

Minutes of the Davis Technical College Board of Directors' Meeting
Anchor location: Davis Tech Campus – Haven J. Barlow Board Room
Meeting provided via conference/speaker telephone
due to COVID-19 protocol.

March 26, 2020

3:30 pm

Conducting: Stuart Eyring Board Chair

Board Members Present

Stuart Eyring (on-site)	Business/Industry, Chair
Justin Atkinson (on-site)	Business/Industry
Lindsay Bayuk (remote)	Business/Industry
Amanda Covington (remote)	Business/Industry
Brigit Gerrard (on-site)	Davis School District
Michael Henry (remote)	Business/Industry
Scot Merrihew (remote)	Business/Industry
Tucker Morgan (on-site)	Business/Industry
Adam Toone (remote)	Morgan School District

Administration

Darin Brush	President
Leslie Mock	Vice President of Instruction
Russell Galt	Vice President of Administrative Services
Julie Blake (remote)	Vice President of Quality and Development
Amber Morgan	Acting Recording Secretary

Guests

Stacey Hutchings (on-site)	Career Path High Director
Steve Moore (on-site)	UTech Board of Trustees Chair
Jared Haines (remote)	Interim Utah Commissioner of Technical Education
Susan Johnson (remote)	UTech Board of Trustees member
David Hansen (remote)	Hill Air Force Base

Excused

Troy Wood	Business/Industry, Vice-Chair
Shawn Bucher	Business/Industry
Wendee Cole	Recording Secretary

Introduction of new Board Member

The Davis Technical College Board of Directors is excited to welcome Amanda Covington as a new member of the Board. Amanda is the Chief Communications and Government Relations Officer for Larry H. Miller Management Corporation. She is the Weber State Board of Trustees representative appointed to the Davis Technical College Board by President Mortensen and has replaced Karen Fairbanks.

College Continuity Plan Report

President Brush thanked the Board members for their support and encouragement during these difficult times. Davis Tech faculty and staff have been inspiring and receive the president's highest respect. A tabletop exercise was held on March 6 with the executive

team and directors to discuss a worst-case scenario if we had to shut down the college. This exercise is held approximately every six months. Brian Hatch, Director of Davis County Health Department joined the tabletop exercise. It was a very valuable exercise. Governor Herbert announced on March 12 the closure of the universities and Salt Lake Community College and moving exclusively on-line and provide limited student services (this closure didn't include the Tech Colleges). Davis Tech began implementing CDC precautionary measures and set up the Davis Tech webpage with COVID-19 information and held regular meetings with Career Path High.

On March 14 the Governor and State Superintendent of Public Instruction announced the 2-week dismissal of K-12 classes. Also, this announcement of dismissal didn't include the Tech Colleges. On March 16 and 17, Davis Tech closed public access to campus to plan for on-line instruction and to contact all students. Staff and faculty began identifying students who were near program completion in order to help them finish. Online, distance learning had already become a strategic priority for the college in order to grow, so implementation under the pandemic guidelines has some long-term benefits. On March 18, Davis Tech re-opened under "soft-close" protocols, offering on-line instruction, some limited lab work, and assessments. Students that were close to completion were encouraged to work to finish what is needed in the soft closure timeframe.

The Governor and UTech Interim Commissioner Haines announced on March 23 that all Technical Colleges would close on March 30 through May 1. The directive allows for exceptions by each college president. How the directive has been interpreted by the media and public has created some confusion. Spring Break for Davis Tech had previously been approved for the annual college calendar by the Board for April 2-3. The proposed plan is to hold an extended Spring Break from March 30-April 3 and also the next week April 6-10. All 35 programs will have enough content to provide online instruction until May 1. Ten programs have enough online content to provide instruction indefinitely. Online instruction can be accomplished at this time due to accreditation and federal regulatory waivers. A benefit from this is that faculty has seen the potential of what can be accomplished online and more fully utilizing tools like Canvas, the college's learning management system. The College is a major economic contributor to the economy and its students are going to be needed.

The college has 159 regular part-time employees that working regular schedules. Davis Tech is a self-insured or reimbursement unemployment insurance employer. An initial financial analysis of the impact has been completed. It is to the college's and employees' benefit to keep the regular part-time employees employed through May 1.

Earlier today (March 26), President Brush met with the Davis County Human Services Cabinet and consulted with Brian Hatch, the Executive Director of the Davis County Health Department. Today, the college has 3,332 students enrolled and 3,243 on an active schedule. This week Davis Tech had ten CNAs complete, nine tested and one tests tomorrow.

