



## MINUTES

# Davis Technical College Board of Trustees Meeting

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Thursday, June 17, 2021 | 3:30 p.m. | Haven J. Barlow Board Room

Meeting conducted in-person/electronically due to COVID-19 protocol.

Meeting started at 3:32 p.m.

Conducting: Lindsay Bayuk, Board Vice Chair

### **Board Members Present**

Troy Wood ( <i>remote</i> )	Business/Industry, Chair
Lindsay Bayuk	Business/Industry, Vice Chair
Justin Atkinson	Business/Industry
Amanda Covington ( <i>remote</i> )	Weber State University Board of Trustees
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
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
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
Shawn Newell ( <i>remote</i> )	Utah Board of Higher Education, member
Eric Petersen ( <i>remote</i> )	State of Utah Assistant Attorney General

### **Excused**

Shawn Bucher	Business/Industry
Chris DeHerrera	Business/Industry
Tucker Morgan	Business/Industry

### **Pledge of Allegiance**

Wendee Cole, College Chief of Staff

### **Consent Calendar**

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

- a. Minutes of May 20, 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. Career Path High Report
- j. Vacation Leave Policy and Procedures
- k. Salary and Wage Administration Policy
- l. Davis Tech Foundation Board Members

The Consent Calendar was approved on a motion made by Adam Toone, seconded by Julie Tanner. Motion passed.

### **Board Election and Appointments**

#### **Board Elections:**

Board Vice Chair Bayuk opened nominations for the Davis Technical Board of Trustees Chair and Vice Chair. Nominations were closed from a motion made by Adam Toone, seconded by Justin Atkinson. A motion was made by Adam Toone for Troy Wood and Lindsay Bayuk continue as Chair and Vice Chair. Seconded by Julie Tanner. Motion passed.

#### **Audit Committee Membership:**

The Board shall elect at least two of its members to serve as the Audit Committee. The Audit Committee shall assist the Board in fulfilling its oversight responsibilities for College's financial, operational, and reporting matters, and ensure compliance with applicable policies, laws, and regulations. The Audit Committee shall receive and review the annual financial audit.

A motion was made by Julie Tanner for the appointment Scot Merrihew to continue as the Audit Committee Chair and Justin Atkinson as Audit Committee member. Seconded by Adam Toone. Motion passed.

#### **Foundation Board Liaison Appointment:**

With the completion of Brigit Gerrard's service on the Board, a vacancy has occurred. The Vice Chair accepted nominations for the Foundation Board Liaison appointment. A motion was made by Julie Tanner for the appointment of Adam Toone as the Foundation Board Liaison. Seconded by Justin Atkinson. Motion passed.

**FY 2022 Program Modifications Approval**

Each year the College makes a comprehensive review of each of the accredited programs which includes a detailed review of student outcomes, graduation, completion, placement and licensure rates. Five programs below were recommended for non-substantive modifications. The changes will impact training plans beginning on July 1, 2021.

<b>Catalog</b>				
<b>Year</b>	<b>Program</b>	<b>FY22 Hours</b>	<b>FY21 Hours</b>	<b>Change</b>
2022	Advanced Emergency Medical Technician	148	148	
2022	Architectural and Engineering Design	900	900	
2022	Automation and Robotics	900	900	
2022	Automotive Technology	1200	1200	
2022	Building Construction Technology	900	900	
2022	Business Administrative Services	900	900	
2022	CNC Machining	645	735	-90
2022	Composite Materials Technology	900	900	
2022	Cosmetology	1600	1600	
2022	Culinary Arts	1080	1080	
2022	Cybersecurity	1080	1080	
2022	Dental Assistant	945	1005	-60
2022	Diesel/Heavy Duty Technology	900	900	
2022	Electrician Apprentice	720	720	
2022	Emergency Medical Technician	136	136	
2022	Esthetician	600	600	
2022	Firefighter	340	340	
2022	Hair Designer	1200	1200	
2022	Heating and Air Conditioning	720	720	
2022	Information Technology	660	660	
2022	Injection Molding	720	765	-45
2022	Manufacturing Technology	400	400	
2022	Master Esthetician	600	600	
2022	Medical Assistant	1100	1400	-300
2022	Medical Office Administration	975	975	
2022	Nail Technician	310	304	6
2022	Nurse Assistant	115	115	
2022	Pharmacy Technician	750	750	
2022	Phlebotomy	100	100	
2022	Plumbing Apprentice	720	720	
2022	Practical Nurse	900	900	
2022	Software Development	930	930	
2022	Surgical Technology	1685	1685	
2022	Web and Graphic Design	900	900	
2022	Welding Technology	1000	1000	

