BRIDGERLAND TECHNICAL COLLEGE
BOARD OF DIRECTORS' MEETING
JUNE 18, 2018, 4 P.M.
LOGAN CAMPUS - MAIN BOARDROOM
1301 NORTH 600 WEST, LOGAN, UTAH

MINUTES

Board Members Present
Ann Geary, Chair – Logan School District, Logan
Monica Holdaway – Box Elder Chamber of Commerce, Brigham City
Brian Hyde – Autoliv, Smithfield
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

Board Members Excused
Taylor Adams – Utah State University, Logan
Dave Brown – Western AgCredit, South Jordan
Sue Luman – GBS Benefits, Logan
Eric Wamsley – Rich School District, Laketown

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
Jim White, Vice President for Student Services

Guest(s)
Dr. Scott Theurer, Trustee Representative – Dentist, Logan

Item 1
Ann Geary conducted the meeting and welcomed those in attendance. The meeting was called to order at 4:03 p.m. The Pledge of Allegiance was recited.

Item 2

Program Highlight – Electronic Engineering Technology
Nuts, Bolts, & Thingamajigs – Summer Manufacturing Camp
Ed Ball and Lauri Sorenson presented on the Nuts, Bolts, & Thingamajigs summer camp offered to middle school students June 4 – 9, 2018, at the BTECH Logan Campus – West. This camp was made possible through the Foundation of the Fabricators & Manufacturers Association International. During this camp, students had the opportunity to get real-world insights from professionals like Mel Torrie of Autonomous Solutions; go on a field trip to Campbell Scientific; and wire, solder, and program their own lamp. Lauri displayed sample student projects and provided a slide show of camp highlights. The Board expressed interest in continuation of the camp with additional sessions if needed. Securing sponsors to assist with funding in the future was discussed.

Item 3

New Board Member Introduction
The Board of Directors and Administration were pleased to welcome Monica Holdaway, Executive Director of the Box Elder Chamber of Commerce, as a new Board member serving for business and industry in the region. Monica was selected and appointed by the education representatives on the Board following the April 23, 2017, Board Meeting in accordance with Utah Code. Introductions were completed.

Item 4

ACTION: Motion was made by Nancy Kennedy for approval of Minutes from the April 23, 2018, Board meeting. Mike Madsen seconded. Motion carried.

Item 5

Election of Vice-Chair
The election of a new vice-chair (to replace Karen Hess), in accordance with Bridgerland Policy 103.4.2 Election of Officers was conducted.

ACTION: Mike Madsen, on behalf of the nominating committee, moved to nominate Neil Perkes for vice-chair of the BTECH Board of Directors. No additional nominations were made. The election was conducted by hand vote with all members present (eight) in favor of Neil Perkes to fill the position of vice-chair. Motion carried.

Neil graciously accepted the invitation to serve in this capacity and expressed his commitment to the College.

Item 6

Fiscal Year (FY) 2018-2019 Strategic Planning and Mission-Driven Operating Budget
Included for information and review was the FY 2018-2019 Operating Budget. The spreadsheet provides a comparison of the changes among fiscal years 2016, 2017, 2018 and 2019. During the April 23, 2018, Board Meeting, a brief update and implementation plan for new programs and equipment funding was provided and discussed.

President Campbell provided a summary of the following legislative appropriations used to develop this budget:

Appropriated directly to Bridgerland
- SB01 – $(199,900) 1.5% Budget Reduction
- SB01 – $(165,400) Elimination of FY17-18 One-Time Equipment
- SB08 – $349,500 for Compensation and Benefits
- HB08 – $7,100 for Internal Service Fund Adjustments
- HB02 – $576,000 Market-Driven New or Expanded Programs

    Direct Appropriation Subtotal – $567,300

Appropriated to Bridgerland through the Utah System of Technical Colleges (UTech)
- SB01 – $199,900 Restoration of 1.5% Budget Reduction (see above)
- HB02 – $366,200 Equipment (ongoing funding)

    Appropriation through UTech Subtotal – $566,100

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

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

In addition, Bridgerland received funding for a new Paramedic Program ($299,300) and expansion of the existing Information Technology and Web & Mobile Development Programs ($276,700). The net increase in ongoing equipment funds is $200,800, which has been prioritized by Bridgerland 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 Bridgerland was provided.

The Board engaged in a question and answer session.

ACTION: Motion was made by Roger Pulsipher for approval of the FY2018-19 Operating Budget. Brian Hyde seconded. Motion carried.

Item 7
2018-2023 Strategic Plan
Emily Hobbs presented the proposed changes to the 2018-2023 Strategic Plan, which included a review of the 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 have been removed and will be reported at the November Board Meeting. These changes were designed for continual improvement and to fulfill the mission of the College.

The Board engaged in a question and answer session, which included topics related to lock down procedures, safety, efficiency, and data analytics.

ACTION: Motion was made by Mike Madsen to approve the 2018-2023 Strategic Plan as outlined. Nancy Kennedy seconded. Motion carried.

Item 8
Policy Manual Updates
Administration identified the following policies/plans for review and updates. The policies/plans were included as links and proposed changes were indicated with red and strike out.

Wendy Carter, Vice President for Instruction
> Plan 100.106 – College Councils, Committee, & Boards
> Plan 500.500a – Media Services and Maintaining, Replacing, and Disposing of Equipment

Jim White, Vice President for Student Services
> Policy 600.604 – Admissions, Enrollment, and Registration

ACTION: Motion was made by Jeff Packer to approve the changes to policies/plans 100.106, 500.500a, and 600.604 as outlined above in Policy Manual Updates. Seconded by Neil Perkes. Motion carried.

Item 9
BTECH Updates & Calendar Items
- BTECH Updates & Celebration Items
  President Campbell reported that Mitt Romney visited Bridgerland June 4, 2018, to talk about the value of technical education. He participated in activities such as driving a loader in Heavy Equipment Operator and holding a 150 pound python.

  The Health Sciences Building is now the first priority for the Utah System of Technical Colleges and the Cache Chamber of Commerce. The College is working on developing additional partnerships and sponsors. Nancy Kennedy noted the cost of the building is very reasonable as you compare it to elementary and high schools.

- 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
  - Trainees (4,078), Training Hours (57,348), Total Companies (171), New Companies (29)
- Calendar available at btech.edu/event-calendars
- Upcoming Board Meeting Dates
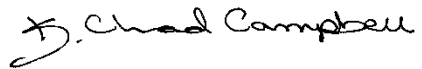 - August 27, 2018
  - November 19, 2018
  - January 28, 2019

Item 10
Board of Trustees Report
Scott Theurer reported that the Utah System of Technical Colleges fully supports the new BTECH Health Sciences Building. He encouraged Board members to reach out to the community and legislators for continued support for the high ranking of the building.
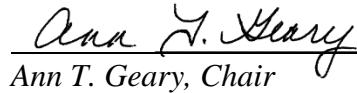
Item 11
The next Board meeting will be Monday, August 27, 2018, at 4 p.m. The meeting adjourned at 5:39 p.m.

