



**BRIDGERLAND
TECHNICAL
COLLEGE**
btech.edu

**BRIDGERLAND TECHNICAL COLLEGE
BOARD OF DIRECTORS' MEETING
APRIL 23, 2018, 4 P.M.
LOGAN CAMPUS - MAIN BOARDROOM
1301 NORTH 600 WEST, LOGAN, UTAH**

MINUTES

Board Members Present

Ann Geary, Chair – Logan School District, Logan
Taylor Adams – Utah State University, Logan
Nancy Kennedy – Box Elder School District, Brigham City
Jeffrey Packer – All Pro Real Estate, Brigham City
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

Dave Brown – Western AgCredit, South Jordan
Brian Hyde – Autoliv, Smithfield
Sue Luman – GBS Benefits, Logan
Neil Perkes – Logan Regional Hospital, Logan

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
Lisa Rock, Controller
Jim White, Vice President for Student Services

Guest(s)

Dr. Scott Theurer, Trustee Representative – Dentist, Logan
Rex Davidsavor, Culinary Arts
Scott Elliott, Meat Services
Scholarship recipient students and parents

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

Approval of Minutes

Motion was made by Roger Pulsipher for the approval of minutes from the January 22, 2018, Board meeting. Taylor Adams seconded. Motion carried.

Item 3

Board Member Resignation Announcement & Thank You

Karen Hess, who has been a member of the Board of Directors since 2013 and is currently serving as Vice-Chair of the Board, recently informed the College of her desire to withdraw from the Board. Ann Geary, on behalf of the Board, and Chad Campbell, on behalf of the College, presented Karen with a plaque and thanked her for her great service.

Item 4

Program/Department Highlight – Culinary Arts

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 20, 2018. The BTECH team served Roasted Red Potatoes Stuffed with Gorgonzola, Cream Cheese and Bacon as the appetizer. The entrée was Pepper Crusted Flank Steak, served with fried Polenta, Roasted Carrots with Garlic, and garnished with micro greens (grown right in the Culinary Arts kitchen). President Campbell announced Bridgerland Technical College as the 1st place winners of the event. Students and instructors were present and congratulated on a job well done. In addition, Rex Davidsavor briefly highlighted the Culinary Arts Program.

Item 5

Presidential Scholarship Recipient Recognition

The Bridgerland Technical College (BTECH) Presidential Scholarship is a prestigious award recognizing high school seniors from across the intermountain west who will graduate in 2018 and were nominated by an instructor of career and technical education endorsing merit, accomplishments, and future plans. Recipients of this scholarship demonstrate exceptional ability and accomplishment 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. Ethan, Braxton, Krystina, and Parker attended the meeting with their parent(s) and/or nominating instructors and were presented with an awarding certificate.

- Ethan Egbert from Logan, UT – Automated Manufacturing
- Brittany Hardy from Oakley, UT – Machining Technology
- Braxton Hysell from Mountain View, WY – Diesel
- Krystina Kiser from Bear River, UT – Interior Design
- Parker Murray from Wellsville, UT – Machining Technology

President Campbell provided the following update on 2017 recipients:

- Brook Berg from Garland, Utah – Animal Sciences
 - Graduated September 2017, Continuing education at USU
- Trevor Buttars from Clarkston, Utah – Diesel
 - Current student
- Wyatt Gross from Mountain View, Wyoming – Welding Technology
 - Current student
- Alyssa Jones from Riverside, Utah – Dental Assisting
 - Current Student
- Whitney Morgan from Brigham City, Utah – Cosmetology/Barbering
 - Graduated December 2017, found related employment at Sublime Salon, Perry, UT

Item 6

Introduction of New Board Member

The Bridgerland Board of Directors and Administration welcomed Nancy Kennedy as a new Board member. In accordance with Utah Code, all new Board members representing education are to be appointed by their respective appointing authorities. (Title 53B, 2a, 109 (2) "The original appointing authority shall fill any vacancies that occur on the College Board of Directors.") Nancy represents Box Elder School District and replaces Nini Anderson on the Board as an educational representative. Nancy introduced herself and introductions of the other Board members along with the Administrative staff were completed.

Item 7

Legislative Update

A brief update, as presented to the Utah System of Technical Colleges (UTech) Board of Trustees, regarding the 2018 General Session of the Legislature was provided. Also included was a spreadsheet outlining, in general terms, the funding allocation across the system. President Campbell provided a brief report about how this information applies specifically to Bridgerland.

Capital Development Request

President Campbell requested permission and support from the Board of Directors to submit a request to the UTech Board of Trustees for the Health Sciences Building as a Capital Development project. BTECH will likely have the only building request from the Utah System of Technical Colleges.

Ongoing Budget

The Governor positively recognized UTech for the Year of Technical Education by funding the System \$80 million, which includes the new Davis Tech and Mountainland Tech buildings. President Campbell reviewed the ongoing funds of the 2018 General Session of the Utah Legislature document (see attached for details). Notably, BTECH was funded for program expansion for Paramedic and Web & Mobile Development, ongoing equipment, two SWI Grants, and scholarships.

For the ongoing budget items, President Campbell requested permission and support from the Board of Directors to utilize the funding in accordance with the the budget request

documentation provided to UTech and the Legislature before the session. This would also include direction to prepare the FY18-19 budget with a 2.5 percent Cost of Living Adjustment (COLA). Merit will be applied through natural attrition and/or internal efficiencies if applicable.

Jeff Packer made a motion to approve the Capital Development Request and the Ongoing Budget strategies as outlined and discussed. Mike Madsen seconded. Motion carried.

In addition to the budget, President Campbell reviewed the following governance changes:

- **HB300 – Higher Education Modifications**
 - Permits the Governor to remove, for cause, certain members of the State Board of Regents; the Utah System of Technical Colleges Board of Trustees; an institution of higher education board of trustees; and a technical college board of directors;
 - Defines “UTech” to mean the Utah System of Technical Colleges;
 - Amends provisions related to the role of a technical college board of directors in relation to a technical college president;
 - Amends the membership of a technical college board of directors; creates a term limit for a member of a technical college board of directors; and makes technical and conforming changes; and
 - Creates, funds, and enacts provisions related to the Higher Education Strategic Planning Commission.

President Campbell noted the Board of Directors will increase from 12 to 13 and members will be rotating off as term limits are reached. Board members engaged in discussion.

- **HB437 – Career and Technical Education Scholarships**
 - Creates an \$800,000 ongoing scholarship to fund attendance at a technical college for individuals who meet certain conditions.
- **HB116 – Student Civil Liberties Protection Act**
 - Requires a state institution of higher education to initiate rulemaking proceedings for a policy under certain circumstances;
 - Requires each state institution of higher education to:
 - review each current policy for direct effects on the civil liberties of students; and
 - repeal or initiate rulemaking proceedings for each policy that directly affects a student's civil liberty.
 - Permits a student at a state institution of higher education to submit a complaint about a school policy to the State Board of Regents or to the Utah System of Technical Colleges Board of Trustees;

- Requires the State Board of Regents and the Utah System of Technical Colleges Board of Trustees to:
 - establish a complaint process; and
 - report annually to the Administrative Rules Review Committee.

Item 8

Policy Manual Updates – Policy 103 Governing Authority

As a result of the changes dictated in HB300 “Higher Education Modifications,” and the withdrawal of Karen Hess from the Board of Directors, Policy 103 – Governing Authority needed to be updated. The changes required by Legislation were incorporated by updating links to the Utah Code. Mike Madsen and Ann Geary lead the Board in discussion regarding proposed changes.

Taylor Adams made a motion to approve changes to Policy 103 – Governing Authority as proposed. Roger Pulsipher seconded. Motion carried.

Under suspension of the rules, Jeff Packer made a motion to retain the current chair, Ann Geary, and past chair, Mike Madsen, in their leadership positions for another year. Roger Pulsipher seconded. Motion carried.

Jeff Packer, who would be eligible for election of an officer, withdrew his name from the June 2018 election of vice-chair.

Item 9

Other Policy Manual Updates

Administration reviewed proposed changes to the following policies and plans. Changes were provided and indicated with red and strike out (attached). These updates were a result of a careful review of all policies and plans by Administration with input from faculty and staff. Additional policies and plans will be brought to the Board as changes are finalized.

Chad Campbell, President

Policy 300.345 – Benefits – Benefits-Eligible Employees

Policy 500.507 – School Closure

Policy 500.520 – Open and Public Meetings – College Board of Directors

Lisa Rock, Controller

Policy 300.341 – Smoking

Policy 300.347 – Continuation of Insurance Coverage (COBRA)

Policy 300.359 – Military Leave

Policy 300.364 – Workers Compensation

Wendy Carter, Vice President for Instruction

Plan 400.450 – Faculty/Staff Professional Growth and Development Plan

Plan 500.537 – Health and Safety Plan

NEW Plan 600.617 – Limited English Proficiency Plan

No Proposed Changes – Annual Review

Plan 500.591 – Strategic Plan Supplement (actual Strategic Plan will be reviewed in June)
Plan 600.693 – Student Personnel
Plan 600.695 – Work-Based

Jim White, Vice President for Student Services

Policy 500.566 – Hazardous Materials
Plan 600.691 – Student Follow-Up & Placement Plan
Plan 500.575 – Privacy/Security
NEW Plan 600.625 – Retention

Eric Wamsley made a motion to approve changes to the policies and plans as outlined above in Other Policy Manual Updates. Jeff Packer seconded. Motion carried.

Item 10

High School Award Assemblies

Each year the College awards, on average, 35 scholarships to deserving graduating high school seniors. This year, BTECH had the opportunity to award 45. In May, the high schools in the region will be recognizing their students that have been awarded scholarships. The following Board members volunteered to represent BTECH at participating schools:

- Green Canyon HS – Roger Pulsipher
- InTech Collegiate HS – Taylor Adams
- Mountain Crest HS – Roger Pulsipher
- Rich HS – Eric Wamsley
- Ridgeline HS (just sit on stage, no volunteer needed)
- Sky View HS – Scott Theurer

Item 11

BTECH Updates & Calendar Items

Chad Campbell, President

- Stand-Alone Courses (No new courses to review)
 - 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 included as a link and is always available online at btech.edu. New courses that have been approved, but not included in the Technically Speaking Class Schedule, is available online as a link.
- Custom Fit
- Calendar available at btech.edu/event-calendars
 - May 1, 2018 – Free Start Summer Scholarship Applications Due
 - May 2 & 3, 2018 – Career Days, 8:15 a.m.-11 a.m. and 11:30 a.m.-2:15 p.m. each day
 - Mayor Daines will be coming on Thursday.
 - May 31, 2018 – BTECH Nursing Graduation, 5:30 p.m., at BTECH
 - June 6, 2018 – BTECH General Graduation, 6:30 p.m., at Ridgeline High School

- Upcoming Board Meeting Dates
 - June 18, 2018
 - August 27, 2018
 - November 19, 2018

Item 12

Board of Trustees Report

Scott Theurer provided a brief update from the Utah System of Technical Colleges Board of Trustees. Dixie Technical College is currently in a search for a new president. The new president will likely be appointed in June. Uintah-Basin Technical College had a ground breaking on March 15, 2018, for their new Welding Technology building.

Scott expressed his sincere appreciation for the Board members' service and for President Campbell's continued mentoring for other colleges.

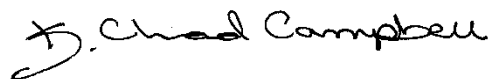
Item 13

Other Items of Business

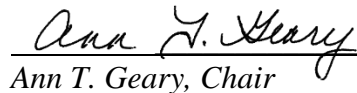
- A short discussion with the education representatives on the Board to fill the unexpired term of Karen Hess was held.

Item 14

Adjournment and Next Meeting Date: The Board meeting adjourned at 5:58 p.m. The next Board meeting will be Monday, June 18, 2018, at 4 p.m.



*Minutes submitted by K. Chad Campbell, President
Prepared by Emily Hobbs, Chief of Staff*



Ann T. Geary, Chair



FY 2019 UTech Appropriations (DRAFT)

		Admin	Bridgerland	Davis	Dixie	Mountainland	Ogden-Weber	Southwest	Tooele	Uintah Basin	Totals
SB 1 - Higher Education Base Budget*	EF Ongoing	4,264,200	8,914,300	10,726,200	6,846,200	11,288,600	9,853,100	4,738,800	3,116,100	6,474,600	66,222,100
	GF Ongoing	2,850,900	4,215,100	4,256,900	84,200	-	5,149,800	164,300	861,300	1,302,900	18,885,400
	Dedicated Credits	-	1,370,000	1,850,000	351,000	1,140,000	1,694,000	547,900	248,200	434,000	7,635,100
	EF One-time	-	-	-	-	-	(38,500)	-	-	(53,800)	(92,300)
	EF Ongoing Restricted	1,650,000	-	-	-	-	-	-	-	-	1,650,000
	EF One-time Restricted	(500,000)	-	-	-	-	-	-	-	-	(500,000)
SB 8 - Compensation**	EF Ongoing	39,100	349,500	374,400	153,100	287,100	330,900	95,600	89,700	169,800	1,889,200
HB 2 - New FY Supplemental Approps***	EF Ongoing	2,400,000	576,000	1,464,500	610,600	1,352,000	304,400	481,600	216,500	304,400	7,710,000
	EF One-time	-	-	(661,300)	-	(683,700)	-	-	-	-	(1,345,000)
HB 3 - Approp. Adj.	EF Ongoing	800,000	-	-	-	-	-	-	-	-	800,000
HB 8 - Internal Service Fund Authorization	EF Ongoing	(500)	4,800	2,900	2,100	3,800	4,500	2,900	800	(500)	20,800
	GF Ongoing	(400)	2,300	1,200	-	-	2,500	100	200	(100)	5,800
	Dedicated Credits	-	800	400	100	400	800	300	100	-	2,900
FY 2019 Totals	FY 2019 Appropriated Tax Dollars	11,503,300	14,062,000	16,380,600	7,696,200	12,247,800	15,662,600	5,483,300	4,284,600	8,187,300	95,507,700
	Dedicated Credits	-	1,370,800	1,850,400	351,100	1,140,400	1,694,800	548,200	248,300	434,000	7,638,000
	Net Nonlapsing Balances	-	-	215,800	-	-	55,900	-	-	(10,000)	261,700
	FY 2019 Total Appropriations	11,503,300	15,432,800	18,231,000	8,047,300	13,388,200	17,357,400	6,031,500	4,532,900	8,621,300	103,145,700

