

Dixie Technical College
Board of Directors Meeting Minutes
Monday, November 19, 2018
2:00 p.m.

Board Members

P-Darcy Stewart, New Chair
P-Gil Almquist, New Vice Chair
P-Ed Burgess
E-LaRene Cox
P-Jerico Donovan, New Board Member
P-Mark Evans
P-Mark Fahrenkamp, Former Chair

P-Mike Housley, Former Board Member
P-Mari Krashowetz, New Board Member
E-Ray Odette, Ex-Officio Board Member
P-Jon Pike
P-Rod Savage
P-Stephen Wade, UTECH Trustee

Other Attendees: President Kelle Stephens, Sam Draper, Traci Fitzgerald, Jennifer Forbes, Derek Hadlock, Jordan Rushton, George Whitehead, and Marilyn Lamoreaux from Dixie Technical College; Larry Bergeson and David Gardner from the Washington County School District (WCSD); and Nancy Hauck from Dixie State University (DSU).

Welcome: At 2:10 p.m., Board Chairman Darcy Stewart welcomed everyone and called the meeting to order.

Proposed Tech High School

Superintendent Larry Bergeson asked to take a few minutes at the beginning of the meeting because he had to leave for another meeting. He was very concerned about the bond vote on November 6th, but he is relieved it is going to pass officially tomorrow (November 20th). WCSD will move forward with the Career Tech High School, new elementary schools, and maintenance and repairs on aging buildings. The new tech high school will be patterned after a tech high school in Pasadena, Texas (near Houston). Larry, Dave Gardner, Craig Hammer, and one member of the Washington County School Board, as well as representatives from Dixie Tech and DSU, will go to Texas to visit the new tech high school. Phase I will accommodate 750 to 1000 students and will open fall of 2022, so the AM and other programs will need to be in place. He said they will also get more serious about Pathways. The new technical high school will be an extension of Dixie Tech and DSU; it will feed the pipeline. Larry said with the growth we are having in St. George (1000+ new students every year), there has to be a bond. Darcy thanked Larry.

Pledge of Allegiance: Rod Savage

Invocation: Vice Chair Gil Almquist

Thanks to Outgoing Board Members: President Kelle Stephens paid tribute to two outgoing Board members – Mark Fahrenkamp (former chair) and Mike Housley. Kelle said Mark and Mike started with the Dixie ATC in the old Harmon's Building, moved to the Tonaquint Building, and now this building. When they started their Board service, the college had six programs, five full-time teachers, and two part-time teachers. Mark and Mike have weathered the storms and have seen Dixie Tech grow from a small obscure school to what it is today. Stephen noted that they'd literally gone through hell with us. Kelle presented awards made by Welding and Collision Repair students to Mark and Mike. Chair Stewart thanked them both, on behalf of the Board, for their great service.

Introduction of New Board Members: The Governor's office has appointed Mari Krashowetz and Jerico Donovan as new Board members. Mari is the Executive Director of SUHBA and has been with SUHBA since 2000. She loves Dixie Tech and is grateful for the partnership in the industry. Jerico Donovan is Plant Manager at Litehous Foods in Hurricane. Jerico is a graduate of the first cohort of Man U in 2009. His daughter graduated from Dixie Tech's Pharmacy Tech program last year while in high school. He is excited about Dixie Tech and what we can do for the community. President Stephens and Chair Stewart welcomed the two new Board members.

DISCUSSION AND INFORMATION ITEMS

SEMA Report

Kelle reported on a Collision Repair student field trip to the 45th Annual SEMA (Specialty Equipment Marketing Association) Show in Las Vegas on November 5th. She invited instructor, Andy Morgan and the students to report to the Board. There are over 2400 vendors at SEMA from the aftermarket world. The students commented on the many job opportunities available throughout the industry, the many ways to work on cars, and seeing the best of the best from all over the world. There was something for everyone and many different talents were showcased.