Minutes submitted by K. Chad Campbell, President
Prepared by Emily Hobbs, Chief of Staff

Ann T. Geary, Chair

Bridgerland Technical College

General Operating Fund (Appropriated Budget)
Fiscal Year 2018-19

	(16) FY 2016 Appropriated Budget	(17) FY2017 Increase (Decrease)	(17) FY 2017 Appropriated Budget	(18) FY2018 Increase (Decrease)	(18) FY 2018 Appropriated Budget	(19) FY2019 Increase (Decrease)	(19) FY 2019 Appropriated Budget
Revenues:							
Tuition and Fees	$ 2,086,900	$ 78,100	$ 2,165,000	$ 39,100	$ 2,204,100	$ 39,100	$ 2,243,200
Appropriation	$ 11,371,800	$ 624,000	$ 11,995,800	$ 1,308,900	$ 13,304,700	$ 567,300	$ 13,872,000
Appropriation - SWI Grants	$ -	$ -	$ -	$ 190,000	$ 190,000	$ -	$ 190,000
Appropriation through UTECH	$ 164,000	$ 81,100	$ 245,100	$ (189,100)	$ 56,000	$ 566,100	$ 622,100
Other Local Sources	$ 5,900	$ -	$ 5,900	$ -	$ 5,900	$ -	$ 5,900
Interest and Investment Income	$ 28,400	$ -	$ 28,400	$ -	$ 28,400	$ -	$ 28,400
Total Revenues:	$ 13,657,000	$ 783,200	$ 14,440,200	$ 1,348,900	$ 15,789,100	$ 1,172,500	$ 16,961,600
Expenditures (by function):							
Instruction	65%		64%		63%		64%
Salaries and Wages	$ 5,746,664	$ 24,651	$ 5,771,315	$ 245,229	$ 6,016,544	$ 609,413	$ 6,625,957
Benefits	$ 2,456,254	$ 249,436	$ 2,705,690	$ 200,978	$ 2,906,668	$ 65,816	$ 2,972,484
Contracted Educational Services	$ 59,200	$ -	$ 59,200	$ -	$ 59,200	$ -	$ 59,200
Supplies and Materials	$ 422,100	$ 5,100	$ 427,200	$ 58,691	$ 485,891	$ 40,740	$ 526,631
Equipment	$ 70,000	$ 81,100	$ 151,100	$ 287,800	$ 438,900	$ 91,858	$ 530,758
Scholarships	$ 114,500	$ -	$ 114,500	$ -	$ 114,500	$ -	$ 114,500
Total Instruction	$ 8,868,718	$ 360,287	$ 9,229,005	$ 792,698	$ 10,021,703	$ 807,827	$ 10,829,530
Student Support	7%		6%		6%		6%
Salaries and Wages	$ 471,700	$ (2,308)	$ 469,392	$ 30,912	$ 500,304	$ 46,062	$ 546,366
Benefits	$ 312,371	$ (22,015)	$ 290,356	$ 8,895	$ 299,251	$ 36,581	$ 335,832
Student Insurance	$ 2,500	$ -	$ 2,500	$ -	$ 2,500	$ -	$ 2,500
Advertising	$ 20,000	$ -	$ 20,000	$ -	$ 20,000	$ -	$ 20,000
Printing	$ 39,500	$ -	$ 39,500	$ -	$ 39,500	$ -	$ 39,500
Supplies, Materials & Interpreting Services	$ 49,000	$ -	$ 49,000	$ 20,000	$ 69,000	$ 10,000	$ 79,000
Equipment	$ -	$ -	$ -	$ -	$ -	$ 30,000	$ 30,000
Total Student Support	$ 895,071	$ (24,323)	$ 870,748	$ 59,807	$ 930,555	$ 122,643	$ 1,053,198
Institutional Support	15%		17%		17%		18%
Salaries and Wages	$ 1,017,789	$ 170,283	$ 1,188,072	$ 264,967	$ 1,453,039	$ 113,621	$ 1,566,660
Benefits	$ 610,043	$ 127,242	$ 737,285	$ 96,873	$ 834,158	$ 74,490	$ 908,648
Unemployment Insurance	$ 9,000	$ -	$ 9,000	$ -	$ 9,000	$ -	$ 9,000
Vacation and Sick Leave Accrual	$ 20,000	$ -	$ 20,000	$ -	$ 20,000	$ -	$ 20,000
Contracted Services	$ 30,700	$ -	$ 30,700	$ -	$ 30,700	$ -	$ 30,700
Telephone	$ 39,500	$ -	$ 39,500	$ -	$ 39,500	$ -	$ 39,500

Advertising	$ 1,800	$ -	$ 1,800	$ -	$ 1,800	$ -	$ 1,800
Travel & Professional Workshops	$ 17,000	$ (7,000)	$ 10,000	$ -	$ 10,000	$ -	$ 10,000
Supplies and Materials	$ 197,666	$ 16,203	$ 213,869	$ -	$ 213,869	$ (0)	$ 213,869
Equipment	$ -	$ -	$ -	$ 6,500	$ 6,500	$ 82,939	$ 89,439
Dues and Fees	$ 3,000	$ -	$ 3,000	$ -	$ 3,000	$ -	$ 3,000
Postage	$ 32,000	$ -	$ 32,000	$ -	$ 32,000	$ -	$ 32,000
Public Relations	$ 78,500	$ -	$ 78,500	$ (6,500)	$ 72,000	$ -	$ 72,000
Merchant Discounts/Bank Charges	$ 11,000	$ -	$ 11,000	$ -	$ 11,000	$ -	$ 11,000
Financial Aid	$ 8,000	$ -	$ 8,000	$ -	$ 8,000	$ -	$ 8,000
Total Institutional Support	$ 2,075,998	$ 306,728	$ 2,382,726	$ 361,840	$ 2,744,566	$ 271,050	$ 3,015,616
Operation and Maintenance of Plant	13%		14%		13%		12%
Salaries and Wages	$ 375,554	$ 45,251	$ 420,805	$ 4,589	$ 425,394	$ (18,335)	$ 407,059
Benefits	$ 188,010	$ 16,003	$ 204,013	$ 3,266	$ 207,279	$ (2,485)	$ 204,794
Contracted Services	$ 20,000	$ -	$ 20,000	$ -	$ 20,000	$ -	$ 20,000
Natural Gas	$ 137,000	$ -	$ 137,000	$ -	$ 137,000	$ -	$ 137,000
Electricity/Water/Sewer	$ 478,500	$ -	$ 478,500	$ -	$ 478,500	$ -	$ 478,500
Equipment Repair	$ 45,000	$ -	$ 45,000	$ -	$ 45,000	$ -	$ 45,000
Rental of Building and Land	$ 138,731	$ 75,254	$ 213,985	$ 82,500	$ 296,485	$ -	$ 296,485
Property Insurance	$ 26,000	$ -	$ 26,000	$ -	$ 26,000	$ -	$ 26,000
Liability Insurance	$ 14,500	$ -	$ 14,500	$ 15,000	$ 29,500	$ -	$ 29,500
Telephone	$ 70,000	$ -	$ 70,000	$ -	$ 70,000	$ -	$ 70,000
Maintenance/Custodial Supplies	$ 264,918	$ 4,000	$ 268,918	$ 1,200	$ 270,118	$ (4,200)	$ 265,918
Motor Fuel	$ 59,000	$ -	$ 59,000	$ (15,000)	$ 44,000	$ -	$ 44,000
Equipment	$ -	$ -	$ -	$ 43,000	$ 43,000	$ (4,000)	$ 39,000
Total Operation and Maintenance of Plant	$ 1,817,213	$ 140,508	$ 1,957,721	$ 134,555	$ 2,092,276	$ (29,020)	$ 2,063,256
Total Expenditures	$ 13,657,000	$ 783,200	$ 14,440,200	$ 1,348,900	$ 15,789,100	$ 1,172,500	$ 16,961,600
Net Income	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Bridgerland Technical College
General Operating Fund
(Appropriated Budget)
Fiscal Year 2018-19