SB 1 Higher Education Base Budget	Equipment Line Item	17,400	354,500	415,400	164,400	281,800	387,500	147,700	152,200	239,900	2,160,800
	General Line Item (Base)*	3,197,900	14,144,900	16,633,500	7,117,000	12,146,800	16,326,800	5,303,300	4,073,400	7,907,800	86,851,400
	Custom Fit	3,899,800									3,899,800
	Performance Funding	1,150,000									1,150,000
SB 8 - Compensation**	Salary & Salary-driven Benefits	39,100	349,500	374,400	153,100	287,100	330,900	95,600	89,700	169,800	1,889,200
	Health Insurance										
	Dental Insurance										
HB 2 - New FY Supplemental Approps***	Program Expansion/Student Support	-	576,000	1,464,500	610,600	1,352,000	304,400	281,600	216,500	304,400	5,110,000
	Equipment	2,400,000	-	-	-	-	-	-	-	-	2,400,000
	Stech/SUU partnership	-	-	-	-	-	-	200,000	-	-	200,000
	O& M Holdback	-	-	(661,300)	-	(683,700)	-	-	-	-	(1,345,000)
HB 3 - Approp. Adj.	CTE Scholarship per HB 437	800,000									800,000
HB 8 - ISF Rate Changes	Net Change	(900)	7,900	4,500	2,200	4,200	7,800	3,300	1,100	(600)	29,500
Check Figures		11,503,300	15,432,800	18,231,000	8,047,300	13,388,200	17,357,400	6,031,500	4,532,900	8,621,300	103,145,700

*Includes \$1,276,700 reallocated from college base budgets to the Commissioner's Office

**I still don't have the breakout for the three funding items. I will update as soon as I get the information

***HB 2 also funded Davis Tech's Allied Health Building at \$34,364,500 and Mountainland Tech's Thanksgiving Point Technology Building at \$32,993,000.

UTAH SYSTEM OF TECHNICAL COLLEGES



AGENDA ITEM USTC BOARD OF TRUSTEES March 15, 2018

ITEM P

TOPIC: **2018 General Session of the Utah Legislature**

The 2018 General Session of the Utah Legislature concluded last week with the following highlights related to the System of Technical Colleges:

Funding

The Legislature increased funding for the System of Technical Colleges by \$80.32 million

Onetime

Davis Technical College Allied Health Building	\$ 33,703,200
Mountainland Technical College Technology Trades Building	\$ 32,309,300

Ongoing

SWTech-SUU Liaison Positions	\$ 200,000
USTC Employer-driven Program Expansion	\$ 3,300,000
USTC Equipment	\$ 2,400,000
USTC Student Support	\$ 465,000
Utah System of Technical Colleges Scholarship (H.B. 437)	\$ 800,000
Davis Tech Allied Health Building	\$ 661,300
Mountainland Tech Technology Trades Building	\$ 683,700
2.5% Compensation (Salaries+Benefits)	\$ 1,889,200
Performance Funding	\$ 1,650,000
SWI Grants (ongoing & one-time/split among systems)	\$ 2,258,605

Governance

HB300, Higher Education Modifications

- Permits the governor to remove, for cause, certain members of:
 - the State Board of Regents; the Utah System of Technical Colleges Board of Trustees; an institution of higher education board of trustees; and a technical college board of directors;
- Defines “UTECH” to mean the Utah System of Technical Colleges;
- Amends provisions related to the role of a technical college board of directors in relation to a technical college president;

- Amends the membership of a technical college board of directors; creates a term limit for a member of a technical college board of directors; and makes technical and conforming changes; and
- Creates, funds and enacts provisions related to the Higher Education Strategic Planning Commission.

[HB437](#), Career and Technical Education Scholarships

- Creates an \$800,000 ongoing scholarship to fund attendance at a technical college for individuals who meet certain conditions.

[HB116](#), Student Civil Liberties Protection Act

- Requires a state institution of higher education to initiate rulemaking proceedings for a policy under certain circumstances;
- Requires each state institution of higher education to:
 - review each current policy for direct effects on the civil liberties of students; and
 - repeal or initiate rulemaking proceedings for each policy that directly affects a student's civil liberty.
- Permits a student at a state institution of higher education to submit a complaint about a school policy to the State Board of Regents or to the Utah System of Technical Colleges Board of Trustees;
- Requires the State Board of Regents and the Utah System of Technical Colleges Board of Trustees to:
 - establish a complaint process; and
 - report annually to the Administrative Rules Review Committee.

Inclusions/Attachments:

Higher Education Modifications, [HB300](#)

Career and Technical Education Scholarships, [HB437](#)

Student Civil Liberties Protection Act, [HB116](#)

Proposed Funding Items, [EAC](#)

NUMBER: 103

SUBJECT: BRIDGERLAND TECHNICAL COLLEGE GOVERNING AUTHORITY

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011, JUNE 20, 2016, JUNE 19, 2017

PAGE 1 OF 4

103.1 – PURPOSE

The governance structure for the Bridgerland Technical College (BTECH) has three levels of authority: Utah State Executive and Legislative branches, Utah System of Technical Colleges (UTech), Board of Trustees, and Board of Directors. Collectively, these boards ensure there is adequate representation of the public interest and the diverse elements within UTech's constituencies. The duties and responsibilities of these boards, along with their composition, is clearly defined and described in statutory language as outlined below.

103.2 – UTAH STATE LEGISLATURE

Utah Code [§53B-2a-101-114](#) comprises legislation specific to the governance and operation of UTech. The Utah State Executive and Legislative branches are the highest level of authorities and provide general direction and authority for the operation of this institution. While they are the ultimate governing authorities, they have delegated specific governing authority to the UTech Board of Trustees and the BTECH Board of Directors as described below.

103.3 – BOARD OF TRUSTEES

The UTech Board of Trustees' composition is specifically outlined in Utah Code [§53B-2a-103](#).

The composition of this board is specifically designed to provide significant representation from business and industry across all regions of the state. It was also recognized that representation from the educational community would be beneficial so that a reasonably seamless transition between educational delivery systems can be ensured. No members of the UTech Board of Trustees are owners or employees of Bridgerland Technical College.

The UTech Board of Trustees' powers and duties are specifically identified in Utah Code [§53B-2a-104](#).

103.4 – BOARD OF DIRECTORS

The BTECH Board of Directors' composition is specifically outlined in Utah Code [§53B-2a-108](#).

The composition of this board is designed to provide substantial representation from business and industry within the region and the local educational community to ensure that there is a seamless educational delivery system throughout the region with minimum duplication. There are no members of the BTECH Board of Directors that are owners or employees of the College.

The technical college board of directors' terms, quorum, chair, and compensation is outlined in Utah Code [§53B-2a-109](#).

The Board of Directors' powers and duties are listed in Utah Code [§53B-2a-110](#).

103.4.1 – OFFICERS OF THE BOARD OF DIRECTORS

The officers of the BTECH Board of Directors will consist of three positions: chair, vice-chair, and past chair. The Board of Directors shall elect a chair and vice-chair to serve ~~two~~ **one**-year terms and until their successors **are** elected. Terms will begin on July 1 **of each year.** ~~of even-numbered years.~~ As terms expire, the chair will rotate to the position of past-chair, the vice-chair will rotate to the position of chair, and the Board of Directors will elect a new vice-chair, except as provided in the Vacancies of Officers section.

NUMBER: 103

SUBJECT: BRIDGERLAND TECHNICAL COLLEGE GOVERNING AUTHORITY

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011, JUNE 20, 2016, JUNE 19, 2017

PAGE 2 OF 4

103.4.2 – ELECTION OF OFFICERS

- 4.2.1 Election of the vice-chair will occur every ~~two years of an even-numbered year~~ during a spring Board meeting. The officer(s) shall be elected by a majority vote of the members present. The election shall be conducted according to the following procedures:
- 1.1.a A nominating committee ~~shall consist consisting~~ of the ~~chair, vice chair, and~~ past chair.
- 1.1.b ~~The nominating committee will contact their choice(s) to confirm the following criteria prior to making a nomination for a Board leadership position: and BTECH's representative on the UTech Board of Trustees, will contact each member of the Board to determine if the Board member would be willing, interested, and available to serve as a Board officer.~~
- A Board member should gain experience on BTECH's Board of Directors by serving on the Board for a minimum of one year.
 - The Board member's willingness, interest, and availability to serve as an officer.
 - The Board member's commitment to attending and participating in regular Board meetings, along with any additional leadership or Board officer meetings.
- 1.1.b ~~Before agreeing to be considered, a Board member should gain experience on BTECH's Board of Directors by serving on the Board for a minimum of one year~~
- 1.1.c ~~Before agreeing to be considered, a Board member will commit to attending and participating in regular Board meetings, along with any additional leadership or Board officer meetings, on an as-needed basis.~~
- 1.1.d ~~The members of the nominating committee will contact their choice(s) each Board member to discuss their willingness, interest, and availability to serve as an officer and to obtain their recommendation for each open officer position. The nominating committee will total the individual recommendations and nominate the candidate(s) based on the results.~~
- 1.1.e ~~The chair shall then declare nominations open for any further nominations. Any member of the Board of Directors may nominate any other member of the Board of Directors for any open position, providing the member nominated gives consent for his or her name to be placed in nomination and the criteria of 1.1b has been confirmed.~~
- 1.1.f ~~Following the nominations, including discussion by the Board, the election shall be conducted in an open meeting of the Board of Directors with each voting member of the Board of Directors who is present having one vote for each open position. To ensure accurate recording of the votes cast, the vote will be conducted as a roll call vote. Each Board member's vote will be recorded in the minutes of the meeting.~~
- ~~The vote will be conducted by hand vote for each nomination. Each Board member's vote will be recorded in the minutes of the meeting.~~

103.4.3 – TERMS OF OFFICE

The terms of office for Board officers elected shall be ~~one year two years~~ from July 1 through June 30. ~~of even-numbered years.~~

NUMBER: 103

SUBJECT: BRIDGERLAND TECHNICAL COLLEGE GOVERNING AUTHORITY

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011, JUNE 20, 2016, JUNE 19, 2017

PAGE 3 OF 4

103.4.4 – RESIGNATION OR REMOVAL FROM OFFICE

An officer may resign at any time by giving written notice to the Board of Directors. An officer elected by the Board of Directors may be removed, either with or without cause, by majority vote of the seated voting members of the Board of Directors, whenever, in the judgment of the Board of Directors, the best interests of the College would be served by such removal.

103.4.5 – VACANCIES OF OFFICERS

A vacancy in any office shall be filled by the Board of Directors at the next regular or special meeting of the Board of Directors for the unexpired portion of the term of such office, providing that the Board members have been informed in advance of such proposed action. The process for filling the vacancy, should one ever exist, will be as outlined in the Election of Officers section above. ~~In the case of a past chair vacancy, BTECH's Board representative on the UTech-Board of Trustees would assume the responsibilities and duties until the full term of the current chair expires.~~

103.4.6 – THE DUTIES AND POWERS OF THE OFFICERS OF THE BOARD OF DIRECTORS

- 4.6.1 The chair shall preside at all meetings of the Board of Directors.
- 4.6.2 The chair, vice-chair, and past chair will collectively appoint members to standing and ad hoc committees.
- 4.6.3 The officers shall assume other duties, which may be assigned by the Board of Directors.
- 4.6.4 The vice-chair shall, in the absence of the chair, preside at meetings of the Board of Directors and assist the chair with any reasonable request.
- 4.6.5 The past chair shall provide advice and experience to the chair and vice-chair in an effort to maintain consistency and continuity for the College. The past chair will preside at meetings of the Board of Directors in the absence of both the chair and vice-chair.

103.4.7 – STANDING COMMITTEES

- 4.7.1 The Audit Committee shall be comprised of a chair, three Board members, and one member from a local CPA firm who is chosen and appointed by the other four members of the Audit Committee. The chair and the other Board members of the Audit Committee will be chosen by the BTECH Board chair, vice-chair, and past chair as outlined in 4.2 above. The role and purpose of the Audit Committee is to assist the Board, in conjunction with the appropriate administrative staff, in audit related matters. This includes external financial audits, compliance audits, and/or internal audits.

103.4.8 – QUORUM

- 4.8.1 A quorum for the transaction of any business shall consist of not less than a majority of the seated, voting members of the Board of Directors. Board members may participate in a meeting of the Governing Board by means of telephone or other communications equipment by which all members participating in the meeting can hear each other. Participation by such means shall constitute presence

NUMBER: 103

SUBJECT: BRIDGERLAND TECHNICAL COLLEGE GOVERNING AUTHORITY

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011, JUNE 20, 2016, JUNE 19, 2017

PAGE 4 OF 4

in person for purposes of determining a quorum and voting on agenda items.

103.4.9 – VOTING

- 4.9.1 At all meetings of the Board of Directors, each voting member shall have one vote. All matters submitted to the Board of Directors for its approval shall be decided by a majority vote of the voting members present, including those members participating by means of the telephone or other communications equipment, providing there is a quorum. Proxy voting shall not be permitted in any meetings of the Board of Directors or its Committees.

NUMBER: 341
SUBJECT: SMOKING
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011
PAGE 1 OF 1

341.1 – POLICY

In accordance with the Utah Indoor Clean Air Act, effective January 1, 1995, smoking is prohibited entirely in all state buildings, sports arena facilities used by the public, and work areas. Smoking is prohibited within 25 feet of any state-owned building entrances, exits, air intakes, or windows that can be opened. Bridgerland Technical College endorses this law and expects that it will be strictly enforced.

