



**BRIDGERLAND
TECHNICAL
COLLEGE**
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**BRIDGERLAND TECHNICAL COLLEGE
BOARD OF DIRECTORS
INSTITUTIONAL ADVISORY COMMITTEE
APRIL 27, 2020, 4 P.M.
VIRTUAL MEETING (ZOOM)
~ DRAFT ~
MINUTES**

Board Members Present

Neil Perkes, Chair – Logan Regional Hospital, Logan
Taylor Adams – Utah State University, Logan
Dave Brown – Western AgCredit, South Jordan
Jack Draxler – Draxler Appraisal Services, Inc., North Logan
Ann Geary, Past Chair – Logan School District, Logan
Monica Holdaway – Box Elder Chamber of Commerce, Brigham City
Brian Hyde – Autoliv, Smithfield
Nancy Kennedy, Vice Chair – Box Elder School District, Brigham City
Jeffrey Packer – All Pro Real Estate, Brigham City
Michael Madsen – Michael J. Madsen Construction, Garden City
Roger Pulsipher – Cache School District, Avon
Eric Wamsley – Rich School District, Laketown

Bridgerland Technical College Present

K. Chad Campbell, President
Wendy Carter, Vice President for Instruction
Troy Christensen, Vice President for Brigham City
Emily Hobbs, Chief of Staff
Lisa Rock, Controller
Frank Stewart, Chief Development Officer
Jim White, Vice President for Student Services

Guest(s)

Mike Liechty, Cache School District
Dr. Scott Theurer, Trustee Representative – Dentist, Logan
Jared Haines, UTECH Commissioner

This meeting was held virtually for the safety of Board members and in accordance with BTECH Policy 100.107.1.5, which states, “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.” Additionally, on March 18, 2020, Governor Gary Herbert issued an Executive Order suspending the enforcement of provisions of Utah Code 52-4-202 and 52-4-207, and related State agency order, rules, and regulations.

Item 1

Pledge of Allegiance & Welcome

Neil Perkes conducted the meeting and welcomed those in attendance. The meeting was called to order at 4:03 p.m. Neil thanked Board members for participating under unique circumstances due to Infectious Disease COVID-19 Novel Coronavirus. The Pledge of Allegiance was recited.

Item 2

Consent Calendar Approval

A. **Minutes from the January 27, 2020, Board meeting** were available online for review and subsequent approval.

B. **Strategic Planning Tri-Annual Highlights**

The 2019-2020 Strategic Planning Tri-Annual Highlights from November 2019 to March 2020 was provided as an online link.

ACTION: Nancy Kennedy made a motion to approve the Consent Calendar items. Eric Wamsley seconded. Motion carried.

Item 3

Audit Committee Report –

Audited Annual Financial Report for the Year Ended June 30, 2019

The Bridgerland Technical College Audited Annual Financial Report for the year ended June 30, 2019, along with the Government Auditing Standards (GAS) report on internal control and the auditors required communications were provided for review. Roger Pulsipher, Audit Committee Chair, reported that the auditors from the Office of the Utah State Auditor participated in a conference call with the Audit Committee in the committee meeting before Board Meeting. The auditors issued a “clean,” unqualified opinion on the audit report. There were no findings or corrections. Roger congratulated the Accounting Department and thanked them for their hard work.

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

ACTION: Jeff Packer made a motion to accept the Audit Annual Financial Report for the year ended June 30, 2019. Ann Geary seconded. Motion carried.

Item 4

Program Changes

Included for Board information and review were proposed program changes with an effective implementation date of July 1, 2020. Wendy Carter explained the following program modifications for consideration:

- Cybersecurity – hour change from 450 hours to 600 hours (Substantive Change)
- Cybersecurity – change mode of delivery to “less than 100%” distance education
- Dental Assisting – hour change from 1080 hours to 990 hours
- Drafting (1200 hours) – Brigham City Branch Campus – Discontinue
- Information Technology – change mode of delivery to “less than 100%” distance education
- Interior Design – change mode of delivery to “less than 100%” distance education
- Machining Technology – hour change from 1440 hours to 1050 hours (Substantive Change)

- Media Design (1200 hours) – Brigham City Branch Campus – Discontinue
- Paramedic – hour change from 1260 hours to 1170 hours
- Police Academy – hour change from 725 hours to 735 hours
- Therapeutic Massage – Brigham City Branch Campus – New program (810 hours)
- Web & Mobile Development – hour change from 1050 to 900 hours
- Web & Mobile Development – change mode of delivery to “less than 100%” distance education

Lisa Moon, Associate Vice President for Instruction of Health Sciences and Public Services, provided additional details on Therapeutic Massage. Upon approval, this new program will expand training opportunities not currently offered in the Bear River Region or surrounding areas. There is a high demand for this profession, especially in health care, which accounts for 53 percent of the jobs. Personal care settings make up 37 percent, and the remaining 10 percent in travel and tourism. Lisa talked about the benefits of massage, including improvement in patients suffering from cardiovascular disease, cancer, limited mobility, migraines, hypertension, and carpal tunnel. Therapeutic massage is ranked 6th in “Best Jobs without a Degree,” with an average annual wage of over \$40,000. Board members expressed their support for this program noting this training will be extremely valuable for the communities in northern Utah.