A motion to approve the FY 2022 Program Modifications as presented was made by Adam Toone. Seconded by Julie Tanner. Motion passed.

**FY 2022 Business Plan Approval**

Regulatory guidelines stipulate that the College's strategic plan be reviewed and evaluated annually by faculty, administration, and institutional advisory committee members. The FY 2022 Business Plan represents year three of Davis Technical College's three-year strategic plan. The plan includes the goals established by the institution and the strategies to achieve them. New goals have been added to align with the Utah System of Higher Education (USHE) attainment goals for access, completion and graduation.

A motion to approve the FY 2022 Business Plan was made by Justin Atkinson, seconded by Adam Toone. Motion passed.

**FY 2021 Year-End Budget Approval**

During the March 18, 2021, 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 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 and entrusted to the College. The budget provides public disclosure of the plan on how to utilize those resources.

In prior years, the College was encouraged to budget to spend the General Fund balance to zero. Now that the College is part of the USHE, it is allowed, and even encouraged, to carryover a portion of the unspent appropriated operating funds.

The attached budget modification does not capture all budget savings but does highlight significant changes in college revenues and expenditures.

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

- Increase estimated tuition revenue to reflect an increase in student enrollments.
- Adjust various current expense, capital, and personnel budgets to reflect savings, adjustments, and reallocations in those budgets.
- The FY 2021 budget includes expenses related to the Phase I remodel project. That project will not be completed by year end, and funds will need to be rolled from the FY 2021 budget into the FY 2022 budget. The College has not been billed by the Division of Facilities Construction and Management for the construction in progress. Therefore, this budget modification does not estimate the amount that will need to be carried over to the next fiscal year for the project.

- Increase budget for Federal Stimulus CRSSA revenues from CARES / HEERF. Allocate those funds to the appropriate budgets to reflect use for payments to students, replacement of lost revenues, and other allowable expenses.
- Adjust for various contract and grant revenues and related expenses.
- Various other adjustments.

A motion to approve the FY 2021 Year-End Budget was made by Amanda Covington, seconded by Michael Henry. Motion passed.

**FY 2022 Budget Approval**

A summary of increases in direct state funding for Davis Tech for FY 2022 is as follows:

Additional Allied Health Building Operation & Maintenance	\$ 90,000
3.0% Labor Market Increase	440,700
4.3% Increase in Health Insurance Benefits Rates	108,500
Program Growth	623,000
On-going Equipment Increase	361,000
On-going SWI Grant – Diesel/Heavy Duty Technology	50,000
One-time Articulation Partnership for Dual Enrollment with WSU	140,000
Custom Fit Reallocation	684,600
Internal Service Fund Adjustment	3,800
Performance Funding	<u>29,700</u>
Total Increase	<u>\$2,531,300</u>

A summary of significant items included in the FY 2022 budget include:

**Revenue Adjustments**

- Increase of \$2,531,300 in direct Legislative funding as outlined above.
- Decrease of \$684,600 in Custom Fit flow through funds from USHE.
- Decrease of \$29,700 in Performance Fund flow through funds from USHE.
- Eliminate one-time CARES funds revenues budgeted in FY 2021.
- Add one-time CARES/ARPA funds revenues estimated for FY 2022.
- Eliminate one-time PEHP insurance refund received in FY 2021.
- Various other adjustments related to contracts, grants, and revenue estimates.

