

Meeting conducted in-person/electronically.

Meeting started at 3:30 p.m.

Conducting: Troy Wood, Board Chair

(r) = remote

Trustee Members Present

Troy Wood, Chair	Business/Industry Representative
Justin Atkinson <i>(r)</i>	Business/Industry Representative
Andrea Brooks <i>(r)</i>	Morgan School Board Representative
Kristina Brown	Business/Industry Representative
Brandon Howard <i>(r)</i>	Business/Industry Representative
Tucker Morgan <i>(r)</i>	Business/Industry Representative
Morgan Sutherland <i>(r)</i>	Business/Industry Representative
Ken Romney	Business/Industry Representative
Kyle Brostrom	Business/Industry Representative

Administration

Darin Brush	President/CEO
Dr. 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

Alison Anderson	College Associate Vice President of Instruction
Amanda Hollingsworth <i>(r)</i>	College Director of Service Professions and Academic Development Programs
Brittney Maynard <i>(r)</i>	College Director of Student Services
Dee Weaver <i>(r)</i>	College Director of Health Professions Programs
Greg Scherer <i>(r)</i>	College Director of Information Technology
Linda Watts	College Director of Technical and Apprenticeship Programs
Mike Johnson <i>(r)</i>	College Director of Programs-IT Emphasis
Owen Horne	College Director of Data and Student Information Systems
Samantha Cusenza	College Associate Vice President of Student Success
Scott Hoffman	College Associate Vice President of Human Resources
Sherry Rauch <i>(r)</i>	College Director of Marketing and Community Relations
Tim Despain <i>(r)</i>	College Director of Scholarships and Financial Aid
Wes Turner <i>(r)</i>	College Director of Educational Excellence
Kent Forsberg	College Desktop Support Specialist I
Geoffrey Landward	Commissioner of Utah System of Higher Education (USHE)
Jeremy Shaw	State of Utah Assistant Attorney General
JR Vandyke	College Emergency Medical Technician Coordinator

MINUTES

Davis Technical College Board of Trustees Meeting

Thursday, September 25, 2025 | 3:30 p.m. | Haven J. Barlow Board Room

Carter Leuba	Emergency Medical Technician Student
LaVon Jackson	College Medical Assistant Faculty
Avery Petrovich	Emergency Medical Technician Student
Tristin Lunsford	Emergency Medical Technician Student
Jacob Wood	Emergency Medical Technician Student
Melanie Morrison	Nursing Assistant Student
Craig Randall	College Plumbing Apprentice Lead Faculty
Thomas Larsen	Plumbing Apprenticeship Student
Beckham Dickson	Plumbing Apprenticeship Student
Brandon Leedy	College Data Privacy Specialist
Stacey Hutchings	Career Path High Director/Principal

Excused

Tami Tran, Vice Chair	Business/Industry Representative
Scot Merrihew	Business/Industry
Brigit Gerrard	Davis School Board Representative
Brad Wilson	Weber State Board of Trustees Representative

Pledge of Allegiance

Carter Leuba

Introduction of New Trustees

The Davis Technical College Board of Trustees is pleased to welcome its newest appointees: Ken Romney and Kyle Brostrom.

- Ken Romney serves as Senior Project Manager at Gramoll Construction Company and Mayor of West Bountiful City.
- Kyle Brostrom serves as Chief Executive Officer at CommonSpirit Holy Cross Hospital–Davis.

Administration of the Oath of Office

The Secretary to the Board administered the Oath of Office to the new trustees.

Introduction of the International HOSA and National SkillsUSA Winners

The Board recognized Davis Technical College students for their outstanding achievements at recent national and international competitions.

HOSA International Leadership Conference

Held June 18–21, 2025, in Nashville, Tennessee

Twelve Davis Tech state champions attended the conference, with seven placing in the top three overall in their events:

- Melanie Morrison – 1st Place, Home Health Aide
- Abby Ruedi – 2nd Place, Nursing Assistant
- Carter Leuba & Avery Petrovich – 1st Place, Emergency Medical Technician
- Tristin Lunsford & Jacob Wood – 2nd Place, Emergency Medical Technician

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- Carolyn Wren – 3rd Place, Pharmacology

Additionally, Esperanza Magana, Guadalupe Magana, Halle Williams, Jannalynn Montoya, and Alexis Blank were recognized for finishing in the top ten in their events.

SkillsUSA National Leadership and Skills Conference

Held June 23–28, 2025, in Atlanta, Georgia

Sixteen Davis Tech students competed across twelve events, earning five national medals:

- Beckham Dickson – Gold, Plumbing (High School)
- Sophia Haley – Silver, Pin Design (High School)
- Thomas Larsen – Silver, Plumbing (Post-Secondary)
- Dexter Wright – Bronze, Pin Design (Post-Secondary)
- Daxton Porter – Bronze, T-Shirt Design (Post-Secondary)

Public Comment

No public comments were received.