341.2 – Definition

"Smoking" means:

- (a) the possession of any lighted or heated tobacco product in any form;
- (b) inhaling, exhaling, burning, or heating a substance containing tobacco or nicotine intended for inhalation through a cigar, cigarette, pipe, or hookah;

341.2 3 – RESPONSIBILITY

All faculty, staff, and students are responsible for adhering to this policy and appropriately informing campus visitors. Department Heads and other supervisory personnel are responsible for enforcing the policy. All violators may be subject to ticketing by the College's Resource Officer, or his or her designee, or by any other duly authorized law enforcement officer in the State of Utah.

NUMBER: 345

SUBJECT: BENEFITS – BENEFITS ELIGIBLE EMPLOYEES

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011, JUNE 19, 2017, AUGUST 28, 2017

PAGE 1 OF 5

345.1 – POLICY

345.1.1 – Eligibility for Benefits

Except as otherwise noted in this policy, Bridgerland Technical College (BTECH) employees hired or promoted into benefits eligible positions are eligible for the benefits listed in this policy (refer to Section 300.301.1.4 of the Policy Manual for further information). There is nothing in this policy that conveys or implies an entitlement to benefits for non-benefits eligible employees.

345.1.2 – Retirement

The College provides retirement benefits to all benefits eligible employees under one of the following options in accordance with the requirements of the Utah Code §49-12-101, etc., and §49-13-101, etc., and the requirements of eligible employee classification in section ~~345.1.3~~ **345.1.2.4** below.

345.1.2.1 – Contributory

Employees hired before July 1, 1986, may have chosen to participate in the contributory retirement plan. Current employees cannot convert from the contributory plan to the non-contributory plan unless the legislature opens a window. Under the contributory plan, one-half of the benefits paid in are vested immediately. These vested benefits are available to the employee upon any termination prior to retirement or upon retirement.

345.1.2.2 – Non-contributory

All employees hired on or after July 1, 1986, are required to use the non-contributory retirement plan, except as provided under section 345.1.2.3 below. Under this plan, vesting of benefits occurs under the rules and regulations set by the Utah State Retirement System. The College also contributes 1.5 percent of a benefits-eligible employee's compensation to the employee's defined contribution 401(k) plan as an employer-paid contribution.

345.1.2.3 – Alternate Defined Contribution Plan:

As defined in Utah Code '49-13-204, eligible employees as provided in section ~~345.1.3~~ **345.1.2.4** below will participate in the alternate plan.

There is one exception that applies to employees who have prior service credit with URS. These employees may elect to continue participation in URS even if the coverage normally required by the position's classification is assigned to another public or private company. Individuals must file a Higher Education Election to Continue Participation – Utah Public Employees Retirement System within 30 days of hire or promotion into a position classified for coverage by another retirement plan, to request to continue URS participation. Employers complete online certification as retirement eligible.

345.1.2.4 – Eligible Employee Classification

All employees hired after July 1, 2017, may participate only in the retirement plan that attaches to the person's employment classification. Each classification of eligible employees must be assigned to either the Utah State Retirement System or alternate defined contribution plan, as follows:

Eligible faculty and professional/administrative employees participate in the alternate defined contribution plan.

All other eligible employees shall participate in the state retirement program administered by the Utah Retirement

NUMBER: 345

SUBJECT: BENEFITS – BENEFITS ELIGIBLE EMPLOYEES

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011, JUNE 19, 2017, AUGUST 28, 2017

PAGE 2 OF 5

System (URS).

345.1.2.5 – EMPLOYEE CONTRIBUTIONS – 401(k) and 457 Defined Contribution Plans

The College also provides benefits-eligible employees with access to two (2) defined contribution plan providers. These plan providers are URS and UIEBT. Employees are eligible to make withholding contributions to either provider in any or all of the investment options available from these authorized defined contribution providers, within the boundaries of currently published IRS limits.

Employee contributions to the 401(k) and/or 457 plans are also allowed up to the current, published IRS limits. These limits are revised periodically by IRS and are, therefore, not included in this policy. Employees who want to identify the current limits are encouraged to see the Accounting Department personnel or seek other professional advice.

345.1.3 – Group Medical and Dental Insurance

Bridgerland Technical College provides group medical and dental coverage to all benefits eligible employees. The College Administration determines which plan and the details of the plan by balancing the richness of the benefits with the cost of the plan. As a general rule, plan benefits are not routinely modified or reduced, but rather, negotiations are designed to manage the cost of the existing levels of benefits. This philosophy is designed to promote the recruitment and retention of properly qualified employees.

The cost of this benefit for the employee, employee plus one (1) dependent, or for the employee plus two (2) or more dependents is paid entirely by Bridgerland at the lowest applicable rate for the particular circumstance of the employee. This benefit is provided as one component in an employee's compensation package and is provided at full cost rather than "grossing up" an employee's salary or wage and then withholding a portion of the medical insurance cost. While Bridgerland will pay the full cost of this benefit at the applicable rate, the College will not pay the difference between the family premium and the employee plus one (1) dependent, or the single premium, to the employee.

Dependents of the employee eligible for coverage include unmarried dependent children from birth to their 26th birthday and the employee's spouse. Unmarried children may include stepchildren and legally adopted children. A dependent child's coverage may be extended beyond their 26th birthday if the child is incapable of self-sustaining employment due to a mental or physical disability and is chiefly dependent on the plan participant for support and maintenance. The plan participant must furnish written proof of disability and dependency to the plan sponsor, claims administrator, and Bridgerland, within 31 days after the child reaches 26 years of age.

Employees should notify the College within 31 days whenever there is a change in a covered person's situation that may affect the covered person's enrollment eligibility or status.

Voluntary participation in the group medical and/or dental insurance plans is also available to non-benefits eligible employees when the entire cost of the coverage is paid for exclusively by the employee and is subject to acceptance of the employee by the insurance carrier or provider. Alternative plans that provide for higher deductibles and lower premiums may also be made available to non-benefits eligible employees on an entirely voluntary basis and at the expense of the employee. Participation in any arrangement of this nature is subject to acceptance of the employee by the insurance carrier. Payroll withholding is available for participation in Bridgerland approved plans, if any exist.

Voluntary participation in the group medical or dental plan for non-benefits eligible employees does not change the status of the employee from non-benefits eligible to benefits eligible and does not entitle the employee to retirement benefits. This option simply provides the non-benefits eligible employee with access to group health insurance at their own expense and at the discretion of the applicable insurance company. Acceptance of non-benefits eligible employees by the insurance company is entirely up to the applicable insurance carrier and is not a right or an entitlement of the non-benefits eligible

NUMBER: 345

SUBJECT: BENEFITS – BENEFITS ELIGIBLE EMPLOYEES

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011, JUNE 19, 2017, AUGUST 28, 2017

PAGE 3 OF 5

employee.

345.1.4 – Life Insurance

Bridgerland Technical College provides life insurance to all benefits eligible employees at approximately two (2) times their annual salary rounded to the next closest \$1,000 as an optional benefit. The cost of this benefit is divided with the College paying one-half of the cost, until the level of life insurance being paid for by the College reaches \$50,000, and with the employee paying one-half of the cost up to the \$50,000 level, and the full cost after the level of life insurance being paid for by the College exceeds the \$50,000 level. In addition, Bridgerland provides an optional life insurance plan for the spouse and dependent children that is designed to assist with funeral expenses. The cost of this optional plan is paid entirely by the employee.

Additional, optional, group-term life insurance over these amounts may be available. The amount of additional coverage and the cost of the additional coverage is determined by and paid for entirely by the employee. The College provides payroll withholding for the benefit of the employees who participate in this optional plan(s).

345.1.5 – Long-term Disability

Bridgerland Technical College provides a long-term disability plan for all benefits eligible employees who are also covered by the retirement plan described in Section 345.1.2 above. Administration determines which specific plan will be in place and reserves the right to change plan providers when doing so would be in the best interest of the College. The cost of this long-term disability plan is paid by Bridgerland. For additional details about this benefit, refer to Section 300.357 of the Policy Manual.

345.1.6 – Worker's Compensation

Bridgerland Technical College carries Worker's Compensation insurance with the Worker's Compensation Fund of Utah. All work-related, on-the-job injuries are under this policy, which allows compensation and financial aid for medical care. All employees have this protection. Affected employees should immediately report all injuries (even minor ones) and complete an Employer's First Report of Injury Form directly to the Accounting Department and to their immediate supervisor, at the earliest, practical time, given the seriousness of the particular circumstance.

345.1.7 – Tax-sheltered Annuities

Any benefits eligible employee may participate in the Tax-sheltered Annuities Program. The cost of this program is paid by the employee as a payroll withholding and may provide for tax-deferred savings or other tax benefits. Only approved companies may be used.

345.1.8 – Annual Leave

Bridgerland Technical College provides benefits eligible employees with annual leave as follows. As a general rule, annual leave is calculated based on full-time employment (2,080-hour work year.) Employees who are working less than full-time (three-quarter time) that are otherwise eligible for this benefit would have their benefit pro-rated. For example, a three-quarter time employee would accrue three-quarters of the full benefit.

Benefits eligible employees accrue one (1) day per month of annual leave for the first five (5) years of their continuous employment. In years six (6) through ten (10), employees accrue 1.25 days per month, and after ten (10) years, annual leave is accrued at the rate of 1.5 days per month. Staff/instructors on less than a 12-month contract accrue annual leave as follows: 9-month accrue three (3) days per year, 10-month accrue four (4) days per year, and 11-month employees accrue five (5) days per year.

NUMBER: 345

SUBJECT: BENEFITS – BENEFITS ELIGIBLE EMPLOYEES

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011, JUNE 19, 2017, AUGUST 28, 2017

PAGE 4 OF 5

Annual leave carryover was suspended effective January 1, 2009. Annual leave may be accrued and carried from fiscal year to fiscal year without limit.

Upon termination, the cash value of the accumulated unused annual leave calculated by multiplying the employee's current hourly rate with the number of accrued hours of annual leave, will be paid directly to the employee's 401(k)/457 plan account as an employer-paid contribution, subject to the IRS rules and regulations regarding the maximum amount that may be contributed to a 401(k)/457 plan in a calendar year and in accordance with the rules set by the Utah State Retirement System as they apply to 401(k)/457 plan contributions. Any excess or remaining benefit over these limits will be distributed to the employee as taxable compensation. Annual leave will be applied first (as opposed to any amount available under the retirement incentive program) to the applicable IRS/retirement limitations.

345.1.9 – Sick Leave

Bridgerland Technical College provides benefits eligible employees with sick leave as follows. As a general rule, sick leave is calculated based on full-time employment (2,080-hour work year.) Employees who are working less than full-time (nine (9) months or three-quarter time) that are otherwise eligible for this benefit have their benefit pro-rated.

Benefits eligible employees accrue one (1) day per month of sick leave. Sick leave may be accrued without limit.

As a general rule, unused sick leave is forfeited upon termination.

The College abides by the rules and regulations of the Family Medical Leave Act (FMLA). All sick leave will be charged against both the sick leave accrual and the FMLA allowance concurrently as they occur. Please see Section 300.351 of the Policy Manual for FMLA details.

Absence of a benefits eligible employee for sick leave will be charged against his or her sick leave accrual regardless of the employment of a substitute teacher, if applicable.

345.1.10 – Personal Leave

A maximum of two (2) days per year shall be allowed for personal leave. These days may be used for personal reasons as needed with the approval of the employee's supervisor. These days do not accumulate and unused days will be forfeited at the conclusion of each fiscal year. It is the responsibility of the employee to obtain verbal or written approval from his or her supervisor based on the facts and circumstances of the leave request. Unused personal leave is forfeited upon termination.

345.2 – PROCEDURES

345.2.1 – Application for Leave

Bridgerland benefits eligible employees are responsible to report any and all usage of annual leave, sick leave, personal leave, leave without pay, military leave, jury duty leave, compensation time earned and/or compensation time used. This request must be reported on the Leave and Compensation Time Request Form or provided through email with appropriate notification and/or signature from their supervisor on an honor system basis. While it is the responsibility of the employee to initiate the leave request, supervisors and administrators reserve the right to complete a leave request on behalf of an employee who may forget or otherwise not record a properly approved leave request.

Properly approved leave requests are to be given to the Accounting Department, within a reasonable time after the leave has occurred, for recording purposes.

NUMBER: 345

SUBJECT: BENEFITS – BENEFITS ELIGIBLE EMPLOYEES

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011, JUNE 19, 2017, AUGUST 28, 2017

PAGE 5 OF 5

All of the College's leave policies are operated under the philosophy that leave time is provided as a benefit to the employee and that employees are expected to use leave time in a responsible manner. This philosophy is based around the concept that no one knows better when an employee needs to use leave, or when their respective workload can accommodate the use of leave, better than the employee and their supervisor. As such, leave requests will be reasonably accommodated to the extent that they will not interfere with the urgent needs of the College.

Leave taken should be reported in any hourly increment.

345.2.2 – Leave Reports

The Accounting Department will provide benefits eligible employees with a monthly accounting of their current leave banks in the format prescribed by the Accounting Department and the available software. Any differences of opinion or error corrections on these monthly reports should be corrected as quickly and as informally as possible directly with the Accounting Department.

345.3 – RESPONSIBILITY

345.3.1 – Department Heads and Supervisors

Department heads and supervisors are responsible for approving, coordinating, and recording the annual leave of employees within their departments.

345.3.2 – Employees

Employees are responsible for requesting leave of advance so schedules can be arranged to accommodate the needs of the College and the employee.

NUMBER: 345

SUBJECT: BENEFITS – BENEFITS ELIGIBLE EMPLOYEES

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011, JUNE 19, 2017, AUGUST 28, 2017

PAGE 1 OF 5

345.1 – POLICY

345.1.1 – Eligibility for Benefits

Except as otherwise noted in this policy, Bridgerland Technical College (BTECH) employees hired or promoted into benefits eligible positions are eligible for the benefits listed in this policy (refer to Section 300.301.1.4 of the Policy Manual for further information). There is nothing in this policy that conveys or implies an entitlement to benefits for non-benefits eligible employees.

345.1.2 – Retirement

The College provides retirement benefits to all benefits eligible employees under one of the following options in accordance with the requirements of the Utah Code §49-12-101, etc., and §49-13-101, etc., and the requirements of eligible employee classification in section ~~345.1.3~~ **345.1.2.4** below.

