

Meeting conducted in-person/electronically due to COVID-19 protocol.

Meeting started at 3:33 p.m.

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 (remote)	Business/Industry
Brigit Gerrard	Davis School Board
Amanda Covington (remote)	Weber State University Board of Trustees
Scot Merrihew (remote)	Business/Industry
Tucker Morgan	Business/Industry
Adam Toone	Morgan School Board

Administration

Darin Brush	President
Leslie Mock	Vice President
Russell Galt	Vice President
Julie Blake	Vice President
Wendee Cole	Recording Secretary

Guests

Jim Diamond	Hill Air Force Base (invited guest)
Alison Anderson (remote)	Director of Instructional Systems
Amanda Tullis (remote)	Director of Business & Economic Development
Bryce Fox	Director of Facilities Services & Risk Management
Jeff Lund (remote)	Controller
Kelley Rhoe-Collins (remote)	Director of Service Professions and Academic Development Programs
Marcie Valdez (remote)	Foundation Director and Grants Administrator
Mark Hadley (remote)	Director of Technical and Apprenticeship Programs
Melanie Hall (remote)	Director of Marketing and Community Relations
Owen Horne (remote)	Data Manager
Ric Higbee (remote)	Director of Human Resources
Dr. Dave Woolstenhulme (remote)	Commissioner of Utah System of Higher Education (USHE)
Geoffrey Landward (remote)	Deputy Commissioner and General Counsel, USHE
Shawn Newell (remote)	Utah Board of Higher Education
Matt Winslow	CNC Machining instructor
Landon Pearce	CNC Machining student
Marley Passey	CNC Machining student
Annie Mendenhall	CNC Machining student

Laurlye Pearce Guest
Stacey Hutchings Career Path High Director and Principal

Excused

Michael Henry Business/Industry

Absent

Shawn Bucher Business/Industry

Pledge of Allegiance Matt Winslow, CNC Machining instructor

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 18, 2020 meeting
- b. Budget and Accounting report
- c. Key Performance Indicators report (performance to goal)
- d. Business and Economic Development report
- e. Marketing Activity report
- f. Foundation Activity report
- g. Campus Development update
- h. Scholarship Issuance report
- i. Organizational Chart
- j. Compensation Market Adjustments
- k. Salary and Wage Administration Policy
- l. Employee Evaluation Plan Policy and Procedures
- m. Employee Educational Benefit Policy
- n. Anti-Harassment/Discrimination Policy
- o. Disciplinary Sanctions of Personnel Policy
- p. Title IX – Sexual Harassment and Discrimination Policy and Procedures
- q. Student Code of Conduct and Discipline Policy and Procedures
- r. Student Grievance Policy and Procedures
- s. Rescission of Student Discrimination and Sexual Harassment Policy and Procedures
- t. Admissions and Registration Policy and Procedures
- u. Refund of Tuition and Fees Policy
- v. Davis Tech College Foundation Board member

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

Recognition of Board Service

Chair Stuart Eyring has completed his terms of appointment. He served on the Davis Technical College Board from October 2012 to September 2020 and was elected Chair

July 2017. He has been instrumental in leading the College through its greatest period of growth and change. The College deeply appreciates Chair Eyring's eight years of service, guidance, and leadership that have benefited countless students and employers.

Board Elections and Appointments

Board Elections:

Board Chair Eyring opened nominations for the Davis Technical Board of Trustees Chair and Vice Chair. A motion was made by Brigit Gerrard to nominate Troy Wood as the Board Chair and Lindsay Bayuk as the Vice Chair. Seconded by Tucker Morgan. October 1, 2020 is the effective date. Motion passed.

Audit Committee Membership:

The Board shall elect at least two of its members to serve as the Audit Committee. The Audit Committee shall assist the Board in fulfilling its oversight responsibilities for College's financial, operational, and reporting matters, and ensure compliance with applicable policies, laws, and regulations. The Audit Committee shall receive and review the annual financial audit.

A motion was made by Troy Wood to nominate Scot Merrihew to continue as the Audit Committee Chair and Justin Atkinson as Audit Committee member. Seconded by Adam Toone. Motion passed.