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

ACTION: Jack Draxler made a motion to approve the Program Changes as outlined. Roger Pulsipher seconded. Motion carried.

Item 5

Legislative Update

President Campbell provided the following update on the 2020 General Session of the Legislature and the Fiscal Year (FY) 2021 Utah System of Technical Colleges (USTC/UTECH) appropriations were provided. He noted that until the economy turned due to COVID-19, it was one of the best years the College has had financially.

Health Sciences Building

Bridgerland Technical College has worked hard for many years to get a new Health Sciences Building. Excitingly, the building was funded as the number one priority during the 2020 General Session of the Legislature. It has taken a team of people all working together to help this building become a reality. The BTECH Board of Directors, UTECH Board of Trustees, UTECH presidents, legislators, the Division of Facilities, Construction, and Management (DFCM), business leaders, the Cache Valley Chamber of Commerce, the Northern Utah Chamber Coalition, along with BTECH faculty, staff, and administration have all worked together to make this happen. President Campbell thanked the Board members for their support. Neil Perkes and Brandon McBride, CEO for Logan Regional Hospital, were instrumental in moving this building forward.

The programming and planning phase for the Health Sciences Building is nearing completion; therefore, renderings showing what the new facility might look like were presented. President Campbell explained that the next step will be a Design-Build phase spearheaded by DFCM with an owner’s representative hired to manage the project. This phase should be approved around

the middle of July. Board members commended all of the hard work on this building so far and are glad to move forward on this project.

Operating Budget

Administration is in the process of preparing the FY 2020-2021 Operating Budget utilizing the funding in accordance with (1) the budget request provided to UTECH and the Legislature before the session, and (2) any new direction resulting from the Special Session of the Legislature in response to the economic slowdown. Senate Bill (S.B.) 8 – State Agency and Higher Education Compensation Appropriations provides a 2.5 percent labor market increase for State and higher education employees and provides an average 4.35 percent increase in health insurance benefits. While Bridgerland Administration is preparing implementation strategies, President Campbell assured the Board that the College will refrain from committing to actual spending until further direction from the Legislature is given.

On April 16, 2020, House Joint Resolution (H.J.R.) 301 Joint Resolution Urging Fiscal Responsibility was passed by the Legislature. Language from that resolution was provided in the agenda.

SB 111 – Higher Education Amendments

This bill passed the Legislature and was signed by the Governor. Language from that bill was provided in the agenda. President Campbell reviewed some of the amendments, which included changing the Board of Directors to Board of Trustees. Jack Draxler inquired about the ability of the newly named Board of Trustees to work independently. Commissioner Haines said there is an effort to have more authority go to local boards to be responsive to business and industry; however, statewide articulation will require collaboration with degree-granting institutions to accomplish that. The new Commissioner search is underway.

Item 6

Development Office Report

Frank Stewart, Chief Development Officer provided an update on the following development items:

- Health Sciences Building Donor Appreciation
 - Frank thanked everyone for their support and mentioned no gift is too small. He reported 142 total donors in the first part of the new building campaign, with eight family foundations, 29 couples, 56 employees/partners, and 49 physicians and dentists. This kind of community support is significant for this project.
- Gene Haas College Naming Grant
 - After a two-year relationship-building process, Bridgerland Technical College was well positioned to apply for the Gene Haas College Naming Grant as it became available in February. Hosting the Regional HTEC Educators Conference last October was a “check the box” opportunity in this process. In March, the College received affirmative confirmation from the Gene Haas Foundation for \$250,000 to remodel, add equipment, and upgrade the Machining Technology department.
- Corporate Partnerships/Sponsorships/Private Funding
 - Many corporate partnerships were formed, and substantial gifts were made for the events and student competitions slated to be held this year. Many of them have been canceled or postponed due to restrictions, so that money will either be held for next

- year, used for scholarships, or extended to support programs increasing online technology. Frank provided an example where nursing simulation software was purchased to provide enhanced education for Practical Nursing students unable to participate in clinical training. A list of donors was provided.
- Due to restrictions from COVID-19, over 100 scholarship interviews were conducted via video conferencing. It was an enjoyable opportunity to see the students and understand their need for assistance. Around \$200,000 was awarded to students who will begin their education shortly.

