

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
Justin Atkinson (<i>remote</i>)	Business/Industry
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
Adam Toone	Morgan School Board

Administration

Darin Brush	President/CEO
Jeff Lund	Vice President and Chief Financial Officer
Kelly Simerick	Vice President of Student Services
Wendee Cole	Chief of Staff/Recording Secretary

Guests

Alison Anderson	College Director of Instructional Systems
Amanda Tullis	College Associate Vice President - Business & Economic Development
Bryce Fox	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
Marcie Valdez (<i>remote</i>)	College Foundation Director and Grants Administrator
Mark Hadley (<i>remote</i>)	College Director of Technical and Apprenticeship Programs
Melanie Hall (<i>remote</i>)	College Director of Marketing and Community Relations
Owen Horne	College Director of Data and Student Information Systems
Scott Hoffman	College Director of Human Resources
Samantha Cusenza	College Director of Student Services
Timothy Despain (<i>remote</i>)	College Director of Student Financial Services
Riley Pearce	College Desktop Support Specialist
Geoffrey Landward	Utah System of Higher Education (USHE) Deputy Commissioner and General Counsel
Eric Petersen (<i>remote</i>)	State of Utah Assistant Attorney General
Stacey Hutchings	Career Path High School Director

Valerie Jones	Career Path High School Dean of Academics
Ryan Welch	Career Path High School Dean of Students
Mikayla Wallace	Nursing Student

Excused

Chris DeHerrera	Business/Industry, Vice Chair
Tucker Morgan	Business/Industry
Julie Tanner	Davis School Board

Absent

Michael Henry	Business/Industry
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Introduction of New Employees

Samantha Cusenza, Director of Student Services and Dee Weaver, Director of Health Professions Programs were introduced to the Board.

Pledge of Allegiance

Mikayla Wallace, Registered Nursing student

Introduction of National HOSA (Future Health Professionals) Winners

The Board was thanked for their support of the HOSA International Leadership Conference held in Nashville, Tennessee on June 21-26, 2022. Davis Tech students received six gold, two silver, and one bronze medals.

Recognition of 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 fourth year by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). 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.

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 June 16, 2022 meeting
- b. Budget and Accounting Report
- c. Key Performance Indicators Report
- 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. Salary and Wage Administration Policy
- k. Employment of Relatives Policy
- l. Reduction in Force Policy
- m. Student Grievance Policy and Procedures
- n. Title IX Sexual Harassment and Discrimination Policy and Procedures
- o. Student Code of Conduct and Discipline Policy and Procedures
- p. Schedule Development Policy and Procedures

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

Career Path High School Report

The College Board of Trustees serves as the authorizer for the Career Path High School charter school. The Legislature stipulates in 53G-5-205 that charter school authorizers annually review and evaluate the performance of charter schools.

Stacey Hutchings serves as the Director. Ryan Welch, Dean of Students and Valerie Jones, Dean of Academics were introduced. Director Hutchings reported on current enrollment and overall status of the school, including performance indicators, performance against last year's goals, goals and priorities for FY 2023, and retention indicators. The history of Career Path High was shared.

FY 2024 Capital Improvement Project Approval

The following is a listing of Davis Tech projects to be submitted to the Division of Facilities and Construction Management (DFCM) for Capital Improvements to existing facilities.

Priority 1:

Hydronic Piping Replacement and System Upgrades

Priority 2:

Additional Funding for FY23 Project - North Campus Improvements

Priority 3:

Barlow HVAC Roof-Top Unit Replacements

A motion to approve the FY 2024 Capital Improvement Request was made by Adam Toone, seconded by Tami Tran. Motion passed.

