

Meeting conducted in-person/electronically.

Meeting started at 3:35 p.m.

Conducting: Troy Wood, Board Chair

### **Board Members Present**

|                                    |  |
|------------------------------------|--|
| Troy Wood                          | Business/Industry, Chair                 |
| Chris DeHerrera ( <i>remote</i> )  | Business/Industry, Vice Chair            |
| Amanda Covington ( <i>remote</i> ) | Business/Industry                        |
| Brandon Howard                     | Weber State University Board of Trustees |
| Scot Merrihew ( <i>remote</i> )    | Business/Industry                        |
| Tami Tran                          | Business/Industry                        |
| Derek Lamb ( <i>remote</i> )       | 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**

|                                      |   |
|--------------------------------------|---|
| Jim Diamond ( <i>remote</i> )        | Hill Air Force Base (invited guest)                                       |
| Alison Anderson                      | College Director of Instructional Systems                                 |
| Amanda Hollingsworth                 | College Director of Service Professions and Academic Development Programs |
| Amanda Tullis                        | College Associate Vice President - Business & Economic Development        |
| Bryce Fox ( <i>remote</i> )          | College Director of Facilities Services & Risk Management                 |
| Dr. David Stoddard ( <i>remote</i> ) | College Director of Technical Programs                                    |
| 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  |
| Lindsey Rees ( <i>remote</i> )       | College Foundation Director and Grants Administrator                      |
| Mark Hadley                          | College Director of Technical and Apprenticeship Programs                 |
| Sherry Rauch ( <i>remote</i> )       | College Director of Marketing and Community Relations                     |
| Owen Horne ( <i>remote</i> )         | 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                                      |
| Timothy Despain ( <i>remote</i> )    | College Director of Student Financial Services                            |

|                                 |  |
|---------------------------------|--|
| Josh Pay ( <i>remote</i> )      | College Accountant                                   |
| Shawn Swapp                     | College Electrician Apprentice Faculty               |
| Joy Korth                       | College Nurse Assistant Coordinator                  |
| Mauree Broussard                | College Nurse Assistant Faculty                      |
| Jordanne Thomas                 | College Pharmacy Technician Faculty                  |
| LaVon Jackson                   | College Medical Assistant Faculty                    |
| Jeremiah Robinson               | College Architectural Engineering and Design Faculty |
| Baillie Chapman                 | College Esthetician Faculty                          |
| Geoff Vincent                   | College CNC Machining Faculty                        |
| Glen Stott                      | College Welding Technology Faculty                   |
| Scott King                      | College Diesel/Heavy Duty Technology Faculty         |
| Nic Hadley                      | College Construction Technology Faculty              |
| Craig Randall                   | College Plumbing Apprentice Faculty                  |
| Adam Magnuson                   | College Desktop Support Specialist I                 |
| Sebastian Cardin                | Electrician Apprentice Student                       |
| Luciana Galante                 | Nurse Assistant Student                              |
| Mara Torres                     | Nurse Assistant Student                              |
| Kabrina Austin                  | Pharmacy Technician Student                          |
| Erin Einzinger                  | Medical Assistant Student                            |
| Kindra Laws                     | Medical Assistant Student                            |
| Kaitlyn West                    | Medical Assistant Student                            |
| Carter Stengel                  | CNC Machining Student                                |
| Erik Helton                     | CNC Machining Student                                |
| Summer Willey                   | Esthetician Student                                  |
| Anthony Harward                 | Electrician Apprentice Student                       |
| Dylan Inman                     | Electrician Apprentice Student                       |
| Kevin Tanner                    | Plumbing Apprentice Student                          |
| Steve Moon                      | Welding Technology Student                           |
| Kyle Elmer                      | Diesel/Heavy Duty Technology Student                 |
| Joey Naegle                     | Electrician Apprentice Student                       |
| Jaiden Mattson                  | Esthetician Student                                  |
| David Roundy                    | Plumbing Apprentice Student                          |
| Randy King                      | Architectural Engineering and Design Student         |
| Eric Petersen ( <i>remote</i> ) | State of Utah Assistant Attorney General             |

**Excused**

|                 |                   |
|-----------------|-------------------|
| Justin Atkinson | Business/Industry |
| Tucker Morgan   | Business/Industry |

**Absent**

|               |                   |
|---------------|-------------------|
| Michael Henry | Business/Industry |
|---------------|-------------------|

**Pledge of Allegiance**

|                  |
|------------------|
| Sebastian Cardin |
|------------------|

**Recognition of Board Service**

Julie Tanner has completed her term of appointment. She served on the Davis Technical College Board from March 2021 to March 2023. The entire college community is grateful for Trustee Tanner’s selfless service to the college’s mission, and particularly her advocacy for secondary students and the value of technical education.

**Introduction of State Winners for SkillsUSA and HOSA**

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

**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 March 17, 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. Career Path High Report
- i. Budget Modification
- j. National Competition Travel
- k. Rescind Network Resources Acceptable Use Policy
- l. Responsible Use Policy
- m. Rescind Civic and Funeral Leave Policy
- n. Bereavement Leave Policy
- o. Civic Leave Policy
- p. Disciplinary Sanctions of Personnel Policy
- q. Salary and Wage Administration Policy
- r. Board of Trustees Meeting Schedule  
(July 2023-June 2024)

The Consent Calendar was approved on a motion made by Adam Toone, seconded by Brandon Howard. Motion passed.