	(16) FY 2016 Appropriated Budget	(17) FY2017 Increase (Decrease)	(17) FY 2017 Appropriated Budget	(18) FY2018 Increase (Decrease)	(18) FY 2018 Appropriated Budget	(19) FY2019 Increase (Decrease)	(19) FY 2019 Appropriated Budget
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Tuition and Fees	$ 2,086,900	$ 78,100	$ 2,165,000	$ 39,100	$ 2,204,100	$ 39,100	$ 2,243,200
Appropriation	$ 11,371,800	$ 624,000	$ 11,995,800	$ 1,308,900	$ 13,304,700	$ 567,300	$ 13,872,000
Appropriation - SWI Grants	$ -	$ -	$ -	$ 190,000	$ 190,000	$ -	$ 190,000
Appropriation thru UTECH	$ 164,000	$ 81,100	$ 245,100	$ (189,100)	$ 56,000	$ 566,100	$ 622,100
Other Local Sources	$ 5,900	$ -	$ 5,900	$ -	$ 5,900	$ -	$ 5,900
Interest and Investment Income	$ 28,400	$ -	$ 28,400	$ -	$ 28,400	$ -	$ 28,400
Total Revenues	**$ 13,657,000**	**$ 783,200**	**$ 14,440,200**	**$ 1,348,900**	**$ 15,789,100**	**$ 1,172,500**	**$ 16,961,600**
Expenditures (by object):							
Salaries and Wages							
Instructional Salaries and Wages	$ 5,746,664	$ 24,651	$ 5,771,315	$ 245,229	$ 6,016,544	$ 609,413	$ 6,625,957
Student Support Salaries and Wages	$ 471,700	$ (2,308)	$ 469,392	$ 30,912	$ 500,304	$ 46,062	$ 546,366
Institutional Support Salaries and Wages	$ 1,017,789	$ 170,283	$ 1,188,072	$ 264,967	$ 1,453,039	$ 113,621	$ 1,566,660
O&M Salaries and Wages	$ 375,554	$ 45,251	$ 420,805	$ 4,589	$ 425,394	$ (18,335)	$ 407,059
Benefits							
Retirement	$ 1,065,422	$ 95,478	$ 1,160,900	$ 111,279	$ 1,272,179	$ 96,368	$ 1,368,547
Social Security	$ 582,295	$ 18,198	$ 600,493	$ 41,746	$ 642,239	$ 57,431	$ 699,670
Health Insurance	$ 1,783,531	$ 248,424	$ 2,031,955	$ 147,992	$ 2,179,947	$ 7,520	$ 2,187,467
Dental Insurance	$ 80,072	$ 4,150	$ 84,222	$ 3,314	$ 87,536	$ 9,173	$ 96,709
Disability	$ 26,984	$ 2,418	$ 29,402	$ 2,819	$ 32,221	$ 2,440	$ 34,661
Workmen's Compensation Insurance	$ 28,374	$ 1,998	$ 30,372	$ 2,863	$ 33,235	$ 1,466	$ 34,701
Unemployment Insurance	$ 9,000	$ -	$ 9,000	$ -	$ 9,000	$ -	$ 9,000
Vacation and Sick Leave Accrual	$ 20,000	$ -	$ 20,000	$ -	$ 20,000	$ -	$ 20,000
Contracted Educational Services	$ 119,900	$ -	$ 119,900	$ -	$ 119,900	$ -	$ 119,900
Natural Gas	$ 137,000	$ -	$ 137,000	$ -	$ 137,000	$ -	$ 137,000
Electricity/Water/Sewer	$ 478,500	$ -	$ 478,500	$ -	$ 478,500	$ -	$ 478,500
Equipment Repair	$ 45,000	$ -	$ 45,000	$ -	$ 45,000	$ -	$ 45,000
Rental of Building and Land	$ 138,731	$ 75,254	$ 213,985	$ 82,500	$ 296,485	$ -	$ 296,485
Property Insurance	$ 26,000	$ -	$ 26,000	$ -	$ 26,000	$ -	$ 26,000

Liability Insurance	$ 14,500	$ -	$ 14,500	$ 15,000	$ 29,500	$ -	$ 29,500
Student Insurance Claims	$ 2,500	$ -	$ 2,500	$ -	$ 2,500	$ -	$ 2,500
Telephone	$ 109,500	$ -	$ 109,500	$ -	$ 109,500	$ -	$ 109,500
Advertising	$ 21,800	$ -	$ 21,800	$ -	$ 21,800	$ -	$ 21,800
Printing	$ 39,500	$ -	$ 39,500	$ -	$ 39,500	$ -	$ 39,500
Travel/Workshops	$ 17,000	$ (7,000)	$ 10,000	$ -	$ 10,000	$ -	$ 10,000
Educational Supplies and Materials	$ 422,100	$ 5,100	$ 427,200	$ 58,690	$ 485,890	$ 40,740	$ 526,630
Student Services Supplies and Materials	$ 39,000	$ -	$ 39,000	$ 20,000	$ 59,000	$ 10,000	$ 69,000
Administrative Supplies and Materials	$ 197,666	$ 16,203	$ 213,869	$ -	$ 213,869	$ (0)	$ 213,869
Maintenance and Custodial Supplies and Materials	$ 264,918	$ 4,000	$ 268,918	$ 1,200	$ 270,118	$ (4,200)	$ 265,918
Motor Fuel	$ 59,000	$ -	$ 59,000	$ (15,000)	$ 44,000	$ -	$ 44,000
Educational Equipment	$ 70,000	$ 81,100	$ 151,100	$ 337,300	$ 488,400	$ 200,800	$ 689,200
Dues and Fees	$ 3,000	$ -	$ 3,000	$ -	$ 3,000	$ -	$ 3,000
Postage	$ 32,000	$ -	$ 32,000	$ -	$ 32,000	$ -	$ 32,000
Public Relations	$ 78,500	$ -	$ 78,500	$ (6,500)	$ 72,000	$ -	$ 72,000
Merchant Discounts/Bank Charges	$ 11,000	$ -	$ 11,000	$ -	$ 11,000	$ -	$ 11,000
Financial Aid	$ 8,000	$ -	$ 8,000	$ -	$ 8,000	$ -	$ 8,000
Scholarships	$ 114,500	$ -	$ 114,500	$ -	$ 114,500	$ -	$ 114,500
Total Expenditures	$ 13,657,000	$ 783,200	$ 14,440,200	$ 1,348,900	$ 15,789,100	$ 1,172,500	$ 16,961,600

