

Meeting conducted in-person/electronically.

Meeting started at 3:30 p.m.

Conducting: Tami Tran, Board Chair

(r) = remote

Board Members Present

Tami Tran, Chair	Business/Industry Representative
Kyle Brostrom, Vice Chair	Business/Industry Representative
Justin Atkinson	Business/Industry Representative
Andrea Brooks	Morgan School Board Representative
Brigit Gerrard	Davis School Board Representative
Brandon Howard	Business/Industry Representative
Ken Romney	Business/Industry Representative
Tucker Morgan (r)	Business/Industry Representative
Brad Wilson	Weber State Board of Trustees

Administration

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

Guests

Ron Smith	Invited Guest (Hill Air Force Base)
Alison Anderson	College Associate Vice President of Instruction
Dan Powers	College Director of Rehabilitative Programs
Ed Eschler (r)	College Controller
Lindsey Rees	College Foundation Director and Grants Administrator
Owen Horne	College Associate Vice President of Research and Strategy
Samantha Cusenza	College Associate Vice President of Student Success
Scott Hoffman	College Associate Vice President of Human Resources
Shawn Swapp (r)	College Director of Construction Trades
Sherry Rauch (r)	College Director of Marketing and Community Relations
Timothy Despain (r)	College Director of Student Financial Services
Josh Nash	College Desktop Support Specialist I
Stacey Hutchings	Career Path Higher Director
Jeremy Shaw	State of Utah Assistant Attorney General

Excused

Morgan Sutherland	Business/Industry Representative
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Pledge of Allegiance

Kelly Simerick

Introduction of Trustee Wilson

The Davis Technical College Board of Trustees is pleased to welcome its newest member, Brad Wilson. Brad is the CEO of Salt Lake City-Utah 2034 Olympic and Paralympic Games and the former Speaker of the Utah House of Representatives. He joins the Board as the representative of Weber State University.

Administration of the Oath of Office

Brad Wilson, the newly appointed trustee, officially took the Oath of Office, administered by the Secretary to the Board of Trustees, marking the beginning of his term of service.

Public Comment

There were no comments.

Consent Calendar

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

- a. Minutes of September 16, 2024 meeting
- b. Budget and Accounting Report and Investment 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. FY 2025 Occupational Advisory Committee Summary Report
- i. FY 2025 Year-End Budget Report
- j. FY 2026 Budget Modification
- k. Employee Turnover Report
- l. Institutional Neutrality Statement

The Consent Calendar was approved on a motion by Trustee Howard, seconded by Trustee Gerrard. Motion passed.

Election of Vice Chair

In accordance with Board policy, the Board of Trustees shall elect a Chair and Vice Chair from among its membership by a majority vote of a quorum. The Chair and Vice Chair shall serve as the Executive Committee of the Board. The Chair may appoint an additional member of the Board to serve on the Executive Committee.

The Chair shall preside over all meetings of the Board and Executive Committee. In the absence of the Chair, the Vice Chair shall preside. The Chair is a voting member of the Board but does not make motions.

Chair Tran was elected at the September 2025 meeting. Nominations for Vice Chair were opened at the Board meeting.

Trustee Brostrom was elected Vice Chair on a motion by Trustee Atkinson, seconded by Trustee Romney. The motion passed unanimously.

Utah System of Higher Education Board (USHE) of Trustees Summit

The Board of Trustees Summit organized by USHE on Wednesday, October 22, 2025, covered a wide range of important topics related to higher education governance and planning. The discussions focused on roles and responsibilities of the Utah Board of Higher Education, its trustees, and presidents, as well as the approval of programs and degrees, and other relevant topics. Trustees who attended the summit shared their insights, emphasizing the significance of their roles and their responsibility to support the President and the College. Commissioner Landward also outlined his vision for an integrated system.

Career Path High School Report

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

Director Hutchings reported on current enrollment, Davis Tech program interest survey results, financial and operational indicators, CPH Board goals, marketing and school improvement plan, school safety, and accreditation.

