MINUTES

Davis Technical College Board of Trustees Meeting

Thursday, May 28, 2026 | 3:30 p.m. | Haven J. Barlow Board Room

Meeting conducted in-person/electronically.
Meeting started at 3:30 p.m.

Conducting: Kyle Brostrom, Vice Chair/Tami Tran, Board Chair
(r) = remote

Trustee Members Present

Tami Tran, Chair	Business/Industry Representative
Kyle Brostrom, Vice Chair	Business/Industry Representative
Justin Atkinson	Business/Industry Representative
Andrea Brooks	Morgan School Board Representative
Ginger Chinn	Business/Industry Representative
Brigit Gerrard	Davis School Board Representative
Brandon Howard	Business/Industry Representative
Tucker Morgan *(r)*	Business/Industry Representative
Brad Wilson	Weber State Board of Trustees Representative

Administration

Darin Brush	President/CEO
Dr. Kelly Simerick	Vice President of Instruction and Student Success
Jeff Lund	Vice President and Chief Financial Officer
Wendee Cole	Chief of Staff/Recording Secretary

Guests

Ron Smith	Invited Guest (Hill Air Force Base)
Alison Anderson	College Associate Vice President of Instruction
Bryce Fox *(r)*	College Director of Facilities Services & Risk Management
Ed Eschler *(r)*	College Controller
Lindsey Rees *(r)*	College Foundation Director and Grants Administrator
Owen Horne	College Director of Data and Student Information Systems
Samantha Cusenza	College Associate Vice President of Student Success
Scott Hoffman	College Associate Vice President of Human Resources
Shawn Swapp	College Director of Programs – Construction Professions
Sherry Rauch *(r)*	College Director of Marketing and Community Relations
Tim Despain *(r)*	College Director of Scholarships and Financial Aid
Josh Nash	College Desktop Support Specialist I
Mauree Broussard	College Nurse Assistant Faculty
Kim Ziebarth	Utah System of Higher Education (USHE) Associate Commissioner
Jeremy Shaw	State of Utah Assistant Attorney General
Paige Lee	State of Utah Law Clerk
Angie Osguthorpe	Career Path High Board Chair
Anneliese Pixton	Career Path High Interim Director

Stacey Hutchings	State Charter School Board Executive Director
Emma Carr	Nurse Assistant Student

Excused

Ken Romney	Business/Industry Representative
Morgan Sutherland	Business/Industry

Pledge of Allegiance Emma Carr

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.

Recognition of Stacey Hutchings, Former Director, Career Path High
The Board recognized Stacey Hutchings for her nearly 10 years of leadership at Career Path High.

Public Comment
There were no comments.

Consent Calendar
Vice Chair Brostrom, called for a motion to approve the Consent Calendar, which consisted of the following:

a. Minutes of March 12, 2026 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 2026 Budget Modification
i. Public Entity Resolution
j. Proposed Graduation Speaker
k. National Competition Travel
l. Lash and Brow Program
m. Leave of Absence Without Payment Policy (revised)
n. Sick Leave Policy (revised)
o. Civic Leave Policy (new)
p. Bereavement Leave Policy (new)
q. Disciplinary Sanctions of Personnel Policy and Procedures (revised)
r. Criminal Background Checks Policy (revised)
s. Schedule Development Policy and Procedures (revised)
t. Rescind Administrative Expense Policy

u. Board of Trustees Reappointments

Consent Calendar Approval
Item l – Lash and Brow Technician Program was removed from the Consent Calendar for additional discussion following approval of the calendar. The Consent Calendar, excluding Item l, was approved on a motion by Trustee Brooks and seconded by Trustee Gerrard. The motion passed unanimously.

Lash and Brow Technical Program – Conditional Approval
Due to ambiguity in USHE policy regarding the approval process for new technical programs, Vice President Simerick requested conditional approval for the proposed Lash and Brow Technician program. This conditional approval will allow the program to launch immediately upon completion of the remaining USHE approval process.

Utah State University Eastern is the only other institution planning to offer the program in the new academic year. As a result, a collaborative meeting has already been held to finalize program outcomes, the program description, course descriptions, and course objectives.

