

Utah System of Higher Education

New Campus Location Request Form

This form is for technical colleges requesting approval from the Utah Board of Higher Education to establish a new campus location. Approval is not required for locations used exclusively for work-based activities (e.g., internships, externships, clinicals), temporary sites, locations serving only secondary students, or sites that will not require accreditation approval.

Note: If the proposed campus location is outside the designated geographic service region, the institution must also complete a Service Region Exception Request form in addition to this form.

Section 1: General Information

Requesting Institution

Davis Technical College

Administrative Contact

Darin Brush, President

Darin.brush@davistech.edu

(801) 593-2310

Location Name

Freeport West Extension

Location Address

Freeport Center, Building D-5

Clearfield, UT 84016

Campus Type

- Branch
- Extension Center
- Instructional Service Center
- Other _____

Facility Ownership

- Owned
- Leased
- Rented
- Other _____

Implementation Date

April 1, 2025

Is the new campus location within the geographic service area?

Yes

No (If No, complete a Service Region Exception Request form.)

Anticipated Programs Offered at this Location

CIP Code	Program Name	Credits	Clock-Hours	Delivery Method
49.0205	Commercial Driver’s License – Class A	6	180	<input checked="" type="checkbox"/> Traditional <input checked="" type="checkbox"/> Hybrid <input type="checkbox"/> Distance
				<input type="checkbox"/> Traditional <input type="checkbox"/> Hybrid <input type="checkbox"/> Distance

Anticipated Continuing/Professional Occupational Education Courses Offered at this location

Course Name	Clock-Hours	Delivery Method
		<input type="checkbox"/> Traditional <input type="checkbox"/> Hybrid <input type="checkbox"/> Distance

Section 2: Required Documentation

Institutions seeking approval must submit the following documentation to support the request:

1. Regional Need and Institutional Support

Data and Evidence of Need

Provide data and evidence demonstrating the need for the new campus location, including an explanation for why the current facilities and resources cannot meet the demand for the proposed instruction.

Davis Technical College started the Commercial Driver’s License – Class A program on the main campus but does not have space to accommodate a dedicated driving range needed to provide students with hands-on training. Davis Tech was able to lease property adjacent to Freeport West D-5, a building already owned by the college, to build a driving range. For convenience and to support the success of our students, Davis Tech would like to relocate the Commercial Driver’s License – Class A program to that location and will seek COE approval for an extension at Freeport West, Freeport Center, Building D-5, Clearfield, UT 84016.

Services and Personnel Support

Outline the services and personnel support planned for the new campus, including administration, faculty, staff, budget provisions, and projected student enrollment.

Our Commercial Driver’s License (CDL) Class A program launched in September 2024, graduating 18 students in its first year, with 17 securing driving positions. For 2024-2025, we expanded our team by hiring an additional full-time instructor and a part-time adjunct, enabling us to enroll more students to meet local demand. Our current staffing includes:

- Three full-time instructors
- One part-time adjunct (in recruitment)
- A part-time Instructional Management Assistant

For the 2024-2025 year, our goal is to enroll 48 students and graduate 45, acknowledging that some may face personal barriers to completion. To achieve this, we are:

- Hiring a part-time adjunct
 - Relocating to a site closer to our driving range and job opportunities
 - Partnering with local companies to train their employees needing a CDL Class A license
- The relocation will not require additional funding, as budget provisions remain unchanged.

Revenue	FY 25 BUDGET	YTD ACTUALS
State revenue	\$383,238.98	\$83,618.71
Testing fees		\$1,000.00
Tuition Revenue	\$50,000.00	\$21,600.00
Total Revenue	\$433,238.98	\$106,218.71

Personnel Expenses	FY 25 BUDGET	YTD ACTUALS
Full-time Salary & Wages	\$288,521.00	\$90,996.98
Hourly Wages	\$88,397.00	\$17,898.59
Benefits	\$109,600.00	\$48,261.41
Total Personnel Expenses	\$486,518.00	\$157,156.98

Current Expenses	FY 25 BUDGET	YTD ACTUALS
Bookstore charges		\$304.82
Copy charges		\$418.20
Motor fuel	\$27,000.00	\$4,727.00
Motor Pool		\$803.65
Professional Services		\$98.25
Public Relations	\$7,142.98	\$654.14
Repair & Maintenance		\$2,808.00
Supplies	\$31,700.00	\$7,521.66
Other expenses		\$50.00
Total Current Expenses	\$65,842.98	\$17,385.72

Travel	FY 25 BUDGET	YTD ACTUALS
Instate Travel		\$58.28
Total		\$58.28

Capital & Non-Capital	FY 25 BUDGET	YTD ACTUALS
Software		\$3,588.00
Total		\$3,588.00

Total Net Fund Balance	\$919,756.98	\$284,407.69
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Institutional Performance Report

Submit a performance report showing how well the requesting institution serves students in its designated service region, using USHE and Board-determined metrics.

