



**BRIDGERLAND TECHNICAL COLLEGE  
BOARD OF DIRECTORS' MEETING  
JUNE 19, 2017, 4 P.M.  
MAIN CAMPUS BOARDROOM  
1301 NORTH 600 WEST, LOGAN, UTAH**

**MINUTES**

**Board Members Present**

Ann Geary, Chair – Logan School District  
Taylor Adams – Utah State University  
Dave Brown – Business and Industry  
Neil Perkes – Business and Industry  
Michael J. Madsen, Past Chair – Business and Industry  
Roger D. Pulsipher – Cache School District  
Dr. Scott L. Theurer – Business and Industry  
Eric Wamsley – Rich School District

**Board Members Excused**

Nini Anderson – Box Elder School District  
Karen Hess, Vice Chair – Business and Industry  
Jeffrey S. Packer – Business and Industry

**Bridgerland Applied Technology College**

K. Chad Campbell, President  
Wendy Carter, Vice President for Instruction  
Troy Christensen, Vice President for Brigham City  
John Davidson, Vice President for Instruction  
Emily Hobbs, Assistant to the President  
Lisa Rock, Controller  
Jim White, Vice President for Student Services

**Guest(s)**

Mike Liechty

***Item 1***

**Pledge of Allegiance & Welcome**

Ann Geary conducted the meeting and welcomed those in attendance. The meeting was called to order at 4:03 p.m. The Pledge of Allegiance was recited.

***Item 2***

**Minutes from the April 24, 2017, Board meeting** were available online for review. Motion was made by Mike Madsen to approve the April 24, 2017, Board meeting minutes; seconded by Scott Theurer. Motion carried.

***Item 4 [Order Amended]***

Motion was made by Scott Theurer to amend the order of the agenda so Item 4, New Name and Branding Update, moves to follow Item 2. Scott Theurer seconded. Motion carried.

### **New Name and Branding Update**

One of the items from SB 238 – Higher Education Governance is the name change from Bridgerland Applied Technology College to Bridgerland Technical College. With this change, the Marketing Department has been engaged in creating a new brand for the College. The colors of red, black, gray, and white will remain the same. With the collaboration of faculty, staff, students, and the Board Leadership, a new icon with complementary lettering was developed and presented.

The Web site will be [www.btech.edu](http://www.btech.edu). Commissioner Woolstenhulme said UTECH is still being discussed and has not been confirmed for the Utah System of Technical Colleges. Board members thanked all of the individuals who have worked hard to create the logo and branding.

### **Item 3**

#### **President Evaluation – Closed Session**

In accordance with the Utah System of Technical Colleges Policy 112 entitled, “Applied Technology College Presidents-Review and Evaluation,” a committee comprised of the Commissioner, two members of the Board of Trustees, and the Chair and Vice Chair of the Bridgerland Board of Directors, have conducted a comprehensive evaluation of the current Bridgerland President. This comprehensive evaluation process, that is done at least once during each three years of service, is intended to reflect the full scope of duties expected of the President and to provide meaningful, substantive feedback from the Board of Trustees, the Board of Directors, college faculty, staff, local community and business leaders, and other relevant stakeholders regarding the President’s efforts, strengths, and any areas needing improvement.

Motion to go into closed session, as provided in Utah Statute 52-4-205, to discuss the character, professional competence, or physical or mental health of individuals, was made by Scott Theurer; seconded by Mike Madsen.

A roll-call vote was conducted:

Taylor Adams – yes

David Brown – yes

Ann Geary – yes

Mike Madsen – yes

Neil Perkes – yes

Roger Pulsipher – yes

Scott Theurer – yes

Eric Wamsley – unavailable

Voting: Unanimous

The Board entered closed session and reconvened in open session at 4:40 p.m.

### **Item 5**

#### **Stand-Alone Course Approval**

During the Utah System of Technical Colleges’ Board of Trustees meeting conducted on May 18, 2017, the Board approved changes to a number of policies related to alignment of the System and Council on Occupational Education (COE) enrollment/outcomes reporting policies. Included in these policy changes

is an update to Policy 200 "Program/Course Approval and Reporting" in Section 5.1.2 entitled, "Stand-Alone Courses." This policy requires that courses, which are not part of an approved certificate, shall be approved by a College Chief Instructional Officer designated by the President and reported to the College Board of Directors as an information item (i.e. not requiring approval) in the next regularly scheduled meeting after approval by the Chief Instructional Officer.

