

## MINUTES

### Davis Technical College Board of Trustees Meeting

Thursday, December 5, 2024 | 3:30 p.m. | Haven J. Barlow Board Room

Meeting conducted in-person/electronically.

Meeting started at 3:30 p.m.

Conducting: Troy Wood, Board Chair

(r) = remote

#### **Board Members Present**

Troy Wood, Chair	Business/Industry Representative
Tami Tran, Vice Chair	Business/Industry Representative
Justin Atkinson	Business/Industry Representative
Brigit Gerrard	Davis School Board Representative
Casey Hill	Weber State Board of Trustees
Scot Merrihew	Business/Industry Representative
Tucker Morgan (r)	Business/Industry Representative
Adam Toone	Morgan School Board Representative

#### **Administration**

Darin Brush	President/CEO
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**

Bryce Fox (r)	College Director of Facilities Services & Risk Management
Dan Powers	College of Rehabilitative Programs
Greg Scherer (r)	College Director of Information Technology
Ed Eschler (r)	College Controller
Jenna Snyder (r)	College Accreditation Coordinator
Kemp Barney	College Security and Risk Manager
Linda Watts	College Director of Technical and Apprenticeship Programs
Lindsey Rees	College Foundation Director and Grants Administrator
Owen Horne	College Associate Vice President of Research and Strategy
Samantha Cusenza	College Associate Vice President of Student Success
Scott Hoffman	College Associate Vice President of Human Resources
Sherry Rauch (r)	College Director of Marketing and Community Relations
Timothy Despain (r)	College Director of Student Financial Services
Adam Magnuson	College Desktop Support Specialist I
Troy Winchester	College CNC Machining Instructor
Hayden Wilson	CNC Machining Student
Stacey Hutchings	Career Path Higher Director
Kim Ziebarth (r)	USHE Associate Commission of Technical Education

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Jeremy Shaw (r) State of Utah Assistant Attorney General

#### **Excused**

Morgan Sutherland	Business/Industry Representative
Kristina Brown	Business/Industry Representative
Brandon Howard	Business/Industry Representative

**Pledge of Allegiance** Hayden Wilson

Adam Toone was thanked for his service on the Board.

#### **Introduction of President's Cabinet**

President Brush shared that he had completed the reorganization of the Cabinet, which consists of:

- Vice President Jeff Lund,
- Vice President Kelly Simerick,
- Associate Vice President of Instruction Alison Anderson,
- Associate Vice President of Student Success Samantha Cusenza,
- Associate Vice President of Human Resources Scott Hoffman,
- Associate Vice President of Research and Strategy Owen Horne,
- Associate Vice President of Business and Economic Development Amanda Tullis,
- Chief of Staff Wendee Cole, and
- President Darin Brush

#### **Public Comment**

There were no comments.

#### **Consent Calendar**

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

- a. Minutes of September 16, 2024 meeting
- b. Budget and Accounting Report/Investment Report
- c. Key Performance Indicators Report
- d. Business and Economic Development Report
- e. FY 2024 Business Resource Center Annual Report
- f. Foundation Activity Report
- g. Campus Development Update
- h. Scholarship Issuance Report
- i. Council on Occupational Education (COE) Approved Program List
- j. FY 2024 Occupational Advisory Committee Summary Report
- k. Freeport West Extension Request
- l. FY 2024 Year-End Budget Report
- m. FY 2025 Budget Modification

- n. FY 2026 Tuition and Fee Schedule (no increase)
- o. Reduction in Force Policy
- p. Employee Educational Benefit Policy
- q. Salary and Wage Administration Policy
- r. Sick Leave Policy
- s. Solicitation of Bids Proposals and Emergency Procurement Policy
- t. Purchasing Requisitions Including Capital Purchases Preparation and Processing Policy
- u. Property Use Rental Policy/Volunteer Agreement

The Consent Calendar was approved on a motion by Tami Tran, seconded by Brigit Gerrard. Motion passed.

**Career Path High School Report**

The College Board of Trustees serves as the authorizer for the Career Path High (CPH) 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 CPH. Director Hutchings reported on current enrollment and the overall status of the school, including performance indicators, performance against last year's goals, goals and priorities for FY 2025, school safety, retention indicators, and school improvement plan.

Vice President Simerick was appointed to the CPH Board on a motion by Adam Toone, seconded by Tucker Morgan. Motion passed. Jeff Lund is the other CPH board member (who was previously appointed by the College Board).

**Utah Department of Corrections (UDC) Report**

Dan Powers reported on the UDC. Davis Tech has provided technical education to incarcerated individuals at the State Prison for over 15 years. The contract with UDC covers all costs of program operations.

Student Statistics	
New enrollments	299
Graduates	107
Overall Graduate Rate	60%
3-year Recidivism Rate for Graduates	25%
Students sign promissory notes with the Department of Corrections for 50% of the cost of tuition.	

#### **Campus Safety Update**

Jeff Lund, Vice President provided an update on campus safety and security. During FY 2024 the following activities were completed:

- Facilitated Campus Safety Survey
- Facilitated 2024 Campus Safety Day
- Incorporated survey results in 2024 Campus Safety Day
  - Presentations
    - Active shooter training breakout presented by Davis Technical College Student Resource Officer.
    - Situational awareness breakout.
- Participated in the Utah Great Shakeout 2024.
- Partnered with Davis County Sherriff's Office to hold SWAT active shooter response training on Campus.
- Security team and Kaysville Police Department resource officer attended the campus safety conference.
- Three additional key access control boxes were added.
- Added eight STOP signs and 10MPH ground paint to the parking lots for safety.
- Developed an action plan in conjunction with CPH.
- Attended the state school guardian and safety assessment for CPH.
- Total number of reported incidents that required Campus Security response:
  - 28 - Injuries
  - 15 - Illness
  - 3 - Accidents
  - 27 - Security
- Workers' Compensation
  - 17 work-related injury or illness claims
  - 449,125 hours worked with 824 lost hours due to work-related injury or illness.

