



**BRIDGERLAND
TECHNICAL
COLLEGE**
btech.edu

**BRIDGERLAND TECHNICAL COLLEGE
BOARD OF TRUSTEES
INSTITUTIONAL ADVISORY COMMITTEE
AUGUST 24, 2020, 4 P.M.
VIRTUAL MEETING**

MINUTES

~ DRAFT ~

Board Members Present

Nancy Kennedy, Chair – Box Elder School District, Brigham City
Jack Draxler, Vice Chair – Draxler Appraisal Services, Inc., North Logan
Taylor Adams – Utah State University, Logan
Monica Holdaway – Box Elder Chamber of Commerce, Brigham City
Neil Perkes, Chair – Logan Regional Hospital, Logan
Michael Madsen – Michael J. Madsen Construction, Garden City
Roger Pulsipher – Cache School District, Avon
Eric Wamsley – Rich School District, Laketown

Board Members Excused

Brian Hyde – Autoliv, Smithfield
Jeffrey Packer – All Pro Real Estate, Brigham City

Bridgerland Technical College Present

K. Chad Campbell, President
Wendy Carter, Vice President for Instruction
Troy Christensen, Vice President for Brigham City
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
Dave Woolstenhulme, Commissioner
Jean Dunn, Chief Compliance Officer
Geoff Landward, Deputy Commissioner
Paul James, Facilities Director

Item 1

Welcome & Pledge of Allegiance

Nancy Kennedy 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

Consent Calendar Approval

A. **Minutes from the June 22, 2020, Board meeting** were available online for review and subsequent approval.

B. **Fiscal Year (FY) 2019-2020 Strategic Planning Evaluation Results**

During the last year, the Board has had the opportunity to learn more about the accomplishments of the College and participate in the evaluation of progress toward achieving the objectives in the Strategic Plan. The "Tri-Annual Highlights" throughout the year have been compiled into a single document and demonstrate progress from July 1, 2019, to June 30, 2020. This document was provided as an online link.

ACTION: Neil Perkes made a motion to approve the Consent Calendar items (A) Minutes from the June 22, 2020, Board Meeting, and (B) FY 2019-2020 Strategic Planning Evaluation Results. Taylor Adams seconded. Motion carried.

Item 3

Responsibilities and Authority of USHE Governing & Administrative Officers

Dave Woolstenhulme, Commissioner

Geoff Landward, Deputy Commissioner & General Counsel

The Utah System of Higher Education comprises of 16 institutions, all with unique missions, but who are also working toward common goals and a unified vision. To ensure the system is efficient, effective, and delivers world-class instruction and research, the Board of Higher Education and institutional boards of trustees must align responsibility and authority. Dave Woolstenhulme, Commissioner, and Geoff Landward, Deputy Commissioner and General Counsel, were both in attendance to review the Responsibilities and Authority of USHE Governing & Administrative Officers document. This document was approved at the August 21, 2020, Utah Board of Higher Education (UBHE) meeting.

Commissioner Woolstenhulme expressed his appreciation to President Campbell for how well the College navigated the challenges with Covid-19 by keeping students in class and continuing to provide a skilled workforce.

The following were among the items Deputy Commissioner Landward presented (see attachment for full detail):

- A master plan is critical for Capital Development projects moving forward.
- Efficiency will be evaluated. Keep programs where they should be taught and reduce duplication/overlap.
- As Board members consider tuition and fees adjustments, they were asked to be fully engaged in their due diligence.
- Internal auditing at the system office is available as needed for technical colleges.
- New programs will be verified by the economic development office to ensure workforce need. They will work with the VPs for Instruction to make that determination and consider

partnerships.

- Grants will be reported annually to the Board.
- Trustees to facilitate communication between the institution and the community for fundraising and development.

Item 4

Policy Updates

Changes in laws and accreditation requirements prompt the majority of updates to policies and plans. Policies with updates were identified on the spreadsheet provided as a link. Proposed changes were indicated with red and strikethrough and detail was available in the attachment. The following policy changes were reviewed with discussion by the Board:

305	Discrimination Complaints
313	Drug- and Alcohol-Free Workplace; Drug and Alcohol Testing
325	Employee Grievance - Benefits-Eligible Employees
345	Benefits - Benefits-Eligible Employees
354	Jury and Witness Leave - Benefit Eligible Employees
NEW! 532	Minors on Campus
NEW! 533	Title IX and Protection from Sex Discrimination
604	Admissions, Enrollment, & Registration
620	Leave of Absence
640	Student/Visitor Drug- and Alcohol-Free Education Environment

ACTION: Jack Draxler made a motion to approve the policies as provided in the Policy Updates, with the exception of Policy 692, which will remain active until further action is needed. Eric Wamsley seconded. Motion carried.

Item 5

Budget Request – Capital Improvements

Capital Improvement requests are designed to make major improvements or repairs to existing state buildings. Bridgerland’s proposed Capital Improvement Requests for FY 2021-2022 was provided and reviewed by the College’s Facilities Director, Paul James. The spreadsheet represents a summary listing of the respective projects. The projects listed were identified by a combination of processes that include a Facility Condition Assessment conducted by the State of Utah’s Division of Facilities, Construction, and Management (DFCM) and the Strategic Planning process internal to the College.

