

Meeting conducted in-person/electronically due to COVID-19 protocol.
Meeting started at 3:30 p.m.

Conducting: Lindsay Bayuk, Board Vice Chair

Board Members Present

Lindsay Bayuk	Business/Industry, Vice Chair
Justin Atkinson (<i>remote</i>)	Business/Industry
Amanda Covington	Weber State University Board of Trustees
Chris DeHerrera	Business/Industry
Michael Henry (<i>remote</i>)	Business/Industry
Scot Merrihew (<i>remote</i>)	Business/Industry
Julie Tanner	Davis School Board
Adam Toone	Morgan School Board

Administration

Darin Brush	President/CEO
Leslie Mock	Vice President and Chief Academic Officer
Russell Galt	Vice President and Chief Financial Officer
Julie Blake	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
Bryce Fox	College Director of Facilities Services & Risk Management
Gentry Phillips (<i>remote</i>)	College Director of Health Professions Programs
Jeff Lund (<i>remote</i>)	College Controller
Kelley Rhoe-Collins (<i>remote</i>)	College Director of Service Professions and Academic Development Programs
Marcie Valdez (<i>remote</i>)	College Foundation Director and Grants Administrator
Mark Hadley (<i>remote</i>)	College Director of Technical and Apprenticeship Programs
Melanie Hall (<i>remote</i>)	College Director of Marketing and Community Relations
Owen Horne (<i>remote</i>)	College Data Manager
Scott Hoffman	College Director of Human Resources
Spencer Kimball (<i>remote</i>)	College Director of Student Services
Timothy Despain(<i>remote</i>)	College Director of Student Financial Services
Logan Brough	Composite Materials Technology student
Doug Young	Composite Materials Technology instructor
Stacey Hutchings	Career Path High Principal/Director
Eric Petersen (<i>remote</i>)	State of Utah Assistant Attorney General

Excused

Troy Wood	Business/Industry, Chair
Shawn Bucher	Business/Industry
Tucker Morgan	Business/Industry

Pledge of Allegiance

Logan Brough, Composite Materials Technology student

Consent Calendar

Lindsay Bayuk, Vice Chair, called for a motion to approve the Consent Calendar, which consisted of the following:

- a. Minutes of June 17, 2021
- b. Budget and Accounting Report
- c. Key Performance Indicators Report (performance-to-goal)
- d. Business and Economic Development Report
- e. Marketing Activity Report
- f. Foundation Activity Report
- g. Campus Development Update
- h. Scholarship Issuance Report
- i. Compensation Adjustments
- j. FY 2022 Program Course Fee Change
- k. Refund of Tuition and Fees Policy
- l. Salary and Wage Administration Policy

The Consent Calendar was approved on a motion made by Adam Toone, seconded by Amanda Covington. 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 and Principal for the school and reported on current enrollment and overall status of the school. Career Path High was awarded the Governing Board of the Year by Utah Association of Public Charter Schools. Stacey Hutchings was named the 2021 Principal of the Year by the Utah Charter Network.

Clock-to-Credit Hour Conversion Project Report

The Utah System of Higher Education (USHE) credit-granting institutions award credit for non-credit courses according to individual institution policy and with the execution of a written credit articulation agreement between technical colleges and degree-granting institutions.

In September the state's eight technical colleges began the process of converting clock-hour courses to credit-hour by submitting applications to the accrediting agency, the Council on Occupational Education (COE).

The College submitted Clock-to-Credit hour Applications for Building Construction Technology, Emergency Medical Technician, Advanced Emergency Medical Technician, Firefighter, Manufacturing Technology, Nail Technician, and Phlebotomy.

The project plan:

- <600 hour program applications – September, 2021
- 600-900 hour program applications – November, 2021
- >900 hour program applications – January, 2022

Clock-to-Credit hour conversion is:

- 600 hour programs – 20 credits
- 900 hour programs – 30 credits

Audit Committee Report

The Davis Tech Audit Committee met on September 1, 2021. Audit Committee members are Scot Merrihew, Audit Committee Chair and Board Trustee, and Justin Atkinson, Board Trustee. Also attending were Darin Brush, Russell Galt, and Jeff Lund.

Agenda items included:

- Audit opening conference with Morris Peacock from Hinton, Burdick, CPAs
- Risk Assessment discussion

FY 2022 Capital Requests

Capital Development

A Capital Development request has been submitted to the USHE. On August 27, members of the Finance and Facilities Committee of the Utah Board of Higher Education visited the Davis Tech campus to learn about the capital facilities request. On Thursday, September 16, President Brush presented the request to the full Board of Higher Education. The Davis Tech capital request was ranked in second place for technical colleges. The request will now be considered by the Utah Legislature in the Legislative Session which begins January 18, 2022.

The project as submitted includes a Strategically Phased Main Campus Renovation with an estimated cost of \$20,271,001. This is a strategically phased project designed to backfill spaces that became vacant as programs were moved to the new Allied Health Building. The project also includes a Welding program expansion and a Construction programs expansion.

