



**BRIDGERLAND
TECHNICAL
COLLEGE**

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**BRIDGERLAND TECHNICAL COLLEGE
BOARD OF DIRECTORS' MEETING
AUGUST 27, 2018, 4 P.M.
LOGAN CAMPUS – MAIN BOARDROOM
1301 NORTH 600 WEST, LOGAN, UTAH**

**MINUTES
~ DRAFT ~**

Board Members Present

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

Board Members Excused

Dave Brown – Western AgCredit, South Jordan
Brian Hyde – Autoliv, Smithfield
Sue Luman – Regence, Logan
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
John Davidson, Vice President for Instruction
Emily Hobbs, Chief of Staff
Lisa Rock, Controller
Frank Stewart, Chief Development Officer
Jim White, Vice President for Student Services

Guest(s) Present

Jack Draxler – Draxler Appraisal Services, Inc., North Logan
Mike Liechty
Dr. Scott Theurer, Trustee Representative – Dentist, Logan
Mike Bouwhuis

Item 1

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.

Jack Draxler was welcomed as a Board member who has been appointed by the Governor and is now awaiting Senate confirmation. Introductions were completed by Jack Draxler, Mike Bouwhuis, and the rest of the members and guests.

Item 2

ACTION: Motion was made by Roger Pulsipher for approval of minutes from the June 18, 2018, Board meeting. Mike Madsen seconded. Motion carried.

Item 3

Program Highlight – Emergency Medical Technician (EMT) & Paramedic

John Fullmer, Department Head, presented a summary of the Emergency Medical Technician Program. Upon completion, students are prepared to respond to emergency calls and provide efficient and immediate care to the critically ill and injured. The Bridgerland Technical College (BTECH) certification pass rate (first attempt) is 80 percent compared to the national average of 57 percent. John shared student success stories, which included graduates who moved on to become flight paramedics, physician assistants, emergency room doctors, etc. In addition to Emergency Medical Technician, John introduced the proposed Paramedic Program.

Item 4

Program Changes for School Year 2018-2019

Wendy Carter explained the changes listed below for the 2018-2019 school year. Course outlines and descriptions were provided for review.

- 1) As a College governed by the state of Utah, Bridgerland Technical College annually requests legislative building block funds in support of program offerings. Secured funding for Fiscal Year (FY) 2018-2019 has enabled the College to expand programs in the four main initiative areas (Health, Manufacturing, IT, and Construction) identified with critical employment needs in the service region. Details for the new program offerings and one substantive change are detailed below and were reviewed. Ultimate approval by the Council on Occupational Education (COE) will be requested.

NEW PROGRAM NAME	CIP	Hours	Location
Apprentice Plumber	46.0503	720 hrs	Main #240800
Automotive Service II	47.0604	600 hrs	Main #240800
Cabinetmaking & Millwork	48.0703	960 hrs	Main #240800
Cybersecurity	11.1003	450 hrs	Main #240800
Paramedic	51.0904	1260 hrs	Main #240800
Phlebotomy	51.1009	60 hrs	Main #240800

COE Approved Program Name	Substantive Change	CIP	Old Hours	New Hours	Location
Automotive Service	The Automotive Service program is splitting the 1200-hour program into two 600-hour programs (Automotive Service and Automotive Service II).	47.0604	1200 hrs	600 hrs	Main #240800

- 2) Additionally, programs are reviewed on an annual basis to verify alignment with industry standards and entry-level employment competencies. As businesses continue to struggle to find enough employees, program faculty and advisory committee members have worked hard to streamline program content. Outlined below are non-substantive program hour modifications.

COE Approved Program Name	NEW PROGRAM NAME	CIP	Old Hours	New Hours	Location
Apprenticeship	Apprentice Electrician	46.0302	720 hrs	720 hrs	Main #240800
Auto Collision	N/A	47.0603	1230 hrs	1110 hrs	Main #240800
Drafting	N/A	15.1302	1500 hrs	1200 hrs	Main #240800 Branch #240801
Fashion Merchandising and Development	N/A	52.1902	1050 hrs	900 hrs	Main #240800
Media Design	N/A	11.0801	1500 hrs	1200 hrs	Main #240800 Branch #240801
Nursing	Practical Nursing	51.3901	1500 hrs	1500 hrs	Main #240800
Web & Mobile Development	N/A	11.0201	1200 hrs	1050 hrs	Main #240800

ACTION: Motion was made by Mike Madsen for the approval of the program changes for school year 2018-2019 as outlined above. Nancy Kennedy seconded. Motion carried.

