

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
Lindsay Bayuk ( <i>remote</i> )	Business/Industry, Vice Chair
Justin Atkinson ( <i>remote</i> )	Business/Industry
Shawn Bucher ( <i>remote</i> )	Business/Industry
Scot Merrihew	Business/Industry
Tucker Morgan ( <i>remote</i> )	Business/Industry
Julie Tanner	Davis School Board
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 of Student Services
Wendee Cole	Chief of Staff/Recording Secretary

### **Guests**

Jim Diamond ( <i>remote</i> )	Hill Air Force Base (invited guest)
Carmen Enriquez	Board Student Representative
Alison Anderson ( <i>remote</i> )	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
Greg Scherer ( <i>remote</i> )	College Director of Information Technology
Lance Eastman	College Associate Vice President – Training Division
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	College Director of Marketing and Community Relations
Owen Horne	College Director of Data and Student Information Systems
Scott Hoffman	College Director of Human Resources
Timothy Despain ( <i>remote</i> )	College Director of Student Financial Services
Jared Haines	USHE Senior Advisor for Technical Education
Shawn Newell ( <i>remote</i> )	Utah Board of Higher Education, member

Eric Petersen	State of Utah Assistant Attorney General
Russell Galt	USHE Senior Assistant Commissioner for Technical Education Finance
Stacey Hutchings	Career Path High Director
Irene Galt	

### **Excused**

Amanda Covington	Weber State University Board of Trustees
Chris DeHerrera	Business/Industry
Michael Henry	Business/Industry

### **Introduction of Davis Tech 2022 Student of the Year/Pledge of Allegiance**

Carmen Enriquez was introduced as the 2022 Student of the Year from the Composite Materials Technology program. She will also serve as the student representative to the Davis Tech Board of Trustees.

### **Farewell and Thank You for Russell Galt**

Russell Galt worked at Davis Technical College for 26 years. He was recognized for his dedicated service to the institution. Russ took a position with the Utah System of Higher Education as the Senior Assistant Commissioner for Technical Education Finance.

### **Introduction of New Employees/Roles**

President Brush introduced the following employees:

- Jeff Lund, Vice President and Chief Financial Officer
- Kelly Simerick, Vice President of Student Services
- Amanda Tullis, Associate Vice President – Business and Economic Development
- Stacey Hutchings, Senior Advisor of Secondary Students

Vice President Mock introduced the following employees who serve in new roles:

- Lance Eastman, Associate Vice President – Training Division
- Amanda Hollingsworth, Director of Service Professions and Academic Development

### **Recognition of Board Service**

Lindsay Bayuk has completed her term of appointment. She served on the Davis Technical College Board from February 2018 to February 2022 and as Vice Chair from October 2020 to February 2022. The college community is grateful for Vice Chair Bayuk's selfless service to the college and its mission.

Shawn Bucher has completed his term of appointment. He served on the Davis Technical College Board from February 2018 to February 2022. The college community is grateful for Trustee Bucher's selfless service to the college and its mission.

### **Public Comment**

There were no comments.

### **Administration of Oath of Office**

Trustees took the Oath of Office, which was administered by the Secretary to the Board of Trustees.

### **Consent Calendar**

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

- a. Minutes of December 2, 2021
- b. Budget and Accounting Report
- c. Key Performance Indicators Report (performance to goal)
- 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. Organizational Chart
- k. Public Entity Resolution
- l. Course and Program Fees Policy
- m. Remote Work Policy
- n. Amended FY 2021-2022 College Calendar
- o. FY 2022-2023 College Calendar Summary

The Consent Calendar was approved on a motion made by Julie Tanner, seconded by Scot Merrihew. Motion passed.

### **Board Election and Appointments**

#### **Board Elections:**

Board Chair Wood opened nominations for the Davis Technical Board of Trustees Chair and Vice Chair. Troy Wood was nominated as chair with a motion made by Julie Tanner, seconded by Scot Merrihew. Nominations were closed. Motion passed. Chris DeHerrera was nominated as vice chair with a motion made by Julie Tanner, seconded by Scot Merrihew. Nominations were closed. Motion passed.

#### **Audit Committee Membership:**

The Board shall elect at least two of its members to serve as the Audit Committee. The Audit Committee shall assist the Board in fulfilling its oversight responsibilities for 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 to continue as the Audit Committee Chair and Justin Atkinson as Audit Committee member as appointed by the Board.

**Foundation Board Liaison Appointment:**

Adam Toone will continue as the Foundation Board Liaison as appointed by the Board.

**Career Path High**

The College Board of Trustees serves as the charter school authorizer for Career Path High School. Stacey Hutchings serves as the Director for the school. The position of school principal is currently open for hire. Stacey reported on current enrollment and overall performance and health of the school. A new memorandum of understanding has been signed with Davis Tech which includes the new reporting factors. Audited Statements of Financial Position through June 30, 2021, were also shared. It was a clean report with no findings.

Career Path High receives an annual dividend from the Utah School and Institutional Trust Funds. The School Community Council decides how these funds will be used. This council is made up of parents of students, school employees, and Director Hutchings. The Trust Lands plan will be placed on June Board agenda under the consent calendar for approval.

**Tuition and Fees**

Each year, the Utah System of Higher Education (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 Board 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 2023, keeping tuition at \$2.10 per hour. There will also be no change to institutional standard student fees, holding them at the current rate of \$0.35 per hour. The schedule of proposed tuition and institutional fees was provided.

