



MINUTES

Davis Technical College Board of Trustees Meeting

Thursday, May 16, 2024 | 3:30 p.m. | Haven J. Barlow Board Room

Meeting conducted in-person/electronically.

Meeting started at 3:34 p.m.

Conducting: Tami Tran, Acting Board Chair

Board Members Present

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| Tami Tran, Vice Chair | Business/Industry Representative |
| Kristina Brown | Business/Industry Representative |
| Brigit Gerrard | Davis School Board Representative |
| Casey Hill (<i>remote</i>) | Weber State Board of Trustees Representative |
| Brandon Howard | Business/Industry Representative |
| Tucker Morgan (<i>remote</i>) | Business/Industry Representative |
| Morgan Sutherland | Business/Industry Representative |
| Adam Toone | Morgan School Board Representative |

Administration

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| Darin Brush | President/CEO |
| Leslie Mock | Vice President and Chief Academic Officer |
| Jeff Lund | Vice President and Chief Financial Officer |
| Kelly Simerick | Vice President and Chief Student Affairs Officer |
| Wendee Cole | Chief of Staff/Recording Secretary |

Guests

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| Alison Anderson (<i>remote</i>) | College Director of Instructional Systems |
| Bryce Fox (<i>remote</i>) | College Director of Facilities Services & Risk Management |
| Dee Weaver | College Director of Health Professions Programs |
| Greg Scherer (<i>remote</i>) | College Director of Information Technology |
| Ed Eschler (<i>remote</i>) | College Controller |
| Linda Watts | College Director of Technical and Apprenticeship Programs |
| Lindsey Rees (<i>remote</i>) | College Foundation Director and Grants Administrator |
| Owen Horne | College Director of Data and Student Information Systems |
| Samantha Cusenza (<i>remote</i>) | College Director of Student Services |
| Scott Hoffman | College Director of Human Resources |
| Sheri Stott (<i>remote</i>) | College Accounting Technician I |
| Timothy Despain (<i>remote</i>) | College Director of Student Financial Services |
| Adam Magnuson | College Desktop Support Specialist I: Structured Cabling |
| Shawn Swapp | College Electrician Apprenticeship Lead Faculty |
| JR Vandyke | College Emergency Medical Technician Class Coordinator |
| Victoria Amalaraj | College Practical Nurse Faculty |
| Ashley Taylor | College Cosmetology Faculty |

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| Sebastian Becerra Silva | Practical Nurse Student |
| Corbin Dicus | Practical Nurse Student |
| Allison Eames | Practical Nurse Student |
| Marley Harris | Practical Nurse Student |
| Daniel Hernandez-Zavala | Practical Nurse Student |
| Nichole Linnarz | Practical Nurse Student |
| Cooper Christian | Practical Nurse Student |
| Ireland O’Neal | Practical Nurse Student |
| Sydney Zundel | Practical Nurse Student |
| Nathaneal Barnes | Emergency Medical Technician Student |
| Ryan Schoebel | Electrician Apprenticeship Student |
| Brandon Linford | Electrician Apprenticeship Student |
| Jacob Gray | Electrician Apprenticeship Student |
| Jordan Robinson | Automation and Robotics Student |
| Tara Robinson | Automation and Robotics Student |
| Taylor Foster | Cosmetology Student |
| Logan Shurtliff | Software Development Student |
| Geoffrey Landward | Commissioner of Utah System of Higher Education (USHE) |
| Eric Petersen (<i>remote</i>) | State of Utah Assistant Attorney General |

Excused

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| Troy Wood, Chair | Business/Industry Representative |
| Justin Atkinson | Business/Industry Representative |
| Scot Merrihew | Business/Industry Representative |

Pledge of Allegiance Christian Cooper

Introduction of State Winners for SkillsUSA and HOSA-Future Health Professions

Davis Technical College state student winners for SkillsUSA and Health Occupations Students of America (HOSA) competitions were introduced.

