



MINUTES

Davis Technical College Board of Trustees Meeting

Thursday, December 3, 2020 | 3:30 p.m. | Haven J. Barlow Board Room

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

Meeting started at 3:32 p.m.

Conducting: Troy Wood, Board Chair

Board Members Present

Troy Wood	Business/Industry, Chair
Justin Atkinson	Business/Industry
Brigit Gerrard	Davis School Board
Scot Merrihew (remote)	Business/Industry
Tucker Morgan	Business/Industry
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
Julie Blake	Vice President and Chief Student Affairs Officer
Wendee Cole	Recording Secretary

Guests

Gavin Harper (remote)	Director of Health Professions Programs
Greg Scherer (remote)	Director of Information Technology
Jeff Lund (remote)	Controller
Marcie Valdez	Foundation Director and Grants Administrator
Mark Hadley (remote)	Director of Technical and Apprenticeship Programs
Melanie Hall	Director of Marketing and Community Relations
Owen Horne (remote)	Data Manager
Tim Despain	Director of Student Financial Services
Leah Garrick	Surgical Technology faculty
Nikki Peterson	Surgical Technology faculty
Amber Morgan (remote)	Quality and Development and Foundation Assistant
Barbara Smith (remote)	Foundation Board Chair
Eric Petersen (remote)	Assistant Attorney General
Geoffrey Landward (remote)	Deputy Commissioner and General Counsel, USHE

Excused

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

Pledge of Allegiance

Nikki Peterson, Surgical Technology faculty

Consent Calendar

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

- a. Minutes of September 24, 2020
- 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. Stipend for COVID-19 testers
- l. Public Entity Resolution
- m. Parental Leave and Medical Maternity Leave Policy
- n. Abusive Conduct Prevention Policy
- o. Drug and Alcohol-Free Workplace; Drug and Alcohol Testing Policy and Plan
- p. Updated Board Meeting schedule

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

Annual Open Meeting Training

The Utah Open and Public Meeting Act (UCA 52-4) provides that “the presiding officer of the public body shall ensure that the members of the public body are provided with annual training on the requirements of this chapter.”

The Utah Attorney General’s Office is charged with assisting public bodies with open meetings training. Accordingly, Eric Petersen, Assistant Attorney provided training to the Board on the requirements of the Open and Public Meetings Act.

FY 2020 Foundation Annual Report/Foundation Year-End Summary and Audit Report

Foundation revenues and expenses were shared. Financial highlights included:

- Operating revenues decreased by \$104,102 due to the end of the capital campaign for the Allied Health Building.
- Scholarship revenues increased by \$38,794 due to new donations.
- Distribution revenue from Skyline View Apartments was \$60,116 an increase of \$14,663.
- Foundation Golf Tournament net profit of \$17,184. Tournament was cancelled due to the COVID-19 pandemic.
- Total gifts and payments to the College increased by \$177,435.

- Increased operating expenses: Increased scholarship awards by \$32,796 and Allied Health Building expenses of \$89,978.
- 2020 Scholarship Awards given were: 984 total scholarships for \$548,826 broken out into 243 college tuition waivers, 342 Legislative scholarships (UTech High School and Utah Promise), and 399 Foundation scholarships. 80% in the number of scholarships awarded and 79% increase in funding.

Included in the Board book was the Davis Technical College Foundation Management’s Discussion and Analysis and Financial Statements for the years ended June 30, 2020 and 2019 with Independent Auditors’ Report completed by Carver Florek & James, LLC.

Russell Galt, Jeff Lund, Rosa Diazvela and the Fiscal Services Department were thanked for their assistance with the Foundation.

Highlights of the Foundation Annual Report were shared. Total Revenue was \$618,781; of that \$277,000 was in-kind donations. These donations are so important to the College.

A motion to approve the FY 2020 Foundation Annual Report was made by Justin Atkinson, seconded by Adam Toone. Motion passed.

FY 2020 Occupational Advisory Committee Summary Report

Occupational Advisory Committees (OAC) are volunteers who represent industry and serve as program reviewers for each accredited program. OAC’s 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 fields 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 2020, 465 individuals attended 35 Occupational Advisory Committee meetings. Due to COVID-19 only one meeting was required by Council on Occupational Education, the Davis Tech accrediting agency. Two hundred and eighty-one (281) companies were represented and contributed to the program development process at Davis Tech.

OAC’s have consistently expressed concern about the lack of soft skills in today’s workforce. The Workplace Success and Job Seeking skills courses are intended to address this. During the annual program modification meetings in January, staff will discuss ways to make these skills more prominent in the courses. Many OAC members recommended more space for