The High School Student Application Fee also remains unchanged at \$40 per student.

The proposed FY 2023 Adult Student Program and Lab Fees summary was provided. Program lab fees are spread across multiple courses in each program. The fees have been reviewed by the College Fee Committee. The total fees paid by each student will vary based upon the selection of electives.

A motion to approve the FY 2023 Tuition and Institutional Fees, High School Student Fees and Adult Program and Lab Fees was made by Julie Tanner, seconded by Scot Merrihew. Motion passed.

**Mid-year College Performance Update**

The College measures and tracks key performance indicators and distributes the information through Tableau and performance dashboards. The July 2021-February 2022 mid-year data were shared. A new real-time scorecard has been created to assist in tracking attainment goals, which is reviewed each month by senior management.

**Training Division Actions**

**Closure of current Utah Department of Corrections (UDC) Instructional Service Center**

UDC is building a new correctional facility (State Prison) and the current facility will be demolished. Davis Tech sought Board approval to close the instructional center located at the current State Prison location, 14425 Bitterbrush Lane, Draper UT 84020.

**Approval of new Utah Department of Corrections Instructional Service Center**

In response to the State Prison relocation, Davis Tech sought board approval to open a new instructional center at the new facility located at 1480 North 8000 South, Salt Lake City, UT 84116.

**FY 2023 Program Changes Approval**

Davis Technical College has a few substantive program changes for FY2023. The Automotive Technology 1200-hour program will be divided into two 600-hour programs to offer students a shorter training plan for employability. The Building Construction Technology program's name will be changed to Construction Management to align with Weber State University's program name. Also, a short 330-hour Construction Technology program will be offered. These substantive changes will benefit students as they will be able to enter the workforce sooner.

With the relocation of the State Prison in Draper to Salt Lake City, the Council on Occupational Education (COE) requires a teach-out of the current programs at the old location, and re-opening of them at the new location. Due to this change, all programs will have new names associated with the new location in Salt Lake City.

Davis Technical College will comply with the Legislative mandate from 2022 HB194, to provide incarcerated women with substantially equivalent education and career-readiness opportunities as incarcerated men.

The College is also making several non-substantive program changes (<25%). Most of these changes are results of USHE program alignment and clock-to-credit transition. A detailed list was shared.

**Programs Eligible for Title IV Funding**

Each year, Davis Technical College updates program offerings. The list of changes provided includes the program Codes for Instructional Programs (CIPs), name, length, and location. It also lists whether programs are financial aid eligible or not. After board approval of this list, it

will be sent to COE for an update to the approved programs list. The list will also be sent to the US Department of Education for approval to offer financial aid.

A motion to approve the closure of current and opening of the new UDC instructional service center, FY 2023 program changes and programs eligible for Title IV funding was made by Julie Tanner, seconded by Scot Merrihew. Motion passed.

**Program Budget Request**

The recent General Session ended at midnight on March 4, 2022. A summary of appropriated funds and changes in appropriated funds was provided.

For FY 2023, the budget year that begins on July 1, 2021, and ends on June 30, 2022, direct appropriations for Davis Technical College increased 12.01%.

A summary of increases/decreases in state funding for Davis Tech for FY 2023 is as follows:

5.75% labor market increase for employee compensation	\$ 935,600
6.7% increase in health and dental insurance benefits rates	183,900
Program growth	1,057,500
On-going equipment increase	405,800
Reduction of one-time articulation partnership with WSU	(140,000)
Internal service fund adjustment	<u>30,500</u>
Total increase	<u>\$2,473,300</u>

The \$935,600 funding for a labor market increase is not intended to be a cost-of-living adjustment (COLA). A labor market increase of 5.75% means that, on average, employees will receive a 5.75% increase, not that every employee will receive 5.75%.

The \$1,057,500 funding for program growth will need to be spent in the areas where it was originally requested. Davis Tech received 93% of the amount requested. The request was primarily for program expansion in the Health Technology Programs and Apprenticeship Programs.

The College also received an additional \$405,800 in equipment funding to keep classrooms and labs equipped with the latest technology.

The Legislature also appropriated \$20,366,000 for campus renovation projects and \$140,000 towards operations and maintenance costs of the Simmons building.

**President's Report**

President Brush thanked the Commissioner's office, Trustees and the legislators from Davis County for their hard work and support of Davis Tech during the Legislative Session.

A 2022 Legislative General Session summary was shared and included the following bills:

- HB 8: New Fiscal Year Supplemental Appropriations Act
- HB 194: Department of Corrections Education Services
- HB 226: Higher Education and Corrections Council
- HB 238: State Holiday Modifications
- SB 08: State Agency and Higher Education Compensation Appropriations
- SB 42: Higher Education Performance Funding Goals

A new strategic plan will begin in July 2022 that incorporate the new USHE attainment goals of access, timely completion, and high yield awards including underrepresented populations. A timeline for the developed of the strategic plan was shared. A working room has been created for developing the goals and plan. A planning room will be open for input from employees, students, community, and Board members. The draft FY 2023-2025 Strategic Plan will be shared at the May board meeting for input.

The Davis Tech Foundation has been instrumental in the creation of the Student Resource Center. The Center cultivates and integrates equity, diversity, and inclusion and promotes on-campus and community resources that remove barriers to success which can include financial, mental health and physical resources. Trustees were invited to tour the Center after the meeting.

**Adjournment:** The meeting adjourned at 5:18 p.m.