

Meeting conducted in-person/electronically.

Meeting started at 3:30 p.m.

Conducting: Chris DeHerrera, Acting Board Chair

Board Members Present

Troy Wood (<i>remote</i>)	Business/Industry, Chair
Chris DeHerrera	Business/Industry, Vice Chair
Justin Atkinson (<i>remote</i>)	Business/Industry
Tami Tran	Business/Industry
Tucker Morgan (<i>remote</i>)	Business/Industry
Derek Lamb (<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
Kelly Simerick	Vice President of Student Services
Wendee Cole	Chief of Staff/Recording Secretary

Guests

Amanda Hollingsworth	College Director of Service Professions and Academic Development Programs
Amanda Tullis	College Associate Vice President - Business & Economic Development
Dr. David Stoddard (<i>remote</i>)	College Director of Technical Programs
Greg Scherer (<i>remote</i>)	College Director of Information Technology
Ed Eschler (<i>remote</i>)	College Controller
Lance Eastman	College Associate Vice President – Training Division
Lindsey Rees (<i>remote</i>)	College Foundation Director and Grants Administrator
Mark Hadley (<i>remote</i>)	College Director of Technical and Apprenticeship Programs
Sherry Rauch (<i>remote</i>)	College Director of Marketing and Community Relations
Owen Horne	College Director of Data and Student Information Systems
Adam Magnuson	College Desktop Support Specialist
Amber Goff	Esthetician Student

Excused

Brandon Howard	Business/Industry
Scot Merrihew	Business/Industry

Absent

Michael Henry Business/Industry

Pledge of Allegiance

Amber Goff, Esthetician student

Public Comment

There were no comments.

Consent Calendar

Chris DeHerrera, Acting Chair, called for a motion to approve the Consent Calendar, which consisted of the following:

- a. Minutes of May 18, 2023, meeting
- b. Budget and Accounting Report
- c. Key Performance Indicators Report
- d. Business and Economic Development Report
- e. Foundation Activity Report
- f. Campus Development Update
- g. Scholarship Issuance Report

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

Board Election and Appointments

Board Elections:

Vice Chair DeHerrera opened nominations for the Davis Technical Board of Trustees Chair and Vice Chair. Troy Wood was nominated as chair and Chris DeHerrera as vice chair with a motion made by Adam Toone, seconded by Tami Tran. Nominations were closed. A motion was made by Tami Tran for Troy Wood as chair and Chris DeHerrera as vice chair, seconded by Adam Toone. 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.

Scot Merrihew was nominated as Audit Committee chair and Justin Atkinson as Audit Committee member with a motion made by Adam Toone, seconded by Tami Tran. Nominations were closed. A motion was made by Tami Tran for Scot Merrihew, Audit Committee Chair and Justin Atkinson, Audit Committee member, seconded by Adam Toone. Motion passed.

Foundation Board Liaison Appointment:

Adam Toone was nominated as Foundation Board Liaison with a motion made by Tucker Morgan, seconded by Troy Wood. Motion passed.

Revised Meeting Schedule:

The Executive Committee has reviewed the work of the Board and believes it can be more efficiently accomplished in four meetings per year, rather than five.

A motion to approve the revised meeting schedule was made by Justin Atkinson, seconded by Tucker Morgan. Motion passed.

Revised Board Bylaws:

Changes to state law, and the potential change in the meeting schedule, necessitate updating the Bylaws of the Board, which were shared.

A motion to approve the Board Bylaws was made by Justin Atkinson, seconded by Tucker Morgan. Motion passed.

FY 2024 College Business Plan Approval

The FY 2024 Business Plan reflects the College’s commitment to strategic planning and continuous improvement. The plan includes the goals established by the institution in the strategic plan (reviewed) and the actionable items the College will take in year two. A motion to approve the FY 2024 College Business Plan was made by Adam Toone, seconded by Justin Atkinson. Motion passed.

FY 2024 Budget Approval

A summary of increases/decreases in state funding for Davis Tech for FY 2024 is as follows:

8.75% Labor Market Increase	\$1,550,500
7.2% Increase in Health & 0.9% Dental Insurance Benefits Rates	213,000
Program Growth & Capacity Funding	881,600
Equipment Funding	33,900
Simmons Building O&M	140,000
Transfers from WSU for Talent Ready & SWI programs	235,000
Transfers from USHE for Healthcare Workforce Initiative	92,500
Internal Service Fund Adjustment	<u>105,300</u>
Total Increase	<u>\$3,251,800</u>

A summary of significant items in the draft budget include:

Revenue Adjustments

- Increase of \$3,251,800 in direct legislative funding as outlined above.

MINUTES

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- Increased Tuition Revenues and Reduced Student Fee Revenues related to the clock to credit transition.
- Elimination of \$706, 200 in one-time HEERF Covid Relief Funds revenue.
- Add Talent Ready Utah Grant of \$518,855 for Commercial Drivers License (CDL) Program.
- Increase Utah Dept of Corrections revenue \$600,000 for new women's programs.
- Increase estimated interest income revenues.
- Various other adjustments related to contracts, grants, and revenue estimates.

New Program Growth Expenses

- Add full-time diesel and culinary arts instructors and related supplies.
- Increase apprenticeship programs adjunct budgets and supplies.
- Add two full-time student success retention coaches and related supplies.
- Add two full-time career and academic advisors and related supplies.
- Add a full-time blended learning coordinator.
- Add a full-time diversity coordinator.

Other Budgeted Expense Adjustments

- Compensation plan as approved in the May 2023 Board meeting.
- Add \$33,900 for additional equipment.
- Eliminate one-time HEERF Covid Relief Fund expenses budgeted in FY 2023.
- Full-year impact of staff changes which took place in FY 2023.
- Add two full-time faculty for CDL program.
- Add \$875,000 for CDL backing practice range construction.
- Add \$165,000 for architectural work for renovation projects.
- Various other expense adjustments and reallocations between functions and funds.

A motion to approve the FY 2024 Budget was made by Adam Toone, seconded by Tami Tran. Motion passed.

Performance Report

The College measures and tracks key performance indicators (KPIs) against the goals and distributes that information through KPI dashboards. The College is tracking on the effectiveness of the enrollment and student success strategies that have been put in place.

President's Report

Vice Chair DeHerrera was complimentary of the College on the Strategic Planning/Awards event that involved all employees. The accomplishments for FY 2023 and FY 2024 goals were shared.



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The press release where Governor Cox names new members to Utah Board of Higher Education was shared. Also, a USU Articulation Agreement signing was held this morning with President Cockett and President Brush for students in the Business Administrative Services and Cosmetology programs. This articulation is through USU-Eastern utilizing on-line courses.

Adjournment: The meeting adjourned at 4:21 p.m.