The highest priority items for the College are:

1. \$1,150,000 – Update Culinary Arts to comply with current food safety standards by modernizing refrigeration, compressors/condensers, demonstration kitchen, temperature control, flooring, and lab equipment to comply with current food safety standards.
2. \$1,003,218 – Replace West Campus EPDM single-ply membrane roof with new roofing material

without the gravel ballast. The current roof is in poor to fair condition and exceeds its rated recommended life expectancy.

3. \$200,000 – Logan Campus Master Plan. With the new Health Sciences building being added to the campus, a professional master plan is needed to locate 'like' programs in dedicated spaces to improve efficiency.

ACTION: Roger Pulsipher made a motion to approve the FY 2021-2022 Capital Improvement Request. Neil Perkes seconded. Motion carried.

Item 6

Budget Request – Operating Budget

A copy of the preliminary FY 2021-2022 Operating Budget (Building Block) Request was provided for review. This draft list was a compilation of the budget needs and represented the current and immediate priorities of the College. The budget is based on input from the Strategic Planning process, departmental advisory committees, instructional departments, and administrative analysis. Some "trimming" of this list may occur by the Commissioner's Office and/or the Utah Board of Higher Education, but it represents the best analysis of business and industry demand in relationship to the College's ability to implement the request during the coming months. Guidance from the Utah Board of Higher Education regarding the budget request process this year was adopted at their Board Meeting on August 21, 2020. This request was prepared in advance of the formal action taken by the Board. As a result, adjustments to this request may occur as Bridgerland responds to the direction from the Board along with any additional guidance or direction that might come from the Legislature and/or the Commissioner. This request, when approved by the Board, will be forwarded on to the Governor's Office of Planning and Budget and to the Office of the Legislative Fiscal Analyst on its way to consideration during the next General Session of the Utah State Legislature.

The following are the budget priorities for FY 2021-2022:

- \$200,000 – Equipment
 - \$100,000 – Custom Fit
1. \$84,500 – Welding Instructor
 2. \$89,000 – Pharmacy Technician Instructor
 3. \$68,600 – Public Service Support
 4. \$93,000 – Diesel Instructor
 5. \$140,200 – Entrepreneurship Center Director
 6. \$150,000 – Compensation Equity

ACTION: Jack Draxler made a motion to approve the FY 2021-2022 Budget Request including permission to update the request when guidance from the Commissioner and/or the Utah Board of Higher Education is available. Eric Wamsley seconded. Motion carried.

Item 7

FY 2019-2020 Student Enrollment and Outcomes Report

In accordance with the previous UTech Policy 205.10 "College Data Submission and Certification," that has now been adopted by the Utah Board of Education, the President, the Vice President for Student Services, and the Vice President for Instruction conducted a careful review of the FY 2019-2020

enrollment (headcount and membership hours), certificate, and placement data to certify the data is complete and accurate, and complies with the criteria outlined in UTech policies 200, 201, and 205. The policy further requires the president's review and certification of the data to be presented to the College Board of Trustees in an official board meeting as an information item not requiring approval.

Jim White, Vice President for Student Services, provided the Board with the review and certification of the preliminary year-end data submission. A report showing the FY 2019-2020 compared to FY 2018-2019 results using the new definitions approved by the UTech Board of Trustees was provided. Jim commended departments with 10 or more graduates, which included Animal Sciences, Cosmetology/Barbering, Emergency Medical Technician, Heavy Equipment Operator, and Real Estate.

Item 8

Utah Board of Higher Education (UBHE) Report

Dr. Scott Theurer provided a brief update from the Utah Board of Higher Education. He said the Board of Trustees' responsibilities have been elevated and emphasized as discussed in this meeting. Many of the approvals will be done by the Board of Trustees and then reported to the UBHE. Scott said the biggest concern right now is ensuring barriers to enrollment are removed, especially in underserved populations. He encouraged Board members to have the same perspective and remain student focused.

Dr. Scott Theurer and Wilford Clyde are the UBHE members assigned as the Resource and Review Team for Bridgerland Technical College.

Item 9

Information Items

A. COVID-19 Response

Learn & Work in Utah Grant

Wendy reported the College submitted an application for the Learn and Work Grant (Pathway to Recovery, CARES Act), on July 31, 2020, to be used for student scholarships. The Governor's Office of Economic Development recently approved the application and awarded \$386,050 to current and future BTECH students. BTECH staff is working hard to ensure students will greatly benefit from this generous award, which will need to be expended by December 1, 2020. Individuals interested in applying for the Pathway to Recovery Scholarship can apply at btech.edu/recovery.

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
19-20 Qtr 4	4,147	68,431	220	41

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

- Faculty and staff participated in Professional Development during the annual Fall Kick-Off Conference at BTECH on August 17 with the theme, “Think It, Learn It, Do It.” This theme will continue through next year where we celebrate 50 years! The keynote speaker – two-time world champion in Paralympics, Mike Schlappi, talked about taking responsibility and being empowered to do hard things despite difficult circumstances.
- Due to current COVID concerns, the June Graduation was postponed. This event was recreated as a walk-through celebration on August 10 and 11 where students and their families were assigned specific times to be recognized individually. It was a great success and students expressed their appreciation for the unique way their great accomplishment was acknowledged and celebrated.
- Calendar available at btech.edu/event-calendars
- Board Meeting Dates
 - November 16, 2020
 - January 25, 2021
 - April 19, 2021

Item 10

Adjournment

Jack Draxler made a motion to adjourn at 6:10 p.m. Monica Holdaway seconded. Motion carried.