

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
Tami Tran	Business/Industry, Vice Chair
Justin Atkinson	Business/Industry
Brandon Howard	Business/Industry
Casey Hill	Weber State University Board of Trustees
Scot Merrihew	Business/Industry
Tucker Morgan (<i>remote</i>)	Business/Industry
Brigit Gerrard	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 and Chief Student Affairs Officer
Wendee Cole	Chief of Staff/Recording Secretary

Guests

Alison Anderson (<i>remote</i>)	College Director of Instructional Systems
Amanda Tullis	College Associate Vice President for Business & Economic Development
Bryce Fox (<i>remote</i>)	College Director of Facilities Services & Risk Management
Dan Powers	College Director of Rehabilitative Programs
Dr. David Stoddard (<i>remote</i>)	College Director of Technical Programs
Dee Weaver (<i>remote</i>)	College Director of Health Professions Programs
Greg Scherer (<i>remote</i>)	College Director of Information Technology
Ed Eschler (<i>remote</i>)	College Controller
Lance Eastman	College Associate Vice President for Training Division
Lindsey Rees	College Foundation Director and Grants Administrator
Mark Hadley (<i>remote</i>)	College Director of Technical and Apprenticeship Programs
Sherry Rauch (<i>remote</i>)	College Director of Marketing and Community Relations
Owen Horne	College Director of Data and Student Information Systems
Scott Hoffman (<i>remote</i>)	College Director of Human Resources
Samantha Cusenza (<i>remote</i>)	College Director of Student Services
Timothy Despain (<i>remote</i>)	College Director of Student Financial Services

Shila Leech	College Web and Graphic Design Instructor
Adam Magnuson	College Desktop Support Specialist
Kristie Binks	College Events Specialist
Nicole Gardner	College Print Center Clerk
Hayley Chapman	Web and Graphic Design Student
Jared Haines (<i>remote</i>)	Utah System of Higher Education (USHE) Senior Advisor to Commissioner
Eric Petersen (<i>remote</i>)	State of Utah Assistant Attorney General
Kib Jacobson	Kaysville Resident
Cheryl Tarbet	Kaysville Resident
Andrew Glaze	Kaysville Resident
Jim Lee	Kaysville Resident
Dan Bain	Kaysville Resident
Matt Harris	Kaysville Resident

Pledge of Allegiance Hayley Chapman, Web and Graphic Design student

Introduction of New Board Members

The Davis Technical College Board of Trustees was pleased to welcome its newest appointees, Casey Hill and Brigit Gerrard. Casey is the Weber State University Board of Trustees appointee, and Brigit is from the Davis School Board.

Administration of Oath of Office

President and new trustees took the Oath of Office, administered by the Secretary to the Board of Trustees.

Public Comment

Background: When the College broke ground for construction on the East side of campus for the Construction Trades Yard, Heavy Equipment Operator (HEO) Sandbox, Commercial Driver License (CDL) range, and a fueling station on Monday, November 6, neighboring residents expressed concern. College administration paused the construction and scheduled an open meeting for Tuesday, November 21, 2023.

More than 100 people attended the meeting. College leaders presented an overview of the college, enrollment and program growth, and the current Master Plan. They discussed plans to expand and add programs to campus. Kaysville City was represented by Mayor Tami Tran; the Kaysville City Council; Jaysen Christensen, City Administrator; and Melinda Greenwood, Community Development Director. College leaders committed to a follow-up meeting open to all neighbors in January 2024 (date to be determined).

Jim Lee (Kaysville resident) expressed concerns about the construction and diesel equipment. He stated that he hopes an off-campus solution can be found for the CDL program.

Andrew Glaze (Kaysville resident) shared concern about the construction sandbox and diesel vehicles. He suggested short-term student housing and would like to see the sod farm go away.

Cheryl Tarbet (Kaysville resident) stated that the neighborhood includes elderly, young, disabled, and chronically ill residents. She expressed concern about the diesel exhaust.

Kib Jacobson (Kaysville resident) expressed concern about the location and type of fueling site, as well as the increase of traffic on 250 South, 600 East, and 700 East.

Dan Bain (Kaysville resident) stated he “is a big fan of Davis Tech.” He expressed concern the fuel tank and tight turns of the semi-trucks necessary to access the site.

