

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

Meeting started at 3:30 p.m.

Conducting: Troy Wood, Board Chair

### **Board Members Present**

Troy Wood	Business/Industry, Chair
Lindsay Bayuk	Business/Industry, Vice Chair
Justin Atkinson	Business/Industry
Chris DeHerrera	Business/Industry
Michael Henry	Business/Industry
Scot Merrihew ( <i>remote</i> )	Business/Industry
Tucker Morgan ( <i>remote</i> )	Business/Industry
Julie Tanner	Davis School Board
Adam Toone	Morgan School Board

### **Administration**

Darin Brush	President/CEO
Leslie Mock	Vice President and Chief Academic Officer
Russell Galt	Vice President and Chief Financial Officer
Wendee Cole	Chief of Staff/Recording Secretary

### **Guests**

James Diamond ( <i>remote</i> )	Hill Air Force Base (invited guest)
Gentry Phillips ( <i>remote</i> )	College Director of Health Professions Programs
Greg Scherer ( <i>remote</i> )	College Director of Information Technology
Jeff Lund	College Controller
Kelley Rhoe-Collins ( <i>remote</i> )	College Director of Service Professions and Academic Development Programs
Marcie Valdez ( <i>remote</i> )	College Foundation Director and Grants Administrator
Melanie Hall ( <i>remote</i> )	College Director of Marketing and Community Relations
Owen Horne	College Director of Data and Student Information Systems
Scott Hoffman ( <i>remote</i> )	College Director of Human Resources
Spencer Kimball ( <i>remote</i> )	College Director of Student Services
Timothy Despain ( <i>remote</i> )	College Director of Student Financial Services
Vikki Wilcock	College Esthetician instructor
Kylee Allen	Esthetician student
Barbara Smith	Foundation Board Chair
Geoffrey Landward	Utah System of Higher Education (USHE) Deputy Commissioner and General Counsel
Eric Petersen ( <i>remote</i> )	State of Utah Assistant Attorney General

### **Excused**

Shawn Bucher Business/Industry  
Amanda Covington Weber State University Board of Trustees

**Pledge of Allegiance** Kylee Allen, Esthetician student

**Consent Calendar**

Troy Wood, Chair, called for a motion to approve the Consent Calendar, which consisted of the following:

- a. Minutes of September 23, 2021
- 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. Career Path High Report
- j. Budget Modification
- k. Organizational Chart
- l. Injection Molding Program Move to Main Campus
- m. Non-State Funded Capital Project: Emergency Services Training Center
- n. Admissions and Registration Policy and Procedures
- o. Occupational Advisory Committee Policy
- p. Program and Course Development, Modification, and Discontinuance Policy

The Consent Calendar was approved on a motion made by Adam Toone, seconded by Chris DeHerrera. Motion passed.

**FY 2021 Foundation Annual Report/Foundation Year-End Summary and Audit Report**

Foundation audit was conducted by Carver, Florek & James. There were zero audit findings. Rosa Diazvela and Sheri Stott were thanked for their hard work, along with the Fiscal Services Department.

Foundation revenues and expenses were shared. Financial highlights included:

- Operating revenues consistent with previous year.
- Fundraising revenue increased by \$57,218.
- Total gifts and payments to the College decreased by \$188,618, due to a decrease in in-kind donations.
- Foundation scholarships awarded in 2021 totaled \$165, 589; a decrease of \$57,754 from the prior year.

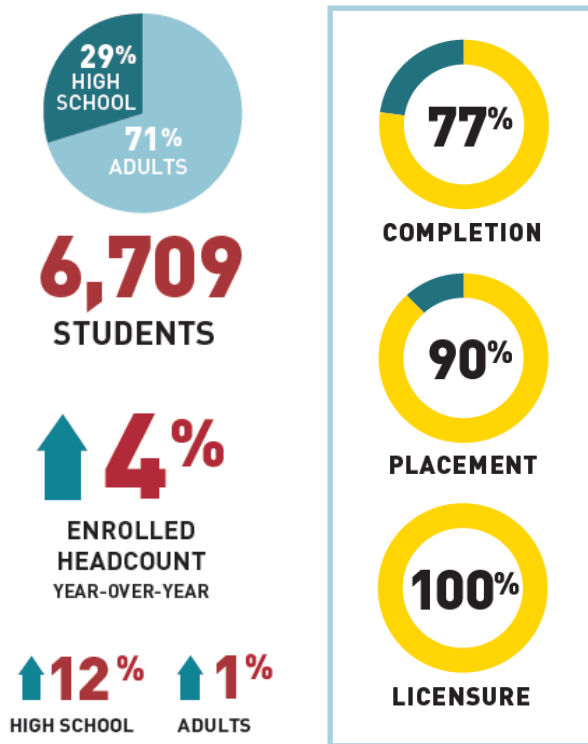
Highlights of the Foundation Annual Report were shared. Foundation contributions was \$593,466, College grants raised was \$469,842 for a total revenue of \$1,063,308, this included equipment, scholarships, and general support.

791 scholarships were awarded for a total of \$441,916. Scholarship revenue increased by \$100,550 due in large part to Intermountain Healthcare and South Davis Community Hospital. Additional highlights shared were fundraising for emergency services training center and student resource center, student success stories, and an Alumni Association was launched.

