

Meeting conducted in-person/electronically.

Meeting started at 3:30 p.m.

Conducting: Troy Wood, Board Chair

Board Members Present

Troy Wood	Business/Industry, Chair
Justin Atkinson	Business/Industry
Brandon Howard	Business/Industry
Scot Merrihew (<i>remote</i>)	Business/Industry
Tami Tran (<i>remote</i>)	Business/Industry
Tucker Morgan (<i>remote</i>)	Business/Industry
Julie Tanner (<i>remote</i>)	Davis School Board
Adam Toone	Morgan School Board

Administration

Darin Brush	President/CEO
Leslie Mock	Vice President and Chief Academic Officer
Jeff Lund	Vice President and Chief Financial Officer
Wendee Cole	Chief of Staff/Recording Secretary

Guests

James Diamond (<i>remote</i>)	Hill Air Force Base (invited guest)
Amanda Tullis	College Associate Vice President - Business & Economic Development
Bryce Fox (<i>remote</i>)	College Director of Facilities Services & Risk Management
Dr. David Stoddard (<i>remote</i>)	College Director of Technical Programs
Greg Scherer (<i>remote</i>)	College Director of Information Technology
Ed Eschler	College Controller
Lance Eastman	College Associate Vice President – Training Division
Marcie Valdez	College Foundation Director and Grants Administrator
Mark Hadley (<i>remote</i>)	College Director of Technical and Apprenticeship Programs
Owen Horne	College Director of Data and Student Information Systems
Scott Hoffman	College Director of Human Resources
Samantha Cusenza (<i>remote</i>)	College Director of Student Services
Timothy Despain (<i>remote</i>)	College Director of Student Financial Services
Nick Price	College Welding Technology Faculty
Tanner Dockstader	Welding Technology student
Peter Watkins	College Foundation Chair
Riley Pearce	College Desktop Support Specialist I

Caleb Robb	Weber State University Social Work Intern
Caleb Tindall	Utah State Auditor's Office
Doug Seager	Utah State Auditor's Office
Jared Haines (<i>remote</i>)	USHE Senior Advisor for Technical Education
Eric Petersen (<i>remote</i>)	State of Utah Assistant Attorney General

Excused

Chris DeHerrera	Business/Industry, Vice Chair
Amanda Covington	Weber State University Board of Trustees

Absent

Michael Henry	Business/Industry
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Pledge of Allegiance

Tanner Dockstader, Welding Technology student

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 22, 2022
- b. Budget and Accounting Report
- c. Key Performance Indicators Report
- d. Foundation Activity Report
- e. Campus Development Update
- f. Scholarship Issuance Report
- g. Career Path High Report
- h. Budget Modification
- i. System Performance Funding Goals
- j. Employment Grievances Policy
- k. Animals on Campus Policy
- l. Purchase Requisitions Including Capital Purchases Preparation and Processing Policy
- m. Purchasing Cards Policy

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

Audit Committee Report Approval

Members of the Davis Technical College Board Audit Committee are Scot Merrihew and Justin Atkinson. Utah State Auditor's Office performed the regular, annual audit of the College for FY 2022. Members of the auditor's staff performed auditing procedures as outlined in their

Independent Auditor’s Reports, which are included in the Comprehensive Annual Financial Report (CAFR).

The CAFR for FY 2022 was prepared by Ed Eschler, Davis Technical College Controller, and by the Fiscal Services Department of the College. The CAFR 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 (GASB), the National Association of College and University Business Officers (NACUBO), and the Government Finance Officers Association (GFOA). Management of the College assumes full responsibility for completeness and reliability of the information contained in the report.

Doug Seager and Caleb Tindall (auditors) shared a report with the Board of a clean audit and no audit findings. College Fiscal Services Department were thanked for the hard work completed in preparation for the audit.

The CAFR and Accompanying Independent Auditor’s Report was approved on a motion made by Adam Toone, seconded by Tucker Morgan. Motion passed.

An audit of Davis Technical College fleet operations and mileage reimbursements was performed by Utah System of Higher Education internal auditor. The report was shared with the Board of Trustees. Focus of audit was compliance. Personal mileage reimbursement approvals and documentation need improvement to include clear documentation of business purpose. Presidential mileage reimbursement should have board of trustees’ chair or designee review and approve a periodic report of reimbursements requested.

A motion to accept the Davis Technical College fleet operations and mileage reimbursement audit was made by Brandon Howard, seconded by Justin Atkinson. Motion passed.