Matt Harris (Kaysville, resident) stated that he would like the January meeting to include details about the diesel engines on the earth-moving equipment and more information on how much pollution the semi-trucks generate. He expressed concern for neighbors who may be affected by the emissions.

Clark Moss (Fruit Heights resident and College Foundation Board Trustee) expressed appreciation to the community for being involved. He stated he’d like to find solutions that work for both the College and residents.

Troy Wood, Chair, thanked the members of the public for their comments.

Consent Calendar

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

- a. Minutes of September 28, 2023 meeting
- b. Budget and Accounting Report
- c. Key Performance Indicators Report
- d. Marketing Activity Report
- e. Campus Development Update
- f. Scholarship Issuance Report
- g. Career Path High Report
- h. Budget Modification
- i. Whistleblower Policy
- j. Hiring Policy and Procedures
- k. Overtime Pay, Overload Assignments, and Compensatory Time Policy
- l. Military Leave Policy
- m. Official Neutrality Toward Employee Organizations Policy
- n. Admissions and Registration Policy and Procedures
- o. Student Assessment Policy
- p. Media Services Plan

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

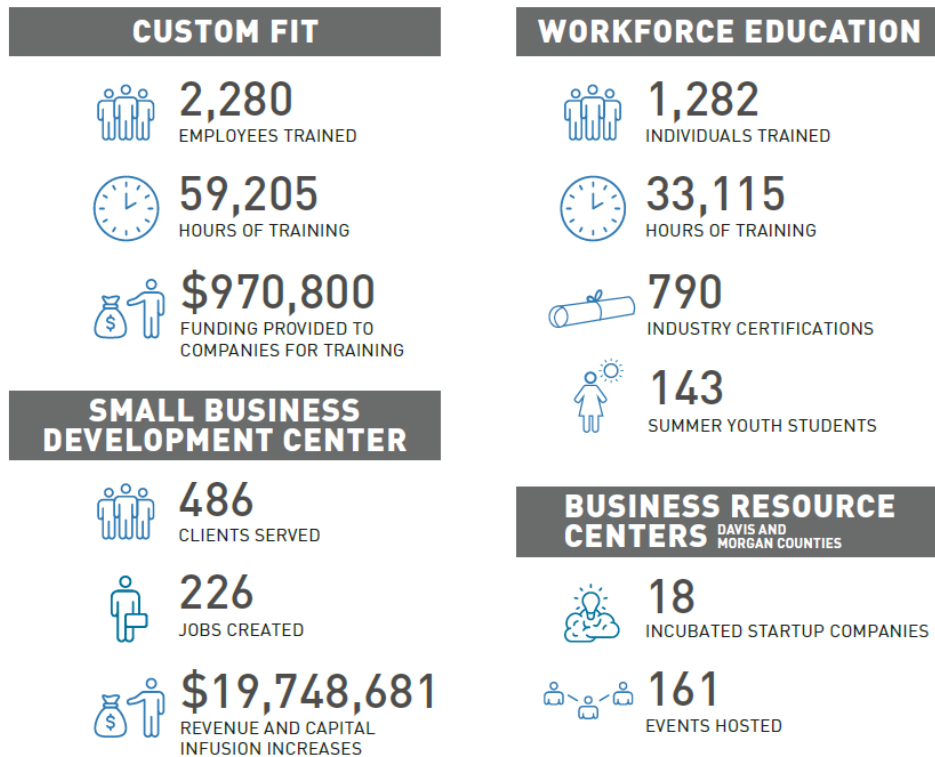
Election of Board Vice Chair

Board Elections:

Chair Wood opened nominations for the Davis Technical Board of Trustees Vice Chair. Tami Tran was nominated as vice chair with a motion by Brandon Howard, seconded by Justin Atkinson. Nominations were closed. Motion passed.

Business Resource Center Report

Amanda Tullis, Associate Vice President for Business and Economic Development, shared the Business Resource Center Annual Report. This information has also been shared with stakeholders.



The year-to-date monthly scorecard and general divisional information (Custom Fit, Workforce Education, Community and Partnership Development, Small Business Development, Business Resource Centers [Kaysville and Morgan], and Utah Nursing Assistant Registry) were shared. This information is usually included in the consent calendar.

