

**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**

December 6, 2018

Conducting: Troy Wood Acting Board Chair

Board Members Present

Troy Wood	Business/Industry, Vice-Chair
Justin Atkinson	Business/Industry
Lindsay Bayuk	Business/Industry
Shawn Bucher	Business/Industry
Michael Henry	Business/Industry
Karen Fairbanks	Weber State University
Scot Merrihew	Business/Industry
Adam Toone	Morgan School District
David Hansen	Hill Air Force Base Representative, Ex-Officio

Administration

Darin Brush	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
Penny Moline	Culinary Arts Faculty
Neil Bridenstine	Executive Chef/Faculty Culinary Arts Program Manager
Leah Garrick	Surgical Technology Faculty
Vikki Wilcock	Esthetician Faculty
Wes Hobbs	Composite Materials Technology Faculty
Carol Anderson	Cosmetology Instructional and Salon Manager

Kristin Culley
Devon Decker
Jared Haines

Security and Risk Management Coordinator
Composite Materials Technology student
Interim Commissioner of Technical
Education

Excused

Stuart Eyring
Brigit Gerrard

Business/Industry, Chair
Davis School District

Invocation

Adam Toone, Board Member

Pledge of Allegiance

Devon Decker, Composite Materials
Technology student

Introduction of New Davis Tech Board Member

Justin Atkinson is the Outpatient Services Director at University of Utah – Farmington Health Center. He was welcomed to the Davis Tech Board.

Introduction of New Davis Tech President

Following a nationwide search, the Board of Trustees that oversees Utah's technical college system named Darin Brush as the new President of Davis Technical College, effective November 16, 2018.

Recognition of Penny Moline

On Friday, November 16, 2018, Chef Penny Moline was recognized as Chef Educator of the Year by the (Utah) Beehive Chefs Chapter of the American Culinary Federation. This is a very prestigious honor and recognizes the community and volunteer work that Penny has done over the last several years while representing Davis Tech.

Introduction of New Employees

The following employee was introduced to the Board:

- Leah Garrick, Surgical Technology Faculty
- Vikki Wilcock, Esthetician Faculty

Consent Calendar

Troy Wood, Acting Chair, called for a motion to approve items listed under the Consent Calendar which consisted of the following:

- a. Minutes of October 25, 2018
- b. Minutes of November 14, 2018
- c. Budget and Accounting Report
- d. Personnel Report
- e. Key Performance Indicators (performance to goal)
- f. Employer & Continuing Education Report
- g. Marketing Activity Report
- h. Foundation Activity Report
- i. Campus Development Update

- j. Scholarship Issuance
- k. Career Path High Report
- l. Firefighter and Emergency Medical Technician Course Fee Increases
- m. Organizational Chart
- n. Work-Based Activities Policy
- o. Admissions and Registration Policy and Procedures
- p. Schedule Development Policy and Procedures
- q. Health and Safety Policy
- r. Davis Tech College Foundation Board Member

Updated personnel report and organizational chart were distributed at the meeting. Key performance indicators report was recognized for the great work on the significant increase in membership hours. The items listed under the Consent Calendar were approved on a motion made by Adam Toone, seconded by Michael Henry. Motion passed.

Annual Open Meetings Training

Item tabled – will be placed on next meeting agenda.

FY 2018 Annual Report

Julie Blake presented the FY 2018 Annual Report for the institution. Melanie Hall, Director of Marketing, and her team were recognized for the hard work on materials created for the college and the annual report. Annual Report is a comprehensive report on institutional accomplishments throughout the preceding year, highlights our students, and includes the 2018 statistics. Individual division accomplishments will be reported in a different format this year.

The FY 2018 Annual Report was approved on a motion made by Lindsay Bayuk, seconded by Adam Toone. Motion passed.

Campus Safety Update

Bryce Fox, the Davis Tech Director of Facility Services and Risk Management, and Kristin Culley, the Davis Tech Security and Risk Management Coordinator made a presentation on campus safety and security. In each classroom a safety resource center is available to provide information in case of an emergency. A new student orientation is completed by students and it provides information on safety, resources available, campus security and policies and code of conduct. An Annual Security report is completed and provided.

Emergency Operations plan is updated annually and provided to employees. An internal emergency number is available and the appropriate response will be dispatched. The emergency guidelines and quick reference flipchart and flyer is available. Examples of how the emergency process works was shared. Fire and evacuation drills are completed annually. Training on campus safety for employees in on-going.

Commissioner Remarks

The Board was thanked for their participation in the new president selection process. President Brush was welcomed and will be a great asset to the UTech Council of Presidents. Kim Ziebarth is welcomed to the UTech office as Associate Commissioner for Instruction and Student Affairs.

President's Report/Items

- Remarks: Executive team was recognized for their support and expertise. It is important to get more students to the college. We are the best deal around and we want high school and adult students. Increase recruitment and retention. Engage under-employed with Department of Workforce Services connection. Increase smaller business partnerships.
- Heavy Equipment Operator Training will be starting in January. Information on the training was shared. Students will receive a national certification from the National Center for Construction Education and Research (NCCER). Training includes classwork, simulation, and hands-on training. Clyde Companies is loaning equipment and will rotate on an as-needed basis depending on training needs.
- Yearly Update on Campus Safety will be presented to the Board.
- Utilization of the Board of Directors was discussed. Their expertise and knowledge is critical to further the mission of the college.

Justin Atkinson made a motion for the meeting to adjourn.

Adjournment

The meeting adjourned at 4:47 p.m.