

Meeting conducted in-person/electronically.

Meeting started at 3:30 p.m.

Conducting: Troy Wood, Board Chair

### **Board Members Present**

Troy Wood	Business/Industry, Chair
Amanda Covington	Business/Industry
Brandon Howard	Weber State University Board of Trustees
Michael Henry ( <i>remote</i> )	Business/Industry
Tami Tran	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
Jeff Lund	Vice President and Chief Financial Officer
Kelly Simerick	Vice President of Student Services
Wendee Cole	Chief of Staff/Recording Secretary

### **Guests**

Carmen Enriquez ( <i>remote</i> )	Student Representative
Amanda Hollingsworth	College Director of Service Professions and Academic Development Programs
Amanda Tullis	College Associate Vice President - Business & Economic Development
Greg Scherer ( <i>remote</i> )	College Director of Information Technology
Ed Eschler ( <i>remote</i> )	College Controller
Lance Eastman	College Associate Vice President – Training Division
Owen Horne	College Director of Data and Student Information Systems
Scott Hoffman	College Director of Human Resources
Torri Watkins	Master Esthetician student
Shawn Newell ( <i>remote</i> )	Utah Board of Higher Education, member

### **Excused**

Chris DeHerrera	Business/Industry, Vice Chair
Justin Atkinson	Business/Industry
Scot Merrihew	Business/Industry

### **Pledge of Allegiance**

Torri Watkins, Master Esthetician student

### **Introduction of New Board Members**

The Davis Technical College Board of Trustees was pleased to welcome the newest appointees, Brandon Howard, and Tami Tran. Brandon Howard is the Executive Chef and COO of Wingers. He graduated with Honors from Western Culinary Institute (Le Cordon Blue). Tami Tran is the COO and Manager of a cyber security and IT technology solutions company. She is also Mayor of Kaysville City.

### **Administration of Oath of Office**

New trustees took the Oath of Office, which was administered by the Secretary to the Board of Trustees.

### **Public Comment**

There were no comments.

### **Consent Calendar**

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

- a. Minutes of May 19, 2022 meeting
- b. Budget and Accounting Report
- c. Key Performance Indicators Report
- d. Business and Economic Development Report
- e. Foundation Activity Report
- f. Campus Development Update
- g. Scholarship Issuance Report
- h. Board of Trustees Bylaws
- i. Criminal Background Checks Policy
- j. Student Grievance Policy and Procedures
- k. Donations Accounting Policy

The Consent Calendar was approved on a motion made by Tucker Morgan, seconded by Amanda Covington. Motion passed.

### **Performance Report**

The College measures and tracks key performance indicators against the goals and distributes that information through Key Performance Indicators (KPI) dashboards. New performance metrics will be in place for FY 2023 and a new KPI dashboard was presented.

### **Planning**

#### **FY 2023-2025 Strategic Plan Approval:**

Accredited institutions are required to seek the involvement of members within its community to assure that the institution's mission remains relevant to its constituents. Davis Tech gathers input from faculty, administration, the Board of

Trustees, advisory committees, and employers, to produce a three-year strategic plan. The plan is reviewed annually and states the institution’s mission and vision, objectives for three years, strategies for achieving the objective, and current and projected financial resources that support the initiatives specified in the strategic plan.

**FY 2023 Business Plan Approval:**

The FY 2023 Business Plan is operational and reflects the College’s commitment to strategic planning and continuous improvement. The plan includes the goals established by the institution in the strategic plan and the actions the College will take in year one.

A motion to approve the FY 2023-2025 Strategic Plan and FY 2023 Business Plan was made by Julie Tanner, seconded by Adam Toone. Motion passed.

**FY 2024 Capital Development Project Approval**

The capital project development request for the Emergency Services Training Center (ESTC) that was not funded in the 2022 Legislative Session was presented. The ESTC has the support of Kaysville City, Davis County, all the Davis County fire agencies, and more. The ESTC will provide critical, life-saving training simulations for students enrolled in the Firefighter, Emergency Medical Technician (EMT), and Advanced EMT programs. This Center is also expected to provide essential training for Weber State University’s Paramedic Program and Davis County Sheriff’s Office.

