



**BRIDGERLAND  
TECHNICAL  
COLLEGE**  
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**BRIDGERLAND TECHNICAL COLLEGE  
BOARD OF DIRECTORS' MEETING  
JANUARY 22, 2018, 4 P.M.  
MAIN CAMPUS 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  
Dave Brown – Western AgCredit, South Jordan  
Karen Hess, Vice Chair – Employment Specialist (Retired), Providence  
Brian Hyde – Autoliv, Smithfield  
Neil Perkes – 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**

Jeffrey Packer – All Pro Real Estate, Brigham City  
Sue Luman – GBS Benefits, 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  
Wes Marler, Senior Accountant  
Sterling Petersen, Custom Fit Director  
Lisa Rock, Controller  
Jim White, Vice President for Student Services

**Guest(s)**

Mike Liechty, Cache School District  
Dr. Scott Theurer, Trustee Representative – Dentist, Logan

### **Item 1**

#### **Pledge of Allegiance & Welcome**

Ann Geary conducted the meeting and welcomed those in attendance. The meeting was called to order at 4:04 p.m. The Pledge of Allegiance was recited.

### **Item 2**

#### **Approval of Minutes**

During the October 23, 2017, meeting, the IT/Web Technology program was approved for not only Main Campus, but the Brigham City Branch Campus as well. Also, the hours for Information Technology were approved to change from 1200 hours to 900 hours for both Main Campus and the Brigham City Branch Campus. Both of these changes were included in the handout on October 23, 2017, were reviewed, and approved. The items were inadvertently missed on the minutes.

**ACTION:** Motion was made by Karen Hess for the approval of minutes from the October 23, 2017, Board meeting as amended. Mike Madsen seconded. Motion carried.

**ACTION:** Motion was made by Roger Pulsipher for the approval of minutes from the November 20, 2017, Board meeting. Eric Wamsley seconded. Motion carried.

### **Item 3**

#### **Program/Department Highlight – Custom Fit**

Sterling Petersen provided a presentation including the hundreds of companies served. Sterling is the Co-Chair for the Statewide Custom Fit Council and Custom Fit Director for Bridgerland Technical College. Custom Fit offers the benefit of state-of-the-art training and development, customized to meet specific business needs, at an affordable cost. The Utah Legislature allocates Custom Fit funds each year to encourage companies to pursue training that will maintain and grow Utah's businesses and economy. Karen Hess said the training Custom Fit provides is invaluable for the Department of Workforce Services, especially new businesses.

### **Item 4**

#### **Audit Committee Report –**

#### **Audited Annual Financial Report for the Year Ended June 30, 2017**

The Audited Annual Financial Report for the year ended June 30, 2017, 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 prior to 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:** Motion was made by Mike Madsen for acceptance of the Audited Annual Financial Report June 30, 2017. Karen Hess seconded. Motion carried.

### **Item 5**

#### **Policy Manual Updates**

Administration has identified seven existing policies that need to be updated. A brief summary of the proposed changes were provided.

##### **300.353 – Holidays with Pay**

No longer publish a catalog. The Web site serves the purpose of a catalog. Karen made a motion to omit the letters 'UEA' from fall break; Roger seconded. Motion carried.

##### **300.378 – Overtime**

Emergency Call-In Time section added.

##### **500.578 – Vehicle Parking**

Visitor or staff parking permits are no longer used.

##### **500.511 – Advertising**

As technology advances and marketing becomes more diverse, updates and clarification are necessary.

##### **500.516 – Emergency Contingency Plan for Animals**

Contact information has changed and an additional secure location was added.

##### **600.604 – Admissions, Enrollment, and Registration**

Job Upgrade definition and enrollment procedures were added. A paragraph was added to waive the assessment for secondary students who meet specific criteria.

##### **600.690 – Student Transfer**

Edits were made to the Transfer of Credits from Higher Education to Bridgerland Technical College and a new section, Awarding of Competency, was added.

**ACTION:** Motion was made by Roger Pulsipher to approve changes to policies 300.353 (as amended), 300.378, 500.578, 500.511, 500.516, 600.604, and 600.690. Eric Wamsley seconded. Motion carried.

