



BRIDGERLAND
TECHNICAL
COLLEGE
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**BRIDGERLAND TECHNICAL COLLEGE
BOARD OF DIRECTORS' MEETING
JUNE 17, 2019, 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
Jack Draxler – Draxler Appraisal Services, Inc., North Logan
Nancy Kennedy – Box Elder School District, Brigham City
Jeffrey Packer – All Pro Real Estate, 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

Taylor Adams – Utah State University, Logan
Dave Brown – Western AgCredit, South Jordan
Brian Hyde – Autoliv, Smithfield

Bridgerland Technical College Present

K. Chad Campbell, President
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

Bridgerland Technical College Absent

Wendy Carter, Vice President for Instruction
John Davidson, Vice President for Instruction

Guest(s) Present

Mike Liechty, Cache School District

Item 1

Welcome & Pledge of Allegiance

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.

Item 2

Consent Calendar

A. **Minutes from the April 22, 2019, Board meeting** were available online for review and subsequent approval.

B. **2019-2024 Strategic Plan & Mission Statement**

To review the Strategic Plan for the next year, a questionnaire was sent to faculty, staff, students, and Board members to gather input. Administration, with the direction of the President, evaluated all input and suggested the additions as outlined. Items no longer applicable were removed and will be reported at the November Board Meeting. These changes are designed for continual improvement and to fulfill the mission of the College. This draft plan was approved by faculty and staff at the Faculty Senate meeting on May 16, 2019. The mission statement was reviewed, but no changes were made at this time.

ACTION: Mike Madsen made a motion to approve the Consent Calendar. Eric Wamsley seconded. Motion carried.

Item 3

Fiscal Year (FY) 2019-2020 Strategic Planning and Mission-Driven Operating Budget

President Campbell carefully reviewed the FY 2019-2020 Operating Budget, which was provided for review. The spreadsheet displayed a comparison of the changes among FY15-16, 16-17, 17-18, 18-19, and 19-20. During the April 22, 2019, Board Meeting, a brief update and implementation plan for new programs and equipment funding was provided and discussed. The following list of the legislative appropriations used to develop this budget were reviewed.

The Board of Directors approved a \$.05/hour tuition increase that was subsequently approved by the Board of Trustees. The increased rate results in an estimated increase in tuition revenue of \$39,100 across the programs.

The following funds were appropriated directly to Bridgerland.

Ongoing:

- HB08 – \$366,600 for Compensation and Benefits
- SB02 – \$15,700 for Internal Service Fund Adjustments
- SB02 – \$581,400 Market-Driven New or Expanded Programs

Direct Appropriation (Ongoing) Subtotal – \$963,700

Legislative Transfer from UTECH to BTECH Budget:

- HB02 – \$366,200 Equipment
- HB01 – \$199,900 1.5% Restoration
- HB01 – \$56,000 “Jobs Now”

Legislative Transfer from UTECH to BTECH (Ongoing) Subtotal: \$622,100

Total Appropriation (Ongoing): \$1,585,800

One-Time:

- SB02 – \$156,700 Equipment

The following funds were previously appropriated to Bridgerland through the Utah System of Technical Colleges (UTECH) and come directly from the Legislature for FY19-20 going forward:

- HB02 – (\$366,200) Equipment (see above)
- HB01 – (\$199,900) 1.5% Restoration (see above)
- HB01 – (\$56,000) “Jobs Now” (see above)

Previously appropriated through UTECH subtotal: (\$622,100)

Performance measure appropriation funding through UTECH: \$242,540

Strategic Workforce Initiative/Investment (SWI) grants through USU and WSU: \$79,605

Total revenue increase: \$1,481,645

Implementation of the new funds appropriated by the Legislature includes a 2.5 percent Cost of Living increase, along with the associated salary-driven and non-salary-driven benefit increases.

In addition, BTECH received funding to expand the Machining Technology Program, to expand and support the Animal Sciences Program and the pathway to USU, add a Database Manager position, and add additional Student Success Advisors with the new funds for market-driven program expansion shown above.

The net increase in equipment funds is \$156,700 (one-time), which has been prioritized by BTECH Administration from equipment requests submitted by the respective department heads.

This budget also includes the repurposing of existing funds as a result of internal efficiencies and natural attrition. In addition to the discussion and subsequent approval of the proposed

“appropriated” budget, a brief discussion of the other sources and uses of revenue at the College were provided.

Mike Madsen commended Lisa Rock and President Campbell for their hard work on the budget.

ACTION: Nancy Kennedy made a motion to approve the FY2019-2020 Operating Budget. Roger Pulsipher seconded. Motion carried.

Item 4

Postsecondary Student Fees

In accordance with the Utah System of Technical College (UTECH) Tuition and Fees Policy 204.8.1, Jim White reviewed the fees for postsecondary students, which was provided as an online attachment. Every effort is made to reduce the cost for students, and only necessary fees are assessed. These fees help offset the cost of training and may consist of required external industry certifications, exam fees, background checks, expendable supplies, consumable goods, technology, and lab expenses.

