



MINUTES

Davis Technical College Board of Trustees Meeting

Thursday, March 28, 2024 | 3:30 p.m. | Haven J. Barlow Board Room

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
Tami Tran	Business/Industry, Vice Chair
Justin Atkinson	Business/Industry
Brigit Gerrard	Davis School Board
Casey Hill	Weber State University Board of Trustees
Brandon Howard	Business/Industry
Scot Merrihew (<i>remote</i>)	Business/Industry
Tucker Morgan (<i>remote</i>)	Business/Industry
Adam Toone (<i>remote</i>)	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 and Chief Student Affairs Officer
Wendee Cole	Chief of Staff/Recording Secretary

Guests

Jim Diamond (<i>remote</i>)	Hill Air Force Base (invited guest)
Amanda Hollingsworth	College Director of Service Professions and Academic Development Programs
Bryce Fox (<i>remote</i>)	College Director of Facilities Services & Risk Management
Dr. David Stoddard (<i>remote</i>)	College Director of Technical and Apprenticeship Programs
Lance Eastman	College Associate Vice President of Training Division
Linda Watts	College Director of Technical Programs
Lindsey Rees (<i>remote</i>)	College Foundation Director and Grants Administrator
Owen Horne	College Director of Data and Student Information Systems
Scott Hoffman	College Director of Human Resources
Samantha Cusenza (<i>remote</i>)	College Director of Student Services
Adam Magnuson	College Desktop Support Specialist
Kim Ziebarth	Utah System of Higher Education (USHE) Associate Commissioner
Eric Petersen (<i>remote</i>)	State of Utah Assistant Attorney General
Stacey Hutchings	Career Path High School Director
James Jordan	Student of the Year (SOTY) School of Business and Technology
Dianna Ramirez	SOTY School of Service Professions

Justin Reynolds SOTY School of Transportation

Pledge of Allegiance Dianna Ramirez

Introduction of Davis Tech 2024 Students of the Year

Davis Technical College held the SOTY luncheon and announcement on Friday, December 08, 2023. The six Students of the Year included Dominick Amarel (School of Health Professions), James Jordan (School of Business and Technology), Amelia Lopez (School of Manufacturing), Morgan Messersmith (School of Construction), Dianna Ramirez (School of Service Professions), and Justin Reynolds (School of Transportation). The students brought friends and family members with them to celebrate.

During the luncheon, the SOTY coaches spoke about the students they mentored for the presentations. There were tears around the room as the coaches reiterated the hardships and successes of each Student of the Year.

- **James Jordan, Morgan Messersmith, Dianna Ramirez, and Justin Reynolds** were announced as the “School of” Winners and were each awarded a \$500 cash prize and a \$750 Davis Tech scholarship.
- **Dominick Amarel** was announced as the runner-up and was awarded a \$1000 cash prize and a \$1000 Davis Tech scholarship.
- **Amelia Lopez** was announced as the 2024 Davis Tech SOTY and was awarded a \$1500 cash prize and a \$1500 Davis Tech Scholarship. In 2024, she will represent Davis Tech, be an ambassador for technical education through public speaking and outreach events, and participate as the student representative on the College Board of Trustees.
- The **Welding Program** was awarded the 2024 program of the year.

Introduction of New Employees

Vice President Mock introduced Linda Watts, Director of Technical Programs

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 December 7, 2023 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. Budget Modification
- i. FY 2025 Program Changes
- j. Student Fees Policy
- k. Student Schedule Development Policy and Procedures
- l. Drug and Alcohol-Free Workplace; Drug and Alcohol Testing Policy
- m. FY 2024-2025 College Calendar Summary
- n. Academic Calendar Policy
Board of Trustees Meeting Schedule
(July 2024-June 2025)

The Consent Calendar was approved on a motion by Tami Tran, seconded by Casey Hill. Motion passed.

