

**Minutes of the Davis Technical College  
Board of Directors' Meeting held at 3:30 p.m. on the  
Davis Tech Campus – Haven J. Barlow Board Room**

**October 25, 2018**

Conducting: Stuart Eyring    Board Chair

**Board Members Present**

Stuart Eyring	Business/Industry, Chair
Troy Wood	Business/Industry, Vice-Chair
Lindsay Bayuk	Business/Industry
Brigit Gerrard	Davis School District
Michael Henry	Business/Industry
Karen Fairbanks	Weber State University
Adam Toone	Morgan School District

**Administration**

Kim Ziebarth	Interim President
Leslie Mock	Interim Vice President of Instruction
Russell Galt	Vice President of Administrative Services
Julie Blake	Vice President of Quality and Development
Darin Brush	Vice President of Employer and Economic Development
Wendee Cole	Recording Secretary

**Guests**

Amanda Tullis	Director of Employer & Continuing Occupational Education
Bryce Fox	Director of Facilities Services & Risk Management
Dina Nielsen	Director of Student Services
Jeff Lund	Controller
Kelley Rhoe-Collins	Director of Service Professions and Academic Development Programs
Kevin Cummings	Director of Institutional Effectiveness
Kinley Puzey	Director of Technical Programs
Marcie Valdez	Foundation Director and Grants Administrator
Mark Hadley	Director of Technical and Apprenticeship Programs
Melanie Hall	Director of Marketing and Community Relations
Ric Higbee	Director of Human Resources
Cathy Turnbow	Dental Assisting Faculty
Yanet Johnston	Dental Assisting Student
Alana Wilson	Composite Materials Technology Faculty
Shila Leech	Digital Media Design Faculty
Morris J. Peacock	Hinton Burdick CPAs & Advisors Partner
Danielle Maynard	Curriculum and Instructional Support Specialist
Barbara Smith	Foundation Board Chair

**Excused**

Shawn Bucher	Business/Industry
Scot Merrihew	Business/Industry
David Hansen	Hill Air Force Base Representative, Ex-Officio

**Invocation**

Karen Fairbanks, Board Member

**Pledge of Allegiance**

Yanet Johnson, Dental Assisting student

**Introduction of New Davis Tech Board Member**

Michael Henry is the Vice President of Operations at Northrop Grumman. He was welcomed to the Davis Tech Board.

**Recognition of Alana Wilson**

Alanna Wilson received two teacher of the year awards in this past year: SAMPE Teacher of the Year award and the Utah Air Force Association Teacher of the Year. She was recognized at the SAMPE award ceremony as well as at the Utah Air Force Association Banquet. She was given \$350 cash award for both awards she was also runner up to represent the state in the national recognition.

**Introduction of New Employees**

The following employee was introduced to the Board:

- Shila Leech, Digital Media Design Faculty

**Consent Calendar**

Stuart Eyring, Chair, called for a motion to approve items listed under the Consent Calendar which consisted of the following:

- Minutes of September 27, 2018
- Budget and Accounting Report
- Personnel Report
- Key Performance Indicators (performance to goal)
- Employer & Continuing Education Report
- Marketing Activity Report
- Foundation Activity Report
- Campus Development Update
- Scholarship Issuance
- Career Path High Report
- FY 2019 Budget Modification

The items listed under the Consent Calendar were approved on a motion made by Brigit Gerrard, seconded by Michael Henry. Motion passed.

**2018 Occupational Advisory Committee Summary Report**

Occupational Advisory Committees exist for each accredited program. Committees are intended to ensure Davis Tech programs remain current and relevant in meeting and aligning with industry needs and practices. Committees consist of at least three members who work in the field of instruction and are

located in the region served by the program. 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

There are currently 330 Occupational Advisory Committee members for 35 programs. During the fall 2017 and spring 2018, over 334 members attended meetings and contributed to the program development process at Davis Tech.

The Occupational Advisory Committee Summary Report shows membership, meeting minutes and feedback from committee members. The information is used to inform program changes and purchases of equipment and materials.

### **Comprehensive Annual Financial Report and Accompanying Independent State Auditor's Report**

The Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2018 was prepared by Jeff Lund, Davis Tech 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.