Net Income	$ -	$ -	$ -	$ -	$ -	$ (0)	$ (0)
	s/b = 0	s/b = 0	s/b = 0	s/b = 0	s/b = 0	s/b = 0	s/b = 0

BRIDGERLAND
TECHNICAL COLLEGE

STRATEGIC PLAN
2018-2023

INTRODUCTION

Bridgerland Technical College is one of eight colleges that comprise the Utah System of Technical Colleges (UTECH). Bridgerland provides industry driven, career education in an open-entry/open-exit, individualized, competency-based format. This unique format allows each student to master required skills at his or her personal learning pace.

Bridgerland Technical College undergoes an annual strategic planning process in compliance with the Council on Occupational Education (COE) accreditation standards. The College's eight core objectives were developed to align directly with the State of Utah anchors.

A team approach was utilized in developing the strategies in each of the eight objectives. Teams comprised of faculty, staff, students, and administrative members worked diligently to identify both opportunities and challenges facing the College in the next five years. This resulted in a common philosophy, a unified sense of direction, priorities for change, and a blueprint for action. While campus objectives and strategies are always subject to change in order to address opportunities and challenges, the strategic planning process provides clear direction for the future.

This Strategic Plan was compiled from strategic planning team meetings and administrative vision; presented to faculty, staff, and Administration; reviewed for priorities, timelines, and costs; and presented to the Board of Directors for final adoption.

ADMINISTRATIVE TEAM

K. Chad Campbell
President

James White
Vice President for Student Services

Troy Christensen
Vice President for Brigham City

John Davidson
Vice President for Instruction, Contracts & Grants

Wendy Carter
Vice President for Instruction & Institutional Effectiveness
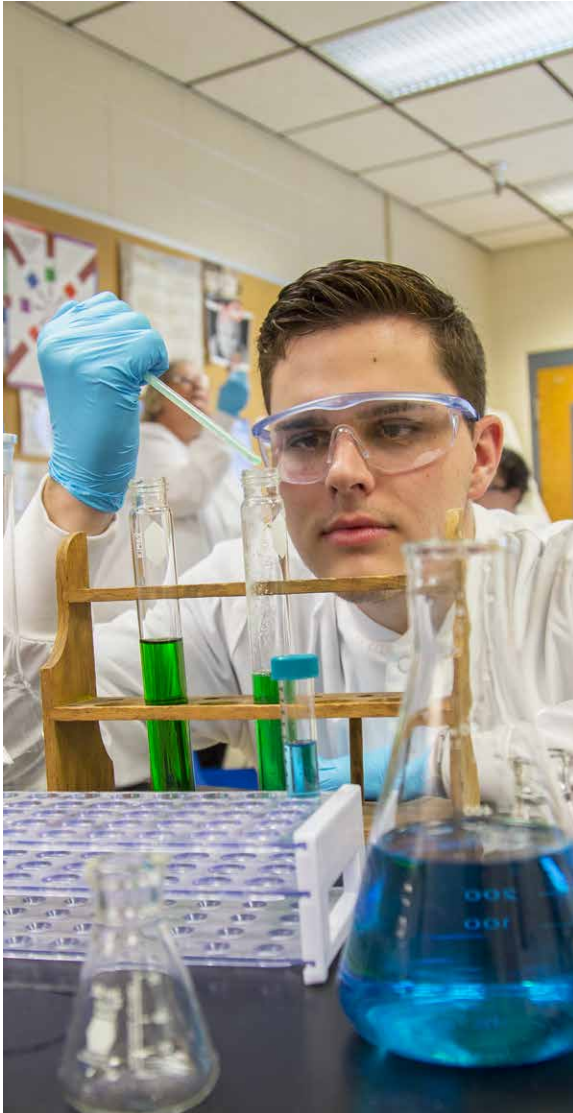
CONTENTS

MISSION

The mission of the Bridgerland Technical College is to deliver competency-based, employer-guided career and technical education to both secondary and post-secondary students through traditional and technology-enhanced methodologies. This hands-on technical education provides occupational education, skills training, and workforce development to support the educational and economic development of the Bear River Region.

VISION

Bridgerland Technical College has maintained a long-standing vision of education excellence. The College is committed to identifying and meeting the educational, training, and employment needs of both the students and the employers in the Bear River service region.

The College maintains core values of excellence, integrity, accountability, and value.

We envision a College...

- where instruction and all other activities are student centered
- that offers a comprehensive range of quality programs to prepare students for entry into high demand careers
- where strong relationships are developed with employers enabling training to be responsive to current needs
- that is a diverse community where achievement occurs without boundaries.

OBJECTIVE #1: EFFICIENT RESOURCES

TARGET AND EFFICIENTLY USE RESOURCES TO MAXIMIZE SUCCESSES THROUGH THE IMPLEMENTATION OF A MISSION-DRIVEN BUDGET.

STRATEGIES

Administration will:
- determine College priorities for the next fiscal year
- train and assist department heads in developing budget requests to be submitted annually
- assist department heads in managing yearly budgets and accessing summary reports in JICS
- update Web site and enhance program pages as appropriate
- repurpose existing resources to promote and improve student success

Vice Presidents for Instruction, in collaboration with Department Heads, will:
- annually review program offerings in relationship to current career opportunities, projected industry need, and location of program offerings

Vice President for Student Services will:
- expand student registration and other student services beyond Logan Campus - Main

Budget Office, in connection with Administration, will provide resources annually to:
- identify operating budget request, capital improvement request, and capital development request needs and ideas annually through a strategic planning process, with emphasis on the following strategies:
    - maintaining, updating, and modernizing equipment and facilities
    - building makeover (floor coverings and paint)
    - creating study areas for students
    - HVAC system upgrades for both comfort and air quality
    - safety (e.g., parking lot lighting, locks, cameras)
- cooperate with vice presidents in assisting department heads in managing yearly budgets through annual budget meetings
- prepare a mission-driven budget for board approval
- explore opportunities to purchase devices for an educational discount

CHANGING LIVES

ONE STUDENT
AT A TIME

OBJECTIVE #1: EFFICIENT RESOURCES *(Continued)*

TARGET AND EFFICIENTLY USE RESOURCES TO MAXIMIZE SUCCESSES THROUGH THE IMPLEMENTATION OF A MISSION-DRIVEN BUDGET.

STRATEGIES

Chief Development Officer will:
- explore outside donation opportunities from industry, Bridgerland foundation, alumni, etc.

Risk Management Committee will:
- update lockdown process and training, including notification and communication
- evaluate and improve campus safety (e.g., Emergency Booklet updates, preventative and emergency procedure training, communication and forms, etc.)

