

**Minutes of the Davis Technical College Board of Directors' Meeting
Davis Tech Campus – Haven J. Barlow Board Room**

**June 27, 2019
3:30 pm**

Conducting: Troy Wood Acting Chair

Board Members Present

Troy Wood	Business/Industry, Vice-Chair
Lindsay Bayuk	Business/Industry
Shawn Bucher (by phone)	Business/Industry
Brigit Gerrard	Davis School District
Michael Henry	Business/Industry
Karen Fairbanks	Weber State University
Tucker Morgan	Business/Industry
David Hansen	Hill Air Force Base Representative, Ex-Officio

Administration

Darin Brush	President
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
Greg Scherer	Director of Information Technology
Jeff Lund	Controller
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
Shawn Swapp	Electrical Apprentice Faculty
Jose Limas	Cybersecurity Faculty
Jared Stoddard	Heavy Equipment Operator Faculty
Scott Quealy	Welding Technology Faculty
Gabi Rhodes	Welding Technology student
Jeff Cramer	CRSA Architecture
Kathy Wheadon	CRSA Architecture

Excused

Stuart Eyring	Business/Industry, Chair
Justin Atkinson	Business/Industry
Scot Merrihew	Business/Industry
Adam Toone	Morgan School District
Leslie Mock	Vice President of Instruction

Pledge of Allegiance

Gabi Rhodes, Welding Technology student

Introduction of New Employees

The following employee was introduced to the Board:

- Jose Limas, Cybersecurity faculty
- Shawn Swapp, Electrical Apprentice faculty
- Jared Stoddard, Heavy Equipment Operator

Consent Calendar

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

- a. Minutes of May 23, 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. Bridge Scholarship Report
- k. UTech Scholarship Report
- l. High School Senior Scholarship Report
- m. Career Path High Report
- n. Employee Educational Benefit Policy
- o. Network Resource Acceptable Use Policy
- p. Property Use/Rental Policy and Procedures

A correction was noted to the consent calendar list to include minutes of May 23, 2019 meeting. Updated Employee Educational Benefit Policy was distributed at the meeting. Changes in the policy will become effective on May 1, 2019.

The items listed under the Consent Calendar were approved on a motion made by Tucker Morgan, seconded by Brigit Gerrard. Motion passed.

Space Utilization Report by CRSA Architecture

Davis Tech recently contracted with the architectural firm of CRSA to provide a space utilization plan to help determine how to best use space in the existing buildings after the new Allied Health Building is completed and the allied health programs move to the new building. Jeff Cramer and Kathy Wheadon, architects from CRSA discussed their preliminary findings and recommendations. Employees will be asked to provide input on the suggested scenarios. The Davis Tech Leadership Institute will review the recommendations and assist with planning the next steps. This will be a long-term plan for the college.

Election of Board Officers

Acting Chair Wood opened nominations for the Davis Technical Board of Directors' Chair and Vice-Chair. Currently, Stuart Eyring and Troy Wood serve in these

capacities respectively, and are eligible to continue to serve another year. A motion was made by Brigit Gerrard to nominate Stuart Eyring as the Board Chair and Troy Wood as the Vice Chair. Seconded by Lindsay Bayuk. Motion passed.

Update Board of Directors Bylaws

During a recent attempt to update the Bylaws to reflect the revised meeting calendar of the Board, it was discovered that more changes were needed. Also, in that process, the Bylaws did not entirely or clearly reflect the statutory duties of the Board. Staff and Vice-Chair Wood discussed whether the Bylaws are necessary. President Brush has sought advice on the matter from the Attorney General's Office and Eric Petersen recommends the Bylaws be simplified. The new Bylaws may be used as a template for other UTech Colleges.

FY 2020-2022 Strategic Plan Approval

FY 2020 Business Plan Approval

Accredited institutions are required to seek the community involvement to ensure that the institution's mission remains relevant to its constituents. Davis Tech gathers input from faculty, administration, the Board of Directors, high school districts, advisory committees and employers, to produce a three-year strategic plan. The plan states the institution's mission and vision, objectives for three years, strategies for achieving the objectives, and the financial resources that support the initiatives specified in the strategic plan.

The 2020 Business Plan aligns the institution around a shared vision and represents year one of the three-year strategic plan. It reflects the College's commitment to tactical and strategic planning and continuous improvement. The plan includes Key Performance Indicators (KPI's) and the goals established by the institution, along with the strategies to achieve them.

Melanie Hall, Sherry Rauch and their team were recognized for their work presenting the plans.

A motion to approve the FY 2020-2022 Strategic Plan and FY 2020 Business Plan was made by Mike Henry, seconded by Karen Fairbanks. Motion passed.

