

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
Lindsay Bayuk ( <i>remote</i> )	Business/Industry, Vice Chair
Justin Atkinson	Business/Industry
Amanda Covington ( <i>remote</i> )	Weber State University Board of Trustees (joined at 4:05)
Brigit Gerrard	Davis School Board
Michael Henry ( <i>remote</i> )	Business/Industry
Scot Merrihew ( <i>remote</i> )	Business/Industry
Tucker Morgan ( <i>remote</i> )	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	Chief of Staff/Recording Secretary

### **Guests**

Jim Diamond ( <i>remote</i> )	Hill Air Force Base (invited guest)
Bryce Fox ( <i>remote</i> )	Director of Facilities Services & Risk Management
Greg Scherer ( <i>remote</i> )	Director of Information Technology
Jeff Lund ( <i>remote</i> )	Controller
Kelley Rhoie-Collins ( <i>remote</i> )	Director of Service Professions and Academic Development Programs
Kinley Puzey ( <i>remote</i> )	Director of Technical Programs
Mark Hadley ( <i>remote</i> )	Director of Technical and Apprenticeship Programs
Melanie Hall ( <i>remote</i> )	Director of Marketing and Community Relations
Owen Horne ( <i>remote</i> )	Data Manager
Spencer Kimball ( <i>remote</i> )	Director of Student Services
Timothy Despain ( <i>remote</i> )	Director of Student Financial Services
Dr. Dave Woolstenhulme	Commissioner of Utah System of Higher Education (USHE)
Shawn Newell ( <i>remote</i> )	Utah Board of Higher Education, member
Barbara Smith ( <i>remote</i> )	Davis Tech Foundation Board Chair

### **Absent**

Shawn Bucher	Business/Industry
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**Pledge of Allegiance**

Bailey Hamblin, 2020 Student of the Year (Surgical Technology)

**Recognition of Board Service**

Brigit Gerrard has completed her terms of appointment. She served on the Davis Technical College Board from February 2017 to March 2021 and on the Foundation Board from February 2018 to February 2021 as the Board Liaison. The entire college community is grateful for Trustee Gerrard's selfless service to the college's mission, and particularly her advocacy for secondary students and the value of technical education.

**Consent Calendar**

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

- a. Minutes of the December 3, 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. Budget Modification
- j. Board Bylaws
- k. Organizational Chart
- l. Final Davis Tech FY 2020 Student Enrollment and Outcomes Report
- m. FY 2021-2022 College Calendar Summary
- n. Davis Tech College Foundation Board Member

The Consent Calendar was approved on a motion made by Justin Atkinson, seconded by Brigit Gerrard. Motion passed.

**Career Path High**

Director Hutchings has been nominated by Governor Cox to the Utah State Board of Education.

The College Board of Trustees serves as the charter school authorizer for Career Path High School. Stacey Hutchings serves as the Director for the school and she reported on current enrollment and overall performance and health of the school. Audited Statements of Financial Position through June 30, 2020 were also shared. It was a clean report with no findings.

Career Path High receives an annual dividend from the Utah School and Institutional Trust Funds. The School Community Council decides how these funds will be used. This council is made up of parents of students, school employees, and Director Hutchings. Approval of the plan to spend the funds was requested from the Board.

A motion to approve the School Trust Lands Plan 2021-22 was made by Brigit Gerrard, seconded by Tucker Morgan. Motion passed.

**Tuition and Fees**

Each year, the Utah System of Higher Education (USHE) institutions develop proposals to adjust tuition based on budgetary needs and legislative funding. The Utah Board of Higher Education sets tuition schedules for USHE institutions in the spring of each year. Prior to Board review, institutional boards of trustees are asked to review the institutional requests and recommend tuition adjustments that are reasonable, justifiable, and ensure affordability for all Utah students. Training by USHE was provided for local board of trustee chairs and/or vice chairs.

The Davis Technical College administration has proposed no tuition increase for FY 2022, keeping tuition at \$2.10 per hour. There will also be no change to institutional standard student fees, holding them at the FY 2021 rate of \$0.35 per hour. The schedule of proposed tuition and institutional fees was provided.

The High School Student Fee also remains unchanged at \$40 per student.

The proposed FY 2022 Adult Student Program and Lab Fees summary was provided. Program lab fees are spread across multiple courses in each program. Following is a summary of the proposed changes:

- CNC Machining is proposed to increase by \$346 from \$304 to \$650
- Culinary Arts is proposed to increase by \$23 from \$600 to \$623

A motion to approve the FY 2022 Tuition and Institutional Fees, High School Student Fees and Adult Program and Lab Fees was made by Amanda Covington, seconded by Lindsay Bayuk. Motion passed.

**Mid-year College Performance Update**

The College measures and tracks key performance indicators vs. goals in membership hours and headcount. The July 2020-February 2021 mid-year data were shared.

Under the USHE governance, system-wide goals related to retention and completion are being added beginning in FY 2022. These goals will be ratified in an upcoming Utah Board of Higher Education meeting.

- Increase student completion rate by 3% over five years.
- Increase completion of under-represented students by 4% over five years.
- Increase completion rate in high wage/high demand programs by 7% over five years.
- Increase under-represented student completion rate in high wage/high demand programs by 8% over five years.