Department Heads will:
- explore concepts to reduce costs to students where applicable
- communicate cost center needs annually through budget meetings with Controller

CHANGING LIVES

ONE STUDENT
AT A TIME

OBJECTIVE #2: PROFESSIONAL PRACTICES

ENHANCE PROFESSIONAL PRACTICES

STRATEGIES

Administration will:
- identify faculty training opportunities
- improve communication with faculty and staff with regular meetings involving all personnel from the College
- improve compensation scale across the College
- evaluate the potential for new technical programs

Technology Enhanced Instruction Department will:
- identify and hire curriculum development support personnel to assist faculty with Canvas integration; video capture, editing, uploading; and other curriculum enhancements

Information Systems Department will:
- evaluate and improve wireless access capabilities
- utilize wireless authentication to accommodate increased demand of wireless devices

Senior Instructional Designer will:
- coordinate training and knowledge of professional opportunities for faculty and staff through collaborative meetings
- foster excitement for technology through multiple training formats such as lunch and learn and group training; suggested topics may include: educational theory, learning management system, classroom management strategies, video capture, etc.
- provide Professional Development for instructors, including internal conferences and best practice training, external conferences, and other educational opportunities

Vice President for Instruction, Contracts & Grants will:
- seek funding opportunities to provide technological tools for faculty and students (tablets, licenses, etc.)

Department Heads will:
- set program improvement and performance goals

CHANGING LIVES

ONE STUDENT
AT A TIME

OBJECTIVE #3: REDUCE OR ELIMINATE BARRIERS

REDUCE OR ELIMINATE ENROLLMENT BARRIERS AND IMPROVE STUDENT ACCESS, PARTICIPATION, AND COMPLETION

STRATEGIES

Administration will:
- evaluate program and department admission requirements (e.g., application process where appropriate, preadmission assessment requirements, etc.) to assist in improving withdrawal rates and reducing the number of non-graduates
- evaluate the challenges and opportunities associated with online programs, make improvements, and add additional programs as appropriate
- evaluate the need for Student Success Advisors beyond Logan Campus – Main
- hire a data manager
- monitor student progress through certificate programs

Vice President for Student Services will:
- develop improved communication processes with students (e.g., test results, enrollment processes, etc.)
- develop a committee to regularly evaluate current assessment standards, student intake procedures, and different enrollment models
- in cooperation with marketing personnel, improve high school retention efforts, relationships, and instructor/student interaction
- make the enrollment process/steps simpler and easier to understand (e.g., Jenzabar customization)
- improve communication and information dissemination about scholarships, Pell Grants, payment plans, etc.
- Improve waiting list function in cooperation with Vice President(s) for Instruction and Department Heads for a fair and equitable process

Information Systems and Web Support will:
- evaluate my.btech.edu to maximize intuitive use, mobile readiness, and aesthetics
- identify bottlenecks or processes that can be improved to better help students navigate the enrollment process

Faculty and Staff will:
- educate potential students on assistance available to overcome potential hurdles, such as financial aid, assessment, registration, enrollment, etc.

OBJECTIVE #4: NEW TECHNOLOGIES

INCREASE NEW AND INNOVATIVE TECHNOLOGY PRACTICES

STRATEGIES

Vice President for Student Services will:
- develop a mechanism for communication of Jenzabar issues and improvement requests

Faculty members will:
- increase utilization of non-traditional education tools (e.g., Tandberg, Adobe Connect, simulation software, etc.)
- foster an environment for students to identify technological solutions for learning problems
- expand opportunities for simulation and problem-based learning where students participate in groups to experience real world situations and learn through taking the role of both team leader and member, as appropriate
- increase video resources for students

Information Systems and Web Support will:
- evaluate and improve wireless access capabilities and speed
- utilize wireless authentication
- implement policies and procedures to facilitate the utilization of student devices to reduce educational costs (e.g., textbooks, workbooks, resource materials, etc.)
- update classrooms and labs with more technology (e.g, smart board TV's, tablet computers, WebX, overhead projection, touch screens, and computers.
- implement software that enables site-to-site communication between campuses via individual computers using products like Cisco and/or WebX

CHANGING LIVES

ONE STUDENT
AT A TIME

OBJECTIVE #5: OUTCOMES & ACHIEVEMENT

ENHANCE AND IMPROVE OUTCOMES THROUGH INCREASED STUDENT PROFICIENCY AND ACHIEVEMENT TO MEET ACCREDITATION STANDARDS AND ENSURE STUDENTS ARE CAREER READY BY COMPLETING INDUSTRY RECOGNIZED CREDENTIALS

STRATEGIES

Administration will:
- identify and implement appropriate performance measure indicators and metrics (in coordination with the Utah System of Technical Colleges and Legislators) to direct the improvement of the College
- implement strategic initiatives and to improve outcomes
- explore additional stackable credential pathways with other universities/colleges across the state
- increase the pipeline of students entering the post-secondary certificate programs
- relocate the assessment/testing function to promote the enrollment of students into the Academic Learning Center

Vice President for Brigham City, in cooperation with Administration and the Pathways Coordinator will:
- improve functionality and student experiences with existing high school and post-secondary pathways
- explore additional public and private pathway partners
- improve the secondary to post-secondary pathways at the College
- ensure there is a signed articulation agreement between Bridgerland and all four CTE Directors in the Bear River Region on an annual basis

Vice President for Student Services will:
- develop a committee to regularly evaluate current assessment standards, intake procedures, and different enrollment models
- in collaboration with the counselor, develop and implement an interest and aptitude assessment process for new and prospective students in an effort to improve the appropriateness of placement into the respective certificate program
- enhance job opportunity Web page

CHANGING LIVES

ONE STUDENT
AT A TIME

OBJECTIVE #5: OUTCOMES & ACHIEVEMENT *(Continued)*

ENHANCE AND IMPROVE OUTCOMES THROUGH INCREASED STUDENT PROFICIENCY AND ACHIEVEMENT TO MEET ACCREDITATION STANDARDS AND ENSURE STUDENTS ARE CAREER READY BY COMPLETING INDUSTRY RECOGNIZED CREDENTIALS

STRATEGIES

Student Services Office will:
- explore community resources for early intervention options with students facing challenges both internal and external to the College
- be trained on available resources and successful communication strategies in working with sensitive issues

Departments Heads and Faculty will:
- increase focus and emphasize soft skills in all programs and design programs to closely mimic existing work environments (e.g., dress code, work ethic, punctuality, communication, team roles, etc.)
- develop soft-skill rating consistencies

CHANGING LIVES

ONE STUDENT
AT A TIME

OBJECTIVE #6: PARTNERSHIPS

INCREASE CAREER ALIGNED EDUCATION OPTIONS AND SUCCESS THROUGH ENHANCED ADVISORY COMMITTEES, BUSINESS RELATIONSHIPS, AND EDUCATIONAL PARTNERSHIPS

STRATEGIES

Vice Presidents for Instruction, in cooperation with Department Heads, will:
- review advisory teams to expand representation of local business and decision making personnel and strengthen relationships with potential influencers such as former students, current students, high school teachers, etc.
- pursue more internship/externship opportunities for students
- improve the function, quality, and quantity of Advisory Committee members

Administration will:
- provide recommendations for additional Bridgerland Foundation Board members annually

Outreach and Recruiting Coordinator, in conjunction with Faculty, will:
- communicate advantages of technical education through strengthened partnerships, broadened communication, and public engagement (e.g., high school class presentations, parent participation, fairs, College and Career Readiness Plans (CCRPs), counselor luncheons, College Bound meetings, Boys and Girls Clubs, 4H, after school groups, youth organizations, neighboring states, etc.)

