

Meeting conducted in-person/electronically.

Meeting started at 3:38 p.m.

Conducting: Troy Wood, Board Chair

*(r) = remote*

**Trustee Members Present**

Troy Wood	Business/Industry, Chair
Tami Tran	Business/Industry, Vice Chair
Justin Atkinson	Business/Industry
Andrea Brooks	Morgan School Board
Brigit Gerrard	Davis School Board
Brandon Howard	Business/Industry
Casey Hill	Weber State University Board of Trustees

**Administration**

Darin Brush	President/CEO
Dr. Kelly Simerick	Vice President of Instruction and Student Success
Jeff Lund	Vice President and Chief Financial Officer
Maria Smuin	Administrative Assistant/Recording Secretary

**Guests**

Alison Anderson	College Associate Vice President of Instruction
Owen Horne	College Associate Vice President of Research and Strategy
Scott Hoffman	College Associate Vice President of Human Resources
Samantha Cusenza	College Associate Vice President of Student Success
Stacey Hutchings	Director and Principal of Career Path High School
Jeremy Shaw	State of Utah Assistant Attorney General
LaVon Jackson	College Medical Assistant Faculty
Adam Magnuson	College Desktop Support Specialist
Kim Ziebarth (r)	Associate Commissioner of Technical Education
Alexis Blank	Dental Assisting Student
Carter Leuba	Emergency Medical Technician Student
Avery Petrovich	Emergency Medical Technician Student
Tristin Lunsford	Emergency Medical Technician Student
Jacob Wood	Emergency Medical Technician Student
Halle Williams	Medical Assistant Student
Esperanza Magana	Medical Assistant Student
Guadalupe Magana	Medical Assistant Student
Jannalynn Montoya	Nursing Assistant Student
Melanie Morrison	Nursing Assistant Student
Ashley Jones	Pharmacy Technician Student
Carolyn Wren	Pharmacy Technician Student

## MINUTES

### Davis Technical College Board of Trustees Meeting

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Thursday, May 29, 2025 | 3:30 p.m. | Haven J. Barlow Board Room

Jarod Frampton	Web and Graphic Design Student
Ryan Schoebel	Electrical Apprenticeship Student
Reynold Mann	Automotive Student
Dominick Christy	Electrical Apprenticeship Student
Mariah Bladow	Welding Student
Paul Thompson	Electrical Apprenticeship Student
Roman Wilder	Electrical Apprenticeship Student
Dexter Wright	Web and Graphic Design Student
Sophia Haley	Web and Graphic Design Student
Thomas Larsen	Plumbing Apprenticeship Student
Beckham Dickson	Plumbing Apprenticeship Student
Dylan Gold	Electrical Apprenticeship Student
Colby Scott Loveland	Architecture and Engineering Design Student

#### **Excused**

Scot Merrihew	Business/Industry
Tucker Morgan	Business/Industry
Morgan Sutherland	Business/Industry

#### **Pledge of Allegiance**

Halle Williams

#### **Introduction of State Winners for SkillsUSA and HOSA-Future Health Professions**

Davis Technical College state student winners for SkillsUSA and Health Occupations Students of America (HOSA) competitions were introduced.

#### **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 March 13, 2025 meeting
- b. Budget and Accounting Report/Investment Report
- c. Key Performance Indicators Report
- d. Business and Economic Development Report
- e. Foundation Activity Report
- f. Campus Development Update
- g. Scholarship Issuance Report
- h. FY 2025 Budget Modification
- i. National Competition Travel
- j. Student Attendance Policy and Procedures
- k. Leave of Absence Policy
- l. Americans with Disabilities Act (ADA)-Employment Policy and Procedures

## MINUTES

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- m. Hiring Policy and Procedures
- n. Employment At-Will Policy
- o. Disciplinary Sanctions Policy
- p. Employment Grievance Policy

The Consent Calendar was approved on a motion by Vice Chair Tran, seconded by Trustee Gerrard and passed unanimously.

#### **Career Path High**

The College Board of Trustees serves as the charter school authorizer for Career Path High School. During the meeting, the background and founding of Career Path High were reviewed, and the Davis Technical College Board's role in its ongoing oversight as the authorizing body was discussed.

Stacey Hutchings, Director and Principal of Career Path High, presented a comprehensive report on the school's academic performance, operational updates, and other key metrics. A high-level enrollment summary was included in the Board materials.

The Board examined the school's financial standing. Audited Financial Statements for the fiscal year ending June 30, 2024, were provided in the Board book.

#### **Expanded Marketing**

Trustee Brooks requested additional information regarding the school's marketing strategies to increase enrollment. Director Hutchings reported that the school engaged counselors from charter schools serving 8th and 9th grade students, participated in community events at Davis Tech and throughout the community, and collaborated closely with Davis Tech's marketing team.

#### **Instructional Expenses – Staff Salaries**

The Board discussed the rising cost of teacher salaries in the Davis School District, which had created challenges in hiring new instructors. Entry-level hires were often compensated at rates comparable to or higher than those of veteran teachers.

