



**BRIDGERLAND
TECHNICAL
COLLEGE**
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**BRIDGERLAND TECHNICAL COLLEGE
BOARD OF DIRECTORS' MEETING
NOVEMBER 19, 2018, 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
Taylor Adams – Utah State University, Logan
Dave Brown – Western AgCredit, South Jordan, via conference call
Monica Holdaway – Box Elder Chamber of Commerce, Brigham City
Nancy Kennedy – Box Elder School District, Brigham City
Sue Luman – Regence, Logan
Jack Draxler – Draxler Appraisal Services, Inc., North Logan
Jeffrey Packer – All Pro Real Estate, Brigham City
Neil Perkes, Vice Chair – 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

Brian Hyde – Autoliv, Smithfield

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 Economic & Business Development
Emily Hobbs, Chief of Staff
Lisa Rock, Controller
Frank Stewart, Chief Development Officer

Guest(s) Present

Mike Liechty
Dr. Scott Theurer, Trustee Representative – Dentist, Logan

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. Jack Draxler has now been confirmed by the Senate as a member of the BTECH Board of Directors. He serves as a business and industry representative with his first term expiring September 30, 2022.

Item 2

Approval of Minutes

ACTION: Motion was made by Roger Pulsipher for approval of minutes from the August 27, 2018, Board meeting. Mike Madsen seconded. Motion carried.

Item 3

Program Highlight – Automated Manufacturing

Ed Ball, Lauri Sorenson, and Matt Fuller, representing the Automated Manufacturing program, talked about the success of the AM STEM Academy and ultimate transition from high school into the program certification. This high school offering has a rigorous sequence of courses beginning with foundation skills to real-world, hands-on experience in the classroom led by dedicated educators and work-based experiences facilitated by industry partners. The AM STEM Academy exemplifies excellence in the successful implementation of the following:

- CTE Career Pathways
- Progression and connection from secondary to postsecondary education
- Meaningful work-based learning opportunities
- Substantial and evidence-based impact on student achievement and success

The Bear River Region AM STEM Academy was recognized as a winner of the 2018 Utah Career and Technical Education Excellence in Action Award. On behalf of the Board, Ann Geary and President Campbell congratulated all of those who participated in this Academy for their hard work and collaboration efforts.

Item 4

Recognition and Honor of the Bridgerland Technical College/Utah System of Technical Colleges (UTech) Student of the Year

In conjunction with the UTech Student of the Year campaign, President Campbell was pleased to present the 2019 BTECH Student of the Year to Amanda Bunnell of the Business Technology program. Her instructor, Kristen Bogue, said she has been an excellent student and has balanced school, work, and family exceptionally well. The Student of the Year was selected by a committee from a group of excellent candidates who were required to submit an application and represent Bridgerland and UTech during the upcoming year including legislative and other

public relations events. Ann Geary presented her a Certificate of Accomplishment and Board members congratulated Amanda and her family.

Item 5

Training on Open and Public Meeting Laws

Ann Geary provided training on open and public meeting laws, which included a collaborative quiz. These requirements are to be reviewed annually to comply with Utah Code Title 52 – Chapter 04 – Open and Public Meetings Act.

Item 6

Notification of FY 2019-2020 Secondary Student Fees to Education Providers

The High School Course Offerings booklet, which includes the current secondary student fees schedule was provided for review as a link online. This schedule is given to all secondary education providers in the Bear River Region and is also available on Bridgerland's Web site at www.btech.edu/students/high-school-students. Each school district representative on the College Board of Directors is required by UTech policy to provide written notification of this fee schedule to the Board of Education President of their respective districts. Jack Draxler expressed words of caution when increasing fees and said they should only be increased if absolutely necessary. The College has maintained a conservative approach to fees, which are minimal and typically expendible supplies. Students with fee waivers are eligible to have their fees waived.

ACTION: Nancy made a motion to approve the Secondary Student Fee Schedule and agreement (where applicable) to notify the Board of Education of their respective districts and secondary education providers. Eric Wamsley seconded. Motion carried.

Item 7

FY 2017-2018 Strategic Plan Summary Report

The FY 2017-2018 Strategic Plan Summary Report was provided as a brief summary and evaluation of accomplishments toward the objectives of the 2017 through 2022 Strategic Plan. Standard Four "Strategic Planning" of the Council on Occupational Education (COE) Accreditation Standards requires the Strategic Plan to (1) be reviewed and revised annually (at least), and (2) the results of the evaluation of progress documented annually. This report is designed to satisfy these requirements and provide an opportunity for discussion related to the strategic planning process. Emily Hobbs reviewed the report and spoke of the successes throughout the year. Board members engaged in discussion.

ACTION: Jeff Packer made a motion to approve the FY 2017-2018 Strategic Plan Report. Sue Luman seconded. Motion carried.

Item 8

Policy Manual Updates

Administration has identified the following policies/plans that were updated as necessary. The policies/plans were included as links and proposed changes were indicated with red and strike out. President Campbell reviewed the following:

Policy 302 – Employee Education Assistance Plan (Discontinue - combining with 304)

Policy 304 – Employee Education Assistance Program

The word 'plan' was replaced with 'program.' Emily Hobbs will ensure all instances are replaced.

Policy 343 – Solicitation of Employees and/or Students

Emily Hobbs will fix minor grammatical errors.

Policy 300a – Substitute Employee (Instructional and Non-Instructional)

ACTION: Motion was made by Taylor Adams to approve the changes to policies/plans 302 (discontinued), 304, 343, and 300a as outlined above in Policy Manual Updates. Nancy Kennedy seconded. Motion carried.

Item 9

BTECH Updates & Calendar Items

- Stand-Alone Courses
 - In accordance with Utah System of Technical Colleges 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 always available online at btech.edu/ce. Wendy reviewed the new Basic Life Support (BLS) Instructor Class.

- 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

- Calendar available at btech.edu/event-calendars
 - December 5: Pathways Conference
 - December 5: BTECH Graduation, 6:30 p.m., Ridgeline High School
 - December 6: Nursing Graduation, 5:30 p.m. Bridgerland Technical College
- Upcoming Board Meeting Dates
 - January 28, 2019
 - April 22, 2019
 - June 17, 2019

Item 10

Board of Trustees Report

The following brief update from the UTech Board of Trustees was provided by Scott Theurer:

- The Board of Trustees will restart the process of hiring a new Commissioner after the legislative session. Final candidates were encouraged to reapply.
- Interim Commissioner Mike Bouwhuis fulfilled his obligation and was thanked for his service. Jared Haines was appointed Interim Commissioner through the legislative session or until a new Commissioner is hired.
- Darin Brush was appointed as President at Davis Technical College.
- The Board of Trustees highly endorses the BTECH Capital Development project to build a Health Sciences building.

Next Meeting Date & Adjournment

The next Board meeting will be Monday, January 28, 2019, at 4 p.m. The meeting adjourned at 6 p.m.