Introduction of New Board Members

The Davis Technical College Board of Trustees welcomed its newest appointees, Kristina Brown and Morgan Sutherland. Kristina is the Corporate Affairs Manager at Chevron, and Morgan is the Director of Community Engagement for the 75th Air Base Wing at Hill Air Force Base.

Administration of Oath of Office

The new trustees took the Oath of Office, administered by the Secretary to the Board of Trustees.

Trustee Training

There are many resources for trustees on the USHE website (www.ushe.edu) under Board of Higher Ed, Board & President Resources. Commissioner Landward provided an overview of the responsibilities and authorities of the Utah Board of Higher Education, the institutional boards of trustees, the college presidents, and the commissioner. A document with additional information about their duties and responsibilities will be sent to the trustees from USHE. Statewide training will be provided by USHE for all trustees in the future.

Public Comment

There were no comments.

Consent Calendar

Tami Tran, Vice Chair, called for a motion to approve the Consent Calendar, which consisted of the following:

- a. Minutes of March 28, 2024 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. Career Path High Report
- i. Budget Modification
- j. National Competition Travel
- k. Early Retirement Incentive Policy
- l. Employee Tax Shelter Policy
- m. Group Insurance Benefit Policy
- n. Equal Opportunity and Nondiscrimination Policy
- o. Social Security Benefit Policy
- p. Disciplinary Sanctions of Personnel Policy
- q. Criminal Background Check Policy
- r. Student Grievance Policy and Procedures
- s. Services to Students with Disabilities Policy and Procedures
- t. Management of Institutional Investments Policy

The Consent Calendar was approved on a motion by Brigit Gerrard, seconded by Brandon Howard. Motion passed.

Policy Approval Outside of Board Meeting Schedule

On April 19, 2024, the U.S. Department of Education released the [final ruling](#) on new Title IX Regulations. These changes necessitate updates to the Davis Technical College [Title IX Policy](#). These policy changes are significant and are being worked on with the Office of the Commissioner of Higher Education (OCHE) to rewrite this policy. OCHE has provided an initial

model policy that is being reviewed by Title IX coordinators across the state. Once OCHE releases the final model policy, the policy will be modified to meet the needs of the college and sent out electronically for the Board of Trustees' approval to ensure compliance with the regulations. It is anticipated that the policy will go into effect on August 1, 2024.

Board Election and Appointments

Board Elections:

Vice Chair Tran opened nominations for the Davis Technical College Board of Trustees Chair and Vice Chair. Troy Wood was nominated as chair and Tami Tran as vice chair with a motion made by Brandon Howard, seconded by Brigit Gerrard. Motion passed.

Audit Committee Membership:

According to its bylaws, the Board of Trustees shall elect an Audit Committee. The Audit Committee shall assist the Board of Trustees in fulfilling its oversight responsibilities for the 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.

Scot Merrihew was nominated as Audit Committee chair, Justin Atkinson, and Tami Tran as Audit Committee members with a motion made by Adam Toone, seconded by Kristina Brown. Nominations were closed. Motion passed.

Foundation Board Liaison Appointment:

Adam Toone was nominated as Davis Technical College Foundation Board Liaison with a motion made by Tucker Morgan, seconded by Brigit Gerrard. Motion passed.

Revised Board Bylaws:

USHE policy 565, Internal Audit Program, requires that college audit committee shall consist of at least three members; this requirement necessitates updating the Board of Trustees Bylaws.

A motion to approve the updated Board of Trustees' Bylaws was made by Adam Toone, seconded by Brandon Howard. Motion passed.

Accreditation Reaffirmation Visit Training

The college is on a six-year accreditation cycle, the longest time available between accreditations. Lance Eastman reviewed what accreditation through the Council on Occupational Education (COE) means, discussed the Board of Trustees' role, and how to prepare for the reaffirmation visit. The Board of Trustees was asked to review the College's Strategic Plan and the COE Standard 1: Institutional Mission that was prepared for the visit. Trustees were also invited to attend the accreditation reception dinner scheduled for Monday, September 16, after the Board meeting.

