



**BRIDGERLAND
TECHNICAL
COLLEGE**

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**BRIDGERLAND TECHNICAL COLLEGE
BOARD OF DIRECTORS' MEETING
APRIL 22, 2019, 4 P.M.
LOGAN CAMPUS – MAIN BOARDROOM
1301 NORTH 600 WEST, LOGAN, UTAH**

MINUTES

~ DRAFT ~

Board Members Present

Ann Geary, Chair – Logan School District, Logan
Dave Brown – Western AgCredit, South Jordan
Jack Draxler – Draxler Appraisal Services, Inc., North Logan
Neil Perkes – Logan Regional Hospital, Logan
Michael Madsen, Past Chair – Michael J. Madsen Construction, Garden City
Roger Pulsipher – Cache School District, Avon
Eric Wamsley – Rich School District, Laketown

Board Members Excused

Taylor Adams – Utah State University, Logan
Brian Hyde – Autoliv, Smithfield
Nancy Kennedy – Box Elder School District, Brigham City
Sue Luman – GBS Benefits, Logan
Jeffrey Packer – All Pro Real Estate, Brigham City

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, Chief of Staff
Wes Marler, Senior Accountant
Lisa Rock, Controller
Frank Stewart, Chief Development Officer
Jim White, Vice President for Student Services

Guest(s)

Commissioner Jared Haines, Utah System of Technical Colleges (USTC)
Mike Liechty, Cache School District
Dr. Scott Theurer, USTC Trustee Representative

Item 1

Welcome & Pledge of Allegiance

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

Item 2

Culinary Arts & Meat Services Participate in Spice on Ice

Once again, the Culinary Arts and Meat Services programs put their skills to the test at the Eccles Ice Arena's Spice on Ice fundraising event on March 19, 2019. The Bridgerland Technical College (BTECH) team served Black Canyon smoked trout from Grace, Idaho, served on a bed of saffron rice, garnished with edible flowers and peppercress. A sampling of this dish was provided. BTECH was awarded first place beating strong competitors such as Utah State University and Malouf Fine Linens among others. Participants in both the Culinary Arts and Meat Services programs were present and were thanked for their hard work.

Item 3

Presidential Scholarship Recipient Recognition

The BTECH Presidential Scholarship is a prestigious award recognizing high school seniors from across the intermountain west who will graduate in 2019 and were nominated by an instructor of career and technical education endorsing merit, accomplishments, and plans for the future. Recipients of this scholarship demonstrate exceptional ability and achievement in a technical training area and have a sincere desire to enroll and complete training at BTECH. The following five students were selected as recipients.

- Taybree Ballard - Dental Assisting
- Megan Christensen - Animal Sciences
- Kaitlyn Labrum - Medical Assisting
- Amber Christensen - Medical Assisting
- Fallon Johnson – Drafting

Taybree, Megan, Kaitlyn, and Fallon attended the meeting with their parent(s) and were presented with an awarding certificate.

President Campbell provided an update on the 2018 recipients. Three students are still current in their programs, one deferred for church service, and one graduated and is now employed at Central Valley Machine.

Item 4

Consent Calendar Action Items

- A. **Minutes from the November 19, 2018, Board meeting** were available online for review and subsequent approval.

- B. **FY 2019-2020 Proposed Tuition Increase – See below, removed from Consent Calendar**
- C. **FY 2019-2020 Differential Rates – See below, removed from Consent Calendar**

D. Capital Development Request

The Bridgerland Technical College request for a new Health Sciences building got substantial traction and attention during the 2019 General Session of the Legislature but ultimately was not funded. One higher education building prioritized by the Infrastructure and General Government Appropriations Committee (IGG), ahead of the BTECH building, was funded; and two buildings that were prioritized below were funded. BTECH Administration is extremely appreciative of all the efforts made by legislators, including members of the Northern Utah Chamber Coalition, and several legislative leaders.