Business Resource Center Report

Amanda Tullis, Associate Vice President of Business and Economic Development shared the Business Resource Center Annual Report. This information was shared with stakeholders. Highlights included a report on 92 summer youth students that were served, and, 5-year impact of the small business development center.



The monthly scorecard and general divisional information (Custom Fit, Workforce Education, Community and Partnership Development, Small Business Development, Business Resource Centers [Kaysville and Morgan], and Utah Nursing Assistant Registry) were shared. This information is usually shared in the consent calendar.

Mid-Year Performance Report

The College measures and tracks key performance indicators vs. goals for student full-time equivalent, headcount, and new enrollments. Also reviewed were underrepresented enrollment, graduation rate, high yield awards, and timely completion. Information is shared with faculty and staff through Tableau and Key Performance Indicators (KPI) dashboards.

Foundation Report Approval

The Foundation audit was conducted by Carver, Florek & James. There were zero audit findings.

Foundation revenues and expenses were shared. Financial highlights included:

- Operating revenues increased by \$510,485
- Fundraising and Skyline View Apartment revenue increased
- Foundation scholarships awarded in 2022 totaled \$287,548; an increase of \$121,659 from the prior year

Highlights of the Foundation Annual Report were shared. Foundation revenues were \$1,114,167, College grants raised were \$226,542 for a total revenue of \$1,340,709, which included equipment, scholarships, grants, and general support.

A total of 943 scholarships totaling \$751,871 were awarded, including 405 Foundation scholarships for a total of \$280,426. Additional highlights included opening the Student Resource Center, golf tournament gross revenue of \$72,800, and a new foundation mission statement and website.

FY 2023 Goals:

- Fundraising for Skills USA and HOSA Scholarships
- Increasing Diversity of Foundation Board
- Increasing fundraising for scholarships and other Foundation priorities.

Marcie Valdez was thanked for her hard work, leadership, and service with the Foundation as she moves on to a position with Red Barn Farms. The Board of Trustees was asked to forward any recommendations of names to join the Foundation Board.

A motion to approve the FY 2022 Foundation Annual Report was made by Adam Toone, seconded by Tami Tran. Motion passed.

Occupational Advisory Committee Summary Report

Occupational Advisory Committees (OACs) are made up of volunteers who represent industry and serve as program reviewers for each accredited program. OACs are intended to ensure Davis Technical College programs remain up-to-date and align with industry needs and practices. They consist of at least three members who work in the industries related to each program and are located in the region served by the program. Meetings are held at least annually. Members discuss industry practices with instructors and make recommendations on the following issues:

- Admission requirements
- Program content, length, objectives, and skill requirements
- Instructional materials and competency tests
- Equipment
- Appropriateness of delivery method

In FY 2022, 168 members attended 38 OAC meetings. One hundred and sixty-one (161) companies were represented and contributed to the program development process at Davis Technical College.

A review of the OAC minutes notes that employers are having a difficult time filling open positions. Also, OACs recommended that the College should continue to focus on space revitalization (improved classrooms) to enhance learning.

Equipment purchases are highly influenced by OAC member recommendations. A few examples are:

- Electrician Apprentice – The Allen Bradley PLC Training System
- CNC Machining – Haas 5-Axis CNC Machine
- Pharmacy Technician – The Unit Dosing Packager

FY 2022 Year-End Budget Report

The Board approved the final, revised FY 2022 budget during the June 2022 Board meeting. The FY 2022 Budget Report included schedules and narrative which report budget to actual performance, as well as narrative that explains the difference between FY 2021 and FY 2022 financial performance.

The Budget Report provides detailed information about the College's financial operations for the same period as the audited financial statements. The audited financial statements contain complex pension related information, which can make those statements difficult to read. The pension information is not contained in this Budget Report. Therefore, the Budget Report may be more useful for management purposes.

The College experienced continued uncertainties from the pandemic, employee turnover, and supply chain issues that resulted in budget adjustments during the year and budget variances at

year end. The College did realize a budgeted reduction in net position and maintains sufficient financial resources to ensure for future operations and growth.

A motion for the Board to approve the FY 2022 Year-End Budget Report was made by Justin Atkinson, seconded by Julie Tanner. Motion passed.

Tuition and Fees Approval

The Utah Board of Higher Education sets tuition schedules for USHE institutions. Prior to Board review, institutional boards of trustees are asked to review the institutional requests and recommend tuition adjustments that are reasonable, justifiable, and ensure affordability for all Utah students.

As part of the initiative for technical colleges to offer credit, all Utah technical colleges will be adjusting their tuition models from a membership hour-based tuition calculation to a credit hour-based model. There will be a transition period where the college will be charging both membership hour-based tuition and credit-based tuition based on which training plan the students are enrolled in.