Consent Calendar

Chair Wood, called for a motion to approve the Consent Calendar, which included the following:

- a. Minutes of May 29, 2025 meeting
- b. Budget & Accounting and Investment Reports
- c. Key Performance Indicators Report
- d. Business and Economic Development Report
- e. Foundation Activity Report
- f. Campus Development Update
- g. Fiscal Year 2027 Capital Improvement Projects
- h. Scholarship Issuance Report
- i. Career Path High Report
- j. FY 2026 Budget Modification
- k. On-Call Pay Policy
- l. Salary and Wage Administration Policy
- m. Discrimination, Harassment, and Sexual Misconduct (including Title IX) Policy
- n. Employee Definitions Policy
- o. Employee Educational Benefits Policy
- p. Free Expression on Campus Policy
- q. Terminated Employee Processing Policy and Procedures
- r. Animals on Campus Policy
- s. Student Attendance Policy and Procedures
- t. Leave of Absence Policy
- u. Schedule Development Policies and Procedures
- v. Services to Students with Disabilities Policy and Procedures
- w. Student Grievance Policy and Procedures

The Consent Calendar was approved on a motion by Trustee Atkinson, seconded by Trustee Morgan. The motion passed unanimously.

MOU with Career Path High

The Memorandum of Understanding (MOU) outlines an agreement between Utah Career Path High School (UCPH) and Davis Technical College regarding expectations and accountability measures to be reported to the Davis Technical College Board of Trustees. The accountability measures align as closely as possible with the Utah State Charter School Board's Accountability Framework Policy.

The goal of the Davis Technical College Board of Trustees is to establish clear accountability, paired with supportive measures, to ensure that UCPH thrives and meets its mission - resulting in success for both students and the institution. The MOU further stipulates that failure to meet the outlined responsibilities may result in Davis Technical College relinquishing its authorization of UCPH.

The MOU with UCPH was approved on a motion by Trustee Romney, seconded by Trustee Brown, and passed unanimously.

Davis Technical College has been the authorizer for UCPH for 13 years. The Board is made up of:

- Angie Osguthorpe, Chair,
- Paul Ray, Vice Chair
- Jeff Lund, Finance Chair
- Kelly Simerick, Board Member
- Natalie Brush, UCPH Parent Representative

It was noted that Director Hutchings was recently confirmed by the Utah Senate for appointment as a member of the State Charter School Board.

Audit Committee Report

Internal Audit

Davis Technical College utilizes a shared services agreement with the Utah System of Higher Education (USHE) Internal Audit office to provide internal audit services.

During calendar year 2025, the Internal Audit completed the following required audits for Fiscal Year 2024:

- Audit and certification of the President's out-of-state travel
- Audit and certification of institutional discretionary funds
- Audit of institutional investments and assessment of compliance with the Utah Money Management Act
- Audit of tuition, course, and program fees in compliance with USHE Policy R517
- Audit of selected IT controls

The audit report certified that a materially accurate presentation was provided and that the College has materially complied with all applicable USHE and College policies.

Additionally, the Utah Board of Higher Education has directed systemwide audit of presidential spending across all USHE institutions.

External Audit

The Utah State Auditor’s Office is currently conducting the Fiscal Year 2025 annual financial audit, which will be presented at the December Board meeting.

Data Privacy Update and Privacy Program Policy

Owen Horne and Brandon Leedy presented an update and the proposed Privacy Program Policy. In 2024, the Utah Legislature passed the Utah Government Data Privacy Act (GDPA), which requires all state entities to implement data privacy programs and establish privacy policies and procedures. This item presents the Davis Technical College Privacy Program Policy (DTC-PPP-01), which formally establishes the College’s privacy program. The policy defines roles and responsibilities, sets standards for managing personal data, and ensures compliance with state and federal privacy laws, including GRAMA, FERPA, and GDPA.

This policy underscores the College’s ongoing commitment to protecting the privacy of students, employees, and all other stakeholders.

The Privacy Program Policy was approved on a motion by Trustee Romney, seconded by Trustee Brostrom. The motion passed unanimously.

Key Performance Indicator Report and FY 2026 Enrollment Update

The College monitors enrollment, retention, graduation, and placement data as part of its key performance indicators (KPIs). A presentation was provided to the Board, summarizing the FY 2025 final enrollment figures and year-to-date FY 2026 enrollment trends, along with performance outcomes aligned with institutional goals.

Report included the following:

Headwinds and Opportunities

Headwinds

- Physical Capacity Challenges
- FY25 Anomaly
- Job Corps and HAFB Freeze
- SB330 Cosmetology Modifications
- Volatility of Economy
- Placement Challenges

Opportunities

- New Welding Building
- Culinary Construction Completion
- Increased Retention Efforts
- Regional Direct Admissions
- Program pilots and additions
 - IT/Networking and CNA at WSU Davis
 - Possible Nail Technician expansion
 - WSU ESL Partnership

Program Modifications and Teach-Out

In response to legislative changes under Senate Bill 330, the Division of Professional Licensing (DOPL) updated licensing requirements for Cosmetology and Esthetics programs effective January 1, 2026. Davis Technical College proposed modifications to ensure compliance and maintain alignment with workforce needs.