Bridgerland still urgently needs this Health Sciences building and accordingly requested permission and support from the Bridgerland Board of Directors to submit a request to the USTC Board of Trustees as a Capital Development project. In addition, the amount requested for the building needs to be updated from \$33,500,000 to \$36,867,000 for inflation in accordance with an updated Capital Budget Estimate (CBE) received from the Division of Facilities Construction and Management (DFCM) staff on April 2, 2019. A copy of the updated CBE was provided online.

E. Fiscal Year (FY) 2017-2018 Student Enrollment and Outcomes Report Final Certification

The FY 2017-2018 Student Enrollment and Outcomes Report, as of July 31, 2018, was reviewed by the Board of Directors in the August 27, 2018, Board meeting. As provided in the Utah System of Technical College (USTC) Policy 205.11.2, Bridgerland continued to track outcomes of FY 2017-2018 certificate-seeking students after the end of the fiscal year and provided a follow-up data submission in December. Additional non-graduate/early-hire completers and re-enrolled students were reported. Completion rates for certificate-seeking students have been recalculated, given these updated student outcomes. The Bridgerland Technical College President along with both Vice Presidents for Instruction and the Vice President for Student Services have certified that the submitted follow-up data comply with all applicable statutes and policies, and have verified that the updated completion rates are accurate, to the best of their knowledge. The final certification was submitted to USTC December 19, 2018, as required by USTC Policy.

The Office of the Commissioner of Technical Education has reviewed, accepted, and approved the follow-up data submission. The report details the final completion rates, certificate totals, and cost rates reflecting the certified follow-up data for the College. USTC policy requires Bridgerland to provide a copy of this report to the Board of Directors at the first Board meeting following the submittal to USTC.

ACTION: Mike Madsen made a motion to approve the Consent Calendar items except for FY 2019-2020 Proposed Tuition Increase and FY 2019-2020 Differential Rates, which were removed for discussion. Roger Pulsipher seconded. Motion carried.

Item 4 – B (Removed from Consent Calendar Action Items)

FY 2019-2020 Proposed Tuition Increase

As directed by the USTC Commissioner of Technical Education, the Board of Directors needs to recommend the general tuition rate for Fiscal Year 19-20 to the USTC Board of Trustees. Bridgerland Administration recommended a 5-cent increase in tuition from the current rate of \$1.95 per membership hour to \$2.00 per membership hour.

The required Tuition Hearing was held March 28, 2019. The "Notice of Proposed Tuition Increase for 2019-2020" is available online. The 5-cent increase represents a 2.5 percent increase over the previous year.

Board members engaged in a discussion regarding tuition. The Board is favorable to small tuition increases to avoid significant tuition hikes. Although the increase of 5 cents is small and conservative, automatic increases should not be the standard. Jack Draxler commended BTECH for charging the lowest tuition in the Utah System of Technical Colleges.

ACTION: Mike Madsen made a motion to approve the FY 2019-2020 Proposed Tuition Increase of \$1.95 to \$2.00 per membership hour. Eric Wamsley seconded. Motion carried.

Item 4 – C (Removed from Consent Calendar Action Items)

FY 2019-2020 Differential Rates

Included for information and review was a draft letter from President Campbell to USTC requesting the renewal of a differential tuition rate for the Farm and Ranch Management continuing education course(s) and Academic Learning pre-admission support course(s). Differential tuition rates for these have been in existence for many years; however, USTC Policy 204.6 (6.4) dictates that the USTC Board of Trustees approve the differential tuition rates on an annual basis. Accordingly, with the consent and recommendation of Bridgerland's Board of Directors, this letter will be finalized and forwarded to the USTC Administration and Board of Trustees for their subsequent approval.

ACTION: Dave Brown made a motion to approve the FY 2019-2020 Differential Rates. Jack Draxler seconded. Motion carried.