345.1.2.1 – Contributory

Employees hired before July 1, 1986, may have chosen to participate in the contributory retirement plan. Current employees cannot convert from the contributory plan to the non-contributory plan unless the legislature opens a window. Under the contributory plan, one-half of the benefits paid in are vested immediately. These vested benefits are available to the employee upon any termination prior to retirement or upon retirement.

345.1.2.2 – Non-contributory

All employees hired on or after July 1, 1986, are required to use the non-contributory retirement plan, except as provided under section 345.1.2.3 below. Under this plan, vesting of benefits occurs under the rules and regulations set by the Utah State Retirement System. The College also contributes 1.5 percent of a benefits-eligible employee's compensation to the employee's defined contribution 401(k) plan as an employer-paid contribution.

345.1.2.3 – Alternate Defined Contribution Plan:

As defined in Utah Code '49-13-204, eligible employees as provided in section ~~345.1.3~~ **345.1.2.4** below will participate in the alternate plan.

There is one exception that applies to employees who have prior service credit with URS. These employees may elect to continue participation in URS even if the coverage normally required by the position's classification is assigned to another public or private company. Individuals must file a Higher Education Election to Continue Participation – Utah Public Employees Retirement System within 30 days of hire or promotion into a position classified for coverage by another retirement plan, to request to continue URS participation. Employers complete online certification as retirement eligible.

345.1.2.4 – Eligible Employee Classification

All employees hired after July 1, 2017, may participate only in the retirement plan that attaches to the person's employment classification. Each classification of eligible employees must be assigned to either the Utah State Retirement System or alternate defined contribution plan, as follows:

Eligible faculty and professional/administrative employees participate in the alternate defined contribution plan.

All other eligible employees shall participate in the state retirement program administered by the Utah Retirement

NUMBER: 345

SUBJECT: BENEFITS – BENEFITS ELIGIBLE EMPLOYEES

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011, JUNE 19, 2017, AUGUST 28, 2017

PAGE 2 OF 5

System (URS).

345.1.2.5 – EMPLOYEE CONTRIBUTIONS – 401(k) and 457 Defined Contribution Plans

The College also provides benefits-eligible employees with access to two (2) defined contribution plan providers. These plan providers are URS and UIEBT. Employees are eligible to make withholding contributions to either provider in any or all of the investment options available from these authorized defined contribution providers, within the boundaries of currently published IRS limits.

Employee contributions to the 401(k) and/or 457 plans are also allowed up to the current, published IRS limits. These limits are revised periodically by IRS and are, therefore, not included in this policy. Employees who want to identify the current limits are encouraged to see the Accounting Department personnel or seek other professional advice.

345.1.3 – Group Medical and Dental Insurance

Bridgerland Technical College provides group medical and dental coverage to all benefits eligible employees. The College Administration determines which plan and the details of the plan by balancing the richness of the benefits with the cost of the plan. As a general rule, plan benefits are not routinely modified or reduced, but rather, negotiations are designed to manage the cost of the existing levels of benefits. This philosophy is designed to promote the recruitment and retention of properly qualified employees.

The cost of this benefit for the employee, employee plus one (1) dependent, or for the employee plus two (2) or more dependents is paid entirely by Bridgerland at the lowest applicable rate for the particular circumstance of the employee. This benefit is provided as one component in an employee's compensation package and is provided at full cost rather than "grossing up" an employee's salary or wage and then withholding a portion of the medical insurance cost. While Bridgerland will pay the full cost of this benefit at the applicable rate, the College will not pay the difference between the family premium and the employee plus one (1) dependent, or the single premium, to the employee.

Dependents of the employee eligible for coverage include unmarried dependent children from birth to their 26th birthday and the employee's spouse. Unmarried children may include stepchildren and legally adopted children. A dependent child's coverage may be extended beyond their 26th birthday if the child is incapable of self-sustaining employment due to a mental or physical disability and is chiefly dependent on the plan participant for support and maintenance. The plan participant must furnish written proof of disability and dependency to the plan sponsor, claims administrator, and Bridgerland, within 31 days after the child reaches 26 years of age.

Employees should notify the College within 31 days whenever there is a change in a covered person's situation that may affect the covered person's enrollment eligibility or status.

Voluntary participation in the group medical and/or dental insurance plans is also available to non-benefits eligible employees when the entire cost of the coverage is paid for exclusively by the employee and is subject to acceptance of the employee by the insurance carrier or provider. Alternative plans that provide for higher deductibles and lower premiums may also be made available to non-benefits eligible employees on an entirely voluntary basis and at the expense of the employee. Participation in any arrangement of this nature is subject to acceptance of the employee by the insurance carrier. Payroll withholding is available for participation in Bridgerland approved plans, if any exist.

Voluntary participation in the group medical or dental plan for non-benefits eligible employees does not change the status of the employee from non-benefits eligible to benefits eligible and does not entitle the employee to retirement benefits. This option simply provides the non-benefits eligible employee with access to group health insurance at their own expense and at the discretion of the applicable insurance company. Acceptance of non-benefits eligible employees by the insurance company is entirely up to the applicable insurance carrier and is not a right or an entitlement of the non-benefits eligible

NUMBER: 345

SUBJECT: BENEFITS – BENEFITS ELIGIBLE EMPLOYEES

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011, JUNE 19, 2017, AUGUST 28, 2017

PAGE 3 OF 5

employee.

345.1.4 – Life Insurance

Bridgerland Technical College provides life insurance to all benefits eligible employees at approximately two (2) times their annual salary rounded to the next closest \$1,000 as an optional benefit. The cost of this benefit is divided with the College paying one-half of the cost, until the level of life insurance being paid for by the College reaches \$50,000, and with the employee paying one-half of the cost up to the \$50,000 level, and the full cost after the level of life insurance being paid for by the College exceeds the \$50,000 level. In addition, Bridgerland provides an optional life insurance plan for the spouse and dependent children that is designed to assist with funeral expenses. The cost of this optional plan is paid entirely by the employee.

Additional, optional, group-term life insurance over these amounts may be available. The amount of additional coverage and the cost of the additional coverage is determined by and paid for entirely by the employee. The College provides payroll withholding for the benefit of the employees who participate in this optional plan(s).

345.1.5 – Long-term Disability

Bridgerland Technical College provides a long-term disability plan for all benefits eligible employees who are also covered by the retirement plan described in Section 345.1.2 above. Administration determines which specific plan will be in place and reserves the right to change plan providers when doing so would be in the best interest of the College. The cost of this long-term disability plan is paid by Bridgerland. For additional details about this benefit, refer to Section 300.357 of the Policy Manual.

345.1.6 – Worker's Compensation

Bridgerland Technical College carries Worker's Compensation insurance with the Worker's Compensation Fund of Utah. All work-related, on-the-job injuries are under this policy, which allows compensation and financial aid for medical care. All employees have this protection. Affected employees should immediately report all injuries (even minor ones) and complete an Employer's First Report of Injury Form directly to the Accounting Department and to their immediate supervisor, at the earliest, practical time, given the seriousness of the particular circumstance.

345.1.7 – Tax-sheltered Annuities

Any benefits eligible employee may participate in the Tax-sheltered Annuities Program. The cost of this program is paid by the employee as a payroll withholding and may provide for tax-deferred savings or other tax benefits. Only approved companies may be used.

345.1.8 – Annual Leave

Bridgerland Technical College provides benefits eligible employees with annual leave as follows. As a general rule, annual leave is calculated based on full-time employment (2,080-hour work year.) Employees who are working less than full-time (three-quarter time) that are otherwise eligible for this benefit would have their benefit pro-rated. For example, a three-quarter time employee would accrue three-quarters of the full benefit.

Benefits eligible employees accrue one (1) day per month of annual leave for the first five (5) years of their continuous employment. In years six (6) through ten (10), employees accrue 1.25 days per month, and after ten (10) years, annual leave is accrued at the rate of 1.5 days per month. Staff/instructors on less than a 12-month contract accrue annual leave as follows: 9-month accrue three (3) days per year, 10-month accrue four (4) days per year, and 11-month employees accrue five (5) days per year.

NUMBER: 345

SUBJECT: BENEFITS – BENEFITS ELIGIBLE EMPLOYEES

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011, JUNE 19, 2017, AUGUST 28, 2017

PAGE 4 OF 5

Annual leave carryover was suspended effective January 1, 2009. Annual leave may be accrued and carried from fiscal year to fiscal year without limit.

Upon termination, the cash value of the accumulated unused annual leave calculated by multiplying the employee's current hourly rate with the number of accrued hours of annual leave, will be paid directly to the employee's 401(k)/457 plan account as an employer-paid contribution, subject to the IRS rules and regulations regarding the maximum amount that may be contributed to a 401(k)/457 plan in a calendar year and in accordance with the rules set by the Utah State Retirement System as they apply to 401(k)/457 plan contributions. Any excess or remaining benefit over these limits will be distributed to the employee as taxable compensation. Annual leave will be applied first (as opposed to any amount available under the retirement incentive program) to the applicable IRS/retirement limitations.

345.1.9 – Sick Leave

Bridgerland Technical College provides benefits eligible employees with sick leave as follows. As a general rule, sick leave is calculated based on full-time employment (2,080-hour work year.) Employees who are working less than full-time (nine (9) months or three-quarter time) that are otherwise eligible for this benefit have their benefit pro-rated.

Benefits eligible employees accrue one (1) day per month of sick leave. Sick leave may be accrued without limit.

As a general rule, unused sick leave is forfeited upon termination.

The College abides by the rules and regulations of the Family Medical Leave Act (FMLA). All sick leave will be charged against both the sick leave accrual and the FMLA allowance concurrently as they occur. Please see Section 300.351 of the Policy Manual for FMLA details.

Absence of a benefits eligible employee for sick leave will be charged against his or her sick leave accrual regardless of the employment of a substitute teacher, if applicable.

345.1.10 – Personal Leave

A maximum of two (2) days per year shall be allowed for personal leave. These days may be used for personal reasons as needed with the approval of the employee's supervisor. These days do not accumulate and unused days will be forfeited at the conclusion of each fiscal year. It is the responsibility of the employee to obtain verbal or written approval from his or her supervisor based on the facts and circumstances of the leave request. Unused personal leave is forfeited upon termination.

345.2 – PROCEDURES

345.2.1 – Application for Leave

Bridgerland benefits eligible employees are responsible to report any and all usage of annual leave, sick leave, personal leave, leave without pay, military leave, jury duty leave, compensation time earned and/or compensation time used. This request must be reported on the Leave and Compensation Time Request Form or provided through email with appropriate notification and/or signature from their supervisor on an honor system basis. While it is the responsibility of the employee to initiate the leave request, supervisors and administrators reserve the right to complete a leave request on behalf of an employee who may forget or otherwise not record a properly approved leave request.

Properly approved leave requests are to be given to the Accounting Department, within a reasonable time after the leave has occurred, for recording purposes.

NUMBER: 345

SUBJECT: BENEFITS – BENEFITS ELIGIBLE EMPLOYEES

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011, JUNE 19, 2017, AUGUST 28, 2017

PAGE 5 OF 5

All of the College's leave policies are operated under the philosophy that leave time is provided as a benefit to the employee and that employees are expected to use leave time in a responsible manner. This philosophy is based around the concept that no one knows better when an employee needs to use leave, or when their respective workload can accommodate the use of leave, better than the employee and their supervisor. As such, leave requests will be reasonably accommodated to the extent that they will not interfere with the urgent needs of the College.

Leave taken should be reported in any hourly increment.

345.2.2 – Leave Reports

The Accounting Department will provide benefits eligible employees with a monthly accounting of their current leave banks in the format prescribed by the Accounting Department and the available software. Any differences of opinion or error corrections on these monthly reports should be corrected as quickly and as informally as possible directly with the Accounting Department.

345.3 – RESPONSIBILITY

345.3.1 – Department Heads and Supervisors

Department heads and supervisors are responsible for approving, coordinating, and recording the annual leave of employees within their departments.

345.3.2 – Employees

Employees are responsible for requesting leave of advance so schedules can be arranged to accommodate the needs of the College and the employee.

NUMBER: 347
SUBJECT: CONTINUATION OF INSURANCE COVERAGE (COBRA)
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011
PAGE 1 OF 3

347.1 – POLICY

Benefits eligible employees may elect to continue insurance coverage beyond the end of employment with Bridgerland Technical College or while on leave without pay.

347.1.1 – Government-mandated Continuation of College Group Medical and Dental Coverage

In accordance with the Continuation of Health Insurance Coverage Act, which is outlined in the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), Bridgerland employees and their covered dependents (i.e., qualified beneficiaries) may continue health and dental coverage at their own expense (calculated at 102 percent of the group rate) after they lose eligibility due to a qualifying event. A qualifying event (this list is not intended to be all inclusive) may be one or more of the following:

347.1.1.1 – For Employees

- (a) Termination of employment, either through resignation, retirement, or dismissal (except in the case of gross misconduct);
- (b) loss of coverage due to a reduction in the number of hours worked, including leave without pay;
- (c) eligibility for Medicare benefits; and/or
- (d) disability.

347.1.1.2 – For Spouse/Dependents

- (a) Loss of coverage due to the employee's termination of employment or reduction in the number of hours worked;
- (b) death of the employee;
- (c) disability of the employee;
- (d) divorce or legal separation from the employee;
- (e) the employee becomes eligible for Medicare; and/or
- (f) loss of dependent child status (e.g., children who reach the maximum age limit under the plan ~~or who marry while still under dependent child status~~).

If benefits are lost due to termination or reduction in hours, the employee and his or /her dependents have continued coverage available to them for a period of 18 months.