Changes include reduced licensing hours for Cosmetology (from 1600 to 1250) and consolidation of the Esthetician and Master Esthetician programs into a single 1200-hour Esthetician program. Implementation includes curriculum revisions, faculty training, and notification to the Council on Occupational Education.

Programs proposed for teach-out:

- ♦ Esthetician Program (ending December 31, 2025; transition to Master Esthetician Program)
- ♦ Hair Designer Program (discontinued due to overlap with Cosmetology)
- ♦ Medical Coding and Billing Program (discontinued due to low enrollment and limited industry demand)

The modifications and teach-outs were approved on a motion by Trustee Brostrom, seconded by Trustee Brown. The motion passed unanimously.

FY 2027 Appropriations Request

Commissioner Landward provided an overview of how the Utah System of Higher Education (USHE) is preparing the upcoming budget request for the Legislative session. This unified request encompasses both institutional priorities and system-wide priorities, with a focus on strategically determining appropriate funding levels and intended uses.

There is growing Legislative interest in supporting technical education, particularly in efforts to expand capacity. Historically, the funding model has provided resources based on institutional growth—if an institution grows, funding follows. However, technical colleges require *up-front* funding to build capacity in order to grow. Without this investment, growth is limited, which in turn restricts future funding. USHE is therefore working toward a model that enables pre-funding for growth.

The state faces a challenging budget year. Two primary concerns were noted:

1. Growth is less significant than in previous years.
2. Federal legislation, HB 1, creates a fiscal impact of approximately \$200 million or more.

Updated revenue projections are expected in February, after which the Legislature will determine allocations.

Davis Technical College leadership has conducted a comprehensive analysis of the College's current and future needs in alignment with its new three-year Strategic Plan. In coordination with USHE, the College has developed an appropriations request for the 2026 General Session.

This request identifies the resources needed to support institutional goals, strengthen program delivery, and ensure alignment with regional workforce and industry demands.

It is therefore appropriate and necessary for the Davis Technical College Board of Trustees to review and approve the submission of the final request to the Utah Board of Higher Education for consideration.

The FY 2027 Appropriations Request was approved on a motion by Trustee Brostrom, seconded by Trustee Sutherland. The motion passed unanimously.

President's Report

Counseling Services

The recent tragedy at UVU was acknowledged. Faculty, staff, and students were reminded that counseling services remain available through Blomquist Hale.

Highlights

The College will continue to explore new space opportunities with partners such as Weber State University–Davis, and will encourage hybrid learning options for students. Retention and graduation remain key areas of focus.

The Student Information System Development Consultation Committee is actively meeting to identify a viable solution. Owen Horne is collaborating with other technical colleges to develop the minimum requirements for a new Student Information System and is serving as co-chair of the effort.

The renovation of the main building is nearly complete, with all instructional programs now located on the main floor for improved visibility and accessibility.

Upcoming Events

Graduation Ceremony - September 30th

Life-Changer Luncheon – October 9th

Welding Technology Building Ribbon Cutting - November 6th

Special Presentations

Chair Wood recognized Trustee Brown for her dedicated service. Trustee Brown has received a promotion that will require her relocate to Colorado and step down from the Board. President Brush then acknowledged Chair Wood for his outstanding leadership and advocacy on behalf of Davis Technical College over the past eight years. Chair Wood's second term has concluded, and Scot Merrihew has also completed his second and final term of service.

Chair Wood encouraged the College to consider where artificial intelligence fits within current programs and to explore opportunities for offering AI-related instruction. He

emphasized the importance of identifying national leadership in this area and noted that Utah has the potential to be at the forefront of AI innovation.

Election of Officers and Committee Members**Board Elections**

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 as deemed appropriate.

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.

Nominations for Chair were opened at the Board meeting. The election for Vice Chair will be held at a future meeting.

Vice Chair Tran was elected Chair on a motion by Trustee Wood, seconded by Trustee Brown. The motion passed unanimously.

Audit Committee Membership

The Board shall elect at least three of its people to serve on the Audit Committee. The Audit Committee assists the Board in fulfilling its oversight responsibilities related to the College's financial, operational, and reporting matters, ensuring compliance with applicable policies, laws, and regulations. The Committee also receives and reviews the annual financial audit report.

Trustee Atkinson, as Chair of the Audit Committee, and Trustees Brooks and Morgan, as members, were elected on a motion by Trustee Wood, seconded by Trustee Romney. The motion passed unanimously.

Foundation Board Liaison

The Board shall elect a liaison to the Davis Technical College Foundation Board of Trustees to maintain effective communication, governance alignment, and coordination between the two Boards.

Trustee Howard was approved as the Foundation Board Liaison on a motion by Trustee Romney, seconded by Trustee Morgan. The motion passed unanimously.

Adjournment

Trustee Romney made a motion to adjourn. The meeting adjourned at 5:30 p.m.