Davis Technical College administration proposes that for students in membership hour-based courses to combine the current tuition rate of \$2.10 per membership hour and the \$0.35 per hour in general student fees for a combined tuition rate of \$2.45 per membership hour and leave all existing course fees in place.

For all credit-based courses the College proposes a rate of \$95 per credit. This rate eliminates all general student fees and eliminates course fees in 26 programs. This rate would be effective as soon as a course is offered as credit based. Based on FY 2022 enrollment patterns the tuition and hours changes could increase the College's overall tuition and fees revenues.

The proposed FY 2024 Adult Student Course Fees and High School Fees were shared. These fees have been reviewed by the College Fee Committee and were presented for approval. The total fees paid by each student will vary based upon the selection of their electives.

A motion to approve the FY 2023 and FY 2024 tuition rates, FY 2023 adult course and high school student fees was made by Scot Merrihew, seconded by Justin Atkinson. Motion passed.

College Report Approval

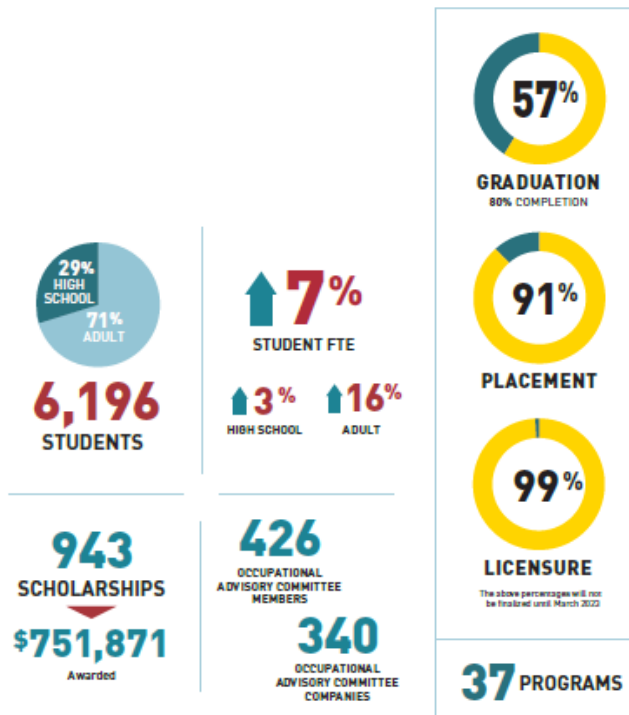
The Council on Occupational Education (COE) requires the Board of Trustees to review and approve the College mission statement each year.

Mission Statement

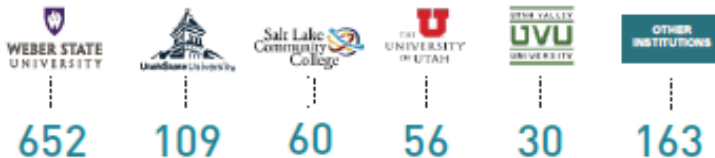
We are a trusted learning community embracing technical education to promote student development and economic growth.

The FY 2022 Annual Report is a report on institutional completion, placement and licensure (CPL) rates and other institutional performance metrics. These outcomes are reported annually to the COE and USHE. Certain CPL data may still be collected through the end of February. While the final metrics are not expected to change significantly, there may be minor adjustments at that time.

A summary of annual outcomes was shared including:



1,070 DAVIS TECH STUDENTS WHO LATER ENROLLED IN OTHER HIGHER EDUCATION INSTITUTIONS:



A motion to approve the FY 2022 College Annual Report and Mission Statement was made by Tucker Morgan, seconded by Adam Toone. Motion passed.

President’s Report

Sherry Rauch was thanked for the work on the College Annual Report. Trustees Merrihew and Atkinson were thanked for serving on the audit committee.

An update on the Student Resource Center was provided. Weber State University has provided social work interns to help provide resource and referral services to students seeking help with basic needs. A student needs assessment survey was conducted with adult students and Caleb Robb, WSU student intern, provided a report of the survey. There was an almost 20% response rate.

The compensation study final report was received from Evergreen Solutions consultants. It has been reviewed by the College executive team for development of an action plan.

An impact piece was developed for what has been accomplished with Davis School District over the last five years. This information will be shared with stakeholders. A Davis-Morgan-Weber K-16 legislative breakfast will be hosted by Davis Technical College on December 19 to share regional priorities. Board of Trustee members are invited to attend.

Adjournment: The meeting adjourned at 5:16 p.m.