Item 5

FY 2019-2020 Operating Budget and Equipment Request – Strategic Planning

President Campbell reviewed the preliminary FY 2019-2020 Operating Budget (Building Blocks) and Equipment Request, which was provided online as a link (see attached). 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. Administration meets with the Department of Workforce Services and the Labor Market Economist regularly to ensure the College requests have their support. Some “trimming” of this list may still 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.

ACTION: Motion was made by Nancy Kennedy for approval of the FY 2019-2020 Operating Budget and Equipment Request. Eric Wamsley seconded. Motion carried.

Item 6

FY 2019-2020 Capital Improvement Request – Strategic Planning

John Davidson reviewed Bridgerland’s Capital Improvement Requests for FY 2019-2020 (see attached). 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.

ACTION: Motion was made by Mike Madsen for approval of the FY 2019-2020 Capital Improvement Request. Roger Pulsipher seconded. Motion carried.

Item 7

FY 2017-2018 Student Enrollment and Outcomes Report

Jim White explained that 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 2017-2018 enrollment (headcount and membership hours), certificate, and placement data. This review certifies the data is complete and accurate and complies with the criteria outlined in UTech policies 200, 201, and 205. He provided a presentation to explain the changes in policies and reviewed the preliminary year-end data submission. A report showing the FY 2017-2018 compared to FY 2016-2017 results using the new definitions approved by the UTech Board of Trustees was provided. Based on the great leadership of the Commissioner and information from legislators on the Higher Education Appropriations Committee, the definitions are still being improved. Accordingly, FY 2016-2017 enrollment data becomes the baseline and the FY 2017-2018 data is the first year in which any comparison is possible. Please note that the policy governing FY 2016-2017 data was approved on May 17, 2017, which means the transition from previous reporting definitions could only be implemented retroactively for that year using our best estimates within the limitations of the database. A copy of the College certified data is attached.

Item 8

Capital Development – Health Sciences Building Campaign

The UTech Board of Trustees has recently voted to place the Bridgerland Technical College building project as the No. 1 priority for the 2019 Legislative Session. Since the announcement in June, the College has collectively organized a building campaign of support for this project. The Cache Valley Chamber of Commerce, Box Elder Chamber of Commerce, and Northern Utah Chamber Coalition are expressing full support. Frank Stewart explained that we are asking our friends and partners to join the fund raising campaign. There has been great success with the preliminary planning phase and the lead gift has been secured at \$600,000 with an additional \$75,000 more. He said he is confident the target goal will be met. Frank asked for the Board members' support, advocacy, and suggestions in preparation for an October 2018 Legislative Building Board Meeting. In addition, we are working with the medical and dental communities for support in this effort.

Monica Holdaway requested a digital copy of the materials so she can help support marketing efforts for the building. Additional suggestions included visiting city councils and asking for impact fees to be waived.

Item 9

BTECH Updates & Calendar Items

- BTECH Updates & Celebration Items
 - Code to Success Graduation
 - President Campbell explained the new Code to Success classes for high school students. These students learn coding with a pathway to finish a certificate and then continue on to Utah State University (USU). Seventy-eight students attended all summer with 54 graduates.
- Stand-Alone Courses
 - In accordance with Utah System of Technical Colleges Policy 200, Section 5.1.2, courses not part of an approved certificate shall be approved by the Chief Instructional Officer and reported to the College Board of Directors as an information item. The current schedule was included as a link and is always available online at btech.edu/ce.

- Custom Fit

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

- Calendar available at btech.edu/event-calendars
- Upcoming Board Meeting Dates
 - November 19, 2018
 - January 28, 2019
 - April 22, 2019

Item 10

Board of Trustees Report

Dr. Scott Theurer provided a brief update from the UTech Board of Trustees. He noted that Commissioner Dave Woolstenhulme resigned and returned to USU. The Board of Trustees appointed Mike Bouwhuis as Interim Commissioner in July and the search for a new Commissioner is underway. This appointment is anticipated to be made October 12. Kim Ziebarth has been appointed as Interim President for Davis Technical College and the new appointment for President will take place in November. In addition, Joseph Demma resigned from UTech and has accepted a Vice President position at Mountainland Technical College.

Item 11

Adjournment

The next Board meeting will be Monday, November 19, 2018, at 4 p.m. The meeting adjourned at 5:45 p.m.