Mid-Year Performance Report

The College measures and tracks key performance indicators vs. goals for student full-time equivalent (FTE), headcount, and new enrollments. Information on the credit conversion that affects student FTE was shared. Also reviewed were underrepresented enrollment, timely completion, high yield awards, and completion, placement, and licensure (CPL) outcomes. Information is shared with faculty and staff through Tableau and Key Performance Indicators (KPI) dashboards.

Foundation Report Approval

The Foundation audit was conducted by Carver, Florek & James. There were no findings.

Foundation revenues and expenses were shared. Financial highlights included:

- Operating revenues decreased by \$496,637 due to the end of the capital campaigns for the Emergency Training Center and Student Resource Center in the prior year.
- Fundraising and Skyline View Apartment revenue increased
- Foundation scholarships awarded in 2023 totaled \$265,988; an increase of \$16,966 from the prior year

Highlights of the Foundation Annual Report were shared. Foundation revenues were \$617,530, College grants raised were \$1,188,343 for a total revenue of \$1,805,873, which included equipment, scholarships, grants, and general support.

A total of 937 scholarships totaling \$628,770 were awarded, including 399 Foundation scholarships for a total of \$265,998. Additional highlights included the golf tournament gross revenue of \$68,640, the Life Changer Luncheon honorees, and the announcement of a \$6.4 million donation from the sale of Skyline View Apartments. The foundation helped to support the cost of students who attended national SkillsUSA and HOSA competitions.

FY 2024 Goals

- Capital Campaign/Fundraising
 - Potential Funds for Remodeled Spaces in Main and Barlow Buildings
 - Program Specific Needs i.e., equipment and supplies
- Marketing & Communication
 - Scholarship Awareness
 - Outreach to prospective students
 - Student Retention Ideas
- Events
 - Golf Tournament and Life Changer Lunch
 - Celebrate 25th Anniversary of Foundation
- Establish Endowment with Skyline View funds

A motion to approve the FY 2023 Foundation Annual Report was made by Brigit Gerrard and seconded by Justin Atkinson. Motion passed.

Training Division Report

Occupational Advisory Committees (OACs) consist of volunteers who represent industry and provide the institution with state-of-the-industry updates and information about changes or projections occurring within their industries. OAC members assess and review the accredited programs. OACs ensure that the College programs remain current and align with industry needs and practices. Committees consist of at least three members who work in the field of

instruction and are in the region served by the program. Members discuss industry practices with instructors and make recommendations on the following issues:

- Graduation requirements
- Program length and skill requirements
- Instructional equipment
- Appropriateness of instructional delivery method

Thirty-eight meetings were hosted, with 168 members participating and 161 companies represented. Meetings only need to be held annually.

OAC recommendations highly influence equipment purchases. A few examples are:

- Anatomage table, which is technologically advanced 3D anatomy visualization system for anatomy and physiology education in several health courses.
- Semi-truck used for training in the CDL program.

The Construction Technology program has operated since 2020 and has consistently experienced low enrollment numbers. It continues to have the support of local industry and has created a source of a few trained employees. However, employers hire individuals with or without this training, leading to a certificate without significant value.

The College reduced the hours required to complete the program to attract more students and get them into the workforce faster. This hasn't produced the results needed to maintain the program. It is recommended to teach-out the Construction Technology program.

Resources saved by this program teach-out will be allocated to other programs with growing enrollments.

A motion to approve the teach-out of the Construction Technology Program as presented was made by Tami Tran and seconded by Brigit Gerrard. Motion passed.

Utah Department of Corrections Report

Dan Powers reported on the Utah Department of Corrections (UDC). Davis Tech has provided technical education to incarcerated individuals for over 15 years. The report included information on the Higher Education Corrections Council recommendations, program expansion, performance, and graduation. An application has been submitted to the Department of Education to be an approved Prison Education Program for Pell.

On November 9, UDC awarded Davis Tech the Corrections Champion Award, presented to local lawmakers and organizations who have shown exceptional support for the UDC mission to improve people's lives and enhance community safety.

A job fair was hosted at UDC where seven employers met with 50 individuals who will be leaving custody. Several received job offers on the spot, and others have received second

interviews. Incarcerated individuals who complete a Davis Tech program can receive four months off their sentence.