Student Success Coordinator will:
- research best practices for communication and resources for students, parents, educators, and industry partners

Department Heads, Faculty, and Advisory Committees will:
- explore support for program completion (e.g., higher wages for graduates, non-traditional delivery of remaining courses, internship/externship opportunities, etc.)

Chief Development Officer will:
- coordinate corporate and community relations
- engage and align more education partners with departments
- enhance and increase financial support through partnerships

CHANGING LIVES

ONE STUDENT AT A TIME

OBJECTIVE #7: FUNDING RESOURCES

MAXIMIZE LEARNING OPPORTUNITIES AND ASSETS THROUGH OTHER FUNDING RESOURCES

STRATEGIES

President will:
- identify personnel to function as the liaison between department faculty members and available grant opportunities
- explore, in collaboration with the administrative staff, ways to expand relationships/partnerships with industry experts

Vice President for Instruction, Contracts & Grants will:
- establish a communication method to articulate grant opportunities to faculty/staff and for faculty/staff to communicate program needs back to administration
- review, in cooperation with department heads, advisory teams to expand representation of local business and decision making personnel
- strengthen relationships with potential influencers such as former students, current students, high school teachers, etc.

Administration will:
- provide recommendations for additional Bridgerland Foundation Board members annually

Marketing will:
- develop promotional materials for a *Pay It Forward* scholarship targeting small donations from faculty, staff, students, alumni, as well as business and industry partners

Chief Development Officer will:
- develop a stewardship plan for all current donors and partners that support the College, from small to large contributions whether cash, gift-in-kind, or other.
- work in tandem with Student Services for a seamless process for students to apply for donor scholarships, and connect them with donors to showcase appreciation and impact of funds invested in Bridgerland students.
- Develop a strategic capital campaign that supports the legislative request process for a new Health Sciences facility on Bridgerland's campus: from prospect strategy, team involvement, corporate and individual proposals, and campaign goal achievement. Tie donor and partner recognition to the new building completion.

CHANGING LIVES

ONE STUDENT
AT A TIME

OBJECTIVE #8: AWARENESS

IMPROVE PERCEPTION AND AWARENESS IN THE VALUE OF TECHNICAL EDUCATION

STRATEGIES

Marketing will:
- identify personnel responsible for increasing the social media footprint by highlighting programs, student successes, industry tips/tricks, and other topics of interest on popular modalities including Facebook, Pinterest, Instagram, YouTube, and Twitter
- lead efforts to recruit students uncertain of career direction (e.g. returning ecclesiastical servants, non-returning traditional higher education students, non-native English speakers, high school non-completers, etc.)
- promote new College name

Vice President for Student Services will:
- expand promotion of CTE success with local school districts and counselors through annual counselor meetings; promotional topics may include: educational pathways, student success stories, expanded meeting locations, and how CTE can benefit all students, etc.

President, Vice President for Brigham City, and Chief Development Officer will:
- promote and improve awareness about the value of technical education
- increase departmental awareness and recruiting activities for scholarships using monies other than appropriated funds
- provide activities/events to thank scholarship donors and congratulate recipients
- provide activities/events to increase awareness of the value of technical education and offer resources/scholarship opportunities (e.g. single parents seminar, town hall meetings, open houses)

Faculty and Staff will:
- improve communication with students, parents, counselors, faculty, and staff through community events, mass email, school newsletters, personal interaction, and class presentations, etc.

CHANGING LIVES

ONE STUDENT
AT A TIME

EVALUATION PROCESS

Bridgerland Technical College plays a pivotal role in the support of the area's economic growth and development. The availability of a highly skilled, competent workforce proves to be a major factor for business and industry to experience continued growth and technical advancement. The College has a strong history of emphasizing accountability to its students and the regional employers by making efficient use of public funds, striving to manage resources, and continually producing greater results.

Bridgerland will evaluate its institutional effectiveness in two phases. First and foremost, data will be collected from faculty, staff, students, and advisory members through a Strategic Plan Questionnaire and will be evaluated and summarized annually. Secondly, evaluation of the College's progress in implementing the strategies and objectives compared with desired results will be conducted and reported annually. Results of the evaluation will be used to identify successes, plan improvements, and contribute to annual updates and/or major redevelopment of the Strategic Plan as needed.

Collect Data • Evaluate • Improve

COMMITTEES

STRATEGIC PLANNING EXECUTIVE COMMITTEE
K. Chad Campbell, President
Wendy Carter, Vice President for Instruction & Institutional Effectiveness
Emily Hobbs, Chief of Staff

OBJECTIVE #1:
EFFICIENT RESOURCES

Ed Ball
Kevin Cornia
Laurie John
Sean O'Leary
Richard Ore
Rod Peterson
Lisa Rock
Frank Stewart

Laura Stones
Steve Sweeten
Jim White

OBJECTIVE #2:
PROFESSIONAL PRACTICES

Eric Bowen
Troy Christensen
Heather Hallam
Madlyn Huber
Mason Lefler
Kandice Maughan
Sean O'Leary
Kayleen Payant

Colette Pulsipher
Tiffiny Jensen
Lisa Rock
Lauri Sorenson
Wendi Wilde

OBJECTIVE #3:
REDUCE OR ELIMINATE BARRIERS

Karen Albiston
Steve Alexander
Lisa Balling
Alex Baltodano
Kristen Bogue
Troy Christensen
Heather Hallam
Paul James
Kerry Kirkland

Sean O'Leary
Ryan Page
Adrienne O'Brien
Sterling Petersen
Jaxon Robison
Chuck Swann
Jennifer Tenhoeve
Rick Wilson

OBJECTIVE #4:
NEW TECHNOLOGIES

Ed Ball
Lisa Balling
Kristen Bogue
Bonnie Campbell
Wes Chambers
Troy Christensen
Heather Hallam
Matt Fuller

Mason Lefler
Rachel Jackson
Steve Middaugh
Cathy Neeley
Jason Rindlisbacher

BRIDGERLAND TECHNICAL COLLEGE I STRATEGIC PLAN 2018-2023   17

COMMITTEES

STRATEGIC PLANNING EXECUTIVE COMMITTEE
K. Chad Campbell, President
Wendy Carter, Vice President for Instruction & Institutional Effectiveness
Emily Hobbs, Chief of Staff