Attachment 1 - FY2024 Annual Report

2. Partnership Memorandum of Understanding (MOU)

If partnering with another institution or agency, attach a Memorandum of Understanding that includes the name and address of the partnering institution or agency and responsible administrators; A detailed outline of responsibilities for each institution or agency, including facility sharing, budget implications, faculty sharing, and the number of students served; Any limitations of the partnership.

N/A

Section 3: Approval Required

Board of Trustees Approval

Attach the meeting minutes that confirm the Board of Trustees’ approval of the new campus.

Attachment 2 - Davis Technical College Board Approval Letter

Section 4: Submission

Submit the completed form and all required documentation to Kim Ziebarth at the Office of the Commissioner of Higher Education. Requests will be reviewed and forwarded to the Utah Board of Higher Education for approval. Upon approval, provide accreditation approval documentation to confirm the implementation of the new campus location.

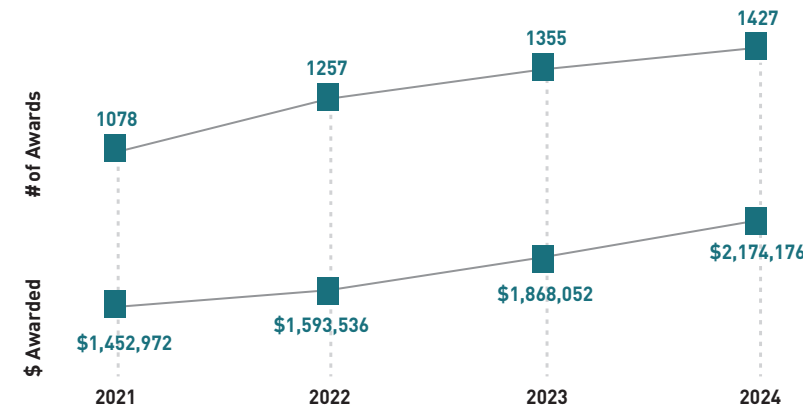
SCHOLARSHIPS AND FINANCIAL AID

ANNUAL REPORT

GIFT CHANGES LIVES

In April 2002, Roy and Elizabeth Simmons donated their ownership interests in the Skyline View Apartments to the Davis Technical College Foundation. Since then, the yearly payments the Foundation has received from this gift have totaled \$1,000,000. When the Barlow Corporation sold the apartments in the fall of 2023, they presented the Foundation with its portion of the final sale price – a donation of nearly \$6,800,000. This unprecedented gift will now serve as an endowment and change the lives of Davis Tech students for generations.

FINANCIAL AID AWARDS

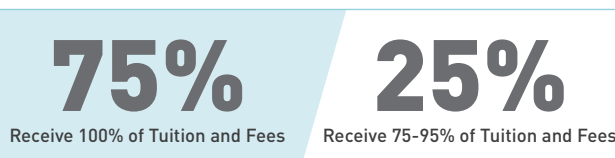


REMOVING BARRIERS WITH SCHOLARSHIPS AND FINANCIAL AID

We know that **students who receive financial aid are twice as likely to graduate** compared to students who do not receive funding. Therefore, the Office of Scholarships and Financial Aid has been working closely with the Davis Technical College Foundation to substantially increase the amount of funding and the number of students awarded.

To remove barriers, we've simplified the scholarship form and increased marketing to get the message out about FAFSA. Due to these efforts, an increase in enrollment, and working personally with each student, the team has increased FAFSA submissions by 13.6% over the last two years.

FOR STUDENTS THAT APPLY FOR FAFSA



\$61,941
TOTAL IN-KIND DONATIONS



YOUNG AUTOMOTIVE

The Young Automotive Group generously donated a Volkswagen Tiguan for the Automotive Technology program. This advanced vehicle, equipped with cutting-edge technology, provides additional tools for hands-on learning. Young Automotive's ongoing commitment to the program, demonstrated through this impactful donation, is a testament to their dedication in fostering the next generation of skilled automotive technicians. In-kind donations support technical colleges, offering valuable resources that enhance hands-on learning experiences and bridge the gap between education and industry needs.