Audit Committee Report Approval

The Utah State Auditor’s Office audited the FY 2023 Annual Comprehensive Annual Financial Report (CAFR). The auditors performed auditing procedures as outlined in their Independent Auditor’s Reports, which are included in the report. The College’s Audit Committee members are Scot Merrihew (Chair), Justin Atkinson, and Tami Tran.

Ed Eschler, Davis Tech Controller, and the Fiscal Services Department of the College prepared the CAFR for FY 2023. The Report includes all elements of a financial report required to refer to the report as a comprehensive annual financial report. The information meets the financial reporting guidelines issued by the Government Accounting Standards Board, the National Association of College and University Business Officers, and the Government Finance Officers Association. Management of the College assumes full responsibility for completeness and reliability of the information contained in the report.

The auditors have issued their report and have no audit findings.

The College also received a CTE Program Quality Site Review Audit from the Utah State Board of Education (USBE) related to Perkins Career and Technical Education funding. The reviewers from USBE found no issues and reported no findings.

The FY 2023 CAFR and Accompanying Independent Auditor’s Report was approved on a motion made by Brandon Howard, seconded by Casey Hill. Motion passed.

Approval of FY 2023 Year-End Budget Report

The Board approved the final, revised FY 2023 budget during the June 2023 Board meeting. The FY 2023 Budget Report included schedules and narrative that reports the budget to actual performance, and a narrative that explains the difference between Fiscal Year 2022 and Fiscal Year 2023 financial performance.

The Budget Report provides detailed information about the College’s financial operations for the same period as the audited financial statements. The audited financial statements contain complex pension-related information, which makes those statements challenging to read. The pension information is not included in this Budget Report. Therefore, the Budget Report may be more beneficial for management purposes.

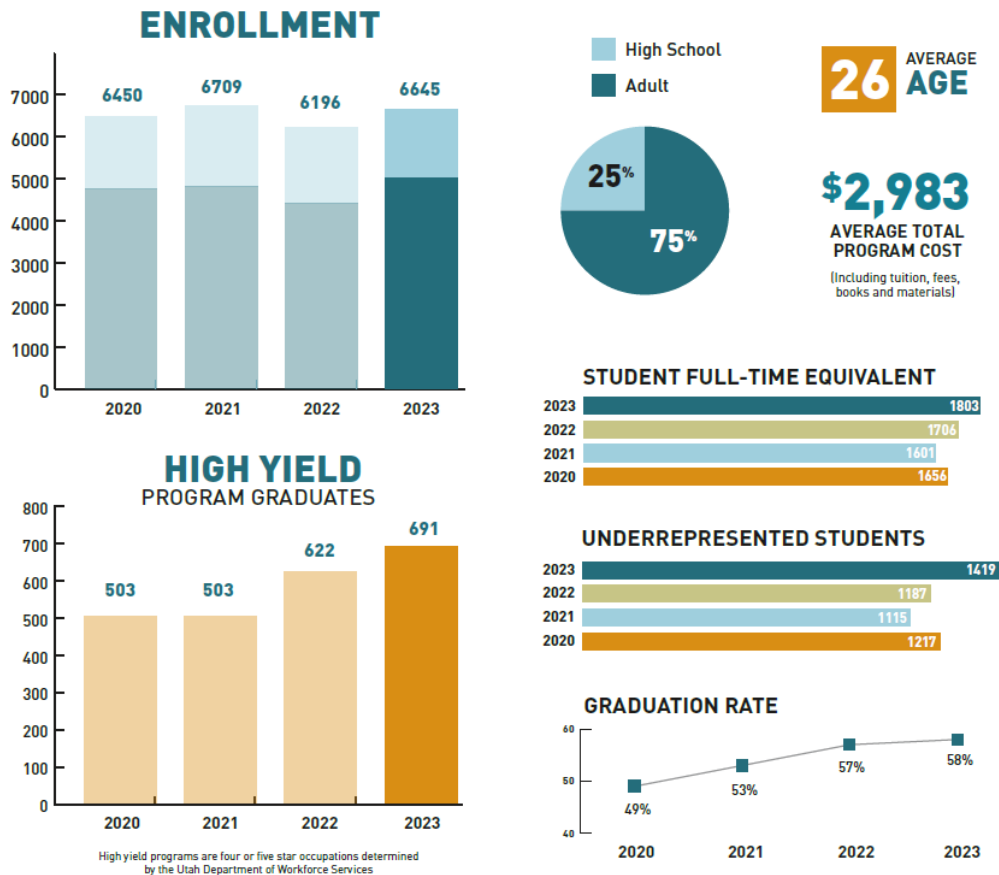
The college experienced increased enrollments, employee turnover, and continued supply chain issues that resulted in budget adjustments during the year and budget variances at year's end. The College maintains sufficient financial resources to ensure the planned construction projects during the next two fiscal years and for future operations and growth.