OBJECTIVE #5:
OUTCOMES & ACHIEVEMENT

Kandice Maughan
Richard Ore
Cindy Gill
Kerri Sales
Callan Salmon
Jim White

OBJECTIVE #7:
FUNDING RESOURCES

Ed Ball
John Davidson
Bryan Davies
John Fullmer
Kerry Kirkland
Frank Stewart
Jim White

OBJECTIVE #6:
PARTNERSHIPS

Andy Arave
Elke Carter
Heather Hallam
Wendy Finley
Stephanie Gilbert
Paul James
Eric Oman
Richard Ore

Kerri Sales
Kyle Saunders
Frank Stewart
Jennifer Tenhoeve
Jim White

OBJECTIVE #8:
AWARENESS

Steve Alexander
Troy Christensen
Matt Fuller
Kendra Gibson
Karen Hurd
Vanessa Landon-Earley
Adrienne O'Brien
Brad Sorenson

Jim White
Jandee Young

BRIDGERLAND
TECHNICAL COLLEGE

106.1 – INTRODUCTION

For the benefit of the College, representative groups of faculty and others serve in advisory capacities to the administration and, otherwise, contribute to the policy making and operational functions of the College. These groups are: Vice Presidents' Council, Faculty Senate Committee, Accreditation Steering Committee, Technology Enhanced Instruction (TEI) Committee and Subcomittee, program Advisory Committees, and such other committees or councils that administration deems necessary at the time. Where applicable, this section details duties and membership determination of these committees.

The activities of the College are systematized largely through committees and, when necessary, advisory councils/boards described in this section. These committees are advisory to the appropriate administrator. However, where the committee formulates educational policies, these are referred to the Faculty Senate for action. When requested, committees and advisory councils/boards report to the appropriate administrator or Faculty Senate. Nothing in this section should be construed to imply that a committee is required to exist. Committees and advisory councils/boards will be developed and appointed on an as-needed basis by Administration.

It is important to note that all of the committees or councils discussed in this section serve at the discretion of the College President and serve in an advisory capacity. The decisions and actions of these committees and councils move forward as suggestions and/or recommendations to administration. The applicable, suggestions and/or recommendations will be forwarded to the appropriate governing authority for final approval and implementation. Administration will make the determination concerning what proposed policy changes will be forwarded on to the College Board of Directors for their consideration and possible action. Administration will notify the respective committee or the council of any action taken.

106.2 – DEFINITIONS

106.2.1 – College Councils

A group of administrators, faculty, and/or other staff, equal in authority, elected or appointed, to provide consultation, deliberation, or discussion. College councils serve in administrative, legislative (policy making), and advisory capacities with respect to issues relevant to the entire College. Councils do not actually make policy changes, but rather make recommendations to Administration for possible policy changes. Procedural changes are made by the committee or department that developed the procedure in the first place and exist primarily to help communicate the current practices of the institution and/or respective committee or department.

106.2.2 – College Committees

A group of administrators, faculty, and/or other staff, elected or appointed, to perform a function such as investigating, considering, or reporting on matters of limited scope pertinent to particular needs of the College. College committees are expected to report to a higher authority, usually the person or group that appointed the committee. Committees do not actually make policy changes, but rather make recommendations to Administration for possible policy changes.

Administration will make the determination concerning what proposed policy changes will be forwarded to the College Board of Directors for their consideration and possible action. Administration will notify the committee of any action taken.

106.2.3 – Faculty Senate Committee and Subcommittees

The Faculty Senate members consist of the Department Head from each instructional and non-instructional department, each of the Vice Presidents, the Vice President(s), the Administrative Assistant to the President, and the Faculty/Staff Administrative Assistant. Other faculty and/or staff may be appointed to perform specific functions of the senate. The primary purpose of the Faculty Senate is to discuss and provide proposed solutions to virtually any issue that would serve to advance the needs, interests, mission, and functions of the College. This body does not make any policy changes but rather provides recommendations to Administration for potential policy or procedural changes for the College as a whole.

GENERAL INFORMATION — SECTION 100

BRIDGERLAND
TECHNICAL COLLEGE

NUMBER: 106
SUBJECT: COLLEGE COUNCILS, COMMITTEES, AND BOARDS
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 19, 2017
PAGE 2 OF 3

106.2.4 – Advisory Boards, Committees, and Councils

Organized bodies of administrators, faculty, staff, former students, or business and industry representatives and others from the local community that have an advisory function with respect to specific units of the College may be organized into advisory boards. Individual training programs at the College will be supported by an Advisory Committee that will be comprised of the program Department Head and a minimum of three ~~bonafide~~ members external to the institution ~~and industry representatives~~. In addition, program Advisory Committees may contain voting or non-voting members who represent other educational institutions (secondary and postsecondary) in the region, current or former students, and/or other interested individuals. Advisory boards, advisory councils, and Advisory Committees do not directly make policy for the College. The purpose of these bodies is to provide information regarding program content, business and industry needs, and suggestions/recommendations for programmatic changes. These committees may also assist with reviewing program content in such a way that articulation of the program between the educational institutions within the region occurs in an effort to assure a seamless transition for students between institutions. Program Advisory Committee meetings are to be held a minimum of twice annually and are required to maintain minutes for each of their meetings.

106.3 – THE ESTABLISHMENT AND DISBANDMENT OF COUNCILS, COMMITTEES, AND BOARDS

Councils, committees, and boards are created to aid in providing ideas for the efficient and effective operation of the College. They are created as they are needed, and they are disbanded when they have served their purposes.

106.3.1 – The Establishment of Councils, Committees, and Boards

A council, committee, or board of the College must be officially created by and recognized by the College President or by an authorized delegate of the President. Authorized delegates can include but not be limited to the Vice Presidents and Department Heads. The recognition of a group should define the group's name, purposes, composition, constituencies, presiding officer, and term of existence.

106.3.2 – The Disbandment of Councils, Committees, and Boards

Either of two events disbands a council, committee, or board:

(a) the College President or an authorized delegate of the President notifies the presiding officer of the group that the group is to disband. This notice should include the reason(s) for the group's disbandment and the date the disbandment becomes effective; or

(b) the group has made no report to its constituency in two years. Evidence of a report includes but is not limited to written documents generated by the group in the course of accomplishing its purpose and submitted to an official of the College or the parent group, published meeting agenda, or published meeting minutes.

106.4 – COLLEGE COUNCILS, COMMITTEES, FACULTY SENATE, AND PROGRAM ADVISORY COMMITTEES

106.4.1 – Administrative Council

The Administrative Council exists to provide general administration and coordination of the College.

(a) Membership of the council

The Administrative Council consists of: (1) the College President; (2) the Vice President(s) for Instruction; (3) the Vice President for Student Services; (4) the Vice President for Brigham City Campus; (5) the Administrative Assistant to the President; and any other individual(s) that the College President may appoint.

BRIDGERLAND
TECHNICAL COLLEGE

(b) Chair of the council

The College President serves as chair. The Administrative Assistant to the President is assigned to keep and report the minutes of meetings.