The immediate plan is that Davis Tech will close at end of day tomorrow for a two-week Spring Break, if approved by the Board. Beginning April 13, all 35 programs will be

delivered online for three weeks (thru May 1) and most employees will work remotely. The bookstore will allow socially distanced walk-ups to pick up books and supplies. Thru May 1, all full-time (totaling about 200 people) and regular part-time (159) employees are expected to continue working, remotely or onsite. All remote workers need a work plan and approval by supervisors. Contingency part-time employees will not be utilized. The college has implemented a soft hiring freeze.

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 5, 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 Report
- j. Budget Modification
- k. Organizational Chart
- l. FY 2020-2021 College Calendar
- m. Final Davis Tech 2019 Student Enrollment and Outcome Report
- n. Entity Resolution Form
- o. Travel Reimbursement Policy
- p. Ratify FY 2020 Mid-Year Salary Schedule Adjustment
- q. Ratify Davis Tech College Foundation Board Members
- r. 2019-2020 Calendar Revision-Spring Break

Note: Item r has been added to the consent calendar. Items p and q were brought to the board previously electronically. The items listed under the Consent Calendar with revision were approved on a motion made by Tucker Morgan, seconded by Brigit Gerrard. Motion passed.

Career Path High Mid-Year Report

The College Board of Directors serves as the authorizer for the Utah Career Path High charter school. Stacey Hutchings serves as the Director and Principal for the school and reported on current enrollment and overall status of the school which included academics and financials. 95% of current students have re-registered for next year. Career Path High received a clean audit which was provided to the Board.

Utah Works Grant Report

Currently, the Utah Works training partnership with Northrop Grumman is moving forward as planned. Cohorts are ten workers or fewer, which has allowed Davis Tech to continue training under the COVID-19 precautionary measures (cohorts start every two weeks). Details include:

- Davis Tech has completed trainings for 29 newly hired employees, has five workers in-progress, and had one drop before completing.
- Currently, 21 of the 29 training completers are still employed with Northrop Grumman.
- Despite recent challenges, trainings were not suspended or delayed.

Mid-Year Performance Report

The College measures and tracks key performance indicators vs. goals in membership hours and headcount. Davis Technical College has served 754 more students in the first half of FY20 over the prior year. This represents a 15.6% increase, vs. goal of 7%.

As Davis Tech faces the challenges of an ever-changing and unprecedented health situation, management anticipates declines in some programs.

FY 2021 Tuition and Institutional Fees Approval

The Davis Technical College administration has proposed no tuition increase for FY 2021, keeping tuition level at \$2.10 per hour. There will be no change to student fees, holding them at the FY 2020 rate of \$2.45 per hour.

FY 2021 High School and Adult Program Fees Approval

The High School Student Fee remains unchanged at \$40 per student, covering student enrollment for the fiscal year.

The proposed FY21 Adult Student Program Lab Fees were included in the Board book. Program lab fees are spread across multiple courses in each program. Following is a summary of the proposed changes with rationale:

- Cosmetology increase to purchase additional supplies for students in the Basic Esthetician portion of Cosmetology.
- Information Technology and Cybersecurity increase to purchase software (ITPro tv) to train students.
- Esthetician and Master Esthetician increase to purchase additional supplies for students in the program.
- Manufacturing Technology increase to purchase additional supplies.
- Medical Assisting increase to purchase supplies due to increased high school enrollment.
- Nurse Assistant increase to purchase Castlebranch (online tool) to track immunizations and records for students.
- Pharmacy Tech increase is to purchase additional supplies due to increased high school enrollment.
- Practical Nurse increase to purchase EMR access at clinical sites for students.
- Surgical Technology increase to purchase additional supplies.

FY 2021 Program Changes Approval

Davis Technical College is making two substantive (>25%) program changes in FY 2021, Building Construction Technology and Web and Graphic Design. In both programs, the planned changes are done in partnership with Weber State University.

Upon completion of Davis Tech’s 900 clock hour program, students earn 30 credits toward a bachelor’s degree.

The College is making five non-substantive program changes (<25%). The changes are made in response to Occupational Advisory reviews, retention data, and student success benchmarks.

FY2021 Program Modifications							
Program	Change Type	New Name	2020	2021	% Change	Campus ID#	Location
Building Construction Technology	Increase Length		600	900	50%	260000	Main Campus
Dental Assistant			1110	1005	-9%	260000	Main Campus
Digital Media Design	Decrease Length	Web and Graphic Design	1200	900	-25%	260000	Main Campus
Injection Molding			720	765	6%	260011	Freeport Center, Building D-5
Nail Technician			306	304	-1%	260000	Main Campus
Pharmacy Technician			780	750	-4%	260000	Main Campus
Software Development			1200	930	-23%	260000	Main Campus

A combined motion was made to approve the FY 2021 Tuition and Institutional Fees, High School and Adult Program Fees and Program Changes by Tucker Morgan, seconded by Justin Atkinson. Motion passed.