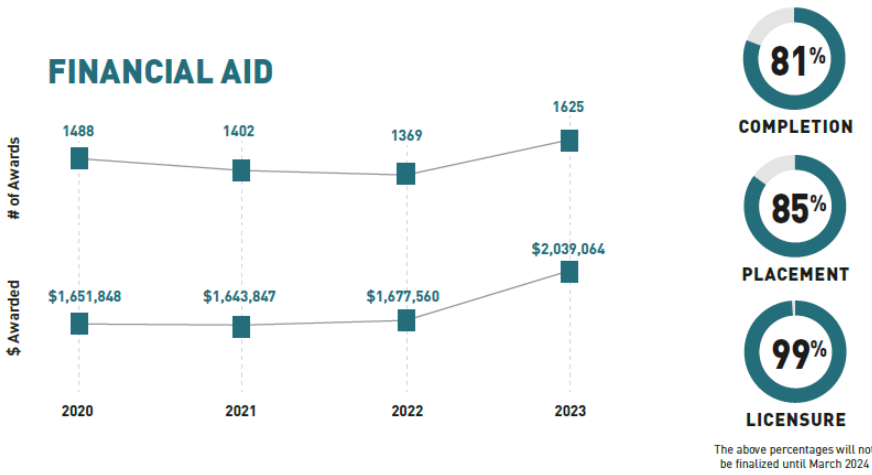
A motion for the Board to approve the FY 2023 Year-End Budget Report was made by Justin Atkinson and seconded by Bridgit Gerrard. Motion passed.

President’s Report

The FY 2023 Annual Report reports institutional CPL rates and other institutional performance metrics. CPL outcomes are reported annually to the Council on Occupational Education and the Utah System of Higher Education. Specific CPL data may still be collected through March 2024. While the final metrics are not expected to change significantly, there may be minor adjustments to the final numbers at that time.

A summary of annual outcomes was shared including:





AVERAGE WAGE INCREASE

Adult annual increase in wages from before training to after graduation

	WAGE INCREASE	% INCREASE	2023 GRADUATES
900+ Hour Programs	\$10,850	59%	680
< 900 Hour Programs	\$6,820	35%	906

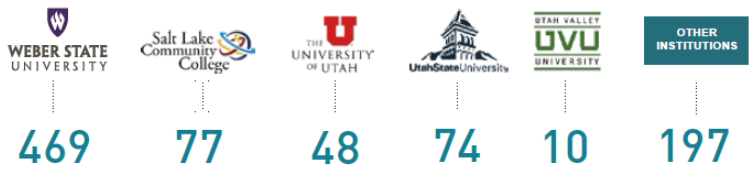
CUMULATIVE ADULT STUDENT ROI
(Increased wages less student-paid cost of training) **\$8,825,882**

SIMMONS BUSINESS RESOURCE CENTER

CUSTOM FIT
Served **199** companies
\$1,417,909 training investment

SMALL BUSINESS DEVELOPMENT CENTER
Served **486** Clients/**226** jobs created
82 New business starts
\$19,748,681 Sales increase and capital infusion

875 DAVIS TECH STUDENTS WHO LATER ENROLLED IN OTHER HIGHER EDUCATION INSTITUTIONS:



A motion to approve the FY 2023 College Annual Report was made by Tami Tran and seconded by Casey Hill. Motion passed.

President Brush shared the Utah Board of Higher Education document Establishing Expectations for Implementing Principles of Free Expression on Campus. Additional guidance will be forthcoming.

Vice President Simerick is a technical representative on the Utah Admissions Taskforce, which is creating a common application for higher education institutions. UBHE approved eliminating the application fee.

Adjournment: Justin Atkinson made a motion to adjourn. The meeting adjourned at 5:22 p.m.