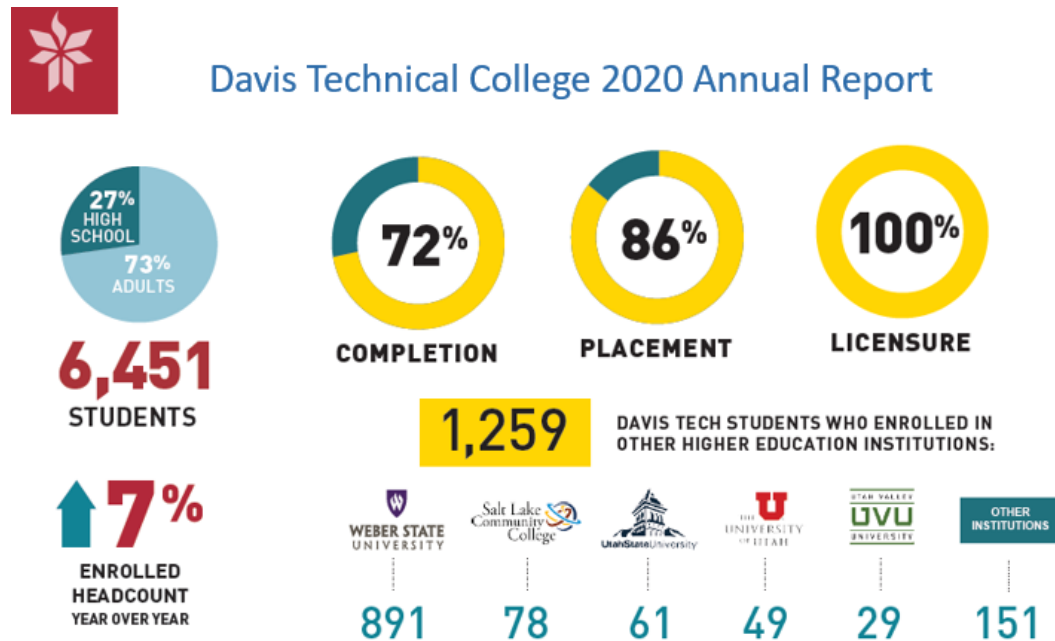
students in the programs. The new Allied Health Building has helped with this expansion. OAC recommend equipment for the programs. Two examples of purchases made in 2020:

- Digital scanners for Dental Assistant program
- Laparoscopy tower for Surgical Technician program

FY 2020 College Annual Report Approval/Completion, Placement, Licensure (CPLs) Rates Report

The FY 2020 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 to the Utah System of Higher Education (USHE).

A summary of annual outcomes was shared including:



A motion to approve the FY 2020 College Annual Report was made by Brigit Gerrard, seconded by Tucker Morgan. Motion passed.

Student Enrollments/Waitlists

Among the changes brought about by COVID-19 are (1) social distancing requirements in classrooms and labs, (2) high school students are on campus less than half of the time they were last year, and (3) students have been provided the opportunity to progress using distance education. These modifications have reduced the number of training hours in adult and high school learners by just over 20% when compared to last year. The college is maintaining an unprecedented number of program waitlists as student enrollments are postponed due to the capacity restrictions caused by COVID-19 safety protocols.

Trustee Toone asked if there is a way to measure recidivism rates with the programs at the State Prison affected by the drop-in enrollment hours. Data is available that recidivism is decreased by approximately 35% compared to incarcerated students that are eligible to enroll. It might be important to measure this during COVID-19.

COVID-19 Update and Testing Roll-out Report

COVID-19 testing has begun with adult students, with availability during the day from 8:00 to 11:00 and from 12:00 to 3:00 Monday thru Thursday. Testing is also provided two evenings a week from 4:30 until 7:30. To accomplish this, workload of some full-time faculty and staff have been diverted.

Davis Tech received its CLIA Waiver and has signed an MOU with both the Utah Department of Health to administer the Abbott BinaxNOW COVID-19 rapid testing to students, and the Davis County Health Department to roll-out vaccinations at Davis Technical College when they become available.

Comprehensive Annual Financial Report and Accompanying Independent Auditor's Report

Members of the Davis Tech Board Audit Committee are Scot Merrihew and Justin Atkinson. On November 30, 2020 they met with Morris Peacock, Partner with Hinton Burdick, CPAs & Advisors. Hinton Burdick performed the regular, annual audit of the College for Fiscal Year 2020. 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 2020 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 Tucker Morgan, seconded by Brigit Gerrard. Motion passed.

FY 2020 Year-End Budget report

The Board approved the final, revised Fiscal Year 2020 budget during the June 2020 Board meeting. The Fiscal Year 2020 Budget Report included schedules and narrative which report budget to actual performance, as well as narrative that explains the difference between Fiscal Year 2019 and Fiscal Year 2020 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 90.12% State Appropriations and 9.88% Student Tuition. The General Operating Fund also shows Salary, Wages and Benefits of 85.66% of total expenses.

A motion for the Board to approve the FY 2020 Year-End Budget Report was made by Tucker Morgan, seconded by Justin Atkinson. Motion passed.

President’s Report

Kay’s Creek Elementary fifth graders participated in a “Junior DATC” event. It was to explore college and career pathways through an innovative program to earn a “degree.” The newspaper article was shared with the Board. College logo items are going to be delivered to the students and teachers as a thank you.

A State of the College presentation was shared, including information that was provided at the Legislative Breakfast, a combined event with Davis Hospital and Medical Center held on November 24, 2020. Included in the presentation was the FY 2022 appropriations request.

Brigit Gerrard made a motion to adjourn the meeting.

Adjournment

The meeting adjourned at 5:11p.m.