This request will be submitted to the Utah System of Higher Education for ranking this fall, prior to consideration by the Utah Legislature during the 2023 Legislative Session which begins in January. The College is currently working with Method Studios on updated programming and cost estimates which will be completed in July.

A motion to approve the Fiscal Year 2024 Capital Development Project was made by Julie Tanner, seconded by Tami Tran. Motion passed.

**FY 2023 Budget Approval**

A summary of increases/decreases in state funding for Davis Tech for FY 2023 is as follows:

5.75% Labor Market Increase	\$ 935,600
6.7% Increase in Health & Dental Insurance Benefits Rates	183,900
Program Growth	1,057,500
On-going Equipment Increase	405,800
Reduction of One-time Articulation Partnership with WSU	(140,000)
Internal Service Fund Adjustment	<u>30,500</u>
Total Increase	<u>\$2,473,300</u>

A summary of significant items included in the FY 2023 budget include:

### **Revenue Adjustments**

- Increase of \$2,473,300 in direct legislative funding as outlined above.
- Adjustments to CARES Funds revenues budgeted in FY 2022.
- Various other adjustments related to contracts, grants, and revenue estimates.

### **New Program Growth Expenses**

- Add full-time plumbing and electrical apprenticeship instructors and related supplies.
- Add a full-time health occupations instructor and related supplies.
- Add a full-time health occupations preadmissions advisor and related supplies.
- Add a full-time web and graphic design instructor and related supplies.
- Increase health programs adjunct budgets.
- Add a full-time student advisor.
- Add a full-time student information system technician.
- Add a full-time curriculum developer.
- Add a full-time videographer.
- Add a full-time risk and safety position.

### **Other Budgeted Expense Adjustments**

- Compensation plan as approved in the May 2022 Board meeting.
- Add \$405,800 for additional equipment.
- Remove expenses for Articulation Partnership for Dual enrollment with WSU.
- Eliminate one-time CARES Funds expenses budgeted in FY 2022.
- Full-year impact of staff changes which took place in FY 2022.
- Elimination of remodeling and other one-time expenses included in the FY 2022 budget.
- Adjustments to adjunct faculty budgets in various programs.
- Removal of one-time salary savings related to open positions in FY 2022.
- Add expenses for a motor pool vehicle replacement.
- Various other expense adjustments and reallocations between functions and funds.

A motion to approve the FY 2023 Budget was made by Julie Tanner, seconded by Amanda Covington. Motion passed.

**President's Report**

Mayor Tran was thanked for her assistance along with Kaysville Police Department for the opportunity of hiring of a Kaysville Police Officers as a Student Resource Officer for the College.

Trustee Covington was thanked for the assistance in a donation received from the Larry H. & Gail Miller Family Foundation for the ESTC. Northrop Grumman was thanked for its donation for the Composite Materials Technology Program and Rocky Mountain Power for its donation for scholarships.

Senator Millner was recognized for the work on the \$2 million Healthcare Workforce Initiative for growth to increase capacity and output in the following fields: Practical Nurse, Registered Nurse, Nurse Assistant, and Surgical Technology across the state. As part of this initiative, Davis Tech earned a grant to increase the annual number of students in the Practical Nurse program from 120 to 144 who will move to the WSU Registered Nurse program.

Davis Tech hosted the HAFB 367 Training Support Squadron on June 1, 2022, to sign an educational partnership agreement to support and equip active-duty military with industry level training in Cybersecurity, Information Technology, Software Development, Web and Graphic Design, and Business Administrative Services. This partnership means Davis Tech will train the trainers for the United States Air Force.

Davis Tech faculty were recognized for their hard work during the pandemic along with the program alignment, clock-to-credit hour conversion and hybrid learning projects. Clock-to-credit conversion tuition rate will be addressed during these changes. Trustee Covington recommended as the change is made from clock-to-credit, to develop a campaign or communication strategy to assist students with understanding this change and its benefits to them and visualize.

**Adjournment:** The meeting adjourned at 4:40 p.m.