FY 2019 Year-End Budget

During the February 28, 2019 Board Meeting, a budget modification was approved which projected revenues and expenses through the end of this fiscal year. Since that time, revenue amounts and expenses have been more clearly estimated.

As a State agency, the primary purpose of the institutional budget is not about budgeting to make a profit. Rather, the budget is about proper and prudent use of precious State resources, which have been appropriated to, and entrusted to the College. The budget provides public disclosure of the plan on how to utilize those resources.

A summary of significant items included in this budget modification include:

- Recognizing in the budget savings from various new hires and unfilled positions.
- Adjusting for various budget items, which were not expended in FY 2019 including equipment that was ordered but will not arrive until after the end of the fiscal year.
- Adding costs for a Strategic Space Utilization Facility Plan.
- Reallocate various costs among funds to make better utilization of funding sources.
- Adjusting various travel budgets to cover Out-of-State Travel for SkillsUSA and HOSA Travel expenses.
- Recognizing Early Retirement/Termination Incentive Expenses for a retiring employee.
- Transferring funds from the Proprietary Fund to the Designated Fund to cover various tenant improvements at the Freeport West facility using funds from rental revenues.
- Recognizing increase in and usage of donated supplies and equipment.
- Adjusting various program fee revenue estimates and related expenses.
- Increasing estimate for Interest Income based on increased earnings rates.
- Increasing budgets to reflect actual grant revenues and related expenses for various grants, including a Perkins grant related to Nursing.
- Recognizing additional Performance Funding Revenue, which was originally anticipated to be received in FY 2020.
- Adjusting budget to recognize increased revenue and related expenses in Custom Fit and Private Training.
- Adjusting various revenue accounts, including the Nursing Assistant Registry, to more closely match actual revenues.
- Adjusting revenues and costs for Proprietary Fund accounts, including Bookstore, Copy Center, Food Service, and Salon.
- Various other adjustments.

A motion to approve the FY 2019 Year-End Budget was made by Tucker Morgan, seconded by Brigit Gerrard. Motion passed.

FY 2020 Budget Approval

A draft budget for Fiscal Year 2020 was presented in the May 23, 2019 Board Meeting. Certain refinements have been made to that draft budget since that time.

A summary of the increases in direct State funding for Davis Tech for Fiscal Year 2020 is as follows:

Employer Driven Program Expansion	\$1,026,420
Student Support	309,280
2.5% Labor Market Increase	314,300
Health Insurance Rate Increase	88,500
Internal Service Fund Adjustment	19,800

One-time Equipment Funds	<u>179,800</u>
Sub-total Prior to Reallocations	1,938,100
Equipment Reallocation from UTech	435,700
Jobs Now Reallocation from UTech	56,000
FY 2019 Base Budget Reallocation from UTech	<u>228,200</u>
Total Increase	<u>\$2,658,000</u>

A summary of significant items included in the FY 2020 budget include:

Revenue Adjustments

- Increase of \$2,658,000 in direct Legislative funding as outlined.
- Decrease of \$435,700 in equipment flow through funds from UTech.
- Decrease of \$56,000 in Jobs Now flow through funds from UTech.
- Decrease of \$228,200 in FY 2019 budget reduction/reallocation flow through funds from UTech.
- Increase of \$100,000 in Career and Technical Education Scholarship flow through funds from UTech.
- Increase State Custom Fit Funding by \$184,000.
- Increase estimate for interest income.
- Other revenue adjustments.

New Employer Driven Program Expansion and Student Support Expenses

- Add two Practical Nursing Instructors.
- Add two Practical Nurse Sim Lab Technicians.
- Add Electrician Apprentice Instructor.
- Add Dental Assisting Instructor.
- Add Pharmacy Technician Instructor.
- Add Architectural & Engineering Design Instructor.
- Add Information Technology Instructor.
- Add Welding Instructor.
- Add Heavy Equipment Operator Instructor.
- Add Student Financial Aid Director.
- Add IT Engineer.
- Add Resource Officer Contract with Kaysville Police Department.

Strategic Workforce Initiative (SWI) Funding

- Add \$80,000 of revenues and related expenses for SWI funding with Weber State University for a Building Trades program, including a Building Trades instructor.

Reallocation of Budget Savings

- Adjustments to adjunct faculty budgets in various programs.
- Add full-time Injection Molding instructor.
- Add expenses for Strategic Planning Initiatives as follows:
 - Increase marketing/outreach expenses.
 - Add Math Tutors.

- Add Evening IT Help Desk Staffing.
- Eliminate Financial Aid Technician position.
- Add Grant Writer/Development position.
- Add Instructional Management Assistant positions.