**New Program Growth Expenses**

- Add two Welding Technology Instructors and related supplies.
- Add Heating and Air Conditioning Instructor and related supplies.
- Add Medical Assistant Instructor and related supplies.
- Add Manufacturing Technology Instructor and related supplies.
- Add Heavy Equipment Operator Instructor and related supplies.

### **Other Budgeted Expense Adjustments**

- Add Building Support expenses for new Allied Health Building.
- Compensation plan as proposed in this Board Meeting.
- Add \$361,000 for additional equipment.
- Add a SWI Diesel Instructor.
- Add expenses for Articulation Partnership for Dual enrollment with WSU.
- Reallocate Custom Fit expenses from Restricted Fund to General Fund.
- Eliminate one-time CARES funds expenses budgeted in FY 2021.
- Add one-time CARES/ ARPA funds expenses estimated for FY 2022.
- Full-year impact of staff changes which took place in FY 2021.
- Elimination of one-time expenses included in the FY 2021 budget.
- Adjustments to adjunct faculty budgets in various programs.
- Estimate for salary savings related to open positions.
- Roll forward remodel expenses from FY 2021 to FY 2022 for projects in progress.
- Add expenses for planning for Phase II remodel project.
- Add expenses for electronic sign replacement.
- Add estimate for USHE tech college internal auditor to be shared by all tech colleges.
- Add full-time Grants Administrator position.
- Various other expense adjustments and reallocations between functions and funds.

A motion to approve the FY 2022 Budget was made by Adam Toone, seconded by Julie Tanner. Motion passed.

### **FY 2022 Employee Compensation Plan and Related Pay Schedule Approval**

The FY 2022 Compensation Plan was discussed in the May 20, 2021, 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 FY 2022 includes the following elements:

- Increases per the Performance Based Pay Progression Table to be provided for eligible employees. These increases will range from 4.35% to 1.0% for individual employees, but average approximately 2.31% for full-time employees overall.
- Fund no Cost of Living (COLA) adjustment for eligible employees.
- Pay Schedules for Faculty, Classified Employees, and Professional Administrative Employees to remain essentially the same as FY 2021 with no increase in the pay ranges.

- Fund an amount which is approximately 2.55% or \$350,000 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 Performance Based Pay Progression Table increases, and the merit increases is planned to be a total of a 5% average increase for eligible full-time employees with a total cost of approximately \$660,000. This amount is made up of funds provided by the Legislature and an additional amount of approximately \$288,000 from budgetary efficiencies.
- Increase of 4.3% 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 PEHP.
- No change in retirement contribution rates in the Utah Retirement System or TIAA.

The salary schedules presented for Fiscal Year 2022 are equivalent to the revised salary schedules for Fiscal Year 2021, with no increase to those schedules.

A motion to approve the Fiscal Year 2022 Employee Compensation Plan and related Pay Schedules as presented was made by Julie Tanner, seconded by Justin Atkinson. Motion passed.

### **President's Report**

#### **Five-Year Attainment Goals Approval**

The Utah Board of Higher Education has set forth five-year attainment goals for FY 2027 that include access, timely completion, and high yield graduation. Davis Tech proposed to achieve the following over the period of FY 2023 through FY 2027:

- Increase its share of three-year college-going high school graduates to 1.1%
- Increase its share of three-year college-going, underrepresented high school graduates to 0.9%
- Increase its percentage of timely graduation of all students by 3.0%
- Increase its percentage of timely graduation of underrepresented students by 4.0%
- Increase its percentage of all high-yield graduates by 7.0%
- Increase its percentage of underrepresented high-yield graduates by 8.0%

A motion to approve the Five-Year Attainment Goals as presented was made by Julie Tanner, seconded by Justin Atkinson. Motion passed.

Julie Tanner made a motion to adjourn the meeting.

**Adjournment:** The meeting adjourned at 5:18 p.m.