



MINUTES

Davis Technical College Board of Trustees Meeting

Thursday, May 20, 2021 | 3:30 p.m. | Haven J. Barlow Board Room

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	Business/Industry, Vice Chair
Justin Atkinson (<i>remote</i>)	Business/Industry
Shawn Bucher (<i>remote</i>)	Business/Industry
Amanda Covington (<i>remote</i>)	Weber State University Board of Trustees
Chris DeHerrera (<i>remote</i>)	Business/Industry
Michael Henry (<i>remote</i>)	Business/Industry
Scot Merrihew (<i>remote</i>)	Business/Industry
Tucker Morgan (<i>remote</i>)	Business/Industry
Julie Tanner	Davis School District Board of Education
Adam Toone (<i>remote</i>)	Morgan School District Board of Education

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

Alison Anderson (<i>remote</i>)	College Director of Instructional Systems
Greg Scherer (<i>remote</i>)	College Director of Information Technology
Jeff Lund	College Controller
Marcie Valdez (<i>remote</i>)	College Foundation Director and Grants Administrator
Mark Hadley (<i>remote</i>)	College Director of Technical and Apprenticeship Programs
Owen Horne (<i>remote</i>)	College Data Manager
Scott Hoffman	College Director of Human Resources
Spencer Kimball (<i>remote</i>)	College Director of Student Services
Timothy Despain (<i>remote</i>)	College Director of Student Financial Services
Jared Haines (<i>remote</i>)	Utah System of Higher Education (USHE) Senior Advisor for Technical Education
Eric Petersen	State of Utah Assistant Attorney General

Pledge of Allegiance

Scott Hoffman, College Director of Human Resources

Introduction of New Board Members

The Davis Technical College Board of Trustees is pleased for the newest appointees, Julie Tanner and Chris DeHerrera. Julie Tanner has served on the Davis School District Board of Education for more than six years. Chris DeHerrera is the President/CEO of Associated Builders and Contractors, Utah Chapter.

Introduction of New Employee

Scott Hoffman, Director of Human Resources was introduced.

Consent Calendar

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

- a. Minutes of March 18, 2021
- b. Budget and Accounting Report
- c. Key Performance Indicators Report (performance-to-goal)
- d. Business and Economic Development Report
- e. Foundation Activity Report
- f. Campus Development Update
- g. Scholarship Issuance Report
- h. Career Path High Report
- i. Organizational Chart
- j. Davis Tech FY 2020 Student Enrollment and Outcomes Report
- k. Employee Educational Benefit Policy
- l. Social Security Replacement Policy and Procedures/Utah Retirement Systems Automatic Enrollment
- m. Board of Trustees Meeting Schedule (July 2021-June 2022)

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

Planning

Draft FY 2022 Business Plan

The FY 2022 Business Plan reflects the College's commitment to strategic planning and continuous improvement. The plan includes the goals established by the institution and the strategies to achieve them.

The FY 2022 Business Plan aligns with year three of the Davis Technical College Three-year Strategic Plan. New goals are added to support the College's response to COVID-19 and USHE shared governance. All employees will continue to have the opportunity to review and comment on the draft Business Plan.

Preparation for FY 2023-2026 Strategic Plan and USHE Attainment Goals

All 16 higher education institutions will now need to achieve access, completion, and graduation goals to be eligible to receive performance-based funding. Trustees will lead this strategic planning process next year.

Initial FY 2021 Employee Compensation Proposal Discussion

In House Bill 8, the Legislature provided funding for a 3.0% labor market increase. The bill also provided funding for the employer portion of an average 4.3% increase in health insurance benefits rates. College Administration proposed to add to the amounts provided by the Legislature for compensation, by using funds from efficiencies to fund the proposed compensation package.

The proposed Employee Compensation Plan for FY 2022 includes the following elements:

- Increases per the Performance Based Pay Progression Table to be provided for eligible employees. These increases will range from 4.35% to 1.0% for individual employees, but average approximately 2.46% for full-time employees.
- Fund no cost of living adjustment for eligible employees.
- Pay Schedules for Faculty, Classified Employees, and Professional Administrative Employees to remain essentially the same as FY 2021 with no increase in the pay ranges.
- Fund an amount which is approximately 2.54% or \$320,000 in the General Fund for merit increases. Merit increases will be used to recognize exceptional performance, reduce employee retention issues, and/or address pay inequities.
- The approximate total of the Performance Based Pay Progression Table increases, and the merit increases will be planned to be a total of a 5% average increase for eligible full-time employees with a total cost of approximately \$620,000. This amount is made up of funds by the Legislature and an additional amount of approximately \$248,000 from budgetary efficiencies. Increase of 4.3% in medical insurance rates as set forth by the Public Employees Health Program (PEHP). The Legislature funded the employer portion of this increase.
- No change in dental insurance rates as set forth by the Public Employees Health Program (PEHP).
- No change in retirement contribution rates in the Utah Retirement System or TIAA.

Prior to the June 2021 Board meeting, the elements of this compensation package will be applied to individual employees and the calculation of the average increases will be refined.

The salary schedules presented for Fiscal Year 2022 are equivalent to the revised salary schedules for Fiscal Year 2021, with no increase to those schedules.