Kelle also let the Board know that these same students were involved in creating a piece for the memorial for Greg Mathis, the father of one of our students who passed away. They created a beautiful metal piece that highlighted a blue Camero for Josh Mathis and his family. Greg's dad had a '68 Camaro. When Greg was a kid he restored it with his father; then Greg restored it again with his sons. Kelle was touched with the empathy the students have for each other.

Tour of Auto Collision Facility

At 2:45 pm, the Board toured the recently completed Collision Repair space. Ray Odette was unable to be present, but it was noted that his personal investment along with donations he secured from industry partners made the space possible. They returned at 3:10 p.m.

Program and Class Updates

- Traci Fitzgerald reported on evening training and student activities.

Traci prepared photos of classrooms and activities demonstrating regular activity in night/fast trax classes. Monday through Thursday the industrial building and ERTC classrooms are filled with apprenticeship/HVAC students. The main building is filled with fast trax classes.

Student/Life activities are being held on a regular basis to give students an opportunity to experience the spirit de corps that is typical of a college experience. We get high participation and these events provide an element of "fun".

- Jordan Rushton reported on Instruction.

Jordan reiterated the benefit of having the Collision Lab. We've received approval from COE and Federal Financial Aid. We are preparing an application to ACEN, which accredits nursing programs. We will start accepting applications in February and notify accepted students in April. The first cohort will start in June. Students completing a CNA or PN program can articulate their programs at DSU to pursue an Associate RN or a BSN. The first cohort will open with 12 students. Then, depending on legislative funding for instructors, we hope to keep growing. Chair Stewart thanked Jordan. Jordan thanked the Board for their support.

Report on Commissioner Selection

Trustee Stephen Wade talked about the change in perception amongst the Trustees with regard to Dixie Tech. They have asked what went wrong at Dixie Tech and why. They are becoming more solidly behind us. The Trustees went through a process for a new commissioner but they couldn't come to agreement on a selection. There is a genuine desire to do the right thing. They are good people and want to be as professional as possible. Jared Haines is now the Acting Commissioner, and we are in the right hands with him. Chair Stewart thanked Stephen. He is grateful Stephen is a respected force on the UTech Board of Trustees.

Potential SUHBA Building Partnership

SUHBA would like to relocate to Tech Ridge. The new developer has made it impossible for them to do so. Kelle and Mari as well as Dixie Tech Board leadership and SUHBA Board leadership have been exploring the possibility of a partnership where SUHBA could potentially lease ground and construct a building. They would potentially build extra space which Dixie Tech could then lease in order to accommodate additional apprenticeship training as well as CNC for wood. Chair Stewart believes this could be win-win. There is currently nothing to vote on, but he wanted the Board to be aware of the conceptual conversations. Board members shared enthusiastic support.

Annual Financial Audit

Eric Grob, Director of Finance, let the Board know that the auditors had been on campus. They looked at many more transactions this year because of the new buildings and equipment. The auditors are still in the review process, but there were no preliminary findings. The final review will take place in the next week or two. Their deadline is December 15. Stephen asked for a personal sign-off on this audit, so he is not blindsighted at the UTech Board of Trustees meetings. Eric said the auditors will come to the January Board of Directors meeting to give an official report. Eric said we've had this group of auditors five years, which provides continuity. Eric was asked if the bond payments are being made. He assured the Board that they are, with no problem.

Graduation

Jordan Rushton told the Board that we have too many graduates to have just one graduation ceremony each year, so we are holding a graduation ceremony for medical programs on Thursday, December 13th. Mark Evans will be our keynote speaker. He invited the Board to come participate with us that evening. We will have two more graduations in May 2019.

ACTION ITEMS AND CONSENT CALENDAR

Consent Calendar

The following agenda items were included in the Consent Calendar:

- Approval of the Minutes of the September 17, 2018 Board of Directors Meeting.
- New or Revised Policies. The following policies were presented for approval:
 - Use of Facilities and Events
 - Use of College Equipment and Supplies
 - Procurement
 - Purchasing Card
 - Travel
 - Refund of Tuition and Fees
 - Vacation Leave
 - Sick Leave
 - At-Will Employment and Employee Complaint Resolution.
 - Employee Code of Conduct

- Student Code of Conduct
- 2019-2020 Academic Calendar
- First Quarter FY19 Budget Report

Chair Stewart asked if there were any questions regarding the Consent Calendar before a vote is taken. There were no questions. Chair Stewart called for a motion to approve the Consent Calendar items, as listed above. Vice Chair Almquist moved to approve; Jon Pike seconded the motion. Action: Approved unanimously.