The duration of continued coverage, which is made available for all other qualifying events, is 36 months. The duration of continued coverage for retirees (Section 300.349) and their spouses may extend from the time Bridgerland group coverage ceases beyond the required COBRA time lines until the individuals are age 65 and eligible for Medicare. The COBRA eligibility period will be 36 months from the date of the initial qualifying event for retirees, spouses of retirees, and their dependent children. Dependent children of retirees will be covered up to age 26 (if they are single) or up to the time the continued coverage for the retiree and/or the retiree's spouse ends, whichever occurs first. The initial

NUMBER: 347

SUBJECT: CONTINUATION OF INSURANCE COVERAGE (COBRA)

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011

PAGE 2 OF 3

qualifying COBRA date for retirees who separate under the provisions of the Retirement Incentive Policy (Section 300.349) will be the day early retirement begins. Bridgerland will pay premiums for the early retiree for the duration of insurance eligibility under Section 300.349. All other premiums for continuation of insurance will be paid by the retiree and/or spouse.

347.1.1.3 – Election/Notification

College employees have a certain period of time (as determined by COBRA and the insurance carrier) in which to elect continued coverage. If the employee does not elect continued coverage during this period, or if they give up their right to continued coverage, their decision is considered final. The employee will not have another opportunity to elect coverage.

The Controller's Office, or the medical insurance provider, will notify the employee, or his or her beneficiaries, of the right to continue coverage under these provisions if regular coverage would otherwise end because active employment ends, the employee retires, becomes entitled to receive Medicare benefits, has a reduction in hours, or dies. The employee, or beneficiaries, have 60 days from that notification or the date of the event (whichever is later) to elect continued coverage.

The employee, or his or her covered dependent(s), must notify the Controller's Office within 60 days of qualifying for the event if eligibility ends due to a divorce, legal separation, or the employee's covered dependent loses dependent status under a plan. Within a reasonable time (usually 14 days) after the employee notifies the Controller's Office, the employee, or covered dependent(s), will be notified by the medical insurance plan administrator of his or her right to continued coverage. The employee will then have 60 days from notification by the Controller's Office to elect continued coverage.

Complete details regarding the continued coverage, and the employee's, spouse's, and dependent's rights, responsibilities, premium charges, enrollment procedures, and when coverage ends are available from the Controller's Office.

347.1.2 – Special Death Benefit

Medical and dental benefits with premiums paid by Bridgerland will continue to the dependent(s) of a deceased employee until the last day of the month *following* the month of death.

347.1.3 – Continuation of Life and Long-term Disability Insurance While on Leave Without Pay (LWOP)

An employee on LWOP for a period of at least one (1) month but no greater than one (1) year may continue his or her life and short- and/or long-term disability insurance coverage by paying the appropriate premium(s) to the Controller's Office. (This section does not require employees who are working less than 12-month agreements to pay for their own coverage during the months when they are not actively working.)

Continuation of life and long-term disability insurance for periods of LWOP longer than one (1) year is not available.

NUMBER: 347

SUBJECT: CONTINUATION OF INSURANCE COVERAGE (COBRA)

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011

PAGE 3 OF 3

347.1.4 – Termination of Insurance Coverage

Employee participation in group medical, dental, life, and disability insurance programs ends when a terminating event occurs. Insurance coverage ends on the last day of the month for the last month that the employee works any day, except as otherwise provided by policy or special agreement authorized by the College President.

Terminating events include termination of employment (voluntary or involuntary), regular retirement, early retirement (except for medical and dental as provided in Section 300.349, Retirement Incentive, of the Policy Manual), leave without pay, or any status change which makes the individual ineligible for coverage under the contract provisions of the insurance plans.

347.2 – DEFINITION

347.2.1 – Qualified Beneficiary

The employee, or any beneficiary, covered under the College's benefit plans at the time of a qualifying event.

347.3 – RESPONSIBILITY

347.3.1 – Accounting Department

The Controller's Office is responsible for providing information necessary to assist an employee in analyzing his or her available options regarding his or her medical and dental coverage when faced with a qualifying event.

347.3.2 – Employee

The employee is responsible for notifying the Controller's Office in writing if they, or a dependent, have experienced a qualifying event other than termination, retirement, or a reduction in hours.

NUMBER: 359

SUBJECT: MILITARY LEAVE

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011

PAGE 1 OF 2

359.1 – POLICY

This policy provides guidelines for the call to duty of Bridgerland Technical College faculty and staff who are members of any reserve branch of the United States Armed Forces or a National Guard unit. It also applies to any faculty and staff who are not reserve or guard members who may be called to active duty by the United States Armed Forces through any other means.

359.2 – PROCEDURES

359.2.1 – Annual Encampment

359.2.1.1 – College benefits eligible employees on leave for active duty at annual encampments or other required active duty training are entitled to a leave of absence with full pay for up to ~~14~~ 15 working days per year. This leave will be paid in addition to any annual leave the individual may have accrued. The leave with pay provisions do not apply when an individual voluntarily seeks active duty in addition to the required annual encampment.

359.2.1.2 – A copy of the orders requiring the attendance of an eligible employee for military leave must be attached to the request for leave with pay.

359.2.1.3 – The provisions of this section are governed by 1953 Utah Code Annotated, §39-3-2.

359.2.2 – Active Duty Beyond Annual Encampments

359.2.2.1 – Re-employment

Faculty and staff who leave the College to enter active duty in the armed forces of the United States, voluntarily or involuntarily, are protected by the federal veterans' re-employment rights laws (Chapter 43, U.S. Code Title 38) and 1953 Utah Code Annotated, §39-1-36. To be eligible for the provisions of these laws, an employee must:

- (a) Leave a non-temporary position.
- (b) Leave to go on active duty.
- (c) Remain on active duty no longer than five (5) years.
- (d) Be discharged or released from active duty under honorable conditions.
- (e) Apply for re-employment with the College within 90 days after official separation from active duty. This deadline will be extended at the discretion of the College President or Vice President for Instruction following the release from duty if the employee is hospitalized for injuries resulting from service.

A person meeting the above criteria is entitled to return to the previous position, or a position of similar status, seniority, and pay. The person is to be restored as if he or she had been continuously employed by the College during the course of active duty, with no loss of promotion, pay increases, seniority, or other position attributes that would have occurred had the person remained employed.

NUMBER: 359

SUBJECT: MILITARY LEAVE

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011

PAGE 2 OF 2

359.2.2.2 – Retirement Benefits

Under Utah law, individuals whose employment is interrupted by military service must be given benefit accruals for the period of military leave. This situation is controlled by ~~1953 Utah Code Annotated, §49-1-401 and §49-1-402~~ **§49-11-401 and §49-11-402 of the Utah Code**. These sections state service in the armed forces of the United States is eligible for credit. Contributions must be made during the period of the official call to duty, or a contribution adjustment, including interest, made after the official call, but at least five years (5) before the employee's retirement date. The individual must return to covered service (employment at the College) after receiving an honorable discharge from military service to qualify for the above stated retirement credits.

Bridgerland will make retirement contributions for employees called to active duty for up to five (5) years at the contribution rate specified by state statute and based on the employee's compensation when he or she was called to military duty.

359.2.2.3 – Leave Benefits

Special military leave days with pay that are allowed in 359.2.1 of this section may be used when active duty begins if those days have not already been used in the current year. If active duty continues into additional calendar years, the leave provided for in 359.2.1 will not be granted for those additional years. Annual leave may be taken according to existing policy. Accrual of annual and sick leave ceases during leave without pay.

359.2.2.4 – Other Benefits

In the case of a call to active duty, Bridgerland will continue an employee's medical, dental, and life insurance benefits at the same level that was provided immediately before the call to active service for 30 days after the employee begins active duty. Beyond this 30-day benefit continuation period, other basic employee benefits will be handled as they are for any other employee taking a leave of absence or using annual leave.

Leave with pay using annual leave allows for the continuation of all benefits as if the employee were still working. Leave without pay does not allow for the continuation of benefits paid by the College, but does allow the employee to continue insurance benefits by paying the premiums for such benefits under the COBRA continuation provisions of federal law.

359.3 – RESPONSIBILITY

359.3.1 – Accounting Department

The Accounting Department is responsible for communicating and administering this policy in accordance with federal and Utah law.

359.3.2 – Employees

Employees are responsible for completing Request for Leave Forms and providing the necessary documentation to their department heads and supervisors and the appropriate administrative authority when requesting a military leave of absence.

NUMBER: 364

SUBJECT: WORKERS' COMPENSATION

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011

PAGE 1 OF 2

364.1 – POLICY

The Bridgerland Technical College policy on Workers' Compensation benefits complies with the State of Utah Workers' Compensation Law, and provides payments to employees who are either injured or become ill as a result of their College assignment. The Workers' Compensation Fund of Utah is a quasi-public corporation operating as a non-profit, mutual insurance agency handling Workers' Compensation claims and insurance payments for Bridgerland. The handling of all claims and insurance payments will be done in accordance with the policies and practices of the Workers' Compensation carrier. The College does not have control over their policies and practices.

364.2 – PROCEDURES

364.2.1 – Eligibility

Any employee who has an on-the-job injury or illness may be eligible to receive Workers' Compensation benefits. All eligibility determinations are made by the Workers' Compensation Fund of Utah.

364.2.2 – Benefits

After a specified waiting period, Workers' Compensation will reimburse an eligible employee at the rates established by the Workers' Compensation Fund of Utah.

An employee may receive the benefit directly from the Workers' Compensation Fund and take leave without pay while absent; or an employee may take whatever percentage of leave (sick or annual) required for each day's absence, which, when combined with the Workers' Compensation benefit, equals 100 percent of their regular pay. In this case, the Workers' Compensation Fund payment is deposited in the department account, and the employee receives his or her regular check from Bridgerland, or the employee is required to provide adequate documentation to determine the amount of leave necessary to equal the 100 percent daily compensation level described above.

364.2.3 – Reporting an On-the-Job Injury

Very specific procedures must be followed when employees report on-the-job injuries:

364.2.3.1 – Appropriate medical treatment should be sought immediately. The employee should inform the medical provider that the injury was sustained on the job and provide any information requested.

364.2.3.2 – The employee should report the injury--no matter how slight--to his or her department head or supervisor immediately. (The employee may lose his or her rights if the injury is not reported immediately.)

364.2.3.3 – The Employer's First Report of Injury or Occupational Disease Form must be completed, signed by the employee's supervisor and submitted to the Controller's Office.

364.2.3.4 – Employees who are injured or become ill as a result of their assignment should be granted the remainder of the day off with pay. No deductions should be made in accrued sick or annual leave for that day.

364.2.3.5 – In the event of a catastrophic injury (i.e., death, potential amputation, loss of eye or ear, broken back or neck, unconsciousness, etc.), the employee, or designee, must contact the Controller's Office immediately after medical assistance is rendered. In some instances, the Workers' Compensation Fund will personally investigate the scene of the accident, so the scene should be left as undisturbed as possible. The Controller's Office, or the appropriate administrative authority, will contact the Fund to determine if they want to investigate the scene of the

NUMBER: 364

SUBJECT: WORKERS' COMPENSATION

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011

PAGE 2 OF 2

accident.

364.2.3.6 – The employee, witnesses, and the department head or supervisor may be required to complete further questionnaires/forms.

364.2.3.7 – The employee and Department Head or supervisor should contact the Controller's Office when the employee returns to work.

364.2.3.8 – All questions and inquiries should be directed to the Controller's Office.

364.3 – RESPONSIBILITIES

364.3.1 – Administrators

Administrators are responsible for encouraging their employees to follow safety guidelines in an effort to prevent and eliminate unsafe conditions or acts. For additional information on this subject, please also see ~~Sections 300.337 and 300.345 of the Policy Manual.~~ [the Health and Safety Plan.](#)

364.3.2 – Department Heads and Supervisors

Department Heads and supervisors are responsible for assuring that a properly completed Employer's First Report of Injury or Occupational Disease Form is completed and given to the Controller's Office in accordance with the provisions of this policy. In addition, department heads and supervisors are expected to reasonably cooperate with any and all accident investigations, complete any forms or requests for information asked of them by the Controller's Office, any appropriate administrative authority, Risk Management, Workers' Compensation Fund of Utah, or any other authority in a need-to-know position.

364.3.3 – Accounting Department

The Controller's Office is responsible for communicating and administering this policy in accordance with Utah law.

364.3.4 – Employees

Employees are responsible for performing their duties in a safe manner so as not to endanger themselves or their fellow employees. An employee involved in an accident should inform his or her department head or supervisor immediately and follow all reporting procedures outlined in this policy.

NUMBER: 450
SUBJECT: FACULTY/STAFF PROFESSIONAL GROWTH AND DEVELOPMENT PLAN
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011
PAGE 1 OF 1

450.1 – PLAN

Bridgerland Technical College encourages and provides for faculty/staff professional growth and development in the following ways:

- (a) ~~The Promotions Committee~~ **In-service training opportunities will be planned and provided annually at the College** ~~will provide in-service training opportunities at no cost to faculty and staff members.~~
- (b) Employees are encouraged to participate in professional organizations related to their work assignment as a means to promote **current industry practices along with** continued professional education and development. ~~Reasonable costs associated with this affiliation will be charged to the respective department budget and require the use of an appropriately approved purchase order or an appropriately approved Travel Authorization and Reimbursement Form.~~
- (c) **Employees are encouraged to attend training and conferences provided by the Utah System of Technical Colleges.**
- (d) **Faculty are encouraged to maintain relationships with professionals from business and industry and attend conferences, seminars, or courses related to their program and/or accrediting/licensing/regulatory changes.**

~~Teachers are encouraged, but not required, to maintain their Utah State Teaching License by attending conferences and seminars. Reasonable costs associated with this training will be charged to the respective department budget and require the use of an appropriately approved purchase order or an appropriately approved Travel Authorization and Reimbursement Form.~~

Reasonable costs associated with professional growth events will be charged to the respective department budget and require the use of an appropriately approved purchase order or an appropriately approved Travel Authorization and Reimbursement Form.

Documentation of professional growth participation will be tracked and kept on file at the College.