FY 2021 data will be used as the baseline for retention and completion.

**COVID-19 Update**

COVID-19 testing of all asymptomatic adult students continues. Every 14 days students are sent to the campus testing area and retested. Students are tracked on the last test date and email reminders are sent if they haven't tested. Testing times are currently 8:00 am to 11:00 am and 12:00 pm to 3:00 pm Monday through Friday. Evenings alternate every other week from Monday and Wednesday to Tuesday and Thursday from 5:45 pm to 7:45 pm. College employees continue to help with testing and paid part-time students will be added to the effort over the next few weeks. Davis Tech has completed 4,982 tests with 29 positive cases. This is a positivity rate of just 0.58%.

Symptomatic testing also continues to be offered on campus through the (Utah Department of Health (UDOH). On campus and drive-through options are available to the community and will remain through the Spring. UDOH has tested 600 community members with 32 positive cases. This positivity rate is 5.3%.

Practical Nursing students and faculty are providing vaccinations to the public on Thursdays and Fridays through the Davis County Health Department at the Legacy Center in Farmington. This initiative will continue through the Summer. Together, Davis Tech students and faculty have volunteered 637 hours to date.

**Acquisition of Property Approval**

In the Board of Trustees meeting held on September 24, 2020, the Trustees authorized the administration to request funding for the purpose of purchasing the Institute property from the Church of Jesus Christ of Latter-day Saints. The LDS Church has offered to sell the property to Davis Tech at the appraised value of \$900,000 and has already prepared a preliminary purchase contract, which is being reviewed by the State Division of Real Estate.

In the last General Session, the Legislature appropriated \$1,000,000 for Davis Tech to acquire and prepare this property for occupancy.

The property is adjacent to the Davis Tech campus and includes 1.69 acres of land, a 3,595 square foot building, a 51-space parking lot, and open space. The building was constructed in 2000.

The purchase of the Institute property from the Church of Jesus Christ of Latter-day Saints was approved on a motion made by Brigit Gerrard, seconded by Justin Atkinson. Motion passed.

**Program Budget/Legislative Update**

The recent General Session ended at midnight on March 5, 2021. A summary of bills that have an impact on the college, as well as a summary of appropriated funds and changes in appropriated funds were provided.

For FY 2022, the budget year that begins on July 1, 2021 and ends on June 30, 2022, direct appropriations for Davis Technical College increased 13.03%. Of that amount, 3.24% was for Custom Fit funds which were previously appropriated to USHE and then reallocated to Davis Tech. This leaves 9.79% of appropriation increases related to new funding.

A summary of increases/decreases in state funding for Davis Tech for Fiscal year 2022 is as follows:

Additional Allied Health Building Operation & Maintenance	\$ 90,000
3.0% Labor Market Increase	440,700
4.3% Increase in Health Insurance Benefits Rates	108,500
Program Growth	623,000
On-going Equipment Increase	361,000
On-going SWI Grant – Diesel/Heavy Duty Technology	50,000
One-time Articulation Partnership for Dual Enrollment with WSU	140,000
Custom Fit Reallocation	684,600
Internal Service Fund Adjustment	<u>3,800</u>
Total Increase	<u>\$2,501,600</u>

The \$623,000 funding for Program Growth will need to be spent in the areas where it was originally requested. Davis Tech received 100% of the amount requested. The request was for program expansion in Welding Technology, Heating and Air Conditioning, Medical Assistant, Manufacturing Technology, and Heavy Equipment Operator. Commissioner Woolstenhulme and his office were recognized for their work to secure this funding.

The \$440,700 funding for a labor market increase is not intended to be a cost-of-living adjustment. A labor market increase of 3% means that, on average, employees will receive a 3% increase. It does not mean that every employee will receive 3%.

The Legislature also funded \$1,000,000 for the Institute property acquisition noted earlier.

**Utah Board of Higher Education Strategic Plan**

The Utah Board of Higher Education is engaged in the USHE’s strategic planning process. Commissioner Woolstenhulme provided an overview and update. Roles of the Utah State Board Higher Education and local boards of trustees are being reviewed. The Davis Technical College

Board of Trustees will help lead the college's efforts to align the college's strategic plan to support the System's vision and goals.

**President's Report**

A job satisfaction survey was completed by employees. Every division has identified priorities to work on. Elements of these priorities will be included in the new strategic plan.

Young Automotive Group has become a great partner for the Automotive Technology program. A kickoff event was held in the program lab. Spencer Young, the executive team, and service managers all met with the faculty and students. Young representatives visit about once a month and interview students for employment. Also, they regularly give equipment and branded merchandise to new students that have joined the program since the last time they were here. Diesel/Heavy Duty Technology students have also been included because Young Automotive Group includes light duty diesel trucks and tractors.

A news story by Fox13 News was shared about the open house held today at the Mill Creek Youth Center to highlight the Juvenile Justice Services partnership with Davis Tech for incarcerated youth. The event celebrated the technical education opportunities available for the youth at the center in Ogden, Utah. This new partnership includes Davis Technical College, Ogden School District, and the Department of Human Services.

Michael J. Bouwhuis Allied Health Building Ribbon Cutting will be held on May 12, 2021.

Tucker Morgan made a motion to adjourn the meeting.

**Adjournment**

The meeting adjourned at 5:12 p.m.