FY 2025 College Business Plan Approval

The FY 2025 Business Plan reflects the college’s commitment to strategic planning and continuous improvement. The plan includes the goals established by the institution in the strategic plan (reviewed) and the actionable items the college will take in year three. This is the final year of the strategic plan. Work will begin on a new strategic plan in the fall/winter.

A motion to approve the FY 2025 College Business Plan was made by Brigit Gerrard, seconded by Tucker Morgan. Motion passed.

FY 2025 Budget Approval

A summary of increases/decreases in state funding for Davis Tech for FY 2025 is as follows:

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|---|-------------------------------|
| 3.0% Labor Market Increase | \$ 629,100 |
| 7.2% Increase in Health and 0.9% Dental Insurance Benefits Rates | 251,100 |
| Program Growth and Capacity Funding | 741,000 |
| Performance Funding | 234,600 |
| Reverse FY 2024 One-Time Equipment Funding | (439,700) |
| Transfers from Utah State University for SWI program | 33,300 |
| Transfers from USHE for Healthcare and Computer Workforce Initiatives | 277,200 |
| Operations and Maintenance Funding | 39,200 |
| Internal Service Fund Adjustment (insurance premiums) | 73,900 |
| Ongoing 0.5% Budget Cut | (133,800) |
| Onetime 0.5\$ Budget Restoration | <u>133,800</u> |
| Total Increase | <u><u>\$1,839,700</u></u> |

A summary of significant items in the draft budget include:

Revenue Adjustments

- Increase of \$1,839,700 in direct legislative funding as outlined above.
- Increase of \$879,900 in one-time equipment funding passed through USHE.
- Increase in estimated tuition revenues related to adult student growth.
- Various other adjustments related to contracts, grants, and revenue estimates.

New Program Growth Expenses

- Add full-time instructors in Architectural Engineering and Design, Commercial Driver’s License (CDL), and Phlebotomy programs and related supplies.
- Increase apprenticeship programs adjunct budgets and supplies.
- Increase remote learning and nursing software budgets.

- Add a full-time student information support position and related supplies.

Other Budgeted Expense Adjustments and Reallocations

- Compensation plan approved in April.
 - 3% Cost of Living Adjustment (COLA)
 - Pay progression table funded at 15%
 - 7.2 % increase in Medical Insurance, .09% Increase in Dental Insurance
- Eliminate two full-time faculty positions in the Heavy Equipment Operator and Construction Trades Program.
- Add two full-time faculty positions in Electrical Apprenticeship and Welding programs.
- Increase in contract funding for a full-time student resource (police) officer with Kaysville City.
- Increase utility budgets and insurance budgets.
- Transfer \$150,000 to the capital construction fund.
- Full-year impact of staff changes which took place in FY 2024.
- Add budget for CDL range construction from capital construction fund.
- Various other expense adjustments and reallocations between functions and funds.

A motion to approve the FY 2025 Budget was made by Brandon Howard, seconded by Adam Toone. Motion passed.

President's Report

Davis Technical College's third-quarter report was shared. Owen Horne and Sherry Rauch were thanked for their work on this report. The information was shared with college stakeholders, lawmakers, and community. Student enrollment growth continues.

Davis Technical College was awarded the 2024 Best of State in Vocational Training-Public.

A college culture survey was administered to employees. It is administered approximately every 18 months. Over 200 employees completed. The results will be shared with all employees at the strategic planning/awards event on June 7, 2024.

Trustee Toone complimented the college on the work that has been ongoing for six years to prepare for accreditation and to survive and persevere through COVID-19. He noted that there may be room for improvement, but it should be recognized that the College is doing well and in good hands.

Adjournment: Brigit Gerrard made a motion to adjourn. The meeting adjourned at 5:02 p.m.