**Business Resource Center Report**

Amanda Tullis provided a review of Business Resource Center year to date information, monthly scorecard, client success stories, and general divisional information.

### **Draft FY 2024 College Business Plan**

The FY 2024 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 and the actionable items the College will take in year two. The FY 2024 Business Plan draft was distributed at the Board Meeting.

The Board was invited to attend the Strategic Planning/Awards event that is being held on Friday, June 9, 2023, with all employees and staff.

### **Training Division Report**

#### **Occupational Advisory Committee (OAC) Meetings**

Thirty-one successful OAC meetings were completed the first week of May 2023. Four other programs will complete their OAC meetings in the coming weeks.

### **Program Alignment**

The following programs have finished program alignment. They have been approved by the Utah Board of Higher Education and implemented at Davis Technical College.

- Esthetician
- Home Health Aide
- Advanced Emergency Medical Technician
- Emergency Medical Technician
- Nursing Assistant
- Dental Assisting
- Pharmacy Technician – Advanced
- Manufacturing Technology
- Plumbing Apprentice
- Electrician Apprentice

### **Clock-Hour to Credit-Hour Implementation**

Davis Technical College has already implemented credit in two programs (Nursing Assistant and Phlebotomy) with four more programs planned (Cosmetology, Esthetician, Nail Technician, and Practical Nurse) for before 3 July.

### **CDL Program Implementation**

Utah Works proposal and application was approved by the Utah System of Higher Education (USHE) Talent Ready Utah. The College were awarded a two-year grant of \$819,865.00 to implement a CDL program. Davis Technical College is in the process of hiring faculty and staff and rolling out program implementation by Fall 2023.

**FY 2024 Employee Compensation Plan and Related Pay Schedule Approval**

The proposed Employee Compensation Plan for FY 2024 includes:

- Increases per the Performance Based Pay Progression Table to be provided for eligible full-time and part-time employees. These increases will range from 1.0% to 6.26% for individual employees, but average approximately 4.47% for employees overall.
- A cost-of-living adjustment (COLA) of 2.5% for all eligible full-time employees.
- The FY 2024 pay schedules for all positions reflects a 2.5% increase in the pay ranges.
- As a result of the compensation survey completed by the College in FY 2023 - 219 employees will receive market adjustments that average \$1,956.
- The application of the Pay Progression Table, COLA, and compensation study related adjustments is estimated to provide an overall average increase of 8.55% for eligible employees.
- Pay increases will be effective for the 14 July 2023, 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 (PEHP). The Legislature funded the employer portion of this increase.
- No change in retirement contribution rates in the Utah Retirement System or TIAA.

A motion to approve the Fiscal Year 2024 Employee Compensation Plan and related Pay Schedules as presented was made by Tami Tran, seconded by Adam Toone. Motion passed.

**FY 2024 Budget – First Reading**

A summary of increases/decreases in state funding for Davis Tech for FY 2024 was presented:

|  |                    |
|--|--------------------|
| 8.75% Labor Market Increase                                    | \$1,550,500        |
| 7.2% Increase in Health & 0.9% Dental Insurance Benefits Rates | 213,000            |
| Program Growth & Capacity Funding                              | 881,600            |
| Equipment Funding  | 33,900             |
| Simmons Building O&M   | 140,000            |
| Transfers from WSU for Talent Ready & SWI programs             | 235,000            |
| Transfers from USHE for Healthcare Workforce Initiative        | 92,500             |
| Internal Service Fund Adjustment                               | <u>105,300</u>     |
| Total Increase   | <u>\$3,251,800</u> |

A first draft of the FY 2024 budget was shared. A summary of significant items in the draft budget include:

**Revenue Adjustments**

- Increase of \$3,251,800 in direct legislative funding as outlined above.
- Increased Tuition Revenues and Reduced Student Fee Revenues related to the clock to credit transition.
- Various other adjustments related to contracts, grants, and revenue estimates.

**New Program Growth Expenses**

- Add full-time diesel and culinary arts instructors and related supplies.
- Increase apprenticeship programs adjunct budgets and supplies.
- Add two full-time student success retention coaches and related supplies.
- Add two full-time career and academic advisors and related supplies.
- Add a full-time blended learning coordinator.
- Add a full-time diversity coordinator.

**Other Budgeted Expense Adjustments**

- Compensation plan as proposed in this Board Meeting.
- Increased general fund expenses and reduced designated fund expenses related to the clock to credit transition.
- Add \$875,000 for CDL backing practice range construction.
- Full-year impact of staff changes which took place in FY 2023.
- Various other expense adjustments and reallocations between functions and funds.

A Student Success Steering Committee has been chartered and chaired by the Vice Presidents of Training and Student Affairs. A student success strategy will be developed to change the student success paradigm. Student graduation is a key institutional goal.

**Adjournment:** The meeting adjourned at 4:30 p.m.