### **Item 6**

#### **Fiscal Year (FY) 2016-2017 Student Enrollment and Outcomes Report Final Certification**

Jim White reported that the FY 2016-2017 Student Enrollment and Outcomes Report, as of July 31, 2017, was reviewed by the Board of Directors in the August 28, 2017, Board meeting. As provided in the Utah System of Technical College (USTC) Policy 205.11.2, Bridgerland continued to track outcomes of FY 2016-2017 certificate seeking students after the end of the fiscal year and provided a follow-up data submission in December. Additional non-graduate/early-hire completers and re-enrolled students were reported. Completion rates for certificate-seeking students have been recalculated, given these updated student outcomes. The Bridgerland Technical College President along with both Vice Presidents for Instruction and the Vice President for Student Services have certified that the submitted follow-up data comply with all applicable statutes and policies, and

have verified that the updated completion rates are accurate, to the best of their knowledge. The final certification was submitted to USTC January 5, 2017, as required by USTC Policy.

The Office of the Commissioner of Technical Education has reviewed, accepted, and approved the follow-up data submission. The report details the final completion rates, certificate totals, and cost rates reflecting the certified follow-up data for the College. Jim explained that every student on the report has been reviewed for accuracy. The Board engaged in a question and answer session.

**ACTION:** Brian Hyde made a motion to approve the FY 2016-2017 Student Enrollment and Outcomes Report Final Certification. Dave Brown seconded. Motion carried.

### *Item 7*

#### **FY 2018-2019 Proposed Tuition and Differential Tuition Rates**

##### **Proposed Tuition Increase**

As directed by the USTC Commissioner of Technical Education, the Board of Directors discussed the general tuition rate for the upcoming year. Bridgerland Administration recommend a \$.05 increase in tuition from the combined Tier I and Tier II tuition rate of \$1.90 per membership hour to \$1.95 per membership hour.

USTC eliminated the need for a Tier I and Tier II tuition rate by allowing each technical college in the system to propose their own tuition rate as opposed to having the rates be uniform across the system. Administration would like to recommend the Board approve a total rate for tuition of \$1.95 for FY 2018-2019.

A draft "Notice of Proposed Tuition Increase for 2018-2019" was provided. Some of the rationale for proposing a \$.05 per hour increase is based on moving toward a regular, systematic annual increase each year going forward rather than having large increases one year and then little or no increase another year. The \$.05 increase represents a 2.6% increase over the previous year.

##### **Differential Tuition Rates**

President Campbell provided a draft letter to USTC requesting the renewal of a differential tuition rate for the Farm and Ranch Management and Academic Learning programs. Differential tuition rates for these two programs have been in existence for many years; however, USTC Policy 204.6 (6.4) dictates that differential tuition rates must be approved by the USTC Board of Trustees on an annual basis. Accordingly, with the consent and recommendation of Bridgerland's Board of Directors, this letter will be finalized and forwarded to the USTC Administration and Board of Trustees for their subsequent approval.

**ACTION:** Taylor Adams made a motion to approve FY 2018-2019 proposed tuition and differential tuition rates. Neil Perkes seconded. Motion carried.

### **Item 8**

#### **Safety & Security Protocols**

At the last Board Meeting, it was requested that safety and security information be provided to the Board. Due to the confidential nature of the safety and security protocols for the College, President Campbell provided the following information on a limited basis and described them in general terms:

- Risk Management Committee Duties and Responsibilities
- Mass Notification System
- Lock Down System
- Fire Alarm System
- Safety Drills
- Video Surveillance
- 2-Way Radios

Karen Hess provided input on having monitors for clearing restrooms and ensuring people don't enter the building during an evacuation.

### **Item 9**

#### **BTECH Updates & Calendar Items**

- No new stand-alone courses to review for January.
- Calendar available at [btech.edu/event-calendars](http://btech.edu/event-calendars)
  - January 26 – VEX Robotics Competition (largest in the state of Utah)
  - February 9 – Beaver Mountain Ski Night, 5 p.m. – 9 p.m.
  - May 2 & 3 – Career Days
- 2017-2018 Board Meeting Dates
  - April 23, 2018
  - June 18, 2018
  - August 27, 2018

### **Item 10**

#### **Board of Trustees Report**

Scott Theurer provided a brief update from the USTC Board of Trustees. Items reviewed:

- In early January, the Trustees made the decision to change leadership at Dixie Technical College. They are in the process of soliciting candidates.
- Senator Millner has a bill that is still being written to change legislation for Board of Directors and Board of Trustees. Ann would like to know the bill number when it is available.
- Mountainland Tech and Davis Technical College both have Capital Development projects that will be presented during this legislative session.
- The Governor has proclaimed 2018 the Year of Technical Education.

#### **Next Meeting Date & Adjournment**

The next Board meeting will be Monday, April 23, 2018, at 4 p.m. The meeting adjourned at 5:47 p.m.