Strategic Plan

Kelle asked for the Board's approval to contract for a consultant to facilitate with an in-depth strategic plan. We have budgeted approximately \$20,000 for it. Mike Housley asked if Kelle has anyone in mind. Kelle said there are a couple of companies that seem to have what we need for our organization. Chair Stewart called for a motion to approve. Vice Chair Almquist moved to approve the strategic plan initiative. Mark Evans seconded the motion. Action: Approved unanimously.

Preparation for Dixie Tech Foundation

Kelle explained that we have been using the Dixie Foundation for 501(c)(3) purposes, but Dixie State University wants the Dixie Foundation to be their foundation exclusively. That means we need to make a decision on whether or not we should have our own foundation. Rod advised on the benefits and challenges of our own foundation. Rod has been involved with the Dixie Foundation for 41 years. A foundation is great for certain donations. Cash can just go through Dixie Tech, but appreciated assets may require a foundation. The Dixie Foundation has handled many donations of property, stock, etc., and can invest in things the University is not allowed to invest in. But foundations require an audit, filing of tax returns, entering into contracts and agreements for charitable remainder trusts, etc. Foundations can be a lot of work without contributions to justify them. Rod could help us set it up. It is easy to get a charitable title for two years, but then many requirements are imposed. We would need a separate foundation board, a secretary, a place to meet, etc. But we could get everything in place. Jon said that out of an abundance of caution, the state has strict guidelines. If you want to run a fundraiser, it is easier through a foundation. If we set up a foundation, it would just be for Dixie Tech. Vice Chair Almquist said we are getting to a point where we are starting to see graduates who are successful and may want to donate to us. Rod said the next step right now would be to get a name, number, and articles. Rod would do the initial application, which costs less than \$100 to put in place. The foundation could operate for two years, and then Rod would file a comprehensive report. Rod said that eventually we would want our board to bring in money and students, etc. Chair Stewart asked George Whitehead for his opinion. George said he was involved with the Dixie Foundation for 39 years. He said at Dixie Tech we have already raised \$2.2 million, and we could raise another \$2+ million without a foundation. His response is to move forward with the application, but he doesn't know if establishing a foundation at this time would be necessary. He said absolutely we should have it ready to go. Rod said we could still use the Dixie Foundation until June 2019. Mike said we should apply so we can tie up the name we want. Chair Stewart entertained a motion to move forward with the foundation as Rod has described. Jon Pike made the motion; Mari Krashowetz seconded. Action: Approved unanimously. Rod asked what the name of the foundation should be. Jon said Kelle and the Chair should decide. Kelle suggested Dixie Tech Foundation. Everyone nodded in agreement.

CALENDAR

- Day of Service – Thursday, December 6, 2018
- Dixie Tech Medical Program Graduation – Thursday, December 13, 2018 @ 6pm
- Board Dinner at Ray Odette's Home – Tuesday, December 18, 2018 at 6pm.

- Dixie Tech Christmas Party – Wednesday, December 19, 2018 @ 6pm
- Next Board Meeting – Monday, January 14, 2019 @ 2pm.

CLOSED SESSION

- At 4:15 p.m., Chair Stewart called for a motion to move into closed session. Vice Chair Almquist moved to go into closed session, pursuant to Utah Code 52-4-204, 205, & 206, for the discussion of the character, professional competence, or physical or mental health of individuals.” Jon Pike seconded the motion. The roll call vote was unanimous in the affirmative. The closed session ended at 5:10 p.m.

Chair Darcy Stewart thanked everyone for coming to the meeting today.

The meeting was adjourned at 5:10 p.m.