Campus Safety Update

Bryce Fox, Director of Facility Services and Risk Management provided an update on campus safety and security. During FY 2022 the following activities were completed:

- Facilitated Campus Safety Survey
- Incorporated survey results in 2022 Campus Safety Day
- Facilitated 2022 Campus Safety Day
 - Presentations
 - Review of Campus Safety Resources
 - Mental Health (Kaysville PD)
 - Active Shooter (Kaysville PD)
 - Active Shooter Stop and Think Drill
- Participated in the Utah Great ShakeOut 2022
 - Conducted debrief of Great ShakeOut with the campus Crisis Intervention Team
- Partnered with Davis County Sherriff's Office to hold K9 trainings on Campus
- Partnered with Kaysville PD to sponsor multi-agency Active Shooter/SWAT training on Campus
- Contracted with Kaysville PD to have a part-time Police Officer on Campus
- Obtained legislative funding for new Safety/Risk Manager
- Total number of reported incidents that required Campus Security response:
 - 26 - Injuries
 - 7 - Illness
 - 2 - Accidents
 - 13 - Security
 - 10 work related injury or illness claims

417,009 hours worked with 0 lost hours due to work related injury or illness

Enrollment Discussion

The College measures and tracks enrollment data that serve as metrics for the key performance indicators. The FY22 preliminary draft of the Student Enrollment and Outcomes Report created by USHE was provided.

With a renewed focus on the performance metrics issued by USHE, Student Services is in the process of drafting a strategic enrollment plan (SEP). The SEP will serve as a roadmap for enrollment, retention, and graduation goals.

SEP overview:



Future Additions to the SEP:

Market Forces Summary
Market Demographics
Feeder Institutions
Labor Market Trends
Competitors
Public Policy Impact
Market Segment Assessments
Market Prioritization
Implementation Timeline
Performance Scorecard

The SEP will be built over the next few years and will be utilized for the next five years.

Clock-to-Credit Conversion Project Report – roll-out

Until July 1, 2020, all Utah technical colleges were statutorily required to offer instruction in clock hours rather than credit hours. When the Utah System of Technical Colleges and the USHE merged in 2020, this changed and provided an opportunity to change from clock to credit hour.

The Utah Board of Higher Education evaluated and proposed all 16 higher education institutions in the state use credit as a common currency. This common currency will improve reporting and student transfer opportunities. The U.S. Department of Education rules for financial aid eligible programs in clock-hour institutions requires attendance or synchronous online instruction. These rules hinder the overall development and delivery of instruction in hybrid and distance education formats. These rules present barriers to students who need flexible scheduling options and require students to attend class unnecessarily for learning components that could be completed independently. These challenges negatively impact student enrollment and completion, particularly students from underrepresented populations and those living in rural areas. Transition to credit will not compromise flexible enrollment and student progression practices currently provided through competency-based education.

USHE submitted to Council on Occupational Education (COE) applications for the approval of credit programs at technical colleges. Davis Tech received approval and will transition clock hour programs to credit beginning in 2023. Credit-hour programs will be added to the college Approved Program List, along with existing clock-hour programs.

The plan is to transition the non-financial aid eligible programs first, such as Nursing Assistant (CNA), Emergency Medical Technician (EMT), and Nail Technician.

After the transition, new students to Davis Tech will enroll in the credit program, and existing students will continue in the clock-hour program through the teach-out period. Students who withdraw and later return will enroll in the credit program. Clock hours and credits will run simultaneously until the teach-out is complete.

Program alignment within all eight technical colleges began last year and will continue through 2022. Program lead instructors are in the process of meeting and aligning programs to at least 70%, the standard set by the Utah Board of Higher Education. The conversion rate is one credit equivalent to 30 clock hours for both lecture and laboratory and 45 clock hours for work-based learning.

Clock-to-Credit Conversion Project - Impact on Tuition

Historically Davis Tech has charged tuition and general student fees by the membership hour and assessed program or lab fees for specific purposes tied to each individual course. USHE has issued the following tuition guidelines to the system in regard to technical education tuition rates per credit hour:

- A standard tuition rate within the range of \$90 to \$100 per credit hour.
- Tech colleges should have no general fees.
- Differential tuition rates are allowed but discouraged.
- Course fees must be in accordance USHE Policy R517, which defines uses of funds.

