



**BRIDGERLAND
TECHNICAL
COLLEGE**
btech.edu

**BRIDGERLAND TECHNICAL COLLEGE
BOARD OF DIRECTORS' MEETING
AUGUST 28, 2017, 4 P.M.
MAIN CAMPUS BOARDROOM
1301 NORTH 600 WEST, LOGAN, UTAH**

MINUTES

Board Members Present

Ann Geary, Chair – Logan School District, Logan, UT
Taylor Adams – Utah State University, Logan, UT
Nini Anderson – Box Elder School District, Brigham City, UT
Karen Hess, Vice Chair – Employment Specialist (Retired), Providence, UT
Brian Hyde – Autoliv, Smithfield, UT
Sue Luman – GBS Benefits, Logan, UT
Jeffrey Packer – All Pro Real Estate, Brigham City, UT
Neil Perkes – Logan Regional Hospital, Logan, UT
Michael Madsen, Past Chair – Michael J. Madsen Construction, Garden City, UT
Roger Pulsipher – Cache School District, Avon, UT
Eric Wamsley – Rich School District, Laketown, UT

Board Members Excused

Dave Brown – Western AgCredit, South Jordan, UT

Bridgerland Technical College Present

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, Cache School District

Item 1

Welcome & Pledge of Allegiance

Ann Geary conducted the meeting and welcomed those in attendance. The meeting was called to order at 4:02 p.m. The Pledge of Allegiance was recited.

Item 2

Approval of Minutes

Motion was made by Roger Pulsipher for the approval of minutes from the June 19, 2017, Board meeting; seconded by Karen Hess. Motion carried.

Item 3

New Board Members

Ann Geary, Board Chair

Chad Campbell, President

The Board of Directors and Administration welcomed Sue Luman of GBS Services and Brian Hyde of Autoliv as new Board members, both serving for business and industry in the region. These new Board members were selected by and appointed by the education representatives on the Board during the June 19, 2017, Board Meeting in accordance with Utah Code. Sue and Brian were invited to take a few minutes to introduce themselves and introductions of attendees were completed.

Item 4

New Chief Development Officer

Chad Campbell, President

Frank Stewart, Chief Development Officer

President Campbell welcomed Frank Stewart, the new Chief Development Officer at Bridgerland Technical College, whose primary duties and responsibilities are based around securing alternative funding sources. Frank was invited to take a few minutes to introduce himself.

Item 5

Program Highlights – Utah State University Bachelor's Degree in Technology Systems

Taylor Adams, Board Member

The Utah State Board of Regents recently approved a new degree, the Bachelor of Science in Technology Systems, for Utah State University. The degree allows students that have received an approved 900+ hour certificate from a technical college, to obtain 30 credits at USU. Students can then work towards their Associate of Applied Sciences in General Technology degree and eventually towards the new bachelor's degree. Students can choose to emphasize in information and computer technology; product development; robotics, automation and control; or technical management.

Item 6

Fiscal Year (FY) 2018-2019 Operating Budget and Equipment Request – Strategic Planning

Chad Campbell, President

A copy of the preliminary FY 2018-2019 Operating Budget (Building Blocks) and Equipment Request was provided as a link. This draft list is a compilation of the budget needs and represents the current and immediate priorities of the College. The budget is based on input

from the Strategic Planning process, departmental advisory committees, instructional departments, Department of Workforce Services data, and administrative analysis. Some “trimming” of this list may occur by the Commissioner’s Office or the Board of Trustees, but it represents the best analysis of business and industry demand in relationship to the College’s ability to implement the request during the coming months. This request will be forwarded on to the Governor’s Office of Planning and Budget and to the Office of the Legislative Fiscal Analyst on its way to consideration during the next General Session of the Utah State Legislature. Discussions of the appropriate size or amount of the request are in progress with the Utah System of Technical Colleges’ (USTC) President and Presidents’ Cabinet.

The following initiatives were presented and explained with a total request of \$479,400.

- Healthcare
- IT and Coding
- Manufacturing and Aerospace
- Equipment

The Board engaged in discussion regarding equipment and finding ways to promote donations and funding. John Davidson explained how vendors have worked with the College in providing deep discounts. Advisory members and other businesses have provided donations that are well received.

