

**Minutes of the Davis Technical College
Board of Directors' Meeting held at 3:30 p.m. on the
Davis Tech Campus – Haven J. Barlow Board Room**

March 28, 2019

Conducting: Stuart Eyring Board Chair

Board Members Present

Stuart Eyring	Business/Industry, Chair
Troy Wood	Business/Industry, Vice-Chair
Justin Atkinson	Business/Industry
Lindsay Bayuk	Business/Industry
Michael Henry	Business/Industry
Karen Fairbanks	Weber State University
Adam Toone	Morgan School District
David Hansen	Hill Air Force Base Representative, Ex-Officio

Administration

Darin Brush	President
Leslie Mock	Vice President of Instruction
Russell Galt	Vice President of Administrative Services
Julie Blake	Vice President of Quality and Development
Wendee Cole	Recording Secretary

Guests

Amanda Tullis	Director of Business & Economic Development
Bryce Fox	Director of Facilities Services & Risk Management
Dina Nielsen	Director of Student Services
Jeff Lund	Controller
Kevin Cummings	Director of Institutional Effectiveness
Kinley Puzey	Director of Technical Programs
Marcie Valdez	Foundation Director and Grants Administrator
Mark Hadley	Director of Technical and Apprenticeship Programs
Melanie Hall	Director of Marketing and Community Relations
Ric Higbee	Director of Human Resources
Melissa McElfresh	Nurse Assistant Faculty
Curt Cooper	Academic Development Faculty
Jennifer Griffin	Academic Development Student

Excused

Shawn Bucher	Business/Industry
Brigit Gerrard	Davis School District
Scot Merrihew	Business/Industry
Tucker Morgan	Business/Industry

Invocation

Troy Wood, Board Vice-Chair

Pledge of Allegiance

Jennifer Griffin, Academic Development student

Introduction of New Employees

The following employee was introduced to the Board:

- Melissa McElfresh, Nurse Assistant faculty

Consent Calendar

Stuart Eyring, Chair, called for a motion to approve items listed under the Consent Calendar which consisted of the following:

- a. Minutes of February 28, 2019
- b. Budget and Accounting Report
- c. Personnel Report
- d. Key Performance Indicators (performance to goal)
- e. Employer & Continuing Education Report
- f. Marketing Activity Report
- g. Foundation Activity Report
- h. Campus Development Update
- i. Scholarship Issuance
- j. Career Path High Report
- k. 2019-2020 College Calendar

The items listed under the Consent Calendar were approved on a motion made by Karen Fairbanks, seconded by Adam Toone. Motion passed.

Legislative Update

A summary of bills that have an impact on the college, as well as a summary of appropriated funds for UTech colleges and changes in appropriated funds was included in the board book.

For Fiscal Year 2020, the budget year that begins on July 1, 2019 and ends of June 30, 2020, the Utah System of Technical Colleges (UTech) received an overall 10.95% budget increase. Direct appropriations for Davis Tech increased 16.44%. Of that amount, 4.45% was for amounts that were previously appropriated to UTech and then reallocated to Davis Tech. This leaves 11.99% of appropriation increases related to new funding. Davis Tech will also receive a portion of funds which were appropriated to UTech Administration for Custom Fit, Career and Technical Education Scholarships, and Performance Funding.

Davis Tech received \$18,822,800 or 19.42% of the amounts appropriated directly to UTech colleges. Davis Tech receives more direct state appropriated funds than any other UTech college.

FY 2020 Tuition and Institutional Fees

The Davis Technical College administration has proposed no tuition increase for FY 2020, keeping tuition level at \$2.10 per hour. Historic tuition rates for last ten fiscal years was shared. Student fees are proposed to be reduced by \$0.21 per hour from \$0.56 per hour to \$0.35 per hour. The following fees will be reduced: student services and assessment, building support, and campus technology.

The student tuition rate, institutional fees and the differential tuition rate was approved on a motion made by Karen Fairbanks, seconded by Justin Atkinson. Motion passed.

FY 2020 High School and Adult Program Fees

High School Student Fee remains unchanged at \$40 per student, covering student enrollment for the fiscal year. The College provides textbooks and reference materials to secondary students in each classroom. Consumables, personal materials, workbooks, some curriculum and industry certifications, and licensing fees be paid by both secondary and post-secondary students.

The proposed FY20 Adult Student Program Lab Fees were reviewed. Program lab fees are spread across multiple courses in each program. Following is a summary of the proposed changes with rationale:

- Cybersecurity fee increase is due to a rise in subscription fees associated with student training.
- The fee increase in Diesel/Heavy Duty Technology is to purchase online access to a book for each student that is used throughout the entire program. The book purchase will be made by the program for each student decreasing the upfront cost.
- The fee increase in Pharmacy Technician is due to consumables in the lab.

The FY 2020 High School Student and Adult Program Fees Schedule was approved on a motion made by Troy Wood, seconded by Michael Henry. Motion passed.

COE Reaffirmation Plan

An institution-wide process improvement plan has been implemented to ensure compliance with Council on Occupational Education (COE) regulations. An evidence collection system is in place that reduces the need for added resources to prepare for the reaffirmation visit planned for FY 2024.

Key points of the plan are

1. Committee meets twice annually
2. Evidence gathered on-going and stored on the network
3. May is a micro-accreditation in which team members review one another
4. Makes 2024 simple –we're always ready
5. Transparent – evidence and tracking on network

Cultural Evolution Summary

In January 2019, Davis Technical College conducted a Cultural Evolution Assessment. The assessment served as a follow-up from the culture survey conducted in 2015 and a baseline for the College to prepare the three-year strategic plan currently underway. One hundred and thirty-nine employees participated in the assessment. Results of the assessment were shared. Next steps: enhance the culture and morale at Davis Tech, benchmark current culture;

ensure all employees have representation, including roundtables; and identify corrective actions.

Strategic Plan Update

On January 11, 2019, Davis Technical College launched a new three-year strategic plan process by hosting a two-hour, facilitated session with all full-time employees. From that event, five goals emerged, and all staff have been encouraged to continue to provide feedback.

Subsequently, the senior management team (aka Expanded President's Council) assigned preliminary co-chairpersons and committee members to work on each goal, i.e. develop objectives and timelines, assign responsible parties, and evaluate dependencies and overlaps with other goals/objectives.

At the February 28, 2019, Board of Directors meeting, each board member was assigned to at least one goal committee. A co-chairperson of each committee provided a brief report on goal planning progress. The final plan will be adopted at the June 27, 2019, meeting of the Board.

President's Report/Items

- Higher Education Strategic Planning Commission Regions Meetings: in 2018 legislative session House Bill 300 was passed and created a 22-member Higher Education Strategic Planning Commission to review what education looks like in Utah, create efficiencies and provide a plan for moving forward in the State of Utah. An outside agency was hired to complete the study. The next step is holding region meetings with the community. Final report and plan is due by November 30, 2019 to legislature and Governor.
- Allied Health Building Groundbreaking will be held on April 11, 2019. Please thank our northern Utah legislators for their help during the session. Cost overages on the building will be covered with the assistance from Division of Facilities, Construction and Management (DFCM).
- Annual Foundation Golf Tournament will be held on June 26, 2019. Sponsors and prizes are still needed.
- Russell Galt was thanked for his hard work with the legislature during the session.
- We are trying to accomplish the following themes at Davis Tech: preserve program integrity and urgency, reduce barriers, provide support to make everyone successful, and engage employees and hope they enjoy their work.

Adam Toone made a motion to adjourn the meeting.

Adjournment

The meeting adjourned at 4:59 p.m.