Hinton Burdick, CPAs & Advisors, performed the regular, annual audit of the College for Fiscal Year 2018. Members of the auditor's staff performed auditing procedures as outlined in their Independent Auditor's Reports which are included in the CAFR.

The auditors have issued their report and have found no audit findings. Because there are no audit findings to discuss, the auditor, Morris J. Peacock presented their reports directly to the Board rather than meeting with the Board's Audit Committee.

Now that Davis Technical College is a body corporate it provides the opportunity to apply for the Certificate of Achievement from Government Finance Officers Association (GFOA).

The Comprehensive Annual Financial Report and Accompanying Independent State Auditor's Report was approved on a motion made by Troy Wood, seconded by Adam Toone. Motion passed.

### **Foundation Annual Report**

#### **Foundation Year-End Summary and Audit**

Two thousand and eighteen was a year marked by a 40<sup>th</sup> Anniversary Ruby Gala and legislative approval for a long-anticipated Allied Health Building. The anniversary celebration was fully-supported by donated funds and the Davis Tech Foundation generated \$1.5 million to support the capital campaign. Still, the Foundation awarded \$146,653 in scholarships, a 4% increase over prior year.

The Foundation Year-End Summary and the Davis Applied Technology College Foundation Management's Discussion and Analysis and Financial Statements for the years ended June 30, 2018 and 2017, with Independent Auditors' Report Thereon completed by Carver Florek & James, LLC was shared with the Board.

#### **FY 2018 Year-End Budget Report**

The Board of Directors approved the final, revised Fiscal Year 2018 budget during the June 2018 Board meeting. The Fiscal Year 2018 Budget Report includes schedules and narrative which report budget to actual performance, as well as narrative which explains the difference between Fiscal Year 2017 and Fiscal Year 2018 financial performance.

The Budget Report provides detailed information about the College's financial operations for the same period of time as the audited financial statements. The audited financial statements contain complex pension related information which makes 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 General Operating Fund revenues are 88.48% State Appropriations and 11.52% Student Tuition and Fees. The General Operating Fund also shows Salary and Benefits of 78.93% of total expenses.

A motion for the Board to approve the FY 2018 Year-End Budget Report was made by Karen Fairbanks, seconded by Lindsay Bayuk. Motion passed.

#### **Proposed Names for New Board Member**

Bart Warner resigned from the Board in June. He represented the transportation industry. Tucker Morgan from Kenworth has shown an interest in joining the Davis Tech Board. His profile was shared with the Board. He will be encouraged to apply through the Governor's process for the Board of Directors.

#### **President's Items**

- Utah System of Technical Colleges Commissioner Search Update: UTech Board of Trustees has interviewed the finalist and are completing due diligence process with a possible decision on October 30, 2018.
- Davis Tech President Search Update: A search committee (15 members) evaluated the applicants and narrowed the list to eight for interviews. Davis Tech Board of Directors will have the opportunity to interview the

- finalist. Troy Wood and Brigit Gerrard will participate in in the UTech Board of Trustees final interviews.
- ASHP Pharmacy Technician Accreditation Update: A site visit occurred on October 19<sup>th</sup>. There were no findings. The program will not be formally approved until the American Society of Health System Pharmacists (ASHP) meeting in July 2019.
  - Allied Health Building Update: Russell Galt, Bryce Fox and Leslie Mock were recognized in the programming process of the Allied Health Building. Preliminary drawings of the inside of the building were shared.

A question was asked by a Board member how campus security is handled on campus. As a campus, facility risk team and administration is working with local and state law enforcement in providing opportunities to be trained on how to respond in emergency situations. Two full-time security employees are on staff at Davis Tech. Kaysville City Police stop by the campus occasionally and are very responsive when needed. A paging system is available on campus that broadcast from every phone on the campus. The college also has a code red alert system in place. Students and employees are informed of the emergency operations procedures and an emergency flip chart is available in offices, labs and classrooms.

Campus Safety will be discussed in the December Board meeting.

Mental health services have been made available to students. Training from Safe Harbor is offered in Cosmetology to learn how to recognize domestic violence signs and how to report.

Brigit Gerrard made a motion for the meeting to adjourn.

### **Adjournment**

The meeting adjourned at 4:47 p.m.