The Lash and Brow Technician program is a newly licensed program recognized by the Division of Professional Licensing and is currently in high demand. Previously, it was part of the existing Cosmetology program curriculum.

Trustee Howard moved to grant conditional approval of the program, and Trustee Atkinson seconded the motion. The motion passed unanimously.

<u>Career Path High</u>
The College Board of Trustees is the charter school authorizer for Career Path High School (CPH). Anneliese Pixton, Director of Career Path High, presented a comprehensive annual report covering the school's academic performance, operational updates, and other key metrics.

The Board examined the school's financial standing. Audited financial statements for the fiscal year ending June 30, 2025, were provided in the Board materials for reference.

Vice President Lund provided a history and evolution of CPH, including its original founding, challenges with enrollment stagnation, and its strategic shift toward credit recovery and serving as an alternative high school in response to changes in the educational landscape and the impacts of COVID-19.

An update on ongoing discussions with the Northern Utah Academy for Math, Engineering & Science (NUAMES), a high-performing public charter school with a long-standing presence on the Davis Technical College campus, was provided by Vice President Simerick. These discussions have explored opportunities for collaboration and potential transition, including a recently executed Memorandum of Understanding (MOU), increased coordination between leadership teams, and plans to enhance student support services and educational pathways.

Following discussion, Trustee Gerrard motioned to direct staff to pursue the transfer of Career Path High authorization to the Utah State Charter School Board, with the intent of transitioning operational control of Career Path High to NUAMES, seconded by Trustee Chinn. The motion passed unanimously.

<u>Student Information System: Plan and Approval to Proceed</u>
The Board received a presentation on the status of the Northstar Student Information System (SIS), the need for modernization, and a proposed plan to replace it.

Presentation Highlights
President Brush reviewed the purpose of an SIS, including management of student records, enrollment, scheduling, academic records, reporting, financial aid, and administrative functions. The presentation emphasized the importance of an SIS in improving efficiency, data security, reporting capabilities, and the student experience.

Associate Vice President Horne provided a history of SIS. Northstar was implemented at Davis Technical College in 2005 to support the college's open-entry, non-semester instructional model. While it has been adapted over time, the system no longer aligns with current operational and strategic needs. Staff noted growing reliance on manual processes, increased compliance risks, and dissatisfaction with the pace of system enhancements (the system is maintained by USHE).

Challenges Identified
Historical development challenges, including team turnover, limited end-user involvement, delays in modernization decisions, increasing data reporting requirements, and stalled enhancement projects, have contributed to the system's current limitations.

Operational impacts include:

- Manual data entry and reporting processes.
- Duplication of data entry between Northstar and other systems.
- Additional staffing and software costs to compensate for system deficiencies.
- Limited student self-service functionality.
- Reporting and compliance challenges.
- Inability to adequately support hybrid scheduling, capacity forecasting, and evolving institutional needs.

Modernization Efforts
Davis Technical College leadership has worked with other Utah technical colleges and USHE to identify system requirements, evaluate alternatives, and develop a coordinated modernization strategy.

Research has confirmed that modern SIS solutions can support technical colleges' unique instructional models and future operational requirements.

Proposed Plan
Staff proposed pursuing replacement of the Northstar system with an estimated implementation cost of approximately $400,000 over FY 2027-FY 2028 (with potential USHE funding support) and annual ongoing costs of less than $100,000.

Implementation is expected to take approximately two years and would require substantial involvement from college subject matter experts.

Anticipated benefits include improved student and staff experiences, enhanced data security, operational efficiencies, software consolidation, and the opportunity to pilot a shared services model for technical colleges statewide.

Staff also recommended consolidating the Information Technology Division and the Research & Strategy Division under a single vice president to oversee the project's implementation, among other duties.

Vice Chair Brostrom motioned to direct staff to pursue replacement of the Northstar SIS, including budgeting $400,000 for implementation, and authorize the President to reorganize operations as necessary to support implementation; seconded by Trustee Morgan. The motion passed unanimously.