At Bridgerland, the Chief Instructional Officer designated by the President is Wendy Carter. In accordance with the new provisions of this policy, the Board of Directors were provided a link to the *Technically Speaking* publication that outlines approved "Stand-Alone Courses." Wendy Carter provided an overview of the classes and explained the course numbering convention.

### **Item 6**

#### **Policy Updates**

Keeping policies and procedures current and up-to-date is a never-ending process. In general terms, the College Administration tries to keep policies up-to-date from a functional point-of-view but considers it a challenge to keep up with semantic changes. A few of the more significant factors that influence the functional changes include COE Accreditation Standards, Legislative and Governance changes such as SB131 and SB238, and Federal Financial Aid compliance such as "Consumer Disclosures."

In preparation for an upcoming COE accreditation reaffirmation site visit, Bridgerland has been working to update and improve existing policies. The College makes a concerted effort to keep policies up-to-date and in compliance with external factors outlined above on a regular and recurring basis. However, extra effort and "clean-up" of policies has occurred during the accreditation self-study process. Included for review and subsequent approval were a variety of proposed policy, procedure, and "plan" changes. Most of these changes are the result of organizational structure changes within the College or legislation that just require updates to terminology in the policy. That is, the changes are primarily semantic in nature. Other policies or "plans" have been updated to reorganize the existing language into a sequence that would make it easier for COE site visit evaluators to match our policy with the COE requirements. And, finally, some of these policy changes have functional changes or combine two policies into one comprehensive policy.

In addition to the modification of the existing policies described above, Bridgerland Administration would like to propose a relatively major change to Policy 300.345 "Benefits." This change would update the existing policy to include a provision for the "Teachers Insurance and Annuity Association of America (TIAA/CREF)." This provision is long over-due.

President Campbell also reviewed the changes to Policy 500.530 Criminal Background Investigations. Neil Perkes made a motion to remove "or to provide the results of a current third-party background investigation in a sealed envelope." Seconded by Mike Madsen. Motion carried.

Motion was made by Mike Madsen to approve the proposed policy changes and allow staff to continue to change the College name and make minor clerical corrections as necessary; Roger Pulsipher seconded. Motion carried.

**Item 7**

**Fiscal Year (FY) 2017-2018 Strategic Planning and Mission-Driven Operating Budget**

President Campbell reviewed the FY 2017-2018 Operating Budget. The spreadsheet provided a comparison of the changes among FY 2015, 2016, 2017, and 2018.

During the April 24, 2017, Board Meeting, a brief update and implementation plan for new programs and equipment funding was provided and discussed. This update and implementation plan provided the Board with details on how Bridgerland planned to utilize the SB02 new program and equipment funds during FY2017-2018 (included in the list below).

The following funds were appropriated:

- SB02 – \$383,300 for new programs
- SB02 – \$165,400 of one-time and \$165,400 of on-going funds for new equipment
- HB08 – \$336,300 for compensation
- SB08 – \$69,400 for Internal Service Fund Adjustments (Brigham Campus O&M)
- HB01 – \$190,000 for Strategic Workforce Investment initiatives

At that time, the Board of Directors recommended a \$.05/hour tuition increase that was subsequently approved by the Board of Trustees that results in an estimated increase in tuition revenue of \$39,100.

Utilization or implementation of the new funds appropriated by the Legislature, in addition to the new program and equipment funds approved in April, include a 2 percent Cost of Living increase, along with the associated salary-driven and non-salary-driven benefit increases. With these funds, an effort to address merit-based increases, where applicable, has also been included in this budget. This budget reflects an increase in the O&M rate at the Brigham City Campus from \$4.04/sq. ft. to \$5.73/sq. ft. as implemented by the Division of Facilities, Construction and Management who owns the Brigham Education Complex. This budget also includes the repurposing of existing funds as a result of internal efficiencies and natural attrition.

Motion was made by Roger Pulsipher to approve the FY2017-2018 Operating Budget; Eric Wamsley seconded. Motion passed.

**Item 8**

**Fiscal Year 2018-2019 Strategic Planning – Capital Development Request**

As a result of careful strategic and master planning efforts, Bridgerland has been submitting a Capital Development request to the State Building Board and the Legislature for many years. This request is the result of long-term planning and is designed to meet the current (urgent) and future expansion needs of the College. President Campbell explained the request for a new Health Sciences Technology Building.