Utah Department of Corrections (UDC) Report

Dan Powers, Director of Rehabilitative Programs, provided an update on the College’s long-standing partnership with the UCD, noting that Davis Tech has delivered technical education at the State Prison for more than 15 years. A new five-year contract has been executed, with UDC continuing to cover all program operating costs. Due to space limitations at the facility, additional training cannot be expanded at this time. Trustee Wilson offered to support discussions with stakeholders to explore potential options.

Certificate Programs	<u>Women</u>
	• Automation and Robotics
	• Business Technology
	• Culinary Arts
	• Web and Graphic Design
	<u>Men</u>
	• Basic and Advanced Automotive Technology
	• Business Technology
	• CNC Machining
	• Information Technology
• Welding Technology	

Student Statistics	
New enrollments	236
Graduates	138
Overall Graduate Rate	60%
3-year Recidivism Rate for Graduates	25%

Recent Successes

- IT certification pass rate of 95%
- First of its kind Haas Certification Center
- University of Utah PERI research initiative
- \$30,000 in Perkins Grant Funding
- Awarded Salt Lake School District "Partners in Progress Award" for IET in Corrections

Campus Safety Update

Jeff Lund, Vice President, provided an update on campus safety and security. Davis Technical College employs three full-time and one part-time security staff member and maintains a contract with the Kaysville Police Department for a student resource officer. In November, the security offices were relocated to the main hallway across from the boardroom to improve visibility, centralize operations, and reduce response times. The College also utilizes 209 security cameras to ensure comprehensive monitoring across its six main campus buildings.

During FY 2025, the following activities were completed:

- Facilitated Campus Safety Survey for faculty and staff
- Incorporated survey results into the 2025 Campus Safety Day faculty and staff training
- Participated in the Great Utah Shakeout 2025
- The security team and Kaysville Police Department resource officer attended a national campus safety conference
- Updated 7 security cameras on campus
- Total number of reported incidents that required Campus Security response:
 - 35 - Injuries
 - 25 - Illness
 - 1 - Accidents
 - 30 - Security
- Workers' Compensation Information:
 - Average number of employees: 428
 - Work-related injury or illness claims: 7
 - Lost work hours due to work-related injury or illness: 0

Mental Health/Suicide Awareness Surveys Report

Earlier this year, the loss of a student by suicide deeply affected our campus community and underscored the need for a more structured prevention approach. In collaboration with local health departments, we developed a comprehensive Pre- and -Post-Suicide Prevention Plan. The first phase assessed mental health awareness, access to resources, referral processes, stigma, and recognition of warning signs among students and employees.

107 employees and 143 students completed the survey.

Key takeaways from students:

- 93% reported that the College provides adequate mental health education and resources.
- 93% felt faculty and staff promote a supportive and caring environment for those experiencing mental health or personal crises.
- 83% felt comfortable discussing mental health concerns with faculty or staff.
- 78% indicated they have the knowledge and training to recognize when someone may be in crisis.
- 31% reported experiencing persistent sadness or hopelessness for two weeks or more within the past year.
- 12% seriously considered attempting suicide in the past year, and 8% developed a plan.
- 88% believe it is appropriate to seek help from a counselor, therapist, or doctor when experiencing significant distress.
- Students requested more campus events, increased advisor engagement, and additional support groups.

Key takeaways from employees:

- 73% of employees reported feeling overwhelmed in the past 30 days.
- 84% reported experiencing anxiety during the same period.
- 11% indicated having suicidal thoughts.
- 68% reported symptoms of burnout.
- 32% felt hopeless.
- 43% reported feeling sad.
- 97% agreed that seeking support from a counselor, therapist, or medical professional is appropriate when experiencing significant distress.

Employees also requested the addition of a full-time on-campus mental health professional for both students and staff, improved communication about available resources and referral processes, and the option to use sick leave for mental health–related needs.

The second phase will focus on developing and implementing plans in collaboration with local health departments to address the following priorities:

- Increase awareness and understanding of available mental health resources.
- Strengthen the referral process for students and employees.
- Reduce stigma associated with using sick leave for mental health needs.
- Identify strategies to mitigate burnout and feelings of overwhelm.
- Hire a full-time on-campus mental health professional.
- Expand opportunities for student support groups, events, and advisor engagement.

