

**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:

- a. Minutes of September 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. 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.