Use of Prior Year Carry-over Funds (one-time)

- Add expenses to re-key doors and update access controls in existing building to match keys and controls in new Allied Health Building.

Other Budgeted Expense Adjustments

- Add \$179,800 for additional equipment.
- Compensation plan as proposed in this Board Meeting.
- Full-year impact of staff changes which took place in FY 2019.
- Elimination of one-time expenses included in the FY 2019 budget.
- Add new HVAC Engineer position.
- Add grant revenue and related expenses to install electric vehicle charging stations.
- Eliminate certain equipment budgets funded by Perkins Funds.
- Add Student Success Center instructor position using Perkins Funds.
- Eliminate part-time Workplace Relations instructor position.
- Other expense adjustments.

Included in the Board book was the Operating Budget for Fiscal Year 2020 with notations summarizing increases and decreases from the FY 2019 budget.

A motion to approve the FY 2020 Budget was made by Brigit Gerrard, seconded by Karen Fairbanks. Motion passed.

FY 2019 Employee Compensation Plan and Related Pay Schedule

The Fiscal Year 2020 Compensation Plan was discussed in the May 23, 2019 Board Meeting. The plan which was presented has been applied to individual employees and the calculation of average increases has been refined.

The proposed Employee Compensation Plan for Fiscal Year 2020 includes the following elements:

- Fund a 2.5% Cost of Living (COLA) adjustment.
- Pay Schedules for Faculty, Classified Employees, and Professional Administrative Employees to increase by 2.5%. Eliminate all prior pay schedules not updated as part of this compensation package.
- Increases per the Performance Based Pay Progression Table to be provided for eligible employees. These increases will range from 4.35% to zero for individual employees, but average approximately 2.28% for full-time employees.
- Fund an amount equal to approximately 0.72%, or approximately \$69,797, in the General Fund for merit increases. Merit increases will be

- used to recognize exceptional performance, reduce employee retention issues, and/or address pay inequities.
- The approximate total of the COLA, Performance Based Pay Progression Table increases, and the merit increases is planned to be a 5.56% average increase for eligible full-time employees. The increases for vice presidents will not exceed this percentage.
 - Increase of 4.35% in medical insurance rates as set forth by the Public Employees Health Program (PEHP). The Legislature funded the employer portion of this increase.
 - No change in dental insurance rates as set forth by the Public Employees Health Program (PEHP).
 - No change in retirement contribution rates in the Utah Retirement System (URS) or TIAA.

The salary schedules presented for Fiscal Year 2020 are equivalent to the revised salary schedules for Fiscal Year 2019, with a 2.5% increase to those schedules.

Board member Bayuk asked if the pay grades have been reviewed for pay equity by gender or ethnicity. IPEDS report utilizes some of those categories.

A motion to approve the FY 2020 Employee Compensation Plan, Related Pay Schedules and salaries as calculate by the plan was made by Mike Henry, seconded by Tucker Morgan. Motion passed.

President Report

- **Annual Davis Technical College Foundation Golf Tournament:**
A great event was held on June 26, 2019. Marcie and her committee were thanked their work on the tournament and the Foundation Board was actively involved. Initial estimate for net revenue is \$45,000. Next year's tournament is scheduled for June 17, 2020.
- **Build to Success Summer Construction Boot Camp:**
The College partnered with several important companies and groups to offer a meaningful introduction to building construction technology camp from June 3-7, 2019. Seventeen high school students completed the camp and all have the opportunity to participate in internships with local construction companies. Staff and members of the Davis Technical College Foundation Board worked hard to make this a valuable experience for the students and employers who participated.
- **Talent Ready Utah capacity building grant with Morgan School District:**
Working with and in behalf of Morgan School District, the College successfully applied with the School District for a grant from the Governor's Office of Economic Development (GOED) and was approved for \$150,000. This funding will go directly to the School District to purchase equipment for the its career and technical education labs, allowing the College to teach more classes and increase/improve

curriculum in current courses. What is more, the College and the School District were strongly encouraged by GOED to resubmit for another grant again in the 2020 Legislative General Session.

- **New training programs:**
Based on market research and employer feedback, the College intends to launch three programs in FY 2020: Building Construction Technology, Electrician Apprentice (daytime), and Information Technology. The College also continues to pilot Heavy Equipment Operator, and is investigating Barbering.

- **MJB Allied Health Building:**
Progress on the new Michael J. Bouwhuis Allied Health building continues. The College and the State Division of Facilities Construction and Management have received a guaranteed maximum price from the contractor, Layton Construction. Moreover, the timeline has been confirmed, with completion set for August 2020.

Karen Fairbanks made a motion to adjourn the meeting.

Adjournment

The meeting adjourned at 5:25 p.m.