Item 7

Board of Trustees Report

Dr. Theurer reported that the Utah System of Technical Colleges Board of Trustees will continue until the end of June. They are fully engaged in supporting the eight colleges. Six trustees were appointed, pending Senate confirmation, to serve on the Utah Board of Higher Education. Nominations for the new commissioner are open for another three days. UTECH staff are transitioning to remodeled offices in the Gateway building in Salt Lake City.

Item 8

Information Items

A. COVID-19 Response

As a technical college with predominantly hands-on instruction, the transition through a soft close, and then the state-mandated suspension of on-campus activities presented a host of challenges. However, Bridgerland is filled with champions, and together, a plan was set into motion to minimize the impact on both student and employee lives. Of the 39 programs, one program was not in session, and one other was unable to provide instruction remotely. The result was 95 percent of the programs were able to provide education remotely during this COVID-19 challenge successfully.

Wendy Carter talked about the College's approach to first, do no harm for employees and students, and second, catapult programs forward with remote training. The Governor said to adapt and innovate, and it took a team to focus on what can be done instead of what can't. Students were given a choice to take a leave of absence, and some did. Wendy provided examples of creativity, such as students cooking from home for Culinary Arts, using space at the Sheriff's Office to continue training safely in Police Academy, and securing internships in local grocery stores for Meat Services.

These are not long-term solutions, and about 50 percent of the students (adult and high school) are struggling with technology, personal, mental health, or finances. State and national testing have stalled. There are challenges ahead, but there is encouragement in a shift from red to orange risk as a state, and students will begin doing lab work in small groups.

President Campbell reported that despite our best efforts, we weren't able to maintain workloads for four full-time and 15-30 part-time employees. (These numbers shift regularly.) He thanked UTECH for their leadership in response to the pandemic.

Chair Perkes provided an update as an administrator at Logan Regional Hospital. They meet regularly to discuss the county data and have seen a significant impact on businesses. The non-critical surgeries have dropped workload, which has affected over 200 employees. They sent a group to New York City to assist with their overwhelmed health care system. He talked about the

heartbreaking stories of the inability to care for individuals properly without equipment, supplies, and the workforce. It is projected Utah will hit a peak on July 28.

B. Custom Fit Training Department – Year to Date

Fiscal Year	Trainees	Training Hours	Total Companies	New Companies
19-20 Qtr 1	1,488	11,802	140	18
19-20 Qtr 2	2,257	25,378	176	19
19-20 Qtr 3	3,665	45,730	181	30

C. Stand-Alone Courses

- In accordance with USTC Policy 200, Section 5.1.2, courses not part of an approved certificate shall be approved by the Chief Instructional Officer and reported to the College Board of Directors as an information item. The current schedule is included as a link and is always available online at btech.edu. No new courses need to be approved at this time.

D. Calendar/Happenings

- Calendar available at btech.edu/event-calendars
 - April 30-May 1, 7:30 p.m., Spring Fashion Show, BTECH - POSTPONED
 - May 6-7, Career Days - CANCELED
 - June 3, 6:30 p.m., General Graduation – TO BE DETERMINED
 - June 4, 5:30 p.m., Practical Nursing Pinning & Lamp Lighting Ceremony – TO BE DETERMINED
- Board Meeting Dates
 - June 22, 2020
 - August 24, 2020
 - November 16, 2020

Item 9

President Evaluation – Closed Session

ACTION: Nancy Kennedy made a motion to move into a closed session, as provided in Utah Statute 52-4-205 for the discussion of the character, professional competence, or physical or mental health of an individual. Ann Geary seconded. Motion carried unanimously by roll call vote:

- Neil Perkes - yes
- Taylor Adams - yes
- Dave Brown - unavailable
- Jack Draxler - yes
- Ann Geary - yes
- Monica Holdaway - yes
- Brian Hyde - yes
- Nancy Kennedy - yes
- Jeffrey Packer - yes
- Michael Madsen - yes
- Roger Pulsipher - yes
- Eric Wamsley - yes

The Board reconvened in the open public session at 6:15 p.m.

Item 10

Next Meeting Date & Adjournment

The next Board meeting will be Monday, June 22, at 4 p.m. Brian Hyde made a motion to adjourn the meeting. Roger Pulsipher seconded. Motion carried.