<u>Approval of FY 2027 Budget</u>
A summary of increases and decreases in state funding for Davis Technical College for FY 2027 was presented as follows:

- 2.5% Labor Market Increase – $606,700
- 11.8% Increase in Health and 4.9% Dental Insurance Benefits Rates – $519,900
- Capacity Funding – $666,100
- Internal Service Fund Adjustment (insurance premiums) – ($11,300)
- Performance Funding – ($720,000)

Total Increase: $2,524,000

Key elements of the draft budget were summarized as follows:

Revenue Adjustments

- Increase of $2,512,700 in direct legislative funding as outlined above.
- Elimination of $858,100 in one-time equipment funding passed through USHE.
- Reduction in estimated tuition revenues of $60,000.
- Internal Service Fund Adjustments for liability and property insurance.
- Various other adjustments related to contracts, grants, and revenue estimates.

Capacity and Performance Funding Expenses

- Ongoing funding for two welding faculty, two CDL faculty, and support personnel covered by one-time funding in FY 2026.
- Addition of one new full-time welding faculty and welding adjuncts.
- Funding for COLA, payroll progression, other wage adjustments, and utilities.
- Funding for a contracted on-site Licensed Clinical Social Worker (LCSW).
- Addition of a new full-time Curriculum Specialist position and additional part-time security staffing.

Other Budgeted Expense Adjustments and Reallocations

- Compensation plan as proposed in the March Meeting.
- Full-year impact of staff changes that took place in FY 2026.
- Reversal of one-time funding for two welding faculty, two CDL faculty, and support personnel.
- Changes to estimated budgets for capital improvement projects.
- Increase in capital software budgets.
- Addition of implementation funding for a new SIS of $400,000.
- Increases associated with the Utah Department of Corrections contract in revenues and expenses.
- Various other expense adjustments and reallocations between functions and funds.

Board reviewed and discussed the FY 2027 budget, highlighting a $2.524M increase in state funding, key revenue adjustments, expanded instructional and student support staffing, compensation changes, and strategic investments, including a new student information system.

A motion to approve the FY 2027 Budget was made by Trustee Atkinson, seconded by Trustee Gerrard. The motion passed unanimously.

<u>President's Report</u>

<u>Recognition of the Government Finance Officers Association (GFOA) Certification</u>

President Brush informed the Board that Davis Technical College received the GFOA Certificate of Achievement for Excellence in Financial Reporting for FY2025. He noted that the award represents the highest standard of transparency, accuracy, and excellence in governmental financial reporting. President Brush further reported that Davis Technical College has earned this recognition for eight consecutive years and is currently the only higher education institution in Utah to receive the award. He also highlighted the College's record of seventeen consecutive years of clean state financial audits, underscoring the institution's strong financial stewardship and commitment to accountability.

Canvas Security Incident

The Board received an update regarding the recent Instructure (Canvas) security incident and related service disruption. The Administration reported that the incident resulted in limited data exposure and temporary service interruptions. Services have since been restored, and the College continues to coordinate with the USHE and Canvas representatives to monitor the situation.

The Board was informed that no sensitive financial information, passwords, or other highly confidential data were compromised. College leadership has provided guidance and communication to students and employees regarding the incident and any recommended actions. Administration will continue to monitor developments and implement appropriate measures to protect institutional data and ensure continued system security.

Current events and other relevant topics

President Brush reported that he had the opportunity to serve on an interview committee for Weber State University's new president. He expressed enthusiasm for the new president's upcoming tenure and confidence in the continued advancement of initiatives and progress already underway between institutions.

President Brush also acknowledged Weber State University Interim President Durham for her leadership and service during the transition period. He commended her contributions and dedication to guiding the institution and maintaining momentum on key priorities during the presidential search. She will continue this forward momentum as provost.

Vice President Lund reported that over the past several years, the College has worked to create opportunities to improve investment returns on endowment funds managed through the Foundation. He informed the Board that discussions were recently held with the Utah State Treasurer's Office, which will provide the College with access to the same investment options used by USHE endowment fund managed through the Commissioner's Office.

To support this opportunity, minor revisions will be made to the College's Investment Policy to broaden and clarify expectations for managing endowment funds. President Brush noted that these changes are intended to enhance long-term investment performance while maintaining appropriate oversight and stewardship of Foundation assets.

Adjournment

Trustee Brooks made a motion to adjourn. The meeting adjourned at 5:07 p.m.