Jim White explained the new computer and technology fee, which is applied college-wide. This fee supplements the cost of computers, hardware, and software. For years, the College has maintained a 10- to 13-year replacement cycle and is working to reduce that to a five-year rotation. Board members agreed with the decision to place a priority on reducing the cycle and mentioned students should be current as they enter the workforce. Also, Jim explained that for convenience, students can choose a payment plan, which allows them to pay a minimal monthly payment with no interest assessed.

ACTION: Roger Pulsipher made a motion to approve the Postsecondary Student Fees as presented. Mike Madsen seconded. Motion carried.

Item 5

Policies and Plans Review

Although evaluated throughout the year, Administration coordinates a formal annual review of all policies and plans. This review has been in progress for a few months and has resulted in several suggested updates, which were outlined in the spreadsheet provided. Changes in laws and accreditation requirements prompt the majority of updates. Proposed changes were indicated with red and strikethrough. Policies and plans not listed on the spreadsheet were evaluated, but no changes were suggested at this time. Board members were referred to the web site to see the full list of policies and plans.

President Campbell led a Board review and addressed questions and comments. Board members commented on Policy 350: Educational Benefits. They felt the expansion of reduced tuition to non-benefitted employees would enhance comradery throughout the College. The Board agreed to add “electronically” to Policy 600.625.3: “Any changes are communicated to the faculty and staff *electronically* or during faculty senate meetings...”

ACTION: Nancy Kennedy made a motion to approve the Policies and Plans with the recommended change. Jack Draxler seconded. Motion carried.

Item 6

Election of New Vice-Chair

The election of a new vice-chair, in accordance with Bridgerland Policy 103.4.2 Election of Officers was conducted. Board members were given an opportunity to submit nominations prior to the meeting. Votes were tallied and a total was provided to the nominating committee who then recommended Nancy Kennedy for vice-chair. No further nominations were made. Nancy provided her background and experience so the Board could get to know her better. She expressed her love for technical education. The Board is pleased to have representation from Box Elder County in a leadership position.

Ann Geary will rotate to past chair and Mike Madsen will rotate off Board leadership, but will continue as a Board member until June 2022. Mike was thanked for his many years of service in leadership.

ACTION: Neil Perkes, on behalf of the nominating committee, recommended Nancy Kennedy for vice-chair of the BTECH Board of Directors. Nancy was given a vote of acclamation.

Item 7

Development Office Updates

This has been a big year as the College lays the groundwork for the proposed Health Sciences building. The Development Office has been busy securing donations for this new building and corporate sponsorships for events. A donor list was provided (see attached).

Frank Stewart, Chief Development Officer, provided an overview of success for the year. He talked about the many corporate sponsorships that supported events such as high school competitions, fashion show, Gene HAAS Conference, Career Days, etc. He is currently working to secure funds for the next year.

Frank reported that the College is close to 1 million in fundraising. He has been focusing on the medical profession as much as possible for donations for the Health Sciences Building. Frank announced that a donor wall in the atrium at the east entrance of Logan Campus – Main will be installed soon. Frank encouraged Board members to continue to foster awareness and encourage donations for the new building as we start another prosperous year.

Item 8

Information Items

A. Custom Fit – 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 1 st Qtr	1,246	13,840	127	24
18-19 2 nd Qtr	1,731	24,140	143	33
18-19 3 rd Qtr	3,281	44,345	180	38

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 was included as a link and is always available online at btech.edu. No new courses needed approving at this time.

C. Calendar/Happenings

- Faculty and staff had a full day of training at the Professional Development Conference on June 7, 2019. Instructional staff attended an interactive workshop presented by Dr. Trevor Roberts from USU focusing on enhancing curriculum. Besides hearing the presentation, faculty were able to work on projects. Non-instructional staff attended a workshop by MindTune focusing on mind optimization, focus, and performing at your best. Dr. Dave Schramm wrapped up the conference with a presentation on building connections.
- Calendar available at btech.edu/event-calendars
- Board Meeting Dates
 - August 26, 2019
 - November 18, 2019
 - January 27, 2020

D. Other Items

Jack Draxler expressed concern with rumors of Utah State University and BTECH merging. President Campbell explained that the Higher Education Strategic Planning Commission is engaging in a strategic planning process for the state of Utah, which includes projections relating to the future of higher education. A third party consulting service has been contracted to gather information and provide a recommendation. This is still in process, so the outcome has not been determined. Regional meetings have already been conducted where many of our Board members and the community/business leaders were invited to participate and provide feedback.

Jack Draxler, speaking on behalf of the Board, said they are willing to do whatever they can to be proactive in supporting technical education. He said it is crucial to be involved in the

process before legislation is finalized. President Campbell will keep the Board apprised as new information becomes available.

Monica Holdaway informed the Board of a legislative town hall meeting on June 25 from 6 p.m. to 9 p.m. at USU in Brigham City. This meeting will be conducted by the Tax Restructuring and Equalization Task Force. Legislative leaders are encouraging the public to attend, offer feedback, and listen to the challenges facing future budgets.

Item 9

Next Meeting Date & Adjournment

The next Board meeting will be Monday, August 26, 2019, at 4 p.m. The meeting adjourned at 5:22 p.m.