New Board member recommendations discussion:

With the completion of Chair Eyring's service on the Board, a vacancy has occurred. The Executive Committee proposes that this position be filled with a representative from the construction industry, the only one of the College's five schools that is not currently represented on the Board. Potential representatives were discussed. President Brush and Chair Wood will contact the potential representatives.

Audit Committee Report

The Davis Tech Audit Committee met on August 31, 2020. Audit Committee members were Scot Merrihew, Audit Committee Chair and Board Trustee, and Troy Wood, Audit Committee member and Board Vice Chair. Also attending were Darin Brush, Russell Galt, and Jeff Lund.

Agenda items included:

- Audit opening conference with Morris Peacock from HintonBurdick, CPAs
- Role of the Audit Committee
- Risk Assessment discussion
- Review of Accreditation readiness "mini audit" by Alison Anderson
- Review of recent audit of the Foundation by Rosa Diazvela

Career Path High School Report

The College Board of Trustees 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 and Principal for the school and reported on current enrollment and overall status of the school.

FY 2022 Capital Development and Improvement Requests

Capital Development

A Capital Development request has been submitted to the Utah Division of Facilities Construction and Management (DFCM). Due to recent state budget reductions, these requests will not be considered by the state this year. However, the projects requested will be added to the state’s five-year plan as projects which should be expected to be considered during the next five years.

The projects submitted are:

- Davis Tech Strategically Phased Main Campus Renovation \$5,849,270. Over the next few fiscal years, this is a strategically phased approach to back fill spaces that become vacant as programs are moved to the new Allied Health Building. There are currently four phases planned for this project which will update and refresh much of the existing main building on campus.
- Institute Land and Building Acquisition \$2,500,000. We have been working with representatives from the Church of Jesus Christ of Latter-day Saints regarding the acquisition of the institute building which is adjacent to the Davis Tech Campus. We have estimated the cost based on commercial properties. Based on other similar acquisitions at educational entities, we hope that the actual cost will be much less. This has been a lengthy process.

Capital Improvement

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

Priority 1:

Expand back-up power infrastructure to Main Campus Life Safety Systems, Access Controls and IDF Closets

Priority 2:

Roofing Project above Welding, Automotive and Composites

Priority 3:

Parking Lot P2 Rotomill, new Approach

Priority 4:

Seal coat and strip Parking Lot P4

Priority 5:

Energy Improvements, Building Automation

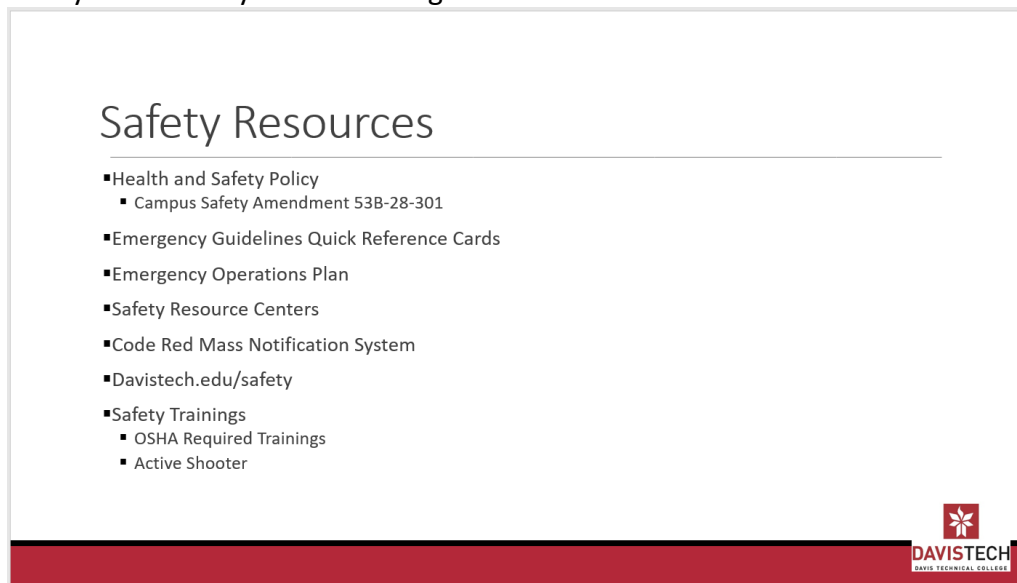
Priority 6:

Redundant Chiller

A motion to approve the FY 2022 Capital Development and Improvement Requests was made by Brigit Gerrard, seconded by Tucker Morgan. Motion passed.