A motion to approve the FY 2021 Foundation Annual Report was made by Michael Henry, seconded by Justin Atkinson. Motion passed.

**College Report**

The FY 2021 Annual Report is a comprehensive report on institutional completion, placement and licensure rates per program. These outcomes are reported annually to the Council on Occupational Education and USHE. A summary of annual outcomes was shared including:



**1,281**

DAVIS TECH STUDENTS WHO ENROLLED IN OTHER HIGHER EDUCATION INSTITUTIONS:



A demonstration of the new student data dashboard developed for institutional use was presented by Owen Horne, Director of Data and Student Information. Board members will have access to the dashboard.

A motion to approve the FY 2021 College Annual Report was made by Lindsay Bayuk, seconded by Michael Henry. Motion passed.

**FY 2021 Occupational Advisory Committee Summary Report/Teach out and closing of Manufacturing Technology Program**

Occupational Advisory Committees (OAC) are volunteers who represent industry and serve as program reviewers for each accredited program. OACs are intended to ensure Davis Tech programs remain up-to-date and align with industry needs and practices. They consist of at least three members who work in the industries related to the program 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 2021, 544 individuals attended 36 Occupational Advisory Committee meetings. Three hundred and fifty-four (354) companies were represented and contributed to the program development process at Davis Tech.

A review of the OAC minutes over the last three years brought up several common themes:

- 1) Communication (verbal, technology, presenting, and giving and receiving feedback) was mentioned 196 times.
- 2) Interpersonal skills (customer service, patient care, teamwork) was mentioned 94 times.
- 3) Critical thinking was mentioned 46 times.
- 4) Personal qualities (self-confidence, work ethic, professionalism, and positive attitude) were mentioned 147 times.

In response to OAC feedback curriculum has been modified to teach these skills throughout each program. Many programs have students self-evaluate and then review their self-assessment with instructor to get feedback.

Equipment purchases are highly influenced by OAC member recommendations. A few examples are:

- CNC Machining – Haas Desktop Mill
- Automation and Robotics – Fanuc Fenceless LRT Mate (robot)
- Composite Materials Technology - Autoclave

A teach out and closing of the Manufacturing Technology program is in process. New student enrollments have been stopped. The goal is for students to enroll in one of the other manufacturing programs. Millcreek Juvenile Justice program will remain open.

**Audit Committee Report**

Members of the Davis Tech Board Audit Committee are Scot Merrihew and Justin Atkinson. On October 7, 2021, this Committee met with Morris Peacock, Partner with Hinton Burdick, CPAs & Advisors. Hinton Burdick performed the regular, annual audit of the College for Fiscal Year 2021. Members of the auditor's staff performed auditing procedures as outlined in their Independent Auditor's Reports, which are included in the Comprehensive Annual Financial Report (CAFR).

The CAFR for Fiscal Year 2021 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 have made no audit findings.

The CAFR and Accompanying Independent Auditor's Report was approved on a motion made by Julie Tanner, seconded by Chris DeHerrera. Motion passed.

**FY 2021 Year-End Budget Report**

The Board approved the final, revised Fiscal Year 2021 budget during the June 2021 Board meeting. The Fiscal Year 2021 Budget Report included schedules and narrative which report budget to actual performance, as well as narrative that explains the difference between Fiscal Year 2020 and Fiscal Year 2021 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 COVID-19 pandemic created uncertainties that resulted in budget adjustments throughout the year and budget variances at year end.

The General Operating Fund revenues are 90.38% State Appropriations and 9.62% Student Tuition. The General Operating Fund also shows Salary, Wages and Benefits of 85.35% of total expenses.

A motion for the Board to approve the FY 2021 Year-End Budget Report was made by Justin Atkinson, seconded by Lindsay Bayuk. Motion passed.

**President's Report**

Davis Tech employees were recognized and thanked for the hard work accomplished last year. Board of Trustees were thanked for the time spent on behalf of the college for the last few weeks.

President Brush shared information on the institutional progress on accreditation standards for FY 2021, including completions, placement, and licensure. Davis Tech is the technical education provider at the State prison and for the juvenile justice system. Staff who work with this population are incredibly dedicated and are recognized for their hard work.

A new strategic plan will begin in July 2022 that incorporate the new attainment goals of access, timely completion, and high yield awards including underrepresented populations. All new money will depend on the attainment goals. It is important to get this right.

Davis Technical College's Injection Molding program is currently located at the Freeport West Extension. It is the intent to close that extension center effective March 31, 2022. This action will require the College to move the Injection Molding program to the main campus. Space is available in CNC Machining classroom/lab for this program. The Injection Molding program enrollment has been down. The College recognizes that moving it to the main campus, where it is visible to potential students, will help increase program enrollment numbers. The Board approval was provided under the consent calendar.

Davis Tech requests of the 2022 Legislative General Session include the following:

- 1) Program expansion budget request, 2) Capital Improvement request, and 3) Emergency Services Training Center

Board members assistance and support is requested.

**Board Information Items**

Per Utah Code, Davis Tech board chair is required to ensure board members receive open meetings training on an annual basis. The College plans to use the Office of the Utah State Auditor's online training video and test. Chair Troy Wood is asking all members to complete the online training by February 28, 2022. Public board member, e.g., school district board member, already receive open meetings training on an annual basis and do not have to participate in this online training.

**Adjournment:** The meeting adjourned at 5:11 p.m.