2024
DAVISTECH
July 1, 2023 to June 30, 2024



Amelia began her education at Davis Technical College in high school and quickly acquired her Diesel/Heavy Duty Technology certificate which allowed her to apply for and secure a position at Hill Air Force Base at the age of 18.

While working in this career, Amelia realized that she wanted more training to be able to advance, so she recently completed the Welding Technology program at Davis Tech too.

Amelia says, *"I truly believe that, with the education from Davis Tech, you will succeed. You have the skills, you have the knowledge, and you will succeed."*

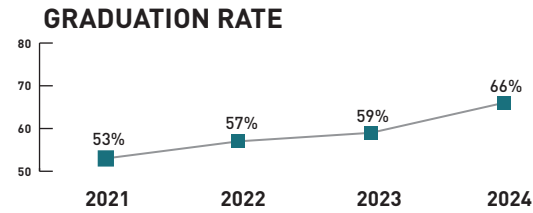
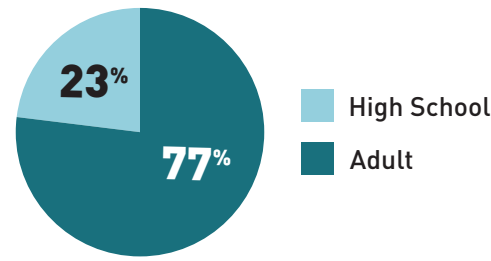
AMELIA LOPEZ

2024 STUDENT OF THE YEAR

WE CHANGE LIVES

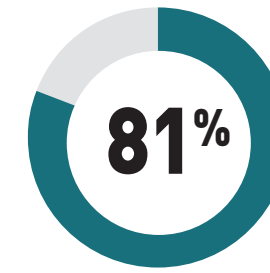
2024

25 AVERAGE AGE

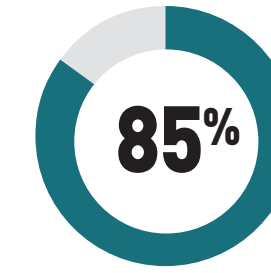


2024 DAVIS TECHNICAL COLLEGE ANNUAL REPORT

July 1, 2023 to June 30, 2024



COMPLETION



PLACEMENT



LICENSURE

The above percentages will not be finalized until March 2024

AVERAGE WAGE INCREASE

Adult annual increase in wages from before training to after graduation

PROGRAM CREDITS	WAGE INCREASE	% INCREASE	2023 GRADUATES
26+ Credits	\$10,850	59%	685
< 26 Credits	\$6,820	35%	1338

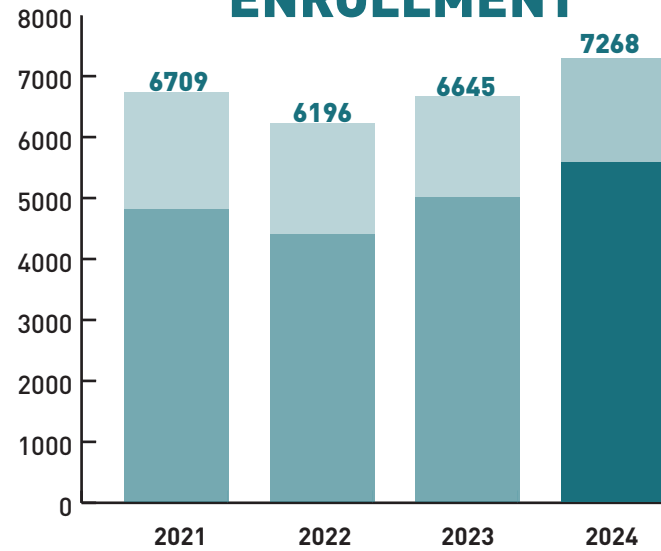
\$2,983

AVERAGE TOTAL PROGRAM COST

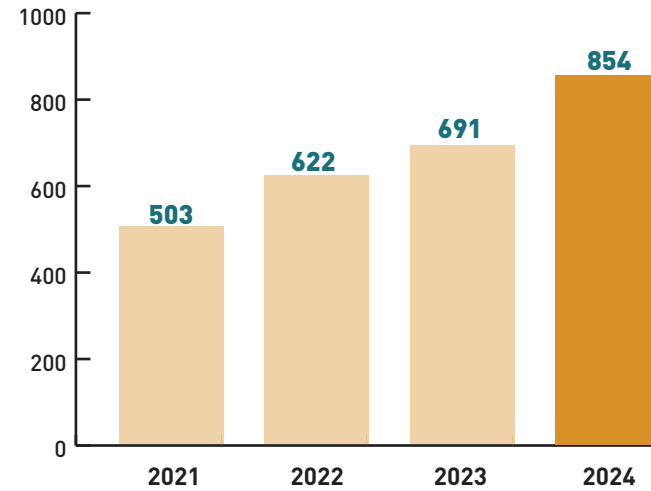
(Including tuition, fees, books and materials)

