



**BRIDGERLAND TECHNICAL COLLEGE  
BOARD OF DIRECTORS' MEETING  
AUGUST 26, 2019, 4 P.M.  
LOGAN CAMPUS – MAIN BOARDROOM  
1301 NORTH 600 WEST, LOGAN, UTAH**

**AGENDA**

WIFI PASSWORD: redtwizzlers

**Item 1**

**Start Recording: State Date, Time, Place of Meeting, and Members Present  
Pledge of Allegiance & Welcome**

**Item 2**

**Consent Calendar Approval**

A. **Minutes from the June 17, 2019, Board meeting** are available online for review and subsequent approval.

**Item 3**

**Program Highlight – Animal Sciences**

*Susan Curtis, Department Head*

Susan Curtis will be present to highlight the Animal Sciences Program. Graduates in this program work as support staff in veterinary clinics, shelters, or other animal-based institutions. They learn topics such as animal restraint, nursing care, radiology, lab procedures, blood collection, IV catheterization, dental cleanings, vaccines, physical exams, and client services.

The Animal Sciences Program partnered with the Logan City Police Department to provide microchipping services for almost 800 dogs and over 100 cats. Susan Curtis received an award from the police department for her valiant efforts to make sure valley animals find their way home.



**ACTION:** Information item/pleasure of the Board.

**Item 4**

**Fiscal Year (FY) 2020-2021 Operating Budget and Equipment Request – Strategic Planning**

*Chad Campbell, President*

For your information and review is a copy of the preliminary FY 2020-2021 Operating Budget (Building Blocks) and Equipment Request. This draft list is a compilation of the budget needs and represents 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 or the Board of Trustees, 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. This request 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. Discussions of the appropriate size or amount of the request are in progress with the Utah System of Technical Colleges’ (UTech) Interim President and Presidents’ Cabinet.

**ACTION:** Recommend approval of the FY 2020-2021 Operating Budget and Equipment Request.

**Item 5**

**FY 2020-2021 Capital Improvement Request – Strategic Planning**

*Chad Campbell, President*

*Paul James, Director of Facilities*

Capital Improvement requests are designed to make major improvements or repairs to existing state buildings. Included for your information and review is a copy of Bridgerland’s Capital Improvement Requests for FY 2020-2021. The spreadsheet represents a summary listing of the respective projects. The projects listed have been 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. Additional details will be provided.

**ACTION:** Recommend approval of the FY 2020-2021 Capital Improvement Request.

**Item 6**

**FY 2018-2019 Student Enrollment and Outcomes Report**

*Jim White, Vice President for Student Services*

In accordance with UTech Policy 205.10 “College Data Submission and Certification,” the President, the Vice President for Student Services, and the Vice President for Instruction conducted a careful review of the FY 2018-2019 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 Directors in an official board meeting as an information item not requiring approval.

Jim White, Vice President for Student Services, will be in attendance at the meeting to provide the Board with the review and certification of the preliminary year-end data submission. A report showing the FY 2018-2019 compared to FY 2017-2018 results using the new definitions approved by the UTech Board of Trustees will be provided. A copy of the College certified data is available for review as a link.

**ACTION:** Information item/pleasure of the Board.

### *Item 7*

#### **Policy Manual Updates**

*Chad Campbell, President*

Administration has identified new and existing policies that need to be updated. A brief summary of the proposed changes and additions are listed below:

#### **300.382 – Standard Work Hours and Attendance**

The College has classes that extend into the evening. Referencing normal hours 8 a.m. to 5 p.m. was removed.

#### **Financial Aid Policies (New)**

##### **700.700a – Introduction & Scope of Policy**

Introduction to Section 700 as a place to document policies related to the approval, disbursement, and delivery of Federal Student Aid.

##### **700.734 – Consumer Information**

The Higher Education Opportunity Act of 2008 includes many disclosure and reporting requirements developed under the principle of promoting access to information that will allow consumers to make informed decisions about postsecondary education.

##### **700.751 - Student Eligibility**

The Department of Education issued an electronic announcement on July 23 clarifying a requirement for evaluating the validity of a student's high school completion. As a result, an update is needed.

##### **700.780 – Veterans Education Benefits – Introduction, Overview, and Availability of Information**

The College is required to adhere to standards set forth by Executive Order 13607, Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members.

##### **700.782 – Veterans Education Benefits – Transition Act of 2018**

This policy outlines law allowing VA beneficiaries to attend school without being denied access until VA provides payment without imposed penalty due to late payment of tuition and/or fees from the VA.

**ACTION:** Recommend approval of policies as provided in the Policy Manual Updates.

**Item 8**

**Policy 608 Student Grievance**

*Chad Campbell, President*

UTECH requested a policy change to comply with HB 166 Student Civil Liberties Protection Act with a very short timeline. With feedback from the Attorney General's Office, changes were made to the policy and presented to the BTECH Board Leadership team on Monday, July 29, for approval. This policy was submitted to Administrative Rulemaking by the August 1, 2019, deadline.

**ACTION:** Information item/pleasure of the Board.

**Item 9**

**Information Items**

**A. Custom Fit Training Department – Year to Date**

Fiscal Year	Trainees	Training Hours	Total Companies	New Companies
16-17	4,762	62,014	167	30
17-18	4,856	67,118	182	34
18-19	4,653	72,989	221	52

**B. Stand-Alone Courses**

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

**C. Calendar/Happenings**

- Faculty and staff spent two full days in Professional Development during the annual Fall Kickoff Conference at BTECH on August 19 & 20 with the theme, "Everyone Needs a Champion." Keynote speaker Amy Wilde talked about this theme and her struggles with bullying. The second day split instructional faculty for teaching workshops on curriculum development and non-instructional staff for SWOT training.
- The marketing team has organized various parades throughout the region, which is proving to be a very valuable marketing tool for the College.
- Calendar available at [btech.edu/event-calendars](http://btech.edu/event-calendars)
  - October 31 – Department Trick or Treating, 11 a.m. – 2 p.m.
  - November 7 & 8 – Fall Fashion Show, 7:30 p.m., BTECH Rm 171
  - November 14 – Police Academy Graduation, 6:30 p.m., BTECH Rm 171
  - December 4 – BTECH General Graduation, 6:30 p.m., Location TBA
  - December 5 – Practical Nursing Graduation, 5:30 p.m., BTECH Rm 171
  - December 6 – North Pole Extravaganza (details TBA)

- Board Meeting Dates
  - November 18, 2019
  - January 27, 2020
  - April 27, 2020

**ACTION:** Information item/pleasure of the Board.

***Item 10***

**Board of Trustees Report**

*Dr. Scott Theurer, Trustee Representative*

A brief update from the Utah System of Technical Colleges Board of Trustees will be provided.

**ACTION:** Information item/pleasure of the Board.

***Item 11***

**Adjournment**