#### **Research and Strategy Division Items**

##### **FY 2026-2028 Strategic Plan**

The FY 2026–2028 Strategic Plan was presented as the guiding framework for Davis Technical College over the next three years, leading up to the College's 50th anniversary in 2028. The plan outlined the institution's commitment to serving over 8,000 students annually and emphasized core priorities:

- Providing a world-class student experience
- Increasing access and capacity
- Supporting faculty success
- Developing magnet programs

- Ensuring graduates secure gainful employment
- Improving institutional efficiency

The plan was developed with extensive input from faculty, staff, and community stakeholders and incorporated feedback from the Board of Trustees. The finalized plan was consistent with, and supportive of, the Utah Board of Higher Education Strategic Plan.

A motion to approve the FY 2026-2028 Strategic Plan was made by Vice Chair Tran seconded by Trustee Howard and passed unanimously.

#### Efficiency and Automation Projects Priorities

In alignment with the strategic priority to enhance institutional efficiency, Davis Technical College reported on several ongoing initiatives:

- Automation of student services, including scholarship applications, transcript retrieval, and application and graduation processing
- Improved accessibility and compliance through systems such as ADA request tracking
- Expanded digital infrastructure, including single sign-on and additional student self-service tools

These initiatives were reported to have reduced administrative burden, improved responsiveness, and positioned the College for sustainable growth and continued innovation.

#### Approval of FY 2026 Budget

A summary of increases and decreases in state funding for Davis Technical College for FY 2026 was presented as follows:

- 2.5% Discretionary Compensation Increase – \$553,400
- 5.0% Increase in Health and 6.9% Dental Insurance Benefits Rates – \$200,300
- Enrollment Growth Funding – \$1,530,000
- Performance Funding – \$428,300
- Operations and Maintenance Funding – \$78,300
- Internal Service Fund Adjustment (insurance premiums) – (\$61,400)
- Reverse FY25 One-Time Funding – (\$133,800)

Total Increase: \$2,595,100

Key elements of the draft budget were summarized as follows:

#### Revenue Adjustments

- Increase of \$2,595,100 in direct legislative funding as outlined above
- Increase in estimated tuition revenues related to adult student growth
- Elimination of graduation and Nurse Assistant program fees
- Net increase of \$22,500 in one-time equipment funding passed through USHE
- Elimination of Talent Ready Commercial Driver's License (CDL) grant and related expenses (\$383,239)
- Elimination of Carl Perkins Special Project grant and related expenses (\$70,000)
- Various other adjustments related to contracts, grants, and revenue estimates

**Enrollment Growth and Performance Funding Expenses**

- Addition of 5.5 FTE instructors in high-yield and regionally important programs and related supplies
- Addition of 2.4 FTE and related supplies for student success initiatives
- Addition of 4.25 FTE and related supplies for institutional support initiatives

**Other Budgeted Expense Adjustments and Reallocations**

- Compensation plan as approved in March, including:
  - 0.75% Cost of Living Adjustment (COLA)
  - Pay progression table funded at 100%
  - 5% increase in Medical Insurance and 6.9% increase in Dental Insurance
- Elimination of one vice president position
- One-time employee status change stipends
- Full-year impact of staff changes from FY 2025
- Transfer of 2.5 FTE from Talent Ready CDL grant to General Fund
- Transfer of 1 FTE from Carl Perkins Formula Funding to General Fund
- Transfer of program supply expenses from General Fund to Carl Perkins Formula Funding
- Adjustments for capital improvement projects, including:
  - Support Services Remodel Project – \$1,600,000
  - Pedestrian Gateway and Additional Parking Project – \$775,000
- Other expense adjustments and reallocations between functions and funds

A motion to approve the FY 2026 Budget was made by Trustee Atkinson, seconded by Trustee Hill, and passed unanimously.

**President's Report**

**Student Information System (NorthStar)**

The College's Student Information System, NorthStar, was reported to be in need of continued modernization. Associate Vice President Owen Horne was appointed by the Commissioner as co-chair of the project and will help lead enhancement efforts.

**Davis Tech–Weber State Partnership**

Trustee Hill presented to the Weber State University Board of Trustees on the issue of low matriculation from Davis Tech to Weber State. The presentation highlighted the need to expand the partnership between the two institutions, with Tech Transfer Expansion identified as a potential solution to strengthen collaboration.

**NUAMES Cyber Security Instruction**

NUAMES approached Davis Tech regarding support for Cyber Security instruction. In response, Davis Tech committed to teaching Cyber Security to a selected group of 10th-grade NUAMES students. These students will complete their first year of IT and Cyber Security coursework on the NUAMES campus two days per week, then transition to Davis Tech for their senior year. By graduation, students are expected to earn an IT certificate, a

Cyber Security certificate, multiple general education completions, and up to four professional certifications.

Hill Air Force Base Partnership

The Hill Air Force Base Software Engineering Group converted former residence halls into non-classified facilities where students can begin project work while awaiting security clearances. Davis Tech plans to create a pathway for students to transition into this program.

Job Corps Closure

The US Department of Labor has been contracted Job Corps centers, including the Clearfield Job Corps Center to close as soon as May 30, 2025, due to federal budget cuts. During the current year, 300 Job Corps students from across the country were enrolled at Davis Tech. Two Davis Technical College contract staff members currently employed will be impacted by the closure.

Awards and Recognition

Davis Technical College was awarded *2025 Best in Davis County* in three categories: Best Technical College, Best Beauty School, and Best Employer.

Upcoming Events

The annual *Strategic Planning and Awards* Event will be held on Friday, June 6. This will be a no student or services day.

Adjournment

Troy Wood, Chair made a motion to adjourn. The meeting adjourned at 5:05 p.m.