Campus Safety Update

Bryce Fox, Director of Facility Services and Risk Management provided an update on campus safety and security. The following items were shared with the Board:



The slide titled "Safety Resources" lists the following items:

- Health and Safety Policy
 - Campus Safety Amendment 53B-28-301
- Emergency Guidelines Quick Reference Cards
- Emergency Operations Plan
- Safety Resource Centers
- Code Red Mass Notification System
- Davistech.edu/safety
- Safety Trainings
 - OSHA Required Trainings
 - Active Shooter

The slide includes the DAVISTECH logo in the bottom right corner.

Performance Outcomes Report

In accordance with USHE Technical College 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 shall be presented to the college board of trustees in an official meeting as an information item not requiring approval.

FY 2020 Student Enrollment and Outcomes Report represents the College's preliminary year-end submission. Davis Technical College will provide an additional data submission in December, with certification by the appropriate deadline.

Vice President Blake presented a current year-over-year student enrollment and outcomes report.

FY 2021 Final Budget approval

In the June 18, 2020 Board meeting, the Board approved the pro-forma Fiscal Year 2021 Budget as presented, including authorizing Davis Tech Administration to enact budget reductions and increases using the budget reduction principles and strategies as outlined in the meeting and to report back to the Board in the September 2020 Board meeting.

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:

- begin planning for a budget for the [2021] 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 [2021] fiscal year ...”

With these legislative directives in mind, a draft budget for Fiscal Year 2021 was prepared which was approved in the June 18, 2020 Board Meeting.

On June 18, 2020 the Legislature reduced the Fiscal Year 2021 budgets of most state agencies by 2.5%. For Davis Tech that was \$487,100 in education and general budgets, plus an additional \$179,800 in equipment budgets, for a total reduction of \$666,900.

The Revision I Budget includes these budget reductions as well as other budget modifications which have arisen since the June Board meeting. A summary of significant items in the FY 2021 Revision I Budget include:

Revenue Adjustments

- Increase of \$102,900 in state appropriation for health insurance rate increase.
- Increase of \$16,100 in state appropriation for internal service fund adjustments.
- Decrease of \$487,100 in state appropriation due to 2.5% budget reduction.
- Decrease of \$179,800 in state appropriation due to equipment funds budget reduction.
- Increase of \$29,675 in performance funding.
- Add \$102,698 in FY 2021 PEHP insurance refund.
- Eliminate GOED contract for an Apprenticeship Coordinator.
- Add Juvenile Justice contract for \$220,112.
- Add CARES funds of \$298,886 for student portion.
- Add CARES funds of \$356,637 for institutional portion.
- Add UETN/USHE CARES funds of \$2,265,500.
- Add Davis County CARES funds of \$475,000.
- Add SBDC CARES funds of \$102,678.
- Add Morgan County Economic Development Funds.
- Other revenue adjustments.

Use of Fund Balances Accumulated in Prior Years

- Use of \$296,067 of UNAR cumulative profits fund balance.
- Use of \$629,655 in FY 2020 General Fund carry over.
- Use of \$364,997 in Student Support Fee prior balance.
- Use of \$278,221 in Building Support Fee prior balance.
- Use of \$411,585 of prior year's performance funds balance.
- Use of \$77,353 of prior year's UTech budget reallocation funds balance.
- Use of \$38,019 of general campus fee prior balance.
- Use of \$330,186 in FY 2020 General Fund equipment carry over.