CUMULATIVE ADULT STUDENT ROI (Increased wages) **\$16,557,410**

ENROLLMENT



HIGH YIELD PROGRAM GRADUATES



High yield programs are four or five star occupations determined by the Utah Department of Workforce Services

DAVIS TECH AT UTAH DEPARTMENT OF CORRECTIONS

103 GRADUATES

299 NEW ENROLLMENT

25% DAVIS TECH GRADUATE RECIDIVISM RATE

60% OVERALL GRADUATE RATE

25% DAVIS TECH GRADUATE RECIDIVISM RATE

66% NATIONAL RECIDIVISM RATE



UDC presented Davis Tech the Corrections Champion Award for exceptional support of its mission to improve people's lives and enhance community safety.

We implemented the first successful Career Fair for incarcerated and previously incarcerated students.

"This certificate is a means to an end. In addition to the skills you are taking out of here, you are also taking with you a path to get your foot in the door. My friends, your future is wide open. This is the beginning."

Daniel Rivera at the Davis Tech UDC graduation

BUSINESS RESOURCE CENTER

CUSTOM FIT

Served **188** companies
\$971,331 training investment

SMALL BUSINESS DEVELOPMENT CENTER

Served **582** Clients | **204** jobs created
38 New business starts
\$26,771,118 Sales increase and capital infusion

BOARD OF TRUSTEES

- Troy Wood, Board Chair**
Business/Industry Representative
- Tami Tran, Vice Chair**
Business/Industry Representative
- Justin Atkinson**
Business/Industry Representative
- Kristina Brown**
Business/Industry Representative
- Brigit Gerrard**
Davis School District Board
- Casey Hill**
Weber State University Board of Trustees
- Brandon Howard**
Business/Industry Representative
- Scot Merrihew**
Business/Industry Representative
- Tucker Morgan**
Business/Industry Representative
- Morgan Sutherland**
Business/Industry Representative
- Adam Toone**
Morgan School District Board

EXECUTIVE TEAM

- Darin Brush**
President and Chief Executive Officer
- Kelly Simerick**
Vice President of Instruction and Student Success
- Jeff Lund**
Vice President and Chief Financial Officer
- Alison Anderson**
Associate Vice President of Instruction
- Amanda Tullis**
Associate Vice President of Business and Economic Development
- Owen Horne**
Associate Vice President of Research and Strategy
- Samantha Cusenza**
Associate Vice President of Student Success
- Scott Hoffman**
Associate Vice President of Human Resources
- Wendee Cole**
Chief of Staff



DAVISTECH
DAVIS TECHNICAL COLLEGE

BOARD CHAIR
Troy Wood

troy.wood@mountainstarhealth.org | 801-299-2500

BOARD OF TRUSTEES

December 5, 2024

Troy Wood, Chair
Lakeview Hospital

Tami Tran, Vice Chair
Rylex/Woodbury Tech

Justin Atkinson
University of Utah Health

J. Casey Hill
Weber State University Trustee

Brandon Howard
Motos America Inc

Scot Merrihew
KIHOMAC

Tucker Morgan
Kenworth Sales

Brigit Gerrard
Davis School District
Board of Education

Adam Toone
Morgan School District
Board of Education

OFFICE OF THE PRESIDENT

Wendee Cole
Chief of Staff/Board Secretary

Council on Occupational Education
7840 Rosewell Road
Building 300, Suite 325
Atlanta, GA 30350

To Whom It May Concern:

Davis Technical College has recently leased property adjacent to an existing college-owned building to support its Commercial Driver's License – Class A program. This strategic initiative includes utilizing classroom space within the building and developing a dedicated driving range on the adjoining property.

The driving range will provide students with hands-on training in a controlled environment tailored to commercial vehicle operations. This expansion reflects the college's ongoing commitment to enhancing educational resources and opportunities for our students.

The Davis Technical College Board of Trustees has authorized the college to seek approval from the Council on Occupational Education (COE) to establish an extension campus at the following location:

Freeport West Extension
Freeport Center, Building D5
Clearfield, UT 84016

Upon approval, the Commercial Driver's License – Class A program will be relocated to this new site.

Best regards,

Davis Technical College
Board of Trustees Chair

davistech.edu
550 East 300 South
Kaysville, UT 84037