



MINUTES

Davis Technical College Board of Trustees Meeting

Monday, September 16, 2024 | 3:30 p.m. | Haven J. Barlow Board Room

Meeting conducted in-person/electronically.

Meeting started at 3:30 p.m.

Conducting: Troy Wood, Board Chair

(r) = remote

Board Members Present

Troy Wood, Chair	Business/Industry Representative
Justin Atkinson	Business/Industry Representative
Brigit Gerrard	Davis School Board Representative
Brandon Howard	Business/Industry Representative
Scot Merrihew <i>(r)</i>	Business/Industry Representative
Morgan Sutherland	Business/Industry Representative
Adam Toone	Morgan School Board Representative

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 and Chief Student Affairs Officer
Wendee Cole	Chief of Staff/Recording Secretary

Guests

Alison Anderson <i>(r)</i>	College Director of Instructional Systems
Amanda Hollingsworth <i>(r)</i>	College Director of Services Professions and Academic Development Programs
Bryce Fox <i>(r)</i>	College Director of Facilities Services & Risk Management
Dr. Dave Stoddard <i>(r)</i>	College Director of Technical Programs
Greg Scherer <i>(r)</i>	College Director of Information Technology
Ed Eschler <i>(r)</i>	College Controller
Lance Eastman	College Associate Vice President of Training Division
Lindsey Rees <i>(r)</i>	College Foundation Director and Grants Administrator
Owen Horne	College Director of Data and Student Information Systems
Samantha Cusenza <i>(r)</i>	College Director of Student Services
Scott Hoffman <i>(r)</i>	College Director of Human Resources
Sheri Stott <i>(r)</i>	College Accounting Technician I
Timothy Despain <i>(r)</i>	College Director of Student Financial Services
Adam Magnuson	College Desktop Support Specialist I: Structured Cabling
Shawn Swapp	College Electrician Apprenticeship Lead Faculty
Jenna Snyder <i>(r)</i>	College Accreditation Coordinator
Ryan Schoebel	Electrician Apprenticeship Student

Kim Ziebarth	Utah System of Higher Education (USHE) Associate Commissioner of Technical Education
Jeremy Shaw	State of Utah Assistant Attorney General
Carol Puryear	Council on Occupational Education (COE) Reaffirmation Team Lead
Billy Clark	COE Reaffirmation Assistant Team Lead
Sam Callis	COE Reaffirmation Team Member
Katie Predmore	COE Reaffirmation Team Member
Norman Pulliam	COE Reaffirmation Team Member
Erica Pepper	COE Reaffirmation Team Member
James Sullivan	COE Reaffirmation Team Member
Jeanette Lynn	COE Reaffirmation Team Member
Ahmad Dib	COE Reaffirmation Team Member

Excused

Tami Tran, Vice Chair	Business/Industry Representative
Kristina Brown	Business/Industry Representative
Casey Hill	Weber State Board of Trustees Representative
Tucker Morgan	Business/Industry Representative

President Brush introduced the reaffirmation visiting team representing COE. The team members are volunteers from other institutions across the United States.

Pledge of Allegiance Ryan Schoebel

Introduction of National HOSA and National SkillsUSA Winners

The Board was thanked for supporting the HOSA International Leadership Conference held in Houston, Texas, on June 26-29, 2024. Davis Technical College sent 18 state champions, seven of whom were in the top three overall in their events.

These included:

- Nathaniel Barnes and Thomas Criscione, 2nd place in EMT Team
- Sebastian Becerra Silva, 2nd place in Pharmacology
- Nicole Linnarz, 2nd place in Clinical Nursing
- Christian Cooper, 3rd place in Clinical Nursing
- Marley Harris, 3rd place in Pathophysiology
- Sydnie Zundel, 3rd place in Human Growth and Development

Other:

- Daniel Hernandez-Zavala, top six in Behavioral Health

SkillsUSA National Leadership and Skills Conference was held in Atlanta, Georgia on June 24-29, 2024. Fifteen students performed expertly, and five earned national medals.

These included:

- Ben Masters, 1st place for Welding Sculpture (post-secondary)
- Alejandro Bustamante, Austin Evertsen, and Tristin Pope, 2nd place for Welding Fabrication Team (post-secondary)
- Logan Shurtliff, 3rd place in Computer Programming (high school)
- Austyn Rudd, 3rd place in Electrical Construction Wiring (high school)
- Ryan Schoebel, 3rd place in Electrical Construction Wiring (post-secondary)

Other:

- Taylor Foster, 4th place in Cosmetology (post-secondary)

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 May 16, 2024 meeting
- b. Budget and Accounting, 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. Career Path High Report
- i. Admissions and Registration Policy
- j. Employment-At-Will Policy
- k. GRAMA Policy and Procedures
- l. Rescind Faculty Sabbatical Leave Policy
- m. Appointment to Career Path High Board

The Consent Calendar was approved on a motion by Justin Atkinson, seconded by Brigit Gerrard. Motion passed.