~~State training will be recorded and tracked through the Utah State CACTUS (Computer Aided Credentials of Teachers in Utah Schools) system. Training credited with continuing education units will be tracked through the participant's institutional transcripts. In-service training provided through the College will be recorded and maintained on roll sheets. These roll sheets are scanned electronically and kept on file.~~

NUMBER: 507
SUBJECT: SCHOOL CLOSURE
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011
PAGE 1 OF 1

507.1 – POLICY

During severe inclement weather, emergencies, or special situations, Bridgerland Technical College (BTECH) may have a full or partial closure. The determination regarding a school closure will be made either by the President or any two Vice Presidents and will be based on the safety of employees and students. School closures will generally occur in situations where employees and students can be notified of the closure prior to when they would normally arrive at the College or in situations when there were power outages of a substantial nature. During official closures, benefits-eligible employees will be given administrative leave for regularly scheduled work hours. Non-benefits eligible employees will only be paid for actual hours worked.

507.2 – NOTIFICATION

The College will provide employees and students with notice of official closures by communicating the closure details through the use of a mass notification system. ~~the organizational chart hierarchy and/or That is, supervisors will tell their subordinates who, in turn, will tell their subordinates, until every level of the organization, including students, have been told.~~ In addition, whenever possible, the institution will communicate closures through the Web site, flock shoot e-mail messages, and local radio stations.

507.3 – Procedures

When school closures for inclement weather, emergencies, and or special situations arise, the following procedures will be followed as appropriate:

1. Determination of school closure and/or action will be made by the President or any two Vice Presidents.
2. The President or any Vice President will send, or make arrangements to send, an alert through the mass notification system.
 - a. Persons who should have access and training on mass notification alerts are: President, Vice Presidents, Chief of Staff, Risk Management Chair, and Chief Information Officer. Other persons may be trained as deemed appropriate by administration.

520.1 – OPEN AND PUBLIC MEETINGS – COLLEGE BOARD OF DIRECTORS

The legislature finds and declares that the state, its agencies, and political subdivisions, exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly. (*Utah Code Annotated* 1994, Supp. 52-4.)

520.1.1 – Exceptions

Exceptions are outlined in Utah Code: [52-4-201](#)

A meeting that is open to the public includes a workshop or an executive session of a public body in which a quorum is present, unless closed in accordance with Sections [52-4-204](#), [52-4-205](#), and [52-4-206](#).

~~Every official meeting conducted by or held by the College Board of Directors are open to the public unless closed by a two-thirds vote of the members of the body proposing to close the meeting. The vote to close the meeting must be taken at an open meeting for which notice is given and at which a quorum is present. No closed meeting is allowed except as to matters exempted. No ordinance, resolution, rule, regulation, contract, or appointment shall be approved at a closed meeting. The reason or reasons for holding a closed meeting and the vote, either for or against the proposition to hold such a meeting, cast by each member by name shall be entered on the minutes of the meeting.~~

~~A closed meeting may be held for any of the following reasons: (a) discussion of the character, professional competence, or physical or mental health of an individual; (b) strategy sessions with respect to collective bargaining, litigation, or purchase, leases, exchange of real property; (c) discussion regarding the disposition of security, personnel, or devices; and (d) investigative proceedings regarding allegations of criminal misconduct.~~

~~Nothing in this act shall apply to a chance meeting or a social meeting. No chance meeting or social meeting shall be used to circumvent this provision.~~

~~This policy shall not prohibit the removal of any person who willfully disrupts a meeting to the extent that orderly conduct is seriously compromised.~~

~~Those in attendance at a closed meeting must sign a statement indicating that the sole purpose of the meeting was for one of the stated exemptions.~~

520.1.2 – Public Notice of Meetings – Emergency Meetings

Public Notice of Meetings – Emergency Meetings is outlined in Utah Code: [52-4-202](#)

Each public body shall give not less than 24-hour public notice of the agenda, date, time, and place of each of its meetings. Such public notice shall be posted on the Utah Public Notice Web site.

An emergency meeting of a public body may not be held unless:

- a. An attempt has been made to notify all the members of the public body; and
- b. A majority of the members of the public body approve the meeting.

520.1.3 – Written Minutes of Open Meetings

Written minutes shall be kept of all open meetings as outlined in Utah Code: [52-4-203](#)

~~Written minutes shall be kept of all open meetings. Such minutes shall include: (a) the date, time, and place of the meeting;~~

NUMBER: 520

SUBJECT: OPEN AND PUBLIC MEETINGS – COLLEGE BOARD OF DIRECTORS

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011

PAGE 2 OF 2

~~(b) the names of the members present and absent; (c) the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; (d) the names of all citizens who appeared and the substance in brief of their testimony; and (e) any other information that any member requests be entered in the minutes.~~

520.1.4 – Minutes of Closed Meetings

~~Written minutes shall be kept of all closed meetings. Such minutes shall include: (a) the date, time, and place of the meeting; (b) the names of members present and absent; and (c) the names of all others present except where such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting.~~

520.1.4 – Closed Meetings

A closed meeting may be held in accordance with Sections [52-4-204](#), [52-4-205](#), and [52-4-206](#)

520.1.5 – Electronic Meetings

Board members may participate in a meeting of the Governing Board by means of telephone or other communications equipment by which all members participating in the meeting can hear each other. Participation by such means shall constitute presence in person for purposes of determining a quorum and voting on agenda items. [Reference Policy 103.4.8, [52-4-207](#)]

520.1.5 – Minutes as Public Records

~~Minutes are public records and shall be available within a reasonable time after the meeting.~~

NUMBER: 537

SUBJECT: HEALTH AND SAFETY PLAN

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017

PAGE 1 OF 3

537.1 – PLAN

The College takes reasonable precautions to ensure the safety and health of employees, students and guests; facilities; equipment; and other property. The College accepts the responsibility for leadership in safety and health issues, for effectiveness and improvement, and for providing the necessary safeguards to ensure a safe and healthy environment for employees, students and guests.

The College subscribes to recognized standards for health, safety, and fire protection. It is the responsibility of employees, supervisors, administrators, and all other persons in authority to provide for safety in the environment and operations under their control.

The College shall maintain the right to require physical examinations and testing of employees when questions of health and safety arise which are directly job related. Examinations and diagnostic tests required by the College will be at no expense to the employee.

The College's administrative staff review the strategic planning survey results at least annually and make improvements to health and safety concerns as necessary.

537.2 – PROCEDURES

537.2.1 – COLLEGE PROGRAMS

The College develops and implements safe programs consistent with the best practices for activities and institutions of this type through the Risk Management Committee in conjunction with the advice and recommendations of State Risk Management. All programs strive to continuously reduce risks to employees, students, and guests, and to improve the prevention of illnesses and injuries. To accomplish these tasks, the College shall require the full cooperation of all employees, students, and guests.

537.2.2 – ILLNESS, ACCIDENT, EMERGENCY

Emergency Response Booklets are available near telephones or in classrooms throughout the building with steps for non-critical and critical injuries/illnesses.

Employees, students and guests have primary responsibility for their own personal safety and health. In addition, employees are required to participate in all safety, health, and accident prevention programs directly related to their job responsibilities and work environment. Employees are required to immediately report any work-related accident, injury, or illness to their supervisors and the Controller's Office. The Controller's Office requires employees, or their department head or immediate supervisor, to complete required forms for any and all work-related accidents or injuries within a reasonable time (generally within 24 hours) after the accident. The College uses four communication forms: Critical Incident Form, Critical Incident Student Letter, Student Accident Form, and a Blood and Other Potentially Infectious Materials Exposure Form (OPIM).

If the incident involves a student, a Critical Incident Student Letter is given to the student detailing instructions should the student need financial assistance.

For an incident involving bodily fluids or dirty needle sticks, a Blood and Other Potentially Infectious Materials Exposure Form (OPIM) is completed.

NUMBER: 537

SUBJECT: HEALTH AND SAFETY PLAN

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017

PAGE 2 OF 3

All reported incidents are critically reviewed by the Critical Incident Review Committee for injury trends and/or associated methods for injury reduction. Suggestions for Health and Safety Plan improvement are forwarded from this committee to the Risk Management Committee.

537.2.3 – FOOD SERVICE PERSONNEL

Employees within the Food Services Departments are required to obtain a food handler's permit from the Bear River Health Department within 14 days of entering or engaging in the manufacturing, preparation, or handling of food or drink. This permit must be renewed every three (3) years from the date of issue.

537.2.4 – PLANT OPERATIONS

Applicants, who have received offers of employment for positions entailing potential exposure to hazardous chemicals or materials, or requiring heavy physical exertion, may be required to obtain a physical examination prior to beginning employment. Employees may be required to obtain and keep a current Commercial Driver License (CDL), if necessary, as a condition of employment.

537.2.5 – HAZARDOUS AREAS

The Occupational Safety and Health Administration (OSHA) was established in 1972 to protect people's health and safety while at work. Standards are split into various categories of work, including construction, general industry. Since a state-run OSHA program covers the College, there are additional regulations above and beyond the federal OSHA rules. These regulations may be found at the Utah Labor Commission's Web site. The purpose of all these standards is to provide the minimum requirements for the workplace that will provide a reasonably safe and healthy work environment. Our goal is to work with employees and students to ensure they have a healthy and safe work environment that allows them to perform their work and do so in compliance with the applicable safety and health regulations.

537.2.6 – WORKPLACE VIOLENCE

Threats or acts of violence, bodily harm, or physical intimidation by employees, students, or visitors will not be tolerated and may be grounds for immediate dismissal or removal (either temporary or permanent) from the premises. When this type of behavior is exhibited, the College reserves the right to request an evaluation by a health care/mental health professional to determine fitness for duty. Likewise, threats or intimidation of employees in the workplace by individuals outside the College will not be tolerated.

537.2.7 – REPORTING/INVESTIGATING PROCEDURE

Employees are required to immediately report any work-related accident, injury, or illness to their supervisors and the Controller's Office. The Controller's Office requires employees, or their department head or immediate supervisor, to complete required forms for any and all work-related accidents or injuries within a reasonable time (generally within 24 hours) after the accident.

Any potentially dangerous situations must be reported immediately to the College President, any Vice President, any department head, or the ~~Payroll~~/Controller's office. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. College personnel will actively intervene at any indication of a possibly hostile or violent situation.

NUMBER: 537

SUBJECT: HEALTH AND SAFETY PLAN

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017

PAGE 3 OF 3

All reported incidents are critically reviewed by the Critical Incident Review Committee for trends and/or associated methods for injury reduction. Suggestions for Health and Safety Plan improvement are forwarded from this committee to the Risk Management Committee.

537.2.8 – FACULTY, STAFF, AND STUDENT HEALTH CLINIC

Because of the short-term nature of the training at the College, student health insurance and clinic are not available. Students are referred to local hospitals, clinics, and health care providers.

537.2.9 – SELF-INSURANCE

It is the intent of Bridgerland Technical College (BTECH) to see that the students attending classes at the College have limited medical coverage in case of school-related accidents. The College administers a self-insurance plan, which provides limited coverage for students who have completed registration procedures with the Student Services Office.

This coverage is designed to provide a limited accident insurance supplemental benefit for school-related accidents that supplements the student's own medical insurance coverage. In cases where the student or student's family does not have coverage, this plan will cover reasonable medical expenses up to \$1,000 per incident. If the student is already covered by another plan, the plan will cover the amount of disallowed charges and/or the deductible from the student's other coverage up to \$1,000 per incident.

537.3 – RESPONSIBILITY

537.3.1 – SUPERVISORS AND DEPARTMENT HEADS

Supervisors and department heads are responsible for being continuously cognizant of the health and safety needs of their employees and initiate necessary prevention measures to control safety hazards associated with activities under their direction.

537.3.2 – RISK MANAGEMENT COMMITTEE

The Risk Management Committee is responsible for monitoring working conditions, evaluating potential health hazards, and investigating accidents and injuries, in conjunction with State Risk Management.

537.3.3 – CRITICAL INCIDENT COMMITTEE

The Critical Incident Committee is responsible annually reviews all accidents and provides an in depth analysis of all incident occurring at the College.

NUMBER: 566

SUBJECT: HAZARDOUS MATERIALS

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 19, 2017

PAGE 1 OF 3

566.1 – PURPOSE

It is the purpose and intent of Bridgerland Technical College (BTECH) that each department takes reasonable and appropriate precautions to ensure that students and employees remain safe from accident or injury. This includes providing students and employees with a thorough safety orientation prior to class participation and continuing instruction to promote safety. Every reasonable effort should be made to ensure training of equipment, chemicals, and other potentially hazardous areas that are used by students and staff to minimize the risk of accident and injury.

566.2 – INTRODUCTION

In order to comply with UOSH and 29 CFR 1910.1200, the following written Hazard Communication Program (HCP) or (HazCom) is to be implemented for all personnel and contractors within the College.

All departments/facilities of the College are included within this program. The written program, consisting of a Hazardous Chemical List, Safety Data Sheets (SDS), container labeling requirements, and training procedures, is available in the Risk Management Committee Chair's office and in each department for review by any employee. The Risk Management Committee Chair will maintain ~~the master~~ an **electronic** copy of the Hazard Communication Program, all SDS, and each department's chemical inventory list.

Department heads are responsible for ensuring that the Hazard Communication Program is current and enforced. A copy of this program is to be made available to all employees upon hiring, and a copy will be supplied to any employee upon request.

The Risk Management Committee Chair is responsible for maintaining the Hazard Communication Program. The Hazard Communication Program will be updated whenever a new hazard is introduced into the College and will be reviewed annually by the Risk Management Committee.

566.3 – CONTAINER LABELING

Department heads are responsible for ensuring that all chemical containers entering their workplace are properly labeled with:

- (1) Chemical identity
- (2) Hazard warnings
- (3) Name and address of chemical producer, importer, or other responsible party
- (4) Target organs (optional)

Any hazardous material received should be returned to the supplier unless it is properly labeled and accompanied by a Safety Data Sheet (SDS). If there is no SDS included, contact the supplier and have one faxed to you.

Any department who receives a new chemical must forward a copy of the SDS to the Risk Management Chair for archiving and file a copy in their respective area.

If the chemical is to be transferred into a secondary container, the department head will ensure that the new container is properly labeled with either a copy of the original manufacture label or a "right-to-know" label, which identifies:

- (1) Name of the chemical
- (2) Hazardous warning
- (3) First-aid procedures

NUMBER: 566

SUBJECT: HAZARDOUS MATERIALS

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 19, 2017

PAGE 2 OF 3

Individuals using hazardous materials will ensure that all secondary containers are labeled and that those labels are not removed or defaced. Labels become illegible; they are to be immediately replaced.

