

Meeting conducted in-person/electronically.

Meeting started at 3:30 p.m.

Conducting: Chris DeHerrera, Acting Board Chair

**Board Members Present**

Troy Wood ( <i>remote</i> )	Business/Industry, Chair
Chris DeHerrera	Business/Industry, Vice Chair
Justin Atkinson	Business/Industry
Brandon Howard	Weber State University Board of Trustees
Scot Merrihew	Business/Industry
Tucker Morgan ( <i>remote</i> )	Business/Industry
Adam Toone	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**

Alison Anderson ( <i>remote</i> )	College Director of Instructional Systems
Amanda Tullis	College Associate Vice President - Business & Economic Development
Bryce Fox ( <i>remote</i> )	College Director of Facilities Services & Risk Management
Dr. David Stoddard ( <i>remote</i> )	College Director of Technical Programs
Greg Scherer ( <i>remote</i> )	College Director of Information Technology
Ed Eschler	College Controller
Lance Eastman	College Associate Vice President – 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 ( <i>remote</i> )	College Director of Data and Student Information Systems
Scott Hoffman	College Director of Human Resources
Samantha Cusenza ( <i>remote</i> )	College Director of Student Services
Timothy Despain	College Director of Student Financial Services
Josh Pay	College Accountant
Stacy Eddings	College Accounting Technician
Cathy Salisbury	College Accounts Receivable Specialist
Adam Magnuson	College Desktop Support Specialist



## MINUTES

### Davis Technical College Board of Trustees Meeting

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Thursday, September 28, 2023 | 3:30 p.m. | Haven J. Barlow Board Room

Leah Garrick	College Surgical Technology Faculty
Nick Price	College Welding Technology Faculty
Trinity Wentling	Surgical Technology Student
Steve Moon	Welding Technology Student
Stacey Hutchings	Career Path High School Director
Kim Ziebarth ( <i>remote</i> )	Utah System of Higher Education (USHE) Associate Commissioner of Technical Education
Eric Petersen ( <i>remote</i> )	State of Utah Assistant Attorney General

#### **Excused**

Derek Lamb	Davis School Board
Tami Tran	Business/Industry
Casey Hill	Business/Industry

#### **Absent**

Michael Henry	Business/Industry
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#### **Pledge of Allegiance**

Trinity Wentling

#### **Introduction of National HOSA and National SkillsUSA Winners**

The Board was thanked for their support of the HOSA International Leadership Conference held in Dallas, Texas on June 19-25, 2023. Davis Tech students received four gold and one bronze medal.

SkillsUSA National Leadership and Skills Conference was held in Atlanta, Georgia on June 19-24, 2023. Davis Tech students received two gold and one silver medal. Steve Moon was introduced by Nick Price. Steve took silver in Welding Sculpture with his welding piece entitled "Phoenix Emerging".

#### **Introduction of New Board Member**

This item was tabled until the next meeting.

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

This item was tabled until the next meeting.

#### **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 (DTC) for the fifth consecutive year by the Government Finance Officers Association of the United States and Canada for its comprehensive annual financial report. 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.

Under Jeff Lund's leadership, fiscal department employees were recognized for their hard work to make the College financially sound one transaction at a time.

**Public Comment**

There were no comments.

**Consent Calendar**

Chris DeHerrera, Acting Chair, called for a motion to approve the Consent Calendar, which consisted of the following:

- a. Minutes of June 15, 2023 meeting
- b. Budget and Accounting Report
- c. Business and Economic Development Report
- d. Foundation Activity Report
- e. Campus Development Update
- f. Scholarship Issuance Report
- g. Retirement Programs Policy
- h. Personal Conduct Policy
- i. Anit-Harassment/Discrimination Policy
- j. Personnel Records Policy
- k. Use of Fitness Center Policy and Procedures
- l. Leave of Absence Policy

It was noted that the Leave of Absence Policy (item l) is a new policy. The Consent Calendar was approved on a motion made by Justin Atkinson, 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 of Career Path High. 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 2024, and retention indicators.