This proposed project was presented to the Utah System of Technical Colleges' Board of Trustees where they prioritized the projects during their May 18, 2017, meeting. The Bridgerland Health Sciences building tied with the new Technology building being proposed by Mountainland Technical College. The Mountainland project has been prioritized as the first priority for many years. The tie is second priority. The Health Sciences building being proposed by the Davis Technical College moved up on the priority list from third to first with alternate funding sources. Bridgerland will continue to explore alternate funding as well.

Motion was made by Dave Brown to approve the Fiscal Year 2018-2019 Strategic Planning – Capital Development request; Taylor Adams seconded. Motion carried.

#### *Item 9*

##### **2017-2022 Strategic Plan – Questionnaire & Revisions**

The Board approved the 2016-2021 Strategic Plan at the November 23, 2015, Board meeting. This approval followed an extensive redesign. To review the Strategic Plan for the next year, a questionnaire was sent to faculty, staff, and Board members to gather input. In addition, students complete an Instruction/Program Evaluation Survey in which results are analyzed and incorporated into the plan. The Administrative Team, with the direction of the President, evaluated all input and provided revisions to be considered. These changes are designed for continual improvement and to fulfill the mission of the College.

The Mission Statement was included in the Strategic Plan and was reviewed. The name was changed from Bridgerland Applied Technology College to Bridgerland Technical College.

Motion was made by Scott Theurer to approve the 2017-2022 Strategic Plan; seconded by Eric Wamsley. Motion carried.

#### *Item 10*

##### **New Board Members**

Effective July 1, 2017, the Bridgerland Technical College Board of Directors will be comprised of 12 members. There are to be five members representing education and seven members representing business and industry. New business and industry representatives are to be appointed jointly by the education representatives of the Board. In an effort to identify potential candidates, the Board Chair and the President of the College developed a list of potential candidates and have made contact with these candidates as appropriate. Sue Luman of Group Benefit Services and Brian Hyde of Autoliv were presented as possible candidates to consider. The Board engaged in discussion and no alternative recommendations were given.

Motion was made by Taylor Adams to appoint Sue Luman and Brian Hyde as Business and Industry Board members; Roger Pulsipher seconded. Motion carried.

#### *Item 11*

##### **Updates & Calendar Items**

- Calendar available at [batc.edu/community/event-calendar](http://batc.edu/community/event-calendar)
  - Career Days Report
    - Troy Christensen reported Career Days as another successful event. Over 4,200 students attended with 411 volunteers. Ann Geary noted that Jeannie Johnson did a great job chairing the event and represents Bridgerland well.
- 2017 Board Meeting Dates
  - August 28
  - November 20
- 2017 Building Board Tours
  - August 16 and 17

**Item 12**

**Board of Trustees Report**

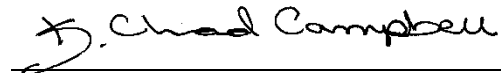
Scott Theurer provided a brief update from the Board of Trustees. The Capital Development projects were ranked. He hopes the Building Board will be favorable of the Utah System of Technical Colleges' requests. In addition, he noted that the System will be relocating to downtown Salt Lake City with a target date of September. This will be a convenient location to the Capital. The search for a new Ogden-Weber Technical College President will conclude within the next week. Scott Snelson will be retiring, so the process to find a new president for Tooele Technical College will begin soon.

**Item 13**

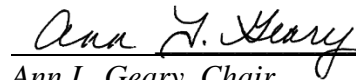
**Other Items of Business**

**Item 14**

**Adjournment & Next Meeting Date:** The meeting adjourned at 5:55 p.m. The next Board meeting will be Monday, August 28, 2017, at 4 p.m.



*Minutes submitted by K. Chad Campbell, President  
Prepared by Emily Hobbs, Assistant to the President*



*Ann L. Geary, Chair*



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JUNE 19, 2017, 4 P.M.  
MAIN CAMPUS BOARDROOM  
1301 NORTH 600 WEST, LOGAN, UTAH**

**AGENDA**

*Item 1*

**Pledge of Allegiance & Welcome**

*Item 2*

**Minutes from the April 24, 2017, Board meeting** are available online for your review and subsequent approval.

**ACTION:** Recommend approval of minutes.

*Item 3*

**President Evaluation – Closed Session**

*Ann Geary, Board Chair*

In accordance with the Utah System of Technical Colleges (UTECH) Policy 112 entitled, "Applied Technology College Presidents-Review and Evaluation," a committee comprised of the Commissioner, two members of the Board of Trustees, and the Chair and Vice Chair of the Bridgerland Board of Directors, have conducted a comprehensive evaluation of the current Bridgerland President. This comprehensive evaluation process, that is done at least once during each three years of service, is intended to reflect the full scope of duties expected of the President and to provide meaningful, substantive feedback from the Board of Trustees, the Board of Directors, college faculty, staff, local community and business leaders, and other relevant stakeholders regarding the President's efforts, strengths, and any areas needing improvement. The results of the President's comprehensive review, as conducted by the review committee, will be discussed with the entire Board of Directors, during a closed session of the Board meeting.