The Risk Management Committee will review the labeling system annually and update as required.

The Risk Management Committee will ensure that all pipes containing hazardous chemicals are labeled and identified properly and will inform employees of the hazards associated with chemicals contained in pipes within the work areas.

566.4 – INVENTORY

The Risk Management Committee will ensure that a master list of all hazardous chemicals used in each department is on file.

Department heads must ensure that an inventory list of all chemicals used in their department is on file with the Risk Management Chair and in their respective department MSDS binder.

566.5 – SAFETY DATA SHEETS (SDS)

An MSDS provides safety information about the chemicals in use at any Bridgerland Technical College facility. The Risk Management Chair will maintain the master file.

Each department shall have a Safety Data Sheet for each hazardous chemical in their department ~~available online stored in a binder. The SDS will be in alphabetical order by product name. The SDS for each department will be available upon request online for review by all students/employees and upon request for all students. in their designated areas.~~

When ordering a new chemical, the department head will ensure that an SDS is requested and issued upon delivery of chemicals. No chemicals may be used unless an SDS is on file with the Risk Management Chair and ~~available online in the specific department binder where chemicals will be utilized.~~

Department heads will review incoming SDS for safety and health information. They will pass on any new information to applicable employees/students.

Employees/students are responsible for reading and complying with all applicable SDS before they begin using a new chemical.

The Risk Management Chair is responsible for reviewing incoming data sheets for new and significant health or safety information and will ensure that new information is given to the applicable employees/students.

566.6 – STAFF AND STUDENT TRAINING

It is in the best interest of the College to have all staff trained for potential hazards in their individual department. This will help keep other staff and students away from potential accidents and injuries. The following is a basic list used to help train students and staff. The list is basic and should not be limited to the following:

- (1) Know what is potentially hazardous before starting.
- (2) Know of the different situations that may cause accidents or injuries.
- (3) Know where the SDS (Safety Data Sheets) file is kept.
- (4) Know what information the Safety Data Sheets provide.
- (5) Know the Hazard Communication Standard (HazCom) set by OSHA.

NUMBER: 566

SUBJECT: HAZARDOUS MATERIALS

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 19, 2017

PAGE 3 OF 3

566.7 – ACCIDENTS/INJURIES

In case of accident or injury during class, the instructor should be notified immediately. He or she will render aid or secure medical assistance as required and file a complete accident report with the Accounting Department before the end of that workday.

NUMBER: 575

SUBJECT: INFORMATION SYSTEMS (IS) DATA SECURITY PLAN

APPROVAL DATE OF LAST REVISION: MARCH 24, 2011; MARCH 1, 2012; NOVEMBER 23, 2015; JUNE 19, 2017

PAGE 1 OF 7

575.1 — PURPOSE

Computers at the College, which are connected to the Internet, are at risk of being compromised as a result of unauthorized access into resources and confidential data stored on, or transmitted through, the network. Data housed on the network must be protected from security breaches, vulnerabilities, and loss. The purpose of this plan is to protect the privacy, safety, and security while preventing the loss of information that is critical to the operation of the College.

575.2 — DEFINITIONS

Chief Information Officer (CIO): The Chief Information Officer provides direction and ongoing analysis and planning of the LAN/WAN, directing decisions for changes, upgrades, and new projects to facilitate the changing needs of the College.

Compromise: A vulnerability that has been found and exploited by an unauthorized user.

Critical Institutional Data (CID): Any information that is generated or acquired, stored, and required for the continued function of the College, including, but not limited to: academic records, employment records, financial records, schedules, etc. CID is owned by the College (except for information that is PSI, see below).

Information Systems Resource (IS Resource): A resource used for electronic storage, processing, or transmitting of any data or information, as well as the data or information itself. This includes, but is not limited to, electronic mail, local databases, externally accessed databases, CD-ROM, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any wire, radio, electromagnetic, photo optical, photo electronic or other facility used in transmitting electronic communications, and any computer facilities or related electronic equipment that electronically stores such communications.

LAN: Local Area Network is a computer network that connects computers and devices in a limited geographic area, such as a school.

Information Systems Specialists: Staff, under the direction of the CIO, has day-to-day operational responsibility for data capture, maintenance and dissemination; and is charged with the responsibility of managing and maintaining the campus network and other systems and resources.

Network Scanning: Any systematic attempt to communicate with a class of network addresses via a particular port or protocol to ascertain which computers respond (a first step to identify and exploit vulnerabilities).

Network Traffic Patterns: Information about the source, destination, protocol, port, and bandwidth of network packets.

Private Sensitive Information (PSI): Any information that might result in a loss to its owner if the information was obtained by someone with unknown trustability or malicious intent. PSI includes, but is not limited to, the owner's name combined with: social security number, birth date, access passcodes, academic record, medical history, and/or financial matters. PSI is owned by the named individual, not the College.

Server: A computer used to provide information and/or services to multiple users.

Vulnerability: Lack of a security barrier to unauthorized access or use.

WAN: Wide Area Network is a computer network that covers a broad area.

NUMBER: 575

SUBJECT: INFORMATION SYSTEMS (IS) DATA SECURITY PLAN

APPROVAL DATE OF LAST REVISION: MARCH 24, 2011; MARCH 1, 2012; NOVEMBER 23, 2015; JUNE 19, 2017

PAGE 2 OF 7

575.3 — POLICY STATEMENT

The College must take measures to protect PSI and CID that are housed, processed, or transmitted using College resources. All computers and other IS Resources utilized to display, process, store, or transmit PSI or CID must be maintained solely by the College's IS personnel.

575.4 — ROLES AND RESPONSIBILITIES

The CIO provides leadership in the management and application of educational information and CID for the College. The CIO ensures that instructional information management and technology systems are integrated, provides ongoing analysis and planning of LAN/WAN operations, directing decisions for changes, upgrades, and new projects to facilitate the changing needs of the College.

The **Information Systems Specialist** provides technical and administrative support for the network. The Information Systems Specialist installs, upgrades, and maintains the network infrastructure; maintains adequate knowledge of existing hardware and software in use to maximize efficiency of the network and users' utilization of them and provides written documents which evaluate network information on periodic intervals.

The Utah Education and Telehealth Network (UETN) data center provides the service environment (backbone) for members of the statewide research and education consortium. The network is funded through annual state appropriations, E-rate reimbursements from the FCC's Universal Service Fund, and from local, state and federal grants. The data center is located in a secure environment with temperature control, fire protection, and backup power.

575.5 — BACKUP PROCEDURES

AS/400 - No backup after Feb 2013. No new data entered. Complete backups are stored both on-site and off-site.

All other College Servers

All server backups are done on an Infracore disc array appliance. A secondary appliance is located at the BCC and is used as an offsite backup location. All the backup data is replicated and synchronized on both devices after the nightly backups are executed.

Backups are retained as follows:

- Full backups – 6 months
- Differential backups – 1 month
- Incremental backups – 14 days
- Archive drive – rotated monthly with a set of two drives. Contains all backups for one month period. Inactive drive is stored off-site.

575.6 — DISASTER RECOVERY PROCEDURE

In the event of a disaster at the College that results in loss of data processing equipment or the data that it contains, the following procedures outline methods to recover the data and access to it. This document will address total loss of equipment and data. Obviously, only the portions of this document that apply to the equipment/data lost need to be addressed.

1. Obtain and replace any defective equipment (see list of vendors below)
2. Connect/configure network hardware as required
3. Load Operating System/software as required
4. Restore data from backup appliance (see Backup Procedure document-attached)
5. Contact technical support as required (see list of support vendors below)

NUMBER: 575

SUBJECT: INFORMATION SYSTEMS (IS) DATA SECURITY PLAN

APPROVAL DATE OF LAST REVISION: MARCH 24, 2011; MARCH 1, 2012; NOVEMBER 23, 2015; JUNE 19, 2017

PAGE 3 OF 7

Servers:

- AS/400 Computer
- ADMIN server
- AMS server
- APPS server
- BCC server
- BUS server
- DEPT server
- DLS server
- DRAFT2 server
- ISC server
- ISM server
- ISV server
- JDB2 server
- JTS server
- JWEB server
- TEI server
- ELearn Streaming Server
- Tableau server
- ATWO server

Network hardware:

- Cisco 3750, 3750G and 3750 X switches
- Cisco 560 Switch
- Cisco 3650 switch
- Cisco 2970 switch
- Cisco 2960 switch
- Cisco 2950 switch
- Cisco ASA 5250 firewall
- Cisco ASA 5255 firewall
- Cisco 5508 Wireless Controller
- iBoss model 14500 content filler
- Infracore 2500 Backup device
- Synology RS815 NAS system

**Note: a copy of all Cisco configuration files are on the off-site backup archive drive (\\admin\IS\$\ciscobackupfiles).

Support contacts:

<i>IBM</i>	hardware support	IBM 800-426-7378
		AMX 949-675-3147
	software support	AMX 949-675-3147
<i>Hewlett-Packard</i>	hardware support	Valcom 801-262-9277 Ken
	hardware vendor	Valcom 801-774-0527 Jeff
<i>Infracore backup</i>	total support	Infracore 801-263-5116

NUMBER: 575

SUBJECT: INFORMATION SYSTEMS (IS) DATA SECURITY PLAN

APPROVAL DATE OF LAST REVISION: MARCH 24, 2011; MARCH 1, 2012; NOVEMBER 23, 2015; JUNE 19, 2017

PAGE 4 OF 7

iBoss hardware support 858-568-7051 ext. 3

Cisco hardware support Cache Valley Electric 801-631-5330 Derek

575.7 — SERVER AND INFORMATION SECURITY, NETWORK MONITORING, AND VULNERABILITY SCANNING

- Servers housed at the College are located behind secure doors, with limited access.
- Hardware and software firewalls are configured to block access to the Intranet from the outside. Antivirus and antispyware software is used on all servers and workstations.
- Users are required to change their password every **150 days** and must maintain at least two passwords.
- The Utah Education and Telehealth Network (UETN) monitors network traffic patterns and probes ports of computers by conducting networking scanning for the purpose of identifying vulnerable and compromised computers on the network. This monitoring occurs 24 hours per day, 7 days per week, and 365 days per year. All computers and communications devices connected to the network are subject to this monitoring. Vulnerabilities or compromised machines are identified and e-mail notifications are sent to both the CIO and Information Systems Specialist daily. Compromises and other security breaches are resolved immediately to protect the network resources.

575.8 — RISK MITIGATION

The College stores a large amount of data (both digital and hard copy), which includes personal, non-personal, sensitive, and confidential information. Care should be taken to protect this data to ensure that it is not changed (either accidentally or deliberately), lost, or stolen. The College has data breach insurance for protection in the event of a data breach.

575.9 — ACCEPTABLE COMPUTER USE GUIDELINES AND PROCEDURES

All computers are shared educational resources of the State of Utah for the primary use of professional staff and student access. The use of the network and/or online courses is considered to be a privilege and is permitted to the extent that available resources allow. With this privilege come certain responsibilities that need to be understood and carried out by all users. Classroom computer settings must remain constant to provide a quality training environment for all users. **Therefore, any student found adding, modifying, or deleting current computer settings or software (i.e., screen savers, wallpaper, graphics, games, unlicensed software, instant messaging client, file sharing, downloading of copyrighted materials, etc.) will be subject to appropriate disciplinary action and possible termination from the College.**

The College **does not** provide e-mail accounts for students.

Users must accept the responsibility of adhering to high standards of professional conduct and act in a responsible, decent, ethical, and polite manner. Internet use is for the purpose of encouraging the pursuit of higher knowledge. Although reasonable effort is made to filter out controversial material, each individual's judgment regarding appropriate conduct in maintaining a quality resource system is essential. Students will treat their instructors, fellow students, and support staff with respect both in the physical and online classroom environments.

While this does not attempt to articulate all required behavior by its members, it does seek to assist by providing the following guidelines:

1. All use of the Internet must be in support of a world class public education and educational research in Utah and consistent with the purposes of the network.
2. Computer accounts shall be used only by the authorized owner of the account. Account owners are ultimately responsible for all activity under their account. All communications and information accessible via the Internet should be assumed to

NUMBER: 575

SUBJECT: INFORMATION SYSTEMS (IS) DATA SECURITY PLAN

APPROVAL DATE OF LAST REVISION: MARCH 24, 2011; MARCH 1, 2012; NOVEMBER 23, 2015; JUNE 19, 2017

PAGE 5 OF 7

be private property. Great care is taken by the network's administrators to ensure the right of privacy of users. However, it is recommended that users not give out personal information like home addresses and/or telephone numbers. Also, passwords should be kept private and changed frequently.

3. No personal laptop computers, desktop computers, smart phones, tablet devices, or any other personal device capable of network connection will be allowed on the network; although, personal devices may connect to the Internet via wireless networks at the College. Personal network devices such as wireless access points, routers, servers, firewalls, etc., are not allowed.
4. Prohibited behaviors include:
 - Sending or displaying intimidating, offensive, or inappropriate messages or pictures
 - Illegal activities (defined as a violation of local, state, and/or federal laws)
 - Harassing, insulting, or attacking others
 - Using another person's password/account
 - Accessing another person's computer, folders, work, or files without their consent
 - Possessing or using any software tools designed for probing, monitoring, or breaching the security of a network
 - Violating copyright laws
 - Having someone else complete work
 - Using additional materials to complete exams
 - Any use for commercial purposes or financial gain
 - Any use for product advertisement or political lobbying
 - Any use which shall serve to disrupt the use of the network by other users
 - Extensive use of the network for private or personal business
5. In regard to e-mail, chat rooms, and threaded discussions (if applicable), "netiquette" includes:
 - Having appropriate e-mail addresses
 - Using only language that would be appropriate in any face-to-face classrooms
 - Respecting the comments of teachers and other students. Discussions and disagreements over issues are appropriate; however, put-downs or any type of negative comments about another student or instructor is not appropriate
6. This is a legally binding document and careful consideration should be given to the principles outlined herein. Violations of the provisions stated in this document may result in suspension, revocation of network privileges, and/or dismissal/termination.
7. The above-mentioned use is subject to revision.
8. As necessary, the College will determine whether specific uses of the Internet are consistent with this document. The College shall be the final authority on use of the network and the issuance of user accounts.

