, Composite Materials Technology faculty
- Jarod Tanner, Utah Works Instructor
- Francisco Ruiz, Property Maintenance/Event Tech
- Melanie Vandyke, Human Resource Specialist
- Tom Snyder, Recruiter
- Jen Holfeltz, Recruiter

Consent Calendar
Stuart Eyring, Chair, called for a motion to approve items listed under the Consent Calendar, which consisted of the following:
- Minutes of September 26, 2019
- Budget and Accounting Report
- Personnel Report
- Key Performance Indicators (performance to goal)
- Employer & Continuing Education Report
- Marketing Activity Report
- Foundation Activity Report
- Campus Development Update
i. Scholarship Issuance
j. Career Path High Report
k. Budget Modification
l. Organizational Chart
m. Purchase Requisitions Including Capital Purchases Preparation and Processing
n. College Procurement/General Policies
o. Rescission of Policy and Procedures for Paroled Sex Offenders
p. Rescission of Animals on Campus
q. Health and Safety Plan
r. Davis Tech College Foundation Board Member

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

Board Bylaws
The updated Board Bylaws were presented.

A motion to approve the Board Bylaws was made by Justin Atkinson, seconded by Lindsay Bayuk. Motion passed.

FY 2019 Foundation Annual Report Approval
Foundation Year-End Summary and Audit Report
Foundation revenues and expenses were shared. Financial highlights included:

- Increase of $9,698 in net revenues for the Foundation Golf Tournament.
- Scholarship revenues increased by $37,116 due to new donors.
- Non-operating revenues increase by $29,652 due to interest on investments.
- Increased operating expenses: Increased scholarship awards by $32,796 and Allied Health Building expenses of $89,978.

2019 Scholarship Awards given were: $307,436 broken out into 273 college tuition waivers, 67 UTech scholarships, and 268 Foundation scholarships.

Highlights included new donors, groundbreaking ceremony on the Michael J. Bouwhuis Allied Health Building, Build to Success summer camp and grants awarded to the College. FY 2020 goals for the Foundation were shared, which area aligned with the College’s Strategic Plan.

Included in the Board book is the Davis Technical College Foundation Management’s Discussion and Analysis and Financial Statements for the years ended June 30, 2019 and 2018 with Independent Auditors’ Report completed by Carver Florek & James, LLC.

A motion to approve the FY 2019 Foundation Annual Report was made by Troy Wood, seconded by Brigit Gerrard. Motion passed.
FY 2019 Occupational Advisory Committee Summary Report

Occupational Advisory Committees exist for each accredited program. Committees are intended to ensure Davis Tech programs remain current and relevant in meeting and aligning with industry needs and practices. Committees consist of at least three members who work in the field of instruction and are located in the region served by the program. 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 method

In FY 2019, 395 committee members attended 70 Occupational Advisory Committee meetings. Two hundred and eighty-one (281) companies were represented and contributed to the program development process at Davis Tech.

There were 226 specific recommendations including expanding programs, improve curriculum, update equipment and build pathways to degrees. An annual program review is held to discuss the recommendations for each program.

Comprehensive Annual Financial Report and Accompanying Independent State Auditor’s Report

Members of the Davis Tech Board Audit Committee are Scot Merrihew and Troy Wood. On November 6, 2019 they met with Morris Peacock, Partner with Hinton Burdick, CPAs & Advisors. Hinton Burdick performed the regular, annual audit of the College for Fiscal Year 2019. Members of the auditor’s staff performed auditing procedures as outlined in their Independent Auditor’s Reports, which are included in the CAFR.

The Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2019 was prepared by Jeff Lund, Davis Tech Controller, and by the Fiscal Services Department of the College. The CAFR includes all elements of a financial report required to refer to the report as a comprehensive annual financial report. The information meets the financial reporting guidelines issued by the Government Accounting Standards Board (GASB), the National Association of College and University Business Officers (NACUBO), and the Government Finance Officers Association (GFOA). Management of the College assumes full responsibility for completeness and reliability of the information contained in the report.

The auditors have issued their report and reported no audit findings.

The Comprehensive Annual Financial Report and Accompanying Independent State Auditor’s Report was approved on a motion made by Brigit Gerrard, seconded by Adam Toone. Motion passed.
FY 2019 Year-End Budget Report
The Board of Directors approved the final, revised Fiscal Year 2019 budget during the June 2019 Board meeting. The Fiscal Year 2019 Budget Report includes schedules and narrative, which report budget to actual performance, as well as narrative that explains the difference between Fiscal Year 2018 and Fiscal Year 2019 financial performance.

The Budget Report provides detailed information about the College’s financial operations for the same period of time as the audited financial statements. The audited financial statements contain complex pension related information, which makes those statements difficult to read. The pension information is not contained in this Budget Report. Therefore, the Budget Report may be more useful for management purposes.

The General Operating Fund revenues are 89.02% State Appropriations and 10.98% Student Tuition. The General Operating Fund also shows Salary and Benefits of 82.87% of total expenses.

A motion for the Board to approve the FY 2019 Year-End Budget Report was made by Michael Henry, seconded by Scot Merrihew. Motion passed.

FY 2019 Annual Report
The FY 2019 Annual Report is a comprehensive report on institutional accomplishments throughout the preceding year. It is used not only as a historical record, but also to create deeper understanding about Davis Tech among employers, government agencies, legislators and community members.

The FY 2019 Annual Report was approved on a motion made by Scot Merrihew, seconded by Tucker Morgan. Motion passed.

Completion, Placement, and Licensure (CPL) Report
Davis Technical College’s Key Performance Indicators are reported annually to the Council on Occupational Education (COE) and to the Utah System of Technical Colleges (UTech).

First quarter 2020 enrollment has increased by 18% over the same period last year, significantly ahead of annual forecast of 7% growth. A presentation of year-over-year growth was shared.

President Report
- Quarterly Report: the quarterly reports (FY 2019 quarter 4, FY 2020 quarter 1) was shared with the Board. The College adopted an aggressive goal of 20% enrollment increase in three years. Enrollment is up nearly 20% in just the past 9 months.
Space Utilization Plan: Facilities strategic plan for the long-range space needs of the college was provided. Information on the possibility of obtaining the institute building on Davis Tech property was shared. Also shared the discussion of a “purpose-built” building with Career Path High.

2020 Legislative General Session: There was a great turn-out for the Legislative Breakfast on December 3rd. They were engaged and supportive of the legislative request and efforts of Davis Tech.

Brigit Gerrard made a motion to adjourn the meeting.

Adjournment
The meeting adjourned at 5:07 p.m.