Budgeted Expense Adjustments

- Reduce equipment budgets by \$278,800 due to state budget reduction.
- Reduce current expense budgets by \$94,500 due to state budget reductions.
- Reduce Travel expense budgets by \$50,000 due to state budget reductions.
- Eliminate Executive Chef Instructor position due to state budget reductions.
- Eliminate Training Division Project Manager position due to state budget reductions.
- Reduction in Adjunct Faculty budgets by \$100,000 due to state budget reductions.
- Add compensation market adjustments of approximately \$41,000.
- Add one-time incentive awards of approximately \$302,000.
- Add Simmons Building mechanical upgrades of \$296,067.
- Add Phase I Remodel expenses of \$1,491,120.
- Add Furniture and Equipment for Phase I building remodel of \$330,186.
- Impact of staff changes which have taken place in FY 2021.
- Reallocation of expenditures among funds based on various funding coming from difference sources.
- Eliminate budget for the cost of software for student tracking.
- Transfer costs for the Apprenticeship Coordinator position from the Restricted Fund to the General Fund.
- Add Manufacturing Technology instructor and related program expenses for the Juvenile Justice contract.
- Add CARES expenses of \$298,886 for student aid.
- Add CARES expenses of \$356,637 for various institutional needs related to COVID-19.
- Add CARES expenses of \$2,265,500 for various computer/technology needs related to COVID-19 and improving technology and connectivity.
- Add various CARES expenses to be covered by the Davis County CARES funds.
- Add CARES expenses of \$102,678 to be covered by the SBDC CARES funds.
- Add expenses to be covered by Morgan County Economic Development Funds.
- Other expense adjustments.

Also shared was a Budget Revision I detail prepared by Jeff Lund, Controller, and a CARES funding summary packet prepared by Marcie Valdez, Foundation Director and Grants Administrator.

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

FY 2022 Legislative Budget Request approval

Davis Tech Administration has been working on the development of the Fiscal Year 2022 Legislative Budget Request using guidelines provided by the Utah System of Higher Education.

This request is due to the Office of the Commissioner of Higher Education by October 1, 2020. A meeting will be held with the Commissioner on October 7, 2020 to review and refine the request. The request will be combined with those from the other higher education institutions and forwarded to the Utah Legislature for consideration in the legislative session which begins January 19, 2021.

In June 2020 the Legislature reduced the Fiscal Year 2021 budgets of most state agencies by 2.5%. For Davis Tech that was \$487,100. The request for Fiscal Year 2022 should not be substantially higher than that amount unless there is significant justification for the higher request.

Items currently under discussion to be included in the request are as follows:

- Welding Technology (expansion)
- Heavy Equipment Operator (new)
- Medical Assistant (expansion)
- Heating and Air Conditioning (expansion)
- Manufacturing Technology (expansion)

A motion to approve the FY 2022 Legislative Budget Request was made by Tucker Morgan, seconded by Troy Wood. Motion passed.

President's Report

Since the last meeting of the Board, the new Utah System of Higher Education has launched. What's more, the college has closed out the FY 2020 budget, and gained a clearer picture of the FY 2021 budget, continued to adapt to the impacts of COVID-19, survived an historic windstorm, completed the new Bouwhuis Allied Health Building, and more. The year-end quarterly report was shared. The process of launching technical education training pilot for incarcerated youth with DHS Division of Juvenile Justice System has started.

Davis Tech shaped a model for continuity of mission and business operations. Demand combined with capacity restrictions have led to several full programs. An Equity, Diversity, and Inclusion Committee has been chartered and a coordinator was named to lead in these efforts.

Board of Trustees Roles and Responsibilities discussion

The Utah System of Higher Education comprises 16 institutions, all with unique missions, but which are also working toward common goals and a unified vision. To ensure the System is efficient, effective, and delivers world-class instruction and research, the Board of Higher Education and institutional boards of trustees must align responsibility and authority. The Board of Higher Education has established the responsibilities and authorities for the Board, the boards of trustees, presidents, and the commissioner.

Commissioner Woolstenhulme and Deputy Commissioner Landward reviewed the responsibilities and authorities for the institutional boards of trustees. It is a living document and will be updated as necessary.

Tucker Morgan made a motion to adjourn the meeting.

Adjournment

The meeting adjourned at 5:55p.m.