S.B. 111 (Higher Education Amendment) Report

Chair Moore provided an update on the Board of Trustees 2020 plan including vision and goals. With consideration of Utah’s current and projected growth and both the imminent and projected industry need for certified and professional workers, SB300 created a Strategic Planning Commission to assess Utah’s higher education systems and make recommendations that meet the future needs of students and industry. SB111 is the result of the recommendations of the Legislative Strategic Planning Commission consultant NCHEMS – and extensive discussion and collaboration with USHE and bill sponsors.

What problem does this bill solve?

- SB111 addresses the need for a cohesive, integrated governance structure that will provide a foundation, clarity and leadership for the future:
 - Population growth and industry growth
 - workforce readiness
 - reduction of silos and duplication
 - regional differences
 - affordability, rural challenges
 - role and mission clarity
 - educational system effectiveness and efficiency

What are the worries of this governance merger?

- Fear that this new combined governance will be a repeat of the mistakes made previously wherein Technical Education was “swallowed” up by USHE.
- The new governance structure may be set up equally now – but what about 5 or 10 years from now when position and personalities change.

Is the role of technical education preserved and enhanced in the new bill?

- Over the past nine months the leadership of both UTech and USHE along with Senator Ann Millner and House Speaker Brad Wilson worked collaboratively on a proposed new higher education combined governance system.
- UTech Administration and Trustee leadership has been in every meeting and had input on every statute line in the 360-page bill that applies to technical education and the UTech role and mission.

What are the potential Technical Education benefits of SB111?

- Equal representation on the new Board
- Standing board committee for technical education
- Statewide Industry Advisory Council
- Clear definition of CTE and Technical Education
- Eight UTech Presidents and 8 USHE Presidents at the same table
- Former USHE Regents will become more focused on and advocate more for technical colleges
- Eliminates restriction on non-credit
- Clarifies roles for providing certificate-based Tech Ed
- Removes past restrictions on what Utech can do with technical education
- Separate budget
- Renames local UTech Board of Director to Board of Trustees
- Provisions for statewide articulation – not just local or regional
- Provisions for lower tuition for both technical colleges and institutions with the technical education role in other regions
- Establishes new statewide educational goals
- Requires affordability guidelines and standards
- Established a transition team
- Regional, industry, tech ed, and other representation to be considered by Governor

Chair Moore, Vice-Chair Osmond, and Commissioner Haines were commended for their hard work and representation during this process for support of technical education and through the legislative session.

Program Budget Request/Legislative Report

The Utah Legislature began their 2020 session on January 27, 2020 and ended the session at midnight on March 12, 2020. A summary of the budget request for the Davis Technical College was provided to the Board.

The Davis Tech Budget request included \$991,550 for program expansion, \$450,600 for support services, and \$227,000 for compensation adjustments, for a total request of \$1,669,150. Of this request, the legislation funded \$820,800 for program expansion and support services. This is a direct appropriation of 49% of our request. The legislature also funded a 2.5% labor market adjustment for our employees.

Additionally, the Legislature provided more funding to go toward our request as an appropriation to UTech to be distributed to the various technical colleges. This funding

included \$500,000 for system wide compensation adjustments and \$4,000,000 for system wide program expansion and support. The formula for distributing these funds to the various tech colleges has not yet been finalized. However, management is hopeful that after the allocation is decided by the UTech Board, Davis Tech will receive funding for 100% of its budget request.

Once this health situation has resolved the technical colleges will get busy.

President Report

- 2020 Foundation Golf Tournament: the golf tournament is scheduled for June 17, 2020 at Bountiful Ridge Golf Course. A decision will be made the first week of May if the tournament will be held.

- 2019 Davis Tech Student of the Year: Welding Technology student Gabrianna Rhodes was selected. Rhodes has excelled in the program and shares her skills and tips with other students. Her instructors are consistently impressed with her work ethic and leadership abilities. “Gabby is an example of what a strong, smart woman can be in a field largely dominated by men. She has a strong drive for success, and I can’t wait to see what she accomplishes after she graduates from our program,” said Scott Quealy, Welding Technology program instructor. She was awarded a \$1,000 prize and a \$1,500 scholarship.

Justin Atkinson made a motion to adjourn the meeting.

Adjournment

The meeting adjourned at 5:16 p.m.