Budget Discussion

FY 2022 Budget – First Reading

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	\$2,501,600

A first draft of the Fiscal Year 2022 budget was shared. A summary of significant items in the draft budget include:

Revenue Adjustments

- Increase of \$2,501,600 in direct Legislative funding as outlined above.
- Decrease of \$684,600 in Custom Fit flow through funds from USHE.
- Eliminate one-time CARES Funds revenues budgeted in FY 2021.
- Eliminate one-time PEHP insurance refund received in FY 2021.
- Various other adjustments related to contracts, grants, and revenue estimates.

New Program Growth Expenses

- Add two Welding Technology Instructors and related supplies.
- Add Heating and Air Conditioning Instructor and related supplies.
- Add Medical Assistant Instructor and related supplies.
- Add Manufacturing Technology Instructor and related supplies.
- Add Heavy Equipment Operator Instructor and related supplies.

Other Budgeted Expense Adjustments

- Add Building Support expenses for new Allied Health Building.
- Compensation plan as proposed in this Board Meeting.
- Add \$361,000 for additional equipment.
- Add part-time SWI Diesel Instructor.
- Add expenses for Articulation Partnership for Dual enrollment with WSU.

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- Reallocate Custom Fit expenses from Restricted Fund to General Fund.
- Eliminate one-time CARES Funds expenses budgeted in FY 2021.
- Full-year impact of staff changes which took place in FY 2021.
- Elimination of one-time expenses included in the FY 2021 budget.
- Adjustments to adjunct faculty budgets in various programs.
- Estimate for salary savings related to open positions.
- Roll forward remodel expenses from FY 2021 to FY 2022 for projects in progress.
- Add expenses for planning for Phase II remodel project.
- Add expenses for electronic sign replacement.
- Various other expense adjustments and reallocations between functions and funds.

CRRSAA: Higher Education Emergency Relief Fund Review

Davis Technical College has been allocated Emergency Relief Funds from the Federal government as CARES Funds, HEERF Funds, and ARPA Funds. Many higher education finance officers around the state and the nation often refer to these funds as CARES I, CARES II, and CARES III as a simplified way to refer to these funds. A summary of those funds is as follows:

	<u>Student Amounts</u>	<u>Institution Amounts</u>	<u>Total Amounts</u>
CARES (CARES I)	\$356,638	\$356,638	\$713,275
HEERF (CARES II)	\$356,638	\$1,534,120	\$1,890,758
ARPA (CARES III)	\$1,895,000	\$1,895,000	\$3,790,000

Davis Tech also received additional CARES funds from other sources as follows:

UETN/USHE	\$2,265,500
Davis County	\$475,000
SBDC	\$102,678

Information was shared on how these funds have been utilized and plans for funds that are yet to be received. Jeff Lund and Tim Despain were thanked for their work on with these funds.

President's Report

Educational Reengagement and High Demand Scholarships

\$15 million was appropriated by the Legislature in the recent Special Session for this scholarship. Proposals are being submitted. The Legislature intends that the funds be used to provide one-year tuition and fee scholarships for individuals who, because of the COVID-19 pandemic, deferred or interrupted enrollment, or who were not enrolled in the 2020-2021 school year and seek additional training and education at USHE technical colleges or degree-granting institutions.

Recognition of Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting

The Certificate of Achievement for Excellence in Financial Reporting has been awarded to Davis Technical College for the third year in a row by the Government Finance Officers Association of the United States and Canada for its comprehensive annual financial report. The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Marcie Valdez and the Foundation was recognized for the work on the Foundation Grants received:

Date	Donor	Amount	Purpose
March	Intermountain Healthcare	\$60,000	Diversity in Healthcare Scholarship Fund
March	Skyline View Apartments Annual Distribution	\$60,496	Scholarships & General Fund
April	South Davis Community Hospital	\$6,000	Scholarships
April	George S. & Dolores Dore Eccles Foundation	\$16,000	Scholarships

Leslie Mock, Vice President and Chief Academic Officer provided a COVID-19 update. As of March 19, 2021, Davis Tech is a face-covering friendly campus. At their discretion, faculty may continue to require face coverings in their classrooms and labs through June 30, 2021. Unvaccinated adult students will continue to be tested on campus through June 30, 2021, also.

Life-Changer Reception and Dinner was held on May 11. The following were honored:

- Merit Medical, Industry Partner Award
- Intermountain Healthcare, Education Partner Award
- Dr. Raymond Ward, Community Advocate
- Jewel Lee Kenly, Haven J. Barlow Legacy Award
- Brian Hatch, President's Award

Jim Diamond, invited some Davis Tech employees including cybersecurity program instructors to visit the 309th Software Engineering Group at Hill Air Force Base. They have a great need for a skilled workforce. The discussion included improving the pathway for Davis Tech students to become hired.

Program alignment meetings are being held with the technical colleges to create consistency around programs, while ensuring regional flexibility. Also, a meeting is scheduled with Weber State University to discuss regional program duplication.

Darin explained that because of the growth in enrollments and important initiatives from the new State Board of Higher Education, College leadership is carefully scrutinizing all new requests for institutional resources and/or involvement.

Julie Tanner made a motion to adjourn the meeting.

Adjournment

The meeting adjourned at 5:03 p.m.