The closed session of the meeting is authorized by Title 52-4-204 and 52-4-205 of the Utah Code, which requires that a quorum is present, the meeting begins as an open meeting for which notice has been given, and two-thirds of the Board members present at the open meeting vote to approve closing the meeting. The purpose of this closed meeting as outlined above is to discuss the character, professional competence, or physical or mental health of an individual.

**ACTION:** Vote to move into Closed Session to discuss personnel.

**ACTION:** Vote to return to Open Session.

#### *Item 4*

##### **New Name and Branding Update**

*Wendy Carter, Vice President for Instruction*

One of the items from SB 238 – Higher Education Governance is the name change from Bridgerland Applied Technology College to Bridgerland Technical College. With this change, the Marketing Department has been engaged in creating a new brand for the College. The colors of red, black, gray, and white will remain the same. With the collaboration of faculty, staff, students, and the Board Leadership, a new icon with complementary lettering has been developed and will be presented.

**ACTION:** Information item/pleasure of the Board.

#### *Item 5*

##### **Stand-Alone Course Approval**

*Wendy Carter, Vice President for Instruction (Chief Instructional Officer)*

During the UTECH Board of Trustees meeting conducted on May 18, 2017, the Board approved changes to a number of policies related to alignment of UTECH and Council on Occupational Education (COE) enrollment/outcomes reporting policies. Included in these policy changes is an update to Policy 200 “Program/Course Approval and Reporting” in Section 5.1.2 entitled, “Stand-Alone Courses.” This policy requires that courses, which are not part of an approved certificate, shall be approved by a College Chief Instructional Officer designated by the President and (the new part) reported to the College Board of Directors as an information item (i.e. not requiring approval) in the next regularly scheduled meeting after approval by the Chief Instructional Officer.

At Bridgerland, the Chief Instructional Officer designated by the President is Wendy Carter. In accordance with the new provisions of this policy, Wendy will provide the Board of Directors with an outline or list of the “Stand-Alone Courses” she has approved.

**ACTION:** Information Item/Pleasure of the Board.

#### *Item 6*

##### **Policy Updates**

*Chad Campbell, President*

*Wendy Carter, Vice President for Instruction*

Keeping policies and procedures current and up-to-date is a never-ending process. In general terms, the College Administration tries to keep policies up-to-date from a functional point-of-view but considers it a challenge to keep up with semantic changes. A few of the more



significant factors that influence the functional changes include COE Accreditation Standards, Legislative and Governance changes such as SB131 and SB238, and Federal Financial Aid compliance such as "Consumer Disclosures."

In preparation for an upcoming COE accreditation reaffirmation site visit, Bridgerland has been working to update and improve existing policies. The College makes a concerted effort to keep policies up-to-date and in compliance with external factors outlined above on a regular and recurring basis. However, extra effort and "clean-up" of policies has occurred during the accreditation self-study process. Included for your review and subsequent approval are a variety of proposed policy, procedure, and "plan" changes. Most of these changes are the result of organizational structure changes within the College or legislation that just require updates to terminology in the policy. That is, the changes are primarily semantic in nature. Other policies or "plans" have been updated to reorganize the existing language into a sequence that would make it easier for COE site visit evaluators to match our policy with the COE requirements. And, finally, some of these policy changes have functional changes or combine two policies into one comprehensive policy.

In addition to the modification of the existing policies described above, Bridgerland Administration would like to propose a relatively major change to policy 300.345 "Benefits." This change would update the existing policy to include a provision for the "Teachers Insurance and Annuity Association of America (TIAA/CREF)." This provision is long over-due. The reasons and rationale for the proposed change will be provided during the meeting.

#### **Item 7**

#### **Fiscal Year (FY) 2017-2018 Strategic Planning and Mission-Driven Operating Budget**

*Chad Campbell, President*

Included for your information and review is the FY 2017-2018 Operating Budget. The spreadsheet provides a comparison of the changes among FY 2015, 2016, 2017, and 2018.