#### **Foundation Report Approval**

The Foundation celebrated its 25-year anniversary.

Carver, Florek & James conducted the Foundation audit. There were no findings.

Foundation revenues and expenses were shared. Financial highlights included:





- Proceeds from the sale of Skyline View Apartments were \$6,800,815, resulting in a gain on the sale of assets of \$5,964,399.
- Interest income increased by \$301,821 due to increased cash and interest rates.
- 2024 Golf Tournament net income increased by \$5,466 from the prior year.

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- Scholarships awarded in FY 2024 totaled \$275,302, an increase of \$24,668 compared with the prior year.

Foundation and College Grants	Scholarships
	<b>Total Awards</b>
	<b>1,422</b>
	<b>Total Funds Awarded</b>
	<b>\$2,212,507</b>
	<b>Total Foundation Scholarships</b>
	<b>381</b>
	<b>Total Foundation Funds Awarded</b>
	<b>\$272,934</b>
 <i>Foundation Revenues</i> \$6,681,220	
 <i>College Grants</i> \$843,393	
 <i>Total Revenue</i> <u>\$7,524,613</u>	
 <i>Overall Increase from FY23</i> \$5,718,740	

#### FY 2025 Goals

- Establish Student Emergency Fund
- Ongoing Scholarship Awareness
- Faculty and Staff Professional Development Support
- Campus Master Plan Support
- Increased Community Outreach
- Events

Golf Tournament – June 5, 2025, at Davis Park Golf Course

Life Changer Lunch – October 2, 2025, at Davis Technical College AHB

A motion to approve the FY 2024 Foundation Annual Report was made by Brigit Gerrard and seconded by Justin Atkinson. Motion passed.

#### Approval of FY 2024 annual Comprehensive Financial Report and Accompanying Independent Auditor's Report

The Utah State Auditor's Office audited the FY 2024 Annual Comprehensive Annual Financial Report (CAFR). The auditors performed auditing procedures as outlined in their Independent Auditor's Reports, which are included in the report. The College's Audit Committee members are Scot Merrihew (Chair), Justin Atkinson, and Tami Tran.

Ed Eschler, Davis Tech Controller, and the Fiscal Services Department of the College prepared the CAFR for FY 2024. The Report includes all elements of a financial report required to refer to the report as a comprehensive annual financial report. The information meets the financial reporting guidelines issued by the Government Accounting Standards Board, the National Association of College and University Business Officers, and the Government Finance Officers

Association. Management of the College assumes full responsibility for completeness and reliability of the information contained in the report.

The auditors have issued their report and have no audit findings.

The FY 2024 CAFR and Accompanying Independent Auditor's Report was approved on a motion by Scot Merrihew, seconded by Adam Toone. Motion passed.

**Title IX Process Training for Board of Trustees**

The Davis Technical College Title IX Policy prohibits sex discrimination, sexual harassment, and retaliation within all college programs and activities. It defines key terms, outlines reporting processes, and describes protections for all parties involved. The policy ensures compliance with federal and state laws, provides access to supportive measures, and establishes fair investigation, resolution, and appeal procedures.

Dr. Kelly Simerick, Vice President of Instruction and Student Success and Title IX Coordinator, provided an overview of Title IX, concentrating on the Davis Tech reporting process.

**Utah System of Higher Education Board (USHE) of Trustees Summit**

The Board of Trustees Summit organized by USHE on Wednesday, October 30, 2024, covered a wide range of important topics related to higher education governance and planning. The discussions focused on roles and responsibilities, the 2024-27 Strategic Plan, institutional alignment, capital facilities, budget process, and tuition and fees. Observations included how important a 10-year plan for capital improvements is to have in place.

**President's Report**

President Brush reported on:

- a. COE Reaffirmation Visit – the visit was completed in September 2024. There were no findings, no suggestions, and three commendations in the final report for the reaffirmation visit.
- b. Future Program Changes – some program changes will be brought before the Board in an upcoming meeting. They may include Medical Coding and Billing changes and a new Controls System and Robotics program.
- c. Approval of FY 2024 Annual Report – College Annual Report was shared with the Board. The FY 2024 Annual Report was approved on a motion by Brigit Gerrard, seconded by Casey Hill. Motion passed.
- d. Approval of Mission Statement – a committee created three draft mission statements brought to the President's Council for discussion. A final draft statement was created and brought to the Board for review and/or approval.

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Justin Atkinson approved the new mission statement on a motion seconded by Tami Tran. Motion passed.

- e. Institutional Reorganization – The college is completing the institutional reorganization, which included the new President’s Cabinet.
- f. Strategic Planning – The Board was asked for guidance of the new strategic planning process as the Strategic Plan will be developed over the next six months. At the request of the Board, President Brush shared his vision for the future of Davis Tech.



**Vision: Value, Efficiency & Excellence**

- **Best-in-world** student experience, from enrollment to graduation
- Maximize student **access** and instructional **capacity**
- **Faculty** are prepared and supported for success
- All instructional programs are **magnet programs**
- Graduates have opportunities for **related, gainful employment** and paths to additional learning
- **Efficiency** that respects taxpayer investment and reduces unnecessary faculty and staff mediation

**Adjournment:** Tami Tran made a motion to adjourn. The meeting adjourned at 5:01 p.m.