ACTION: Jeff Packer made a motion to approve the FY 2018-2019 Operating Budget and Equipment Request. Mike Madsen seconded. Motion carried.

Item 7

FY 2018-2019 Capital Improvement Request – Strategic Planning

John Davidson, Vice President for Instruction

Capital Improvement requests are designed to make major improvements or repairs to existing state buildings. A copy of Bridgerland’s Capital Improvement Requests for FY 2018-2019 was provided as a link. The spreadsheet represents a summary listing of the respective projects. The projects listed have been identified by a combination of processes that include a Facility Condition Assessment conducted by the State of Utah’s Division of Facilities, Construction, and Management (DFCM) and the Strategic Planning process internal to the College. John Davidson explained that the building is aging and there are a lot of needs. The most urgent needs were evaluated and included in the request (attached).

ACTION: Nini Anderson made a motion to approve the FY 2018-2019 Capital Improvement Request. Taylor Black seconded. Motion carried.

Item 8

FY 2016-2017 Enrollment, Completion, and Cost Report

Jim White, Vice President for Student Services

In accordance with USTC Policy 205.10 "College Data Submission and Certification," the President, the Vice President for Student Services, and the Vice Presidents for Instruction conducted a careful review of the FY 2016-2017 enrollment (headcount and membership hours), certificate, and placement data to certify the data is complete and accurate, and complies with the criteria outlined in USTC policies 200, 201, and 205. Jim White, Vice President for Student Services, provided the Board with the review and certification of the preliminary year-end data submission. The data included a comparison between FY 2016-2017 and FY 2015-2016 using the outdated reporting definitions. A report showing the FY 2016-2017 results using the new definitions approved by the USTC Board of Trustees was also provided.

Item 9

Policy 300.345 – Benefits Update

Chad Campbell, President

During the June 19, 2017, Board Meeting, the Board approved an update to Policy 300.345 – Benefits to provide an alternate retirement plan for eligible employees. Subsequent to that approval, Bridgerland has worked with the Utah Retirement System and the Utah Interlocal Educational Benefits Trust to provide this alternate plan. The original plan was to use TIAA/CREF that is in use by many public colleges and universities in the state; however, that plan has changed their eligibility requirements so it is no longer available to small institutions like Bridgerland. The proposed changes to this policy are limited to changing the provider and then minor restructuring of the paragraphs.

ACTION: Eric Wamsley made a motion to approve Policy 300.345 – Benefits. Roger Pulsipher seconded. Motion carried.

Item 10

New Web Site

Wendy Carter, Vice President for Instruction

Adrienne O'Brien, Public Relations and Marketing Director

The College is excited to unveil the newly designed web site utilizing the URL www.btech.edu. Prior to the College name change, strategic planning objectives identified a need to increase the Search Engine Optimization (SEO) of the web site. With that in mind, a new Marketing Director, Adrienne O'Brien, was selected with years of SEO experience and was introduced. The opportunity to recreate the web site using new navigation paths and web tools that focus on the user experience aligned perfectly with the adoption of the new URL. The roll out occurred just weeks ago, but already analytics are proving potential students are successfully finding the information they are seeking.

Brian Hyde and Jeff Packer suggested using Linked In, specifically for student placement.

Item 11

BTECH Updates & Calendar Items

Chad Campbell, President

- Authorized Check Signers – triggered by name change and change in Board leadership
- Calendar available at btech.edu/event-calendars
 - Council on Occupational Education Reaffirmation Visit – September 18-21, 2017
 - Fall Fashion Show – November 16 & 17, 7:30 p.m.
 - General Graduation – December 6, 6:30 p.m.
 - Nursing Graduation – December 7, 5:30 p.m.
 - Utah Valley University – Year of Technology Governor Kick Off Meeting – October 13
- 2017-2018 Board Meeting Dates
 - November 20, 2017
 - January 22, 2018
 - April 23, 2018
 - June 18, 2018

Next Meeting Date & Adjournment

The next Board meeting will be Monday, November 20, 2017, at 4 p.m. The meeting adjourned at 6:05 p.m.