In the next few weeks, the Commissioner's Office will review the proposed rates and give their preliminary approval to move forward with the required Truth in Tuition hearings and considered by local Boards. The Utah Board of Higher Education will then approve the final rates prior to implementation.

Davis Tech has calculated a proposed rate of \$95 per credit hour with an elimination of general student fees and program fees for 26 programs.

It is anticipated that there will be a net increase to the overall budget of approximately \$45,000 based on FY 2022 enrollment. These funds, if realized, would be used for employee compensation or supply expenses.

Injection Molding Program Teach-out Approval

The Injection Molding program started in 2015 at the Freeport West Center at the D5 Building in Clearfield as a satellite location to Davis Technical Colleges main campus.

Because of the proximity to the Clearfield Job Corps Center, the Injection Molding program has been primarily enrolled with students from Job Corps. With the event of Covid and Job Corps reducing its number of students, there are very few Job Corps students to support the program.

In January of 2022, the Injection Molding program was relocated to the main campus in Kaysville as an attempt to improve student enrollment.

The Injection Molding program continues to have the support of local industry and its desire to create a source of trained employees. However, employers in their need for employees are hiring individuals with or without formal training. It is proposed that the Davis Technical College Injection Molding program be taught out due to low student enrollment; difficulty to attract; recruit and retain students; industry not requiring training for employment; and ability to reallocate funding to areas of greater student impact.

With Board of Trustees approval on the September 22, 2023 meeting, the teach-out process will commence on September 26, 2022 and will run through December 31, 2023. This timeline ensures that there is adequate time for students to complete the program. Initial actions taken will include Student Services no longer enrolling students and existing students being made aware of the teach-out. It is estimated that most, if not all students, will complete all needed requirements for the program by February of 2023.

A motion to approve the Injection Molding program teach-out was made by Adam Toone, seconded by Brandon Howard. Motion passed.

System Performance Funding Goals Approval

In the 2021 General Session, the Legislature passed Senate Bill 193, amending the provisions related to high education goals and funding based on an institution's performance. The bill requires the Utah Board of Higher Education to set five-year goals for the state system of higher education, and for each technical college that align with each system five-year goal.

Davis Technical College, through its Board of Trustees, developed and adopted the college's three-year strategic plan in June 2022. That plan contains the college's attainment goals related to the system performance goals. Since then, additional data have accumulated that bring some of the goals into better focus. Davis Technical College is required to submit first-year performance goals to the Utah Board of Higher Education by 28 October 2022. The proposed first-year goals are:

Access - set a conservative goal above the baseline to 1.01%.

Timely Completion - set a goal of around 40% dropping below the baseline is allowed.

High Yield - Set a goal of 37%.

A motion to approve the System Performance Funding goals was made by Tami Tran, seconded by Adam Toone. Motion passed.

FY 2024 Appropriations Request Approval

Davis Technical College leadership has analyzed the current and future needs of the college as they connect to the college’s new three-year strategic plan. Working with USHE, Davis Technical College has developed an appropriation request for the 2022 General Session that it would like to propose to the Utah Board of Higher Education. The request is as follows:

Priority	Description
1	Student Success and Retention Coaches
2	Career and Academic Advisors
3	High Yield Program: Diesel/Heavy Duty Technology Faculty
4	High Yield Program: Culinary Arts Faculty
5	High Yield Program: Apprenticeship Faculty (Adjunct)
6	Diversity Officer
7	Hybrid (Online) Education Transformation Specialist
8	Student Success and Tracking Software (CRM Add-on)
	Technical College Equipment

A motion to approve the FY 2024 Appropriations Request was made by Brandon Howard, seconded by Adam Toone. Motion passed.

President’s Report

There was no President’s Report.

Adjournment: The meeting adjourned at 5:29 p.m.