Career Path High

The College Board of Trustees is the charter school authorizer for Career Path High School. Stacey Hutchings serves as the school's director. Stacey reported on current enrollment and overall performance, the health of the school, and the School Trust Lands plan for FY 2024-2025. Enrollment has been the biggest challenge this year and below the optimal minimum of 180 students. Audited Statements of Financial Position through June 30, 2023, were also shared. It was a clean report with no findings.

Davis Technical College Board has the opportunity to appoint two members to the Career Path High Board. Dr. Dave Hansen's term is ending, so there will be an opening. Vice President Mock is the other member.

2024 General Session and FY 2025 Appropriations

President Brush shared information on some of the bills passed during the Legislative Session that affect Technical Colleges. Also shared was the Davis Technical College operating budget for 2024-25.

- SB 192 – Higher Education Amendments: Shifts certain statutory responsibilities to the Utah System of Higher Education (USHE) institutions to better reflect the Board's role as a governing body. Combines related provisions of presidential powers between technical colleges and degree-granting institutions. Amends the statutes governing performance metrics and performance funding and allocates performance funding. Creates a requirement to demonstrate evidence of implementation of shared services and program alignment within a specified period of time. Allows Talent Ready Utah to create talent advisory councils for talent initiatives. Amends requirements related to operations and maintenance funding requests. Contains a coordinating clause with HB 438: Higher Education Revisions (related to tenure).
- HB 261 – Equal Opportunity Initiatives: Prohibits institutions from engaging in certain practices, including requiring certain "prohibited submissions," as defined in the bill, before, during, or after admission or employment. Prohibits requiring individuals to

attend certain mandatory training that promotes differential treatment or includes “prohibited discriminatory practices.” Prohibits institutions from having a policy, procedure, practice, program, office, initiative, or required training named or referred to as diversity, equity, and inclusion and prohibits institutions from establishing or maintaining an office, division, employment position, or other unit of an institution established to implement, develop, plan, or promote campus policies, procedures, practices, programs, or initiatives, regarding “prohibited discriminatory practices” as defined by the bill. Makes exceptions for the need to comply with federal law, state law, certain grants, academic freedom, academic research, classroom instruction, athletics, and accreditation requirements. Prohibits institutions from considering an individual’s “personal identity characteristics,” as defined in the bill, in determining receipt of state financial aid, including waivers, but excluding private scholarships. Requires institutions to ensure all students have access to programs that provide student success and support. Requires institutions to develop strategies to promote viewpoint diversity and establish policies and procedures to include opportunities for education and research on free speech and civic education. Requires institutions to annually train employees on the separation of personal and political advocacy from an institution’s business and employment activities. Requires the Utah Board of Higher Education (UBHE) to contract with a third party to conduct a campus climate survey, and to monitor and report on compliance.

- HB 493 – Concurrent Enrollment Participation Amendments: The bill aims to make more concurrent enrollment available to local education agencies. At the direction of USHE, Davis Tech is pursuing a pilot for concurrent enrollment for technical education with Davis School District.

Draft FY 2025 College Business Plan

The FY 2025 Business Plan reflects the College’s commitment to strategic planning and continuous improvement. The plan includes the goals established by the Board of Trustees and the institution in the strategic plan and the actionable items the College will take in year three. A draft of the business plan was shared, and input/feedback was requested. This is the last year of the three-year strategic plan.

Tuition and Fees Approval

Each year, 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 UBHE 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.

The Davis Technical College administration has proposed no tuition increase for FY 2025, keeping the tuition level at \$95 per credit or \$2.45 per membership hour for students completing older training plans. The schedule of proposed tuition and institutional fees was shared for review.

The Annual High School Student Fee remains unchanged at \$40 per student, covering student enrollment for the fiscal year.

The proposed Adult Student Program Fees were also shared. These fees have been reviewed by the College Fee Committee. The total fees paid by each student will vary based on the selection of their electives.

A motion to approve the FY 2025 tuition rates, adult course, and high school student fees was made by Brigit Gerrard, seconded by Tucker Morgan. Motion passed.