During the April 24, 2017, Board Meeting, a brief update and implementation plan for new programs and equipment funding was provided and discussed. This update and implementation plan provided the Board with details on how Bridgerland planned to utilize the SB02 new program and equipment funds during FY2017-2018 (included in the list below).

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The Board of Directors recommended a \$.05/hour tuition increase that was subsequently approved by the Board of Trustees that results in an estimated increase in tuition revenue of \$39,100.

Utilization or implementation of the new funds appropriated by the Legislature, in addition to the new program and equipment funds approved in April, include a 2 percent Cost of Living increase, along with the associated salary-driven and non-salary-driven benefit increases. With these funds, an effort to address merit-based increases, where applicable, has also been included in this budget. This budget reflects an increase in the O&M rate at the Brigham City Campus from \$4.04/sq. ft. to \$5.73/sq. ft. as implemented by the Division of Facilities, Construction and Management who owns the Brigham Education Complex. This budget also includes the repurposing of existing funds as a result of internal efficiencies and natural attrition.

In addition to the discussion and subsequent approval of the proposed "appropriated" budget, a brief discussion of the other sources and uses of revenue at Bridgerland will also be provided.

**ACTION:** Recommend approval of the FY2017-2018 Operating Budget.

### *Item 8*

#### **Fiscal Year 2017-2018 Strategic Planning – Capital Development Request**

*Chad Campbell, President*

As a result of careful strategic and master planning efforts, Bridgerland has been submitting a Capital Development request to the State Building Board and the Legislature for many years. This request is the result of long-term planning and is designed to meet the current (urgent) and future expansion needs of the College. Requests of this nature can take years to process through the Building Board and Legislature. Accordingly, Bridgerland needs your approval to continue submitting the Capital Development Request for a new Health Sciences and STEM Technology Building to the Building Board and the Legislature for the FY2018-2019 request cycle.

For your information and recommendations, this proposed project was presented to the UTECH Board of Trustees during their May 18, 2017, meeting. The result of their prioritization includes both good and bad news. The Bridgerland Health Sciences building tied with the new Technology building being proposed by Mountainland Technical College. The Mountainland project has been prioritized as the first priority for many years. The tie is second priority for UTECH projects. The Health Sciences building being proposed by the Davis Technical College moved up on the priority list from third to first. A brief discussion will be provided. Bridgerland Administration will be available to address any questions or recommendations.

**ACTION:** Recommend approval of the Fiscal Year 2017-2018 Strategic Planning – Capital Development request.

### **Item 9**

#### **2017-2022 Strategic Plan – Questionnaire & Revisions**

*Chad Campbell, President*

The Board approved the 2016-2021 Strategic Plan at the November 23, 2015, Board meeting. This approval followed an extensive redesign. To review the Strategic Plan for the next year, a questionnaire was sent to faculty, staff, and Board members to gather input. In addition, students complete an Instruction/Program Evaluation Survey in which results are analyzed and incorporated into the plan. The Administrative Team, with the direction of the President, evaluated all input and have suggested the revisions as outlined. These changes are designed for continual improvement and to fulfill the mission of the College.

**ACTION:** Recommend approval of the 2017-2022 Strategic Plan.

### **Item 10**

#### **New Board Members**

*Chad Campbell, President*

Effective July 1, 2017, the Bridgerland Technical College Board of Directors will be comprised of 12 members. There are to be five members representing education and seven members representing business and industry. New business and industry representatives are to be appointed jointly by the education representatives of the Board.

Bridgerland will need to appoint at least one and possibly two new Business and Industry Board members. In an effort to identify potential candidates, the Board Chair and the President of the College developed a list of potential candidates and have made contact with these candidates as appropriate. A brief discussion and subsequent recommendation for new Board members will be provided by Administration and the Board Chair.

**ACTION:** Recommend selection and appointment of new Business and Industry Board members.

### **Item 11**

#### **BATC Updates & Calendar Items**

*Chad Campbell, President*

- BATC calendar available at [batc.edu/community/event-calendar](http://batc.edu/community/event-calendar)
  - Career Days Report – Troy Christensen
- 2017 Board Meeting Dates
  - August 28
  - November 20
- 2017 Building Board Tours
  - August 16 and 17

***Item 12***

**Board of Trustees Report**

*Dr. Scott Theurer, Trustee Representative*

A brief update from the Board of Trustees will be provided.

***Item 13***

**Other Items of Business**

***Item 14***

**Next Meeting Date:** The next Board meeting will be Monday, August 28, 2017, at 4 p.m.