575.10 — TECHNOLOGY PROTECTION MEASURE

An internet filtering device is in place and functioning at all times that blocks or filters internet access by all users to obscene and/or pornographic materials. This device also monitors internet activity of users.

NUMBER: 575

SUBJECT: INFORMATION SYSTEMS (IS) DATA SECURITY PLAN

APPROVAL DATE OF LAST REVISION: MARCH 24, 2011; MARCH 1, 2012; NOVEMBER 23, 2015; JUNE 19, 2017

PAGE 6 OF 7

575.11 — INTERNET SAFETY

The College does not allow minors access to inappropriate and objectionable internet materials and prohibits access to unlawful and harmful online activities. Access to personal information of minors is restricted.

The College hosts minor age students from local area high schools for a portion of the school day and assumes that proper education about appropriate online behavior, including cyberbullying awareness and interacting on social networking sites and chatrooms, is being conducted, as required by law, at those high schools.

NUMBER: 575

SUBJECT: INFORMATION SYSTEMS (IS) DATA SECURITY PLAN

APPROVAL DATE OF LAST REVISION: MARCH 24, 2011; MARCH 1, 2012; NOVEMBER 23, 2015; JUNE 19, 2017

PAGE 7 OF 7

Staff/Student Application for Computer Use

Students may be allowed use provided they read and sign thus agreeing to follow all guidelines; obtain one teacher's signature (if a student), who will act as sponsor; and obtain the signature of a parent, if under age 18.

Applicant _____ Staff/Student (please circle one)

School Bridgerland Technical College

Address 1301 North 600 West, Logan, UT 84321 Phone _____

I have read the Acceptable Computer Use document and agree to abide by its provisions. I understand violation of the use provisions stated in the document may constitute suspension or revocation of network privileges.

Signature _____ Date _____

Sponsoring Teacher(s) (required for students)

I agree to sponsor the above student and to supervise his/her responsible use of the network as defined by the Acceptable Computer Use document while in my classes.

Teacher's Signature _____ Date _____

Sponsoring Parent or Guardian (required for students under 18)

I have read the Acceptable Computer Use document. I understand administrators of the network have taken reasonable precautions to ensure that controversial material is eliminated on the College's Network. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Parent's or Guardian's Signature _____ Date _____

Address _____ Phone _____

College Approved by _____ Date _____

NUMBER: 617

SUBJECT: LIMITED ENGLISH PROFICIENCY PLAN

APPROVAL DATE OF LAST REVISION:

PAGE 1 OF 2

617.1 — SCOPE & INTRODUCTION

This Limited English Proficiency Plan has been prepared to address the Bridgerland Technical College's responsibilities as a recipient of federal financial assistance as they relate to the needs of individuals with limited English language skills. The plan has been prepared in accordance with Title VI of the Civil Rights Act of 1964, and its implementing regulations, which state that no person shall be subjected to discrimination on the basis of race, color, or national origin.

Differing treatment based upon a person's inability to speak, read, write or understand English is a type of national origin discrimination. It directs each agency to publish guidance for its respective recipients clarifying their obligation to ensure that such discrimination does not take place. This order applies to all state and local agencies which receive federal funds.

The identification of reasonable steps to provide oral and written services in language other than English is to be determined on a case-by-case basis through a balancing of four factors.

617.2 — MEANINGFUL ACCESS

The College shall provide quality language assistance services to individuals with limited English proficiency, in a timely manner, to ensure meaningful access to programs. The purpose of this Executive Order and this LEP plan is not to create new services, but to eliminate or reduce limited English proficiency as a barrier or impediment to accessing the College's core services.

Census Reports determine that a limited number of persons in Cache and Box Elder County speak a language other than English. To date, the College has had no requests for LEP interpreters and no requests for translated program documents. Currently, there is very little contact with LEP persons.

There is no large geographic concentrations of any type of LEP individuals in the service areas for the College. An overwhelming majority of the population speak English. College staff are most likely to encounter LEP individuals through office visits or phone conversations.

The College reviewed its available resources that could be used for providing LEP assistance should the need arise. Spanish translation if needed could occur with bilingual faculty, staff, or volunteers within a reasonable time period. Other language translation, if needed, could be provided through an interpreter for which the College would pay a fee. Additionally, the English Language Center in Logan, Utah, would be available as a translation services for speakers of other languages.

617.3 — LANGUAGE ASSISTANCE

A person who does not speak English as their primary language ability to read, write, speak, or understand English may be a Limited English Proficient person and may be entitled to language assistance. Language assistance can include interpretation, which means oral or spoken transfer of a message from one language into another language and/or translation, which means the written transfer of a message from one language to another.

617.3.1 — LANGUAGE ASSISTANCE MEASURES

Although there is a very low percentage of LEP individuals in the service region, that is persons who speak English "not well" or "not at all," the College will take reasonable steps to ensure meaningful access to their programs and will offer the following measures:

NUMBER: 617

SUBJECT: LIMITED ENGLISH PROFICIENCY PLAN

APPROVAL DATE OF LAST REVISION:

PAGE 2 OF 2

- Volunteer interpreters for the Spanish language (the largest LEP language-minority served by the College) will be provided within a reasonable time period.
- Language interpretation will be access for all other language through interpretation services.

617.4 – TRAINING

Information on LEP plan will be available to all employees on the web site along with language assistance services offered to the public.

617.5 – TRANSLATION

The College is dedicated to assisting LEP persons in their service region. Due to the very small local LEP population, translation of documents will occur on request by an LEP individual.

617.6 – MONITORING

As new US Census data is available, or when it is clear that higher concentrations of LEP individuals are present in the service areas, updates to the LEP plan will be provided.

617.7 – DISSEMINATION

Information on LEP plan will be available to all employees and citizens through the College web site.

617.8 – SERVICES

English Language Center – Logan, UT – elc-cv.org

625.1 – PLAN

Bridgerland Technical College's purpose is to educate individuals for entry-level employment. The College believes individuals are better served if they are able to graduate with a complete credential. The College also understands students may encounter a variety of barriers that may limit their success and contribute to a decision to withdraw. To assist students during challenging times and increase the likelihood of graduation, the following retention services are in place:

625.2 – PROCEDURES

625.2.1 – Academic

- Instructional faculty are dedicated to student success and expected to meet regularly with students regarding academic performance. Faculty are available to assist students with program questions, converse with them on attendance and satisfactory academic progress, as well as identify risk factors for potential withdrawal with associated solutions.
- Students who identify as needing additional academic support may be referred to the Academic Learning Center where individual remediation is available in basic skills such as math, reading, study habits, test taking skills, etc.
- Student Success Advisors are available to assist students who wish to explore transferring into a different career training program.

625.2.2 – Finance

- The College has a variety of financial aid options for existing and potential students which are kept current on the College web site.
- Students are referred to supporting agencies in instances where additional resources beyond educational financial assistance is needed (e.g., food, childcare, heating assistance, transportation, etc.)

625.2.3 – Personal

- Each student is assigned a faculty member at program acceptance who is dedicated to student success and available to refer students to appropriate resources.
- The College has a school counselor/psychologist available to assist students and staff with a personal and academic issues.
- For students with disabilities, an ADA coordinator is available.

6.25.3 – Retention Effectiveness

- Student, faculty, advisory members, and board members provide input through use of the College strategic planning process, which includes topics such as, faculty/staff professionalism, barriers to student success, withdrawal reduction strategies, and others. Completed survey results are reviewed annually by the administrative staff and then shared with department heads.
- Students are additionally asked to complete an Instruction/Program Evaluation Survey, which includes questions on College services, instructor performance, program content, and retention services. Completed survey results are reviewed annually by the administrative staff and then shared with department heads.
- Program outcome data along with withdrawal rates are evaluated annually by administration to identify areas of concern.

NUMBER: 691

SUBJECT: STUDENT FOLLOW-UP AND PLACEMENT PLAN

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017

PAGE 1 OF 3

691.1 – PLAN

The mission of the College is to deliver competency-based, employer-guided career and technical education to both secondary and post-secondary students through traditional and technology-enhanced methodologies. This hands-on technical education provides occupational education, skills training, and workforce development to support the educational and economic development of the Bear River Region.

Every effort is made to ensure that instructors and staff in the training programs and support services are highly qualified and dedicated to providing a worthwhile experience for every student enrolled at the College.

To evaluate the effectiveness of the training programs, and to provide feedback to the instructors and staff, the following plan has been established. It is the intent that the information gathered using these procedures will be used in a constructive manner to assist administration, department heads, faculty, and staff to ensure that follow-up is systematic and continuous.

691.2 – RESPONSIBILITY AND COORDINATION

Job placement assistance and follow-up activities for students are the direct responsibility of the instructors. Additional assistance is provided by Student Services.

691.2.1 – COMMUNICATION NETWORK

Once notification is received by Student Services that a certificate seeking student has completed or left a program, the following procedures are implemented:

- (a) Department heads turn in a Training Outcome Form at the time of a student's graduation or withdrawal from a program indicating the current employment status of the student.
- (b) Students who were seeking employment at the time of graduation or withdrawal will have their name given to a Student Services representative who follows up with the student via telephone, **text message** or email to obtain employment data.
- (c) In cooperation with Student Services, department heads attempt to contact students with unknown outcome data.
A report of outcome status for all students is available regularly to improve outcome accuracy.

Department instructors track their students or participate in the placement process, and are responsible for completing the Training Outcome Form. Completed forms are submitted to Student Services for processing following the procedures listed above. Student Services personnel ensure there is a Training Outcome Form submitted for each student and will follow-up on any student who is not contacted by the department.

In addition, students who cannot be contacted with three phone and/or email attempts are sent a letter requesting the follow-up information. Included with the letter is a Training Outcome Form, instructions on how to complete the form, and a self-addressed, stamped return envelope for use by the student.

If a student does not have a phone, a letter, a Training Outcome Form, and a return envelope and instructions are sent approximately ninety days after the student's exit date.

NUMBER: 691

SUBJECT: STUDENT FOLLOW-UP AND PLACEMENT PLAN

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017

PAGE 2 OF 3

691.3 – COLLECTION OF INFORMATION

691.3.1 – GRADUATION SATISFACTION SURVEY

Each Certificate Seeking student completing a program is asked to complete an Instructor/Program Evaluation Survey. Each student is asked to complete the survey through an emailed survey link, but may additionally be asked to complete it by their instructor and/or Student Services personnel upon exiting the program. This survey focuses on program effectiveness for various modes of delivery and relevance to job requirements and includes questions on instruction, facilities, and overall satisfaction with the training received at the College. These surveys are collected and monitored by Student Services personnel.

Once the forms are collected, the data is reviewed and a yearly summary report generated for each program. The information developed from the responses will be used by Administration to evaluate and improve the quality of program outcomes and ascertain how the instructors and facilities are viewed by the students. These reports are disseminated to the appropriate department head for further evaluation and action.

691.3.2 – EMPLOYER SURVEY/PROGRAM EFFECTIVENESS

In an effort to determine program effectiveness in relation to job requirements, Student Services personnel will send a follow-up questionnaire to all employers identified as hiring one or more students in a training related position during the student follow-up procedures. The returned questionnaires are reviewed by Student Services personnel and filed for review by administrators for the purpose of program evaluation and action.

691.3.3 – TRAINING OUTCOME FORMS

Communication of student outcomes occurs through the use of a Training Outcome Form. When the Training Outcome Forms are completed, they are submitted to the Student Services department who review the information and clarify should any data confusion exist. When the review is concluded, the various data elements from the Training Outcome Form are entered into the student information system in the student's data file. The student information system data file can then be used to generate the elements for the Council on Occupational Education (COE) Annual Report and other reports requested by Administration regarding placement information. After the information is entered into the student information system, the Training Outcome Forms are scanned into the Optical Scanning System.

If it is determined, through the follow-up process, that a student has gained instruction-related employment or is continuing his/her education; follow-up will be considered complete for that student. Once it is determined during the follow-up process that a student is unavailable or has an unknown status, he/she will no longer be tracked. If contact is made with an unavailable/unknown status student's relative, a request for the student to contact Student Services is made should his/her status changes in any manner (gained employment, continuing education, or seeking employment, etc.).

691.4 – EMPLOYMENT OPPORTUNITIES/COUNSELING

Potential employers use the 'Post a Job' feature on the College web site. Posting are provided as a resource for employers, advisory members, and most importantly, graduating students. Additionally, students are provided resources specific to the job seeking process for the industry in which they trained.

Program instructors are invested in student success and stay in close contact with students post-graduation. Instructors provide additional support in the job seeking process and obtain accurate outcome results from graduates. As a result, Training Outcome Forms are updated and provided to Student Services personnel for inclusion in the student's permanent record and program outcome reporting.

NUMBER: 691

SUBJECT: STUDENT FOLLOW-UP AND PLACEMENT PLAN

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017

PAGE 3 OF 3

691.5 – USE OF INFORMATION

Placement and follow-up information is used to evaluate and improve the quality of program outcomes. Programs with completion, placement, and/or licensure rates below the accreditation benchmarks undergo a thorough review to identify issues impacting successful student outcomes. Improvement plans will be created and implemented, when applicable, to improve outcome data in conjunction with mandated accreditation requirements.

691.6 – DISSEMINATION OF OUTCOME DATA

Annual program outcomes are discussed with the administrative team in staff meetings. Careful attention is given to programs with the potential to fall below minimum accreditation benchmarks. Department Heads receive correspondence from Student Services regularly throughout the year in concentrated efforts to strengthen outcome data. Summary program outcome data submitted to COE is provided to Department Heads in their annual employee evaluation process. Additionally, outcome data is available on the College web site by program.

691.7 – RECORD RETENTION

Once data is transferred to the Student Information System for outcome reporting, Training Outcome Records are digitally scanned into the Optical Scanning System and maintained as part of the student's confidential student record. Scanned documents are maintained on a secure, access restricted, and backed-up network.