Approval of FY 2025 Employee Compensation Plan and Related Pay Schedule Approval

The proposed Employee Compensation Plan for FY 2025 includes:

- A cost-of-living adjustment (COLA) of 3.0% for all eligible employees.
- The FY 2025 pay schedules for all positions reflects a 3.0% increase in the pay ranges.
- Additional increases are to be calculated at 15% per the Performance Based Pay Progression Table and will be provided for eligible full-time and part-time employees. These increases will range from 0.15% to 0.65% for individual employees, averaging approximately 0.48% for employees overall.
- The addition of an annual discretionary stipend to be paid to employees in November.
- The application of the above items is estimated to provide an overall average increase of 3.46% for eligible employees.
- Pay increases will be effective for the July 12, 2024, pay date.
- College Departments with funding restrictions including self-support departments, grants, or contract may limit or exclude the calculated discretionary pay progression increases based on available funding.
- An increase of 7.2% in medical insurance rates and 0.9% in dental insurance rates as set forth by the Public Employees Health Program. The Legislature funded the employer portion of this increase.
- Utah Retirement System Tier 2 contribution rates declined 0.7%.

A motion to approve the Fiscal Year 2024 Employee Compensation Plan and related Pay Schedules as presented was made by Brandon Howard, seconded by Justin Atkinson. Motion passed.

FY 2025 Budget – First Reading

A summary of increases/decreases in state funding for Davis Tech for FY 2025 was presented:

3.0% Labor Market Increase	\$ 629,100
7.2% Increase in Health & 0.9% Dental Insurance Benefits Rates	251,100
Program Growth & Capacity Funding	741,000

Performance Funding	234,600
Reverse FY 24 onetime equipment funding	(439,700)
Transfers from USU 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 first draft of the FY 2025 budget was shared. 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, 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 as proposed in this board meeting.
- Eliminate two full-time faculty positions in the Heavy Equipment Operator and Construction Trades Program.
- Increase 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.
- Various other expense adjustments and reallocations between functions and funds.

Proposed Program Approval Template from UBHE

UBHE delegates the approval of new programs to institutional boards of trustees, provided these programs align with the institution's designated role and service region. While the authority to establish criteria for program approval rests with the UBHE, it also reserves the right to override approvals granted by trustees if the program fails to meet the UBHE's defined criteria or is deemed not in the state's best interest.

In June, the Office of the Commissioner of Higher Education (OCHE) will seek UBHE approval for updates to Policy R401, which governs the approval and modification of instructional programs. Following approval, the OCHE will develop program approval criteria in standardized templates.

Institutions must utilize this program approval template when seeking approval from their respective boards of trustees for new programs or substantive changes to existing ones. The UBHE asked the Davis Technical College Board to review the draft template and provide feedback.

President's Report

Davis Technical College's second-quarter report was shared. Owen Horne and Sherry Rauch were thanked for their work on this report. The information was shared with our stakeholders and UBHE. As of March 28, enrollment has been up 10.3% for the college over the same period last year.

Geoffrey Landward was named as the Commissioner of Higher Education. He has been the interim commissioner since September 2023. Previously, he served as deputy commissioner and secretary to UBHE.

A Kem C. Gardner Policy Institute policy brief, *The Value of Higher Education* was shared. President Bush participated in a panel at the press conference to share:

1. Individuals with higher educational attainment enjoy greater incomes, economic stability, and life quality.
2. Society derives valuable benefits from an educated citizenry.
3. Higher education benefits Utah's economy through job and business creation, workforce development, and innovation.

UBHE is commissioning an economic impact modeling system from Kem C. Gardner that will constantly generate economic impact data about the higher education system and give a state-wide view. They have commissioned a workforce preparedness and alignment study to examine higher education's effectiveness in meeting employers' needs, especially with technical education graduates and undergraduate degree graduates. President Brush has been asked to serve on that committee. UBHE will update the strategic plan in the next few months.



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Davis School District has committed to Davis Technical College a location for the CDL practice range placement at the district's bus training facility at Freeport Center in Clearfield.

Adjournment: Brigit Gerrard made a motion to adjourn. The meeting adjourned at 5:27 p.m.