Title IX Process Training for Board of Trustees

The Davis Technical College Title IX Policy prohibits sex discrimination, sexual harassment, and retaliation in all college programs and activities. It defines essential terms, outlines reporting

procedures, and details protections for all parties. The policy ensures compliance with federal and state requirements while providing access to supportive measures and fair investigation, resolution, and appeal processes. We can't guarantee confidentiality, only privacy.

Dr. Kelly Simerick, Vice President of Instruction and Student Success and Title IX Coordinator, presented a high-level overview of Title IX with a focus on the College's reporting procedures.

Foundation Report

The Davis Technical College Foundation's FY 2025 Financial Statements and Independent Auditor's Report were included in the Board materials. Carver, Florek & James, Certified Public Accountants, conducted the annual audit in accordance with the procedures outlined in their report. The auditors issued an unqualified opinion with no findings. They also provided a summary of Foundation revenues and expenses.

Financial highlights included:

- 1** Operating revenues increased by \$99,444 from 2024 to 2025.
- 2** Scholarship revenues increased by \$30,536 from the prior year, due to new grants received.
- 3** Interest income increased by \$51,186 due to increase in cash and interest rates.
- 4** Scholarships awarded in 2025 totaled \$397,656; an increase of \$122,353 compared with the prior year.
- 5** Total gifts and payments to the College increased by \$416,959 when compared with the prior year.

Scholarships

Total Awards

1,990 (40% increase)

Total Funds Awarded

\$2,212,507 (62% increase)

Total Foundation Scholarships

510 (34% increase)

Total Foundation Funds Awarded

\$463,199 (70% increase)

Foundation and College Grants

Foundation Revenues	\$867,451
College Grants	\$291,412
<u>Total Revenue</u>	<u>\$1,158,861</u>

Student Emergency Fund

Total Awarded FY25 (Jan – Jun)

\$5,750

13 students assisted

Total Allocated for FY26

\$10,000

FY 2026 Goals

- **Access = Scholarships**
Foundation Goal: Provide funds to support scholarships for tuition, books, and supplies.
- **Graduation = Student Support**
Foundation Goal: Enhance student success by supporting access to resources, mentoring, and essential services.
- **Impact = Alumni Association**
Foundation Goal: Build and sustain an engaged alumni network to support students and the institution.

A motion to approve the FY 2025 Foundation Annual Report was made by Vice Chair Brostrom and seconded by Trustee Gerrard. Motion passed.

Approval of FY 2025 Annual Comprehensive Financial Report and Accompanying Independent Auditor's Report

The Utah State Auditor's Office completed its audit of the FY 2025 Annual Comprehensive Financial Report (CAFR). The audit was conducted in accordance with the procedures outlined in the Independent Auditor's Reports. The College's Audit Committee—Justin Atkinson (Chair), Andrea Brooks, and Morgan Sutherland—oversaw the process.

The CAFR was prepared by Ed Eschler, Controller, and the Fiscal Services Department. The report meets all required standards established by the Government Accounting Standards Board, the National Association of College and University Business Officers, and the Government Finance Officers Association. College management accepts full responsibility for the accuracy and completeness of the information presented.

The auditors issued their unqualified report with no findings.

The FY 2025 CAFR and Accompanying Independent Auditor's Report were approved on a motion by Trustee Brooks, seconded by Trustee Romney. Motion passed.

Proposed Tuition Increase Discussion and Program Fees Increase for FY 2027

Tuition Increase Discussion

Davis Technical College has not raised tuition since FY 2018, during which time national inflation has averaged 3.70% annually, resulting in a cumulative increase of approximately 28.96%.

Rising costs for supplies and software continue to place pressure on the College's operating budget, and additional resources are needed to support student mental health. The proposed tuition adjustment would help fund expanded mental health services and address cost increases not covered through legislative appropriations.

Proposed Range:

- 0% – No change
- 5.3% – Tuition increases from \$95 to \$100 per credit or \$150 annually
- 10.5% – Tuition increases from \$95 to \$105 per credit or \$300 annually

Estimated Additional Revenues:

- 5.3% – Approximately \$201,000
- 10.5% – Approximately \$403,000

College Administration requests the Board’s input on the proposed tuition increase prior to the public truth-in-tuition hearing in January/February. Following the conclusion of the 2026 General session on March 6, 2026, a final recommendation will be shared for consideration and vote at the March 12, 2026 Board meeting, and subsequently forwarded to the Utah Board of Higher Education for action on March 26, 2026.

