

**Minutes of the Davis Technical College Board of Directors' Meeting**  
**Anchor location: Davis Tech Campus – Haven J. Barlow Board Room**  
**Meeting conducted via in-person/electronically**  
**due to COVID-19 protocol.**

**May 14, 2020**

**3:35 pm**

Conducting: Stuart Eyring    Board Chair

**Board Members Present**

Stuart Eyring	Business/Industry, Chair
Troy Wood (remote)	Business/Industry, Vice-Chair
Justin Atkinson (remote)	Business/Industry
Lindsay Bayuk (remote)	Business/Industry
Shawn Bucher (remote)	Business/Industry
Amanda Covington (remote)	Business/Industry
Brigit Gerrard	Davis School District
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
Russell Galt	Vice President of Administrative Services
Julie Blake	Vice President of Quality and Development
Wendee Cole	Recording Secretary

**Guests**

Jared Haines (remote)	Interim Utah Commissioner of Technical Education
Susan Johnson (remote)	UTech Board of Trustees member
Jim Diamond	Hill Air Force Base

**Excused**

Scot Merrihew	Business/Industry
Michael Henry	Business/Industry

**Pledge of Allegiance**

Adam Toone, Board member

**President Evaluation – CLOSED Session**

President Darin Brush has completed one year of service in his role at Davis Technical College. UTech Policy 112 provides that following the first year of service, a formal and comprehensive evaluation will be conducted for each technical college president. The evaluation is under the direction of the UTech Board of Trustees in cooperation with the college board of directors, and is conducted by a 5-member evaluation committee consisting of the UTech Trustee representing the college, an additional Trustee who resides outside the college's region appointed by the UTech Board Chair, the Chair and Vice Chair of the college Board of Directors, and the UTech Commissioner.



Stuart Eyring, Chair called for a motion for the Board to move into a Closed Session for discussion of the character and professional competence of Davis Tech President Darin Brush. The motion was made by Adam Toone, seconded by Tucker Morgan. Motion passed unanimously.

A roll call was conducted at the beginning of the meeting:

Stuart Eyring	Amanda Covington (remote)
Troy Wood (remote)	Brigit Gerrard
Justin Atkinson (remote)	David Hansen
Lindsay Bayuk (remote)	Tucker Morgan
Shawn Bucher (remote)	Adam Toone

Board moved into open session. Same Board members were in attendance as noted above. It was noted the Board was pleased with President Brush's performance.

### **COVID – 19 Recovery Plan Report**

President Brush presented a Davis Tech COVID-19 response timeline from March 6, 2020 to present. Davis County Health Department recognized Davis Tech as essential to Davis County and worked with the college in order to be able to bring students back on campus in controlled groups starting May 4. Safety protocols were put in place to ensure student, faculty and staff safety.



## COVID-19 RESPONSE

March 6 - Present

As of May 14:

- Operating under Department of Education (DOE) and Council on Occupational Education (COE) distance ed waivers
- All 35 training programs are proceeding
- Enrollment is open
- There has been no related job loss
- Full- and regular part-time employees have stayed working
- Contingent part-time (mostly adjuncts) hours have been reduced or completely eliminated
- As per HJR 301, nonessential spending has been suspended for the remainder of FY 2020
- New (FY 2021) appropriation has been pulled
- Working to secure available CARES Act funding for 1) student support and 2) enhanced instruction
- A plan has been submitted to the Legislative Fiscal Analyst for 2, 5 and 10% budget reduction scenarios for FY 2021
- May enrollments are picking up!

### **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 March 26, 2020
- 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. Career Path High Report
- k. Employee Educational Benefit Policy
- l. Board of Trustees Meeting Schedule

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

### **Draft FY 2021 Business Plan**

The 2021 Business Plan reflects the College's commitment to continuous improvement and tactical and strategic planning. The plan includes key performance indicators and the goals established by the institution, along with the strategies to achieve them. The Business Plan aligns the institution around a shared vision. The goals align with year two of the Davis Technical College Three-year Strategic Plan. Included in the plan are initiatives related to COVID-19. A final version will be presented at the June Board of Directors meeting.

### **FY 2021 Budget – First Reading**

In the March 26, 2020 Board Meeting, staff presented an exciting summary of new funding which had been appropriated to Davis Tech by the Utah Legislature. Since that time, due to COVID-19, the budget picture for the coming year has changed. The legislative funding for Davis Tech comes from state income tax revenues. Due to COVID-19, there are record numbers of unemployment claims in the state and reduced income tax receipts. This will have a negative impact on state income tax revenues, and therefore, a negative impact on the funding the state has available for technical education.

On April 16, 2020 the Utah Legislature approved House Joint Resolution 301, Joint Resolution Urging Fiscal Responsibility. Among other things that resolution "... urges state agencies, ... including ... technical colleges to:

- limit expenditures to essential costs during the remainder of the [current] fiscal year;
- avoid unnecessary spending during the remainder of [current] fiscal year;
- refrain from committing to new or expanded expenditures for the [upcoming] fiscal year...notwithstanding current budgets;

- begin planning for a budget for the [upcoming] fiscal year...that may be equal to or less than the previous year's budget; and
- assume fixed state funding levels included in the 2020 General Session base budget bills...when making initial budget and spending allocations for the [upcoming] fiscal year....”

With these legislative directives in mind, a first draft of a budget for fiscal year 2021 was prepared. A summary of significant items in the draft budget include:

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### **Revenue Adjustments**

- Increase of \$355,600 in direct legislative funding for performance.
- Decrease of \$355,600 in performance flow-through funds from UTech.
- Increase of \$571,300 in operations and maintenance funding related to the new Allied Health Building.
- GOED contract for Apprenticeship Coordinator.
- Various other adjustments related to contracts, grants, and revenue estimates.

### **Budgeted Expense Adjustments**

- Full-year impact of staff changes which took place in FY 2020.
- Elimination of one-time expenses included in the FY 2020 budget.
- Reallocation of expenditures among funds based on various funding coming from difference sources.
- Apprenticeship Coordinator position to be funded by GOED contract.
- No planned compensation increase.
- Increase in health insurance premium rates.
- Expenditure of health insurance premium refund received in FY 2020.
- Eliminate unfilled Heavy Equipment Operator program instructor position.
- Eliminate Financial Aid Technician position.
- Add Financial Aid Advisor position.
- Add operation and maintenance expenditures for new Allied Health Building. This includes current expense, utilities, and facilities staff. Various facilities/ maintenance staff for this new building were approved in the March 26, 2020 budget modification. Additionally, this budget includes an additional grounds and facilities specialist, as well as other part-time custodial and security personnel.
- Eliminate unfilled Risk Management Coordinator position.
- Add on campus Kaysville Police Officer funded primarily from grant applied for by Kaysville City.

The Board should also be aware that the Utah Legislature is currently considering budget reductions which would further reduce this budget. Because those considerations are not yet finalized, we do not yet know what the impact of those reductions will be.

### **President Report**

- Spring Graduation Drive-Thru and Celebration will be held on May 21, 2020.
- The Davis Tech Foundation decided to suspend the Annual Golf Tournament this year.
- David Hansen, Board member resigned from the Board. Dave served on the Davis Technical College Board from September 2012 to May 2020. He was recognized for his service.

Justin Atkinson made a motion to adjourn the meeting.

### **Adjournment**

The meeting adjourned at 5:11.m.