**Campus Safety Update**

Jeff Lund, Vice President provided an update on campus safety and security. During FY 2023 the following activities were completed:

- Facilitated Campus Safety Survey
- Facilitated 2023 Campus Safety Day
- Incorporated survey results in 2023 Campus Safety Day
  - Presentations
    - Review of new campus evacuation plan.

- NAMI and Blomquist Hale, identify and deal with mental illness.
- Participated in the Utah Great Shakeout 2023.
- Partnered with Davis County Sherriff’s Office to hold K9 trainings on Campus.
- Security team and Kaysville Police Department resource officer attended the campus safety conference.
- Additional access control measures added to the cosmetology area.
- Security team attended FBI Active Shooter training.
- Facilitated the new OnSolve platform for emergency communications.
- Total number of reported incidents that required Campus Security response:
  - 47 – Injuries
  - 21 - Illness
  - 1 - Accidents
  - 24 - Security
- Workers Compensation
  - 10 work related injury or illness claims
  - 422,141 hours worked with 1,456 lost hours due to work-related injury or illness.

The College is grateful for the partnership with the Kaysville City Police Department.

**Campus Construction Projects Update**

After completing the Michael J. Bouwhuis Allied Health Building, the College began a series of remodeling projects in rooms that once housed the health programs and other areas. The informational update was provided on which programs and departments will be impacted in the subsequent phases of the remodeling process over the next two years. An emergency services training area will be created in the Davis Technical College – Freeport West location.

**FY 2025 Capital Improvement Project Approval**

The following is a listing of college projects to be submitted to the Division of Facilities Construction and Management for Capital Improvements to existing facilities:

Priority	Project	Cost
1	Main Building Glazing	\$320,000
2	D5 Bay 3 Roofing	\$1,250,000
3	Paving P2	\$187,000
4	Barlow Evaporative Coolers	\$78,000
5	North Building Fire Alarm Control Panel	\$31,000
6	North Building Furnaces	\$49,000
7	South Campus Improvements	\$434,000

An updated project list was shared at the meeting. A motion to approve the FY 2025 Capital Improvement Request as presented was made by Brandon Howard, seconded by Scot Merrihew. Motion passed.

**Audit Committee Appointment/Status of Audits**

Audit Committee Appointment:

USHE policy 565, Internal Audit Program requires that each Board of Trustees Audit Committee consist of at least three members. This additional appointment will fulfill that requirement.

Brandon Howard made a motion to add Tami Tran as an Audit Committee member, seconded by Justin Atkinson. Motion passed.

Audit Status:

**Internal Audit**

Davis Technical College operates under a shared services agreement with the USHE Internal Audit (IA) office for the provision of internal audit services. During calendar year 2023, IA performed the following required audits for FY 2022:

- 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 food services 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.

**External Audit**

The Office of the State Auditor finalized the FY 2023 annual financial audit today, which will be presented in the December board meeting. It is another year of zero findings, a clean audit. The college has also received notice that a Perkins CTE Programming Quality Site Review audit will begin in October.

**Enrollment Discussion**

The College measures and tracks enrollment data that serve as metrics for the key performance indicators. In addition to the KPI report, the FY 2023 final enrollment numbers and FY 2024 year-to-date enrollment numbers were shared. Last year, the new recruitment plan was shared, and it is working.

**Training Division**

An executive summary of the Heating and Air Conditioning program was included in the board book. This will be a replicated Heating and Air Conditioning program currently only taught on Davis Technical College's main campus.

Brandon Howard made a motion to approve the Heating and Air Conditioning program at the Utah Department of Corrections (UDC) Instructional Service Center, seconded by Justin Atkinson. Motion passed.

Davis Technical College also requests re-negotiation of the completion and placement rates for all programs taught at UDC and Millcreek Youth Center Instructional Service Centers. The letter sent to the Council on Occupational Education requesting the re-negotiation of the rates was provided.