The Board recommends pursuing the maximum increase to minimize the need for future adjustments in the next few years.

General Information- Program Fees

Program fees, as authorized under Utah System of Higher Education Policy R517, may be established to cover direct costs essential to specific courses or programs. These fees typically support materials that cannot be purchased individually or that are more cost-effective when acquired in bulk. Davis Technical College applies program fees in areas with significant consumable expenses.

After a review of the current fees and anticipated programmatic changes for FY 2027, the following changes are proposed:

Program Summary	Total FY26 Fees	FY27 Proposed Fees	Change
Cosmetology	546.00	442.00	(104.00)
Electrical Apprentice	240.00	240.00	-
Emergency Medical Technician (EMT)	45.00	90.00	45.00
Advanced EMT (AEMT)	95.00	175.00	80.00
Firefighter	847.00	1,047.00	200.00
Master Esthetician	528.00	893.00	365.00
Phlebotomy	-	155.00	155.00
Plumbing Apprentice	240.00	240.00	-
Practical Nurse	230.00	360.00	130.00
Commercial Driver's License - Class A (CDL)	-	200.00	200.00

Notes related to changes:

- Cosmetology: Fees reduced due to decreased credit requirements for graduation.
- EMT: Fees increased to cover higher supply costs.

- AEMT: Fees increased to support additional supply needs for practicing starting IVs, advanced cardiac life support (ACLS), and pediatric advanced life support (PALS).
- Firefighter: Fees increased to address rising supply and equipment maintenance costs.
- Master Esthetician: Fees adjusted following the consolidation of the Esthetician and Master Esthetician programs.
- Phlebotomy: Fees increased as skills practice is now conducted in class rather than off-site.
- Practical Nurse: Fees increased due to the rising clinical supply costs.
- CDL: Fees added to cover fuel, tires, and routine maintenance of training vehicles.

A motion to approve the proposed tuition increase range of 0.0%-10.5% and the increase in program fees for FY 2027 as presented was made by Trustee Gerrard and seconded by Trustee Atkinson. Motion passed.

President's Report

President Brush provided an overview of his priorities during his tenure, noting efforts to scale the College and restructure the leadership team to align with strategic priorities. He emphasized the institution's ongoing commitment to efficiency and quality, supported by enhanced data capabilities. He also highlighted the College's creative approach to optimizing capacity and space, as well as its strong partnerships with local education agencies.

Approval of FY 2025 Annual Report – The College's FY 2025 Annual Report was presented to the Board.

Approval of Mission Statement – The Board adopted a new Mission Statement last year. In accordance with Council on Occupational Education requirements, the Mission Statement must be reviewed and approved annually.

The FY 2025 Annual Report and Mission Statement were approved on a motion by Trustee Atkinson, seconded by Trustee Howard. Motion passed.

Personal KPIs – President Brush submits annual personal performance measures to the Utah Board of Higher Education. These metrics were shared with the Board for consideration.

FY 2027 five percent budget exercise – In accordance with the Governor's directive requiring all state agencies to perform a five percent budget reduction exercise, and Commissioner Landward's request that the higher education system do the same, college leadership has completed its review.

Members of the Cabinet visited three progressive community and technical colleges in the Midwest last fall to gather best practices and establish peer-to-peer exchanges. The institutions visited included:

- Lake Michigan College, Benton Harbor, Michigan



MINUTES

Davis Technical College Board of Trustees Meeting

Thursday, December 4, 2025 | 3:30 p.m. | Haven J. Barlow Board Room

- Gateway Technical College, Kenosha, Wisconsin
- Ivy Tech Community College, Valparaiso, Indiana

Among other things, the team observed an advanced manufacturing laboratory model—an AI-driven, integrated program environment—that the College is interested in replicating on campus.

Adjournment: Trustee Gerrard made a motion to adjourn. The meeting adjourned at 5:29 p.m.