Item 5

Consent Calendar Information Items

A. Custom Fit – Year to Date

Fiscal Year	Trainees	Training Hours	Total Companies	New Companies
16-17	4,762	62,014	167	30
17-18	4,856	67,118	182	34
18-19 1 st Qtr	1,246	13,840	127	24
18-19 2 nd Qtr	1,731	24,140	143	33

B. Stand-Alone Courses

- In accordance with USTC Policy 200, Section 5.1.2, courses not part of an approved certificate shall be approved by the Chief Instructional Officer and reported to the College Board of Directors as an information item. The current schedule is included as a link and is always available online at btech.edu. New courses that have been approved, but not included on the web page, were available online as a link.

C. Calendar/Happenings

- BTECH held a Single Parent Night where a wealth of resources for single parents including home, health, and educational opportunities were offered. The highlight of the evening was a generous scholarship donation of \$15,000 to BTECH.

- BTECH provided activities and a booth at the SheTech Explorer Day Conference in Sandy, Utah. This conference brought together female high school students from all over Utah for a fun, hands-on technical experience. Students got to meet mentors and role models and learn more about the exciting world of tech.
- Other recent events include the Welding Skills Competition, Utah Manufacturing Tournament and Career Fair, Spring Fashion Show, and Animal Sciences and Meat Services FFA Competitions.
- Calendar available at btech.edu/event-calendars
 - May 1 & 2 – Career Days, 8:15 a.m.-11 a.m. and 11:30 a.m.-2:15 p.m. each day
 - June 4 – BTECH Nursing Graduation, 5:30 p.m. (BTECH Main Campus)
 - June 5 – BTECH General Graduation, 6:30 p.m. (Green Canyon High School)
- Board Meeting Dates
 - June 17, 2019
 - August 26, 2019
 - November 18, 2019

Item 6

Audit Committee Report –

Audited Annual Financial Report for the Year Ended June 30, 2018

The Bridgerland Technical College Audited Annual Financial Report for the year ended June 30, 2018, along with the Government Auditing Standards (GAS) report on internal control and the auditors required communications were provided for review. Roger Pulsipher, Audit Committee Chair, reported that the auditors from the Office of the Utah State Auditor participated in a conference call with the Audit Committee in the committee meeting before Board Meeting. The auditors issued a “clean,” unqualified opinion on the audit report. There were no findings or corrections. Roger congratulated the Accounting Department and thanked them for their hard work.

Wes Marler, Senior Accountant, provided the Explanation of Changes in Net Position to assist the Board in better understanding the financial position of the College. Also, Wes explained the new Quasi Endowment.

ACTION: Eric Wamsley made a motion to accept the Audit Annual Financial Report for the year ended June 30, 2018. Roger Pulsipher seconded. Motion carried.

Item 7

Program Changes

Included for review were proposed program changes with an effective implementation date of July 1, 2019. Wendy Carter explained the following program modifications for consideration:

- Business Technology – hour change from 1050 hours to 960 hours
- Cabinetmaking and Millwork (960 hours) – Discontinue
- Culinary Arts (900 hours) CIP Code Correction – 12.0503
- Pharmacy Technician – hour change from 630 hours to 660 hours
- Nursing Assistant (100 hours) – Brigham City Branch Campus – Discontinue

Once approved by the Board of Directors, application for consideration will be forwarded to the Council on Occupational Education (COE).

ACTION: Mike Madsen made a motion to approve the Program Changes as outlined. Neil Perkes seconded. Motion carried.

Item 8

Health Sciences Building – Programming and Planning

To improve the chance of Bridgerland's request for a new Health Sciences building being funded during the next legislative session, it has been recommended by the Director of DFCM that we complete the programming and planning phase of the project during the interim. President Campbell explained Bridgerland has already completed the required Feasibility Study and has done substantial work on pre-programming. However, to have the Legislature consider the project as "shovel ready," programming and planning are imperative.

The cost of programming and planning is estimated to be approximately \$300,000 or less. This would have to be initially funded from institutional or donor funds. When the Legislature eventually funds the building, the cost of programming and planning would be reimbursed to the College.