Facilities Plan Approval

Five-Year Capital Facilities Plan

The Utah Board of Higher Education policy R706 requires the institutions of Higher Education to develop a Five-Year Capital Facilities Plan. This Plan shall be reviewed and updated annually by the institutions and then submitted to the Office of the Commissioner of Higher Education. It shall consider institutional Master Plans. The Five-Year Capital Facilities Plan aims to collect, coordinate, analyze, and prioritize facility infrastructure and building program needs at the

institution. The plan must organize and prioritize the needs of the existing building and new facility.

Proposed projects include:

1. Main Campus Renovation Phases II-IV
2. Welding Technology Building
3. Campus Support Services
4. Commercial Driver’s License - Class A Program Driving Range
5. Main Building Area “C” Renovation

The Five-Year Capital Facilities Plan was motioned to be approved by Brigit Gerrard and seconded by Brandon Howard. Motion passed.

The following projects will be submitted to the Division of Facilities Construction and Management (DFCM) as capital improvements to the existing facilities.

Priority	Project Name	Estimated Cost
1	Fire Alarm System Replacement – Main Building	\$919,845
2	IT HVAC Upgrade (MDF and IDF’s) – Main Building	\$138,151
3	Fire Suppression Updates in Bays 2 and 3 – D5	\$245,904
4	Redundant Fiber Connection Main Building to Simmons Building	\$42,251
5	Phase A High Bay HVAC Improvements – Main Building	\$388,696
6	Boiler Replacement – Main Building	\$186,124
7	IDF Closet Bay 4 – D5	\$72,189
8	Paving Replacement – D5	\$157,518
9	Restroom Improvements – Simmons	\$400,687
10	Redundant Chiller – Main Building	\$180,517
11	South Campus Improvements – Main Campus	\$484,620

The FY 2026 Capital Improvement Project Request was motioned to be approved by Brandon Howard and seconded by Morgan Sutherland. Motion passed.

Davis Technical College will start creating a new Strategic Plan that will assist in developing a new Master Plan. The College currently intends to request a new building in FY 2026 due to student growth from the Utah Board of Higher Education (UBHE) and the Legislature.

Audit Committee Report

Internal Audit

Davis Technical College operates under a shared services agreement with the USHE Internal Audit (IA) office to provide internal audit services. During the calendar year 2024, IA performed the following required audits for the 2023 fiscal year:

- Audit and certification of the president's out-of-state travel.
- Audit of institutional discretionary funds and certification of reporting of discretionary funds.
- Audit of institutional investments and assessment of compliance with the Utah Money Management Act.
- Audit of Bookstore Auxiliary.

The audit report for these areas certifies that a materially accurate presentation was provided and that the College has materially complied with USHE and Davis Technical College policies. All audits were clean and satisfactory.

External Audit

The Utah State Auditor's Office is conducting the fiscal year 2024 annual financial audit, which will be presented at the December board meeting.

Key Performance Indicator Report and FY 2025 Enrollment Update

Key performance indicator (KPI) data was shared. In addition to the KPI report, the FY 2023 final enrollment numbers and FY 2024 year-to-date (YTD) enrollment numbers were shared.

Highlights included:

- Student headcount increase of 9.4% YTD over FY 2023
- Student FTE increase of 9.4% YTD over FY 2023
- New enrollments increase of 8.8%
- Met goal for high yield awards

Vice President Simerick provided a year-to-date overview of the FY 2025 key performance indicators. FY 2025 YTD includes:

- First time enrollments 13.45% YTD increase over FY 2024
- Headcount 10.5% YTD increase over FY 2024
- FTE 9.33% YTD increase over FY 2024

Davis Technical College's Office of Scholarships and Financial Aid has seen an increase of 14.6% on completion of FASFA. If trends continue, there will be an increase of 10%. Tim Despain and his team were recognized for their hard work in assisting students in completing the FASFA.

For the future, the College will be working on the following:

- Direct admissions (regional or state level)
- Hybrid learning implementation
- Academic calendar planning
- Enrollment stabilization and preparing for the impending demographic dip
- Increased retention and physical capacity limitations
- Emphasizing the value of higher education



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FY 2026 Appropriations Request Approval

Davis Technical College leadership has analyzed the current and future needs of the College as they connect to it's new three-year strategic plan. Working with USHE, Davis Technical College has developed an appropriation request for the 2025 General Session that it would like to propose to UBHE. Therefore, it is appropriate and necessary for the Davis Technical College Board of Trustees to review and approve the submission of the final request. President Brush shared information on the request below, which he noted had been discussed with Board Leadership:

**Davis Technical College
Budget Request Summary
For Fiscal Year 2026**

Initiatives	FTE	Salary	Benefits	Operating Expenses	Amount
Growth Requests					
High Yield and Regionally Important Programs					
Welding Faculty- MHS	1.00	\$ 81,300	\$ 41,500	\$ 15,000	\$ 137,800
Automation & Robotics Faculty	1.00	88,500	45,400	15,000	148,900
Machining Faculty	1.00	87,300	44,700	15,000	147,000
Culinary Arts Workbased Learning Manager	1.00	58,000	34,800	15,000	107,800
High School Student Support	0.50	30,000	2,700	2,000	34,700
Hybrid Learning Support Adjuncts	0.50	55,000	4,950	2,000	61,950
Apprenticeship Adjunct Faculty	0.75	55,000	4,400	11,250	70,650
High Yield and Regionally Important Programs Subtotal	5.75	455,100	178,450	75,250	708,800
Student Success Initiative					
Student Enrollment Specialist	1.00	60,000	31,200	2,500	93,700
Student Services Hourly Employees	0.75	70,750	6,450		77,200
Advisor to Special Populations	1.00	60,000	28,800	7,500	96,300
Eliminate Nurse Assisting Fees					10,000
Eliminate Graduation Fee					40,000
Student Success Initiative Subtotal	2.75	190,750	66,450	10,000	317,200
Institutional Support Initiatives					
Compliance & Privacy Officer	1.00	125,000	75,000	7,500	207,500
Salesforce Contracting				50,000	50,000
Campus Software Licensing: Salesforce, Powerfaids, Campus Logic, MS Office, Adobe				42,850	42,850
Facilities Project Manager	1.00	70,000	36,400	5,250	111,650
Security PT to FT	1.00	55,000	33,000	4,000	92,000
Institutional Support Initiatives Subtotal	3.00	250,000	144,400	109,600	504,000
Total Growth Requests	11.50	\$ 895,850	\$ 389,300	\$ 194,850	\$ 1,530,000
Capacity Requests					
Advanced Manufacturing (new Welding Technology Bldg) Equipment	2.00	126,500	51,750	30,000	208,250
				1,427,000	1,427,000
Total Capacity Requests	2.00	\$ 126,500	\$ 51,750	\$ 1,457,000	\$ 1,635,250
Performance Funding Requests					
Institutional Sustainability Initiatives					
Wages FY26 estimate of 100% Pay Progression		382,570	111,583		494,152
Wages Equity and Merit pay increases		37,253	8,196		45,448
Student Outreach and Social Media Specialist	1.00	45,000	30,000	4,000	79,000
Grounds PT position to FT	1.00	45,000	30,000	15,000	90,000
Total Performance Funding Requests	2.00	\$ 509,822	\$ 179,778	\$ 19,000	\$ 708,600
Grand Total All Requests	15.50	\$ 1,532,172	\$ 620,828	\$ 1,670,850	\$ 3,873,850

A motion to approve the FY 2026 Appropriations Request was made by Adam Toone, seconded by Morgan Sutherland. Motion passed.

President’s Report

This region enjoys the highest shared enrollment and the greatest number of articulation agreements and student pathway completions. The three partner institutions (Davis Tech, Ogden-Weber Tech, and Weber State University) have a long history of collaboration and innovation. Below is the preliminary plan for shared regional services.

1. Title IX sex discrimination and violence
2. Direct admission
3. Program pathways build-out
4. Cybersecurity/IT
5. Other areas to explore
 - a. Data privacy
 - b. Internal audit
 - c. Joint marketing and messaging about value of higher education
 - d. HB 261 (equal opportunity initiative and free expression) compliance and training

Closed Session: President’s Evaluation

Utah Board of Higher Education (UBHE) Policy R209, “Evaluation of Presidents,” calls for the UBHE Board to conduct a comprehensive performance evaluation of each USHE institution president every four years. The final evaluation report for President Brush was completed in May 2024. The information was shared with Chair Wood and Vice Chair Tran.

Troy Wood, Chair, called for a motion for the Board to move into a Closed Session to discuss the character and professional competence of President Darin Brush. The motion was made by Brigit Gerrard, seconded by Adam Toone. The motion passed unanimously.

A roll call was conducted:

Troy Wood	Tami Tran	Justin Atkinson	Brigit Gerrard
Brandon Howard	Scot Merrihew (r)	Morgan Sutherland	Adam Toone

The closed session was conducted.

The board moved into an open session on a motion from Justin Atkinson, seconded by Adam Toone. The same board members were present, as noted above.

The Board of Trustees is pleased with President Brush's outstanding performance and appreciates the leadership that has been shown in advancing the College’s mission. After

reviewing feedback, the Board noted the request to share the successes and innovative practices at Davis Technical College with other institutions and communities.

Looking ahead, the Board recognizes the need to plan for the future of the College, including the development of a succession plan. This will help ensure continuity of leadership while preserving the legacy established under President Brush's tenure. The Board encourages the identification of potential leaders within the institution, with an emphasis on mentoring and nurturing future leadership. President Brush's dedication to the College has left a lasting impact, and the Board extends its gratitude for the service provided, along with the leadership team that supports these efforts.

President Brush responded with gratitude and noted that the first six years were dedicated to bringing the institution to scale and ensuring we have the infrastructure and capabilities in place to succeed. The next phase will focus on innovation, leveraging new opportunities, and implementing changes that will position us for sustained success.

Adjournment: Adam Toone made a motion to adjourn. The meeting adjourned at 5:12 p.m.