**FY 2025 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 2024 General Session that it would like to propose to the Utah Board of Higher Education (UBHE). The request is as follows:

<b>Growth &amp; Capacity Requests</b>		
<b>Priority</b>	<b>Initiatives</b>	
<b>1</b>	<b>High Yield and Regionally Important Program Expansion</b>	
	Architectural Engineering and Design (expansion)	
	Commercial Driver License (expansion)	
	Billing & Coding (expansion)	
	Healthcare and Emergency Services (expansion)	
		Phlebotomy
		EMT
	<b>High Yield Program Adjuncts &amp; Consumables</b>	
		Remote Learning Software (Horizon, Nvidia)
		Welding
		Apprenticeships
		Diesel
		Nursing (CAE, Examsoft, Leardal, Gaumard)
	<b>Workforce Education Support</b>	
	<b>subtotal</b>	
<b>2</b>	<b>Student Information System Support</b>	
<b>3</b>	<b>Transition Advisor for Special Populations</b>	
<b>4</b>	<b>Curriculum Developer</b>	
<b>5</b>	<b>FT Student Resource Officer with KPD</b>	

Performance Funding Requests		
Priority	Initiatives	
1	Institutional Sustainability Initiatives	
	Salary & Wage Enhancements	
	Institutional Support - Inflation Adjustments	
		Utilities
		Graduation Support
		Facility modernization funds
		Campus Software cost inflation
		Support departments supplies
		Instructional Equipment Maintenance Support
		Faculty and Staff Professional Development
		Student Food Services (expansion)
		subtotal
	2	Student Success Initiatives
Student Assessment Center Support		
Student Outreach		
		Recruiting and Marketing
		Outsourced videography for campus projects
	Secondary Student Fee Elimination	

A motion to approve the FY 2025 Appropriations Request was made by Justin Atkinson, seconded by Brandon Howard. Motion passed.

**President’s Report**

The USHE Technical Education Growth Funding model was shared. The report shows the growth of post-secondary students. Davis Technical College had the greatest full-time equivalent student growth. The model is not finalized and is under negotiation.

An article was shared regarding the appointment of Geoffery Landward as the Interim Commissioner of Higher Education by the UBHE following the resignation of Commissioner Woolstenhulme. A nationwide search is commencing.

UBHE requested all technical colleges to prepare an executive summary of the opportunities and challenges for each college to be considered by UBHE. The document has been submitted to UBHE and shared with the Davis Technical College Board.

Davis Technical College will have the reaffirmation visit from COE from September 16-19, 2024. The Board of Trustees will have a role in that visit.

A letter was received from the Governor's office notifying Davis Tech as 1 of 100 companies championing women in the State of Utah. This will continue to be an ongoing effort at the College.

In April 2002, Roy and Elizabeth Simmons donated their ownership interests in the Skyline View Apartments to the Davis Technical College Foundation. The gift was made with the understanding that at least 25% of each year's income would be spent on scholarships for students in need. The rest of the funds have been set aside as unrestricted to be allocated at the direction of the Foundation Board. Over the years, these funds have been allocated to help programs and activities within the College. For example, last year, the Foundation Board approved funds from the Skyline View account to assist in sending students to the national SkillsUSA and HOSA competitions.

Over the last year, the Barlow Corporation has facilitated the sale of the Skyline View Apartments. The deal closed in September 2023. Last week, Jenn Barlow, President of the Barlow Corporation, presented the Foundation Board with a check for \$6.4 million, the Foundation's portion of the final sale price! This unprecedented gift will change the lives of Davis Tech students forever.

The Davis Chamber of Commerce Annual Awards Banquet is being held tonight, and Davis Tech is one of the three finalists for Employer of the Year.

Chris DeHerrera, Vice Chair, has submitted her resignation from the Board of Trustees. She was given a gift and thanked for her hard work, advocacy, and service.

**Adjournment:** The meeting adjourned at 5:02 p.m.