This request will also require the approval of the USTC Board of Trustees during their May 9, 2019, meeting and then by the State Building Board during their June meeting. According to the Director of DFCM, the RFP for programming and planning will be initiated as soon as the Bridgerland Board of Directors approves this request to use institutional funds. It will be contingent upon receiving approval by the USTC Board of Trustees and the State Building Board. Once approved, programming and planning will occur between June and the beginning of the legislative session. Board members expressed their support of the continued progress to build a new Health Sciences building.

ACTION: Roger Pulsipher made a motion to approve the Health Sciences Building – Programming and Planning using institutional or donor funds. Eric Wamsley seconded. Motion carried.

Item 9

Logan City/BTECH Easement/Land Swap

Logan City's commitment to Bridgerland Technical College and the future Health Sciences building includes an effort to put approximately \$7.0 million worth of infrastructure improvements on the two roads directly in front of these buildings. President Campbell explained the project would create a three-lane road (including the turn lane on 600 West) and a five-lane road (including a turn lane) on 1400 North. The project will include traffic signals at the intersection and will provide curb, gutter, and sidewalk on both sides of 1400 North and the West side of 600 West.

A copy of the proposed Easement and Warranty Deed document to facilitate this transaction, along with the estimated values and an overview map of the property, were provided. Board members expressed their support and identified improvements of safety for students with the enhancements projected.

In addition to requesting approval from the Bridgerland Technical Colleges Board of Directors, this request will also be forwarded to the Utah System of Technical Colleges Board of Trustees for approval at their May 9, 2019, meeting before being finalized.

ACTION: Jack Draxler made a motion to approve the Logan City/BTECH Easement/Land Swap as presented. Mike Madsen seconded. Motion carried.

Item 10

Legislative Update

President Campbell provided a brief update regarding the 2019 General Session of the Legislature and the FY 2020 UTech Appropriations as provided online for review (see attached for details).

Administration requested support from the Board of Directors to prepare the BTECH FY 2019-2020 Operating Budget utilizing the funding in accordance with the budget request documentation provided to USTC and the Legislature before the session. This would also include direction to prepare the FY 2019-2020 budget with a 2.5 percent Cost of Living Adjustment (COLA) increase. H.B. 8 State Agency and Higher Education Compensation Appropriations provides a 2.5 percent labor market increase for state and higher education employees and provides an average 4.35 percent increase in health insurance benefits. A brief report about how this information applies specifically to Bridgerland was provided. Notably, BTECH was funded to expand Machining Technology and Animal Sciences, hire a Database Administrator, and increase the number of Student Success Advisors.

President Campbell was pleased to inform the Board that the UTech Scholarship was expanded to include high-wage, high-demand programs. Bridgerland was the only college with an eligible student for the scholarship last year. Only one scholarship was awarded. This expansion will provide more opportunity for a variety of programs and students.

ACTION: Dave Brown made a motion to approve the Ongoing budget strategies as outlined and discussed during the meeting. Roger Pulsipher seconded. Motion carried.

Item 11

Board of Trustees Report

Dr. Scott Theurer provided a brief update from the USTC Board of Trustees. Governor Herbert sent a letter to the Board of Trustees directing them to put a hold on the commissioner search pending the final report of the Higher Education Strategic Planning Commission in November 2019. Jared Haines will continue as the Interim Commissioner. The search process will likely begin a year from now.

On behalf of the Board of Trustees, Dr. Theurer expressed his disappointment that the Health Sciences building did not get funded. UBTECH had a ribbon cutting for their new building, and both DTECH and MLTECH had groundbreaking ceremonies for their buildings.

Commissioner Haines thanked the Board for their support and good work.

Item 12

Next Meeting Date & Adjournment

The next Board meeting will be Monday, June 17, at 4 p.m. The meeting adjourned at 5:44 p.m.