Capital Improvement

The following is a listing of Davis Tech projects to be submitted to the Division of Facilities and Construction Management (DFCM) for Capital Improvements to our existing facilities.

Priority 1:

Roof Replacement Project above Academic Development in main building.

Priority 2:

North Campus Improvements to include a new irrigation annex structure, new vehicle approach, sidewalk, new fence, and new street connection to Kaysville's 250 South.

Priority 3:

Diesel Shop updates to the make-up air unit, ventilation systems, and Barlow Building central air compressor system.

Priority 4:

Replace the original Bryan Boiler with a high efficiency condensing boiler.

Priority 5:

Main Building Envelope Improvements, to include replacement of window caulking and gaskets as well as expansion joints.

A motion to approve the FY 2023 Capital Development and Improvement Requests was made by Adam Toone, seconded by Amanda Covington. Motion passed.

FY 2023 Legislative Appropriations Request approval

Davis Tech Administration has been working on the development of the Fiscal Year 2023 legislative budget request using guidelines provided by the USHE. The request as submitted to the Office of the Commissioner of Higher Education included on-going requests with a combined total \$1,988,000. After discussions with the Office of the Commissioner and with the Utah Board of Higher Education, our entire request will be submitted to the Legislature, with a recommendation by the Office of the Commissioner to fund up to \$1,136,500. USHE will also be making a one-time equipment request for technical colleges, which will include a request for Davis Tech of \$676,300. The request will be combined with those from the other higher education institutions and forwarded to the Utah Legislature for consideration in the Legislative Session which begins January 18, 2022.

Items included in the request for Davis Technical College are as follows:

- Health Technology Program Expansion
- Plumbing Apprentice Program Expansion
- Electrician Apprentice Program Expansion
- Licensed Clinical Social Worker/Student Advisor
- Safety and Risk Management
- Police Contract with Kaysville City
- IT Related Programs Expansion
- Equity, Diversity, and Inclusion Coordinator

- IT Security Hardware and Software
- Student Information System Support Technician
- Welding Technology Program Expansion
- Curriculum Developer

A motion to approve the FY 2023 legislative appropriations request was made by Adam Toone, seconded by Amanda Covington. Motion passed.

Campus Safety Update

Bryce Fox, Director of Facility Services and Risk Management provided an update on campus safety and security.

Annual update included:

- Published 2021 Annual Security Report
- Annual Revision of the Emergency Operations Plan
- Improvements to Campus Surveillance System
- Expand electronic access throughout the Campus
- Campus Lockdown feature
- Modernized Fire and Life Safety System
- Adjustments to the administration of the Mass Notification System
- Conducted Table-top drills with Campus Leadership
- Kicked off the first annual Davis Tech Campus Safety Day

Campus Safety Day included:

- Active Assailant Training with Kaysville City Police Department
- Campus Fire Drill with Kaysville City Fire Department
- Introduced and promoted the Davis Tech Campus Safety Training
 - A review of Campus Safety Resources
 - Interactive scenarios require the learner to utilize Campus Safety Resources

Performance Outcomes Report

In accordance with USHE Technical College Policy 205.10, each college president shall, in conjunction with the college instructional and student services officers, conduct a thorough review of the college preliminary year-end submission. The college president's data review and certification of the preliminary year-end data submission shall be presented to the college board of trustees in an official meeting as an information item not requiring approval.

FY 2021 Student Enrollment and Outcomes Report represents the College’s preliminary year-end submission. Davis Technical College will provide an additional data submission in December, with certification by the appropriate deadline.

Vice President Blake presented a current year-over-year student headcount and enrollment hours report.

COVID-19 Report

The College is continuing its efforts to keep students, faculty, and staff informed of Covid vaccination and testing opportunities. It has contracted with the UDOH (Utah Department of Health) to perform Covid testing here on campus several days a week. Information about testing is available throughout the campus and on our website. The College held 3 vaccination clinics on campus this past summer and will continue to encourage vaccination. It is currently working with DCHD (Davis County Health Department) on conducting more vaccination clinics in the coming months.

The College has put (What if) flowcharts in every classroom with questions about Covid exposure, quarantine, and testing. It has implemented a COVID vaccination requirement for all students and messaging has been sent out. The deadline for completing the vaccination record is December 22, 2021. Students with a personal, religious, or medical exemption must also complete the form.

President’s Report

Kaysville City and Davis County seek funding for a new, \$2.4 million Emergency Services Training Center (ESTC) that will provide critical, life-saving training situations for students enrolled at Davis Technical College in firefighter, emergency medical technician (EMT), and advanced EMT programs. There is currently only one training fire tower in Davis County (located in Layton), and growth in Davis and Weber Counties has outpaced its available capacity. Davis Tech has property that could be used for the requested ESTC.

Cicero Group Study

Cicero Group has completed a study to obtain the “voice of the customer” from various groups of stakeholders in postsecondary education space in the greater Weber/Davis County areas, focusing primarily on students engaging with Weber State University, Ogden-Weber Technical College, and Davis Technical College in the following areas: awareness, application and enrollment and completion. Information specific to Davis Tech was shared.

Adjournment: The meeting adjourned at 5:23 p.m.