106.4.2 – Vice Presidents' Council

The Vice Presidents' Council meets, discusses, and provides information to the College President concerning the day-to-day operation of the College. The primary objective of this council is to discuss growth, expansion, personnel, accreditation, and day-to-day issues as they arise. This council discusses many varied options and provides recommendations to the College President. Additional duties of the council include: (a) review matters of policy and procedure affecting department heads' roles and responsibilities; (b) recommend procedures and policies related to the effective operation of the College's departments; and (c) plan, prepare, and conduct regular Faculty Senate Committee meetings.

The council consists of all Vice Presidents of the College and the Administrative Assistant to the President and any other individual(s) that the College President may appoint.

106.4.3 – Faculty Senate Committee / Subcommittees

The Faculty Senate Committee/Subcommittees are described in above.

106.4.4 – Employee Associations

The College does not recognize any employee associations.

106.4.5 – Program Advisory Committees

Each training program at the College will be supported by an Advisory Committee that will be comprised of the program department head and instructors as well as business and industry representatives. In addition, program Advisory Committees may include voting or non-voting members who represent other educational institutions (secondary and postsecondary) in the region. Advisory committees do not develop College policy. Their purpose is to provide information regarding program content, business and industry needs, and suggestions/recommendations for programmatic changes.

Advisory committees may also assist with reviewing program content in such a way that articulation of the program between the educational institutions within the region occurs in an effort to assure a seamless transition for students between institutions. Committee members will be selected by the program department head, in consultation with the applicable Vice President for Instruction, and will be approved by the College President.

BRIDGERLAND
TECHNICAL COLLEGE

500A.1 — SCOPE & AVAILABILITY

The College will provide learning resources required by faculty and staff in support of all program areas at all locations, including online and hybrid courses and programs.

500A.2 — EDUCATIONAL MATERIALS

The College has a comprehensive and relevant array of learning resources available to students. Each department maintains learning resources of current and relevant information specific to their field of study; media resources are kept current by department heads and departmental instructors. The College provides online media resources available for all students to access when applicable to their coursework. In addition, the College is a member of the UALC (Utah Academic Library Consortium) and the Pioneer Online Library, which is a service are services of the Utah State Library Division. These two libraries This library provides a virtually infinite array of possibilities for students to access information throughout the United States.

500A.3 — PERSONNEL

Each department designates a departmental media liaison to be responsible for implementation and coordination of its media resources. Under the direction of the department head, the liaison maintains and organizes departmental learning resources.

500A.3.1 — ROLES AND RESPONSIBILITIES

Essential duties and responsibilities include the following (other duties may be assigned to meet department needs):

(a) Organize library material, equipment, and facilities for effective and efficient utilization and circulation.

(b) Plan, equip, and maintain attractive facilities for the department.

(c) Help the department keep collections current within the constraints of the annual departmental budget by purchasing quality print and non-print materials for the department.

(d) Assist in conducting an annual periodic inventory of library collection for the department and provide information to the Academic Learning Department.

(e) Perform other duties as assigned by the department head.

500A.4 — ORIENTATION

New student orientation will include information about the learning resources available in each department and, if needed, UALC and other resources. One-on-one training on current online learning resources for faculty and staff is available through the Technology Enhanced Instruction Department as needed.

500A.5 — LEARNING SERVICES AND TECHNICAL INFRASTRUCTURE FACILITIES

The College is a member of the UALC (Utah Academic Library Consortium) and the Pioneer Online Library, which is a service of the Utah State Library Division. These two libraries provide This library provides a virtually infinite array of possibilities for students to access information throughout the United States.

OPERATING POLICIES — SECTION 500

BRIDGERLAND
TECHNICAL COLLEGE

NUMBER: 500A
SUBJECT: PLAN -- MEDIA SERVICES AND MAINTAINING, REPLACING, & DISPOSING OF EQUIPMENT
APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; APRIL 21, 2008; JANUARY 24, 2011; NOVEMBER 23, 2015; MARCH 10, 2017; JUNE 19, 2017
PAGE 2 OF 3

The Information Systems Department ensures that technology and instructional information management systems are integrated; provide ongoing analysis and planning of LAN/WAN operations; and make decisions for changes, upgrades, and new projects necessary to operate and maintain the internal technology infrastructure.

Internet and infrastructure backbone connectivity is provided by the Utah Education and Telehealth Network (UETN) data network, is maintained by the UETN, and is contracted throughout the state.

The majority of learning resources are located in the classrooms of the respective programs. Computer labs are conveniently located in several program areas. These labs have Internet access, allowing students to use the online resources including, Utah's Online Library, medical databases, newspapers, UALC databases, encyclopedias, periodical indexes, and other online resources. The College will ensure that students have access to resources that are current, safe, and adequate to meet their program needs.

500A.5.1— INVENTORY OF RELEVANT EDUCATIONAL MATERIALS

Individual departments will maintain a current inventory of resources. All media resources will be inventoried by the department heads and accounting staff annually. Departments will assure that a variety of current and relevant educational materials, such as reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio-visual materials and equipment; internet access; and other materials to help fulfill the institution's purposes and support their department. Inventories of program collections, following Capitalization policies, will be submitted to the Accounting Department.

500A.5.2 — REPLACEMENT

Department heads and departmental media liaisons will monitor and determine the media resource requirements for the individual departments. The media liaison and department head will help establish media learning resource needs for the College; and in conjunction with the Information Systems Department, will determine the best time frame for replacement of computers and other media equipment. Inventory maintained within individual departments will be monitored and updated annually by department heads who will work with the departmental media liaisons to upgrade and maintain libraries and media equipment.

500A.5.3 — ONLINE AND HYBRID RESOURCES

Online and hybrid courses will be coordinated with the Technology Enhanced Instruction Department and the respective instructional departments. The Information Systems Department, with additional support from UETN, will provide technical support as needed to assist with online courses.

500A. 5.4 — BUDGET AND EMERGENCY PURCHASES

The annual budget for learning resources is administered by individual program budgets. College resources are distributed to each department to support the purchase of professional journals, videos, media equipment, and all learning resources. The Purchasing Committee oversees large purchases that are distributed as needed throughout the College. Emergency purchases and center-wide purchases outside of departmental budgets are done through the College President and the Purchasing Committee.

BRIDGERLAND
TECHNICAL COLLEGE

500A.5.5 — REPAIR AND MAINTENANCE

The College has an expense budget for the repair and/or replacement of media equipment and supplies administered through each departmental budget. The Information Systems (IS) and Maintenance staff will work closely with the departments providing installation and set-up of new technology equipment, performing maintenance and repair, and facilitating an annual evaluation of technology resources. Technical problems will be reported through the work order system and a technician from the IS Department will assist with set-up, repair, and upgrades as required. Each instructor is responsible for overseeing the regular maintenance of the equipment in their classroom, and the department heads are responsible for their department resources. Equipment will be serviced on a regular basis.

500A.6 — ADVISORY COMMITTEE RESPONSIBILITIES

The Academic Learning Advisory Committee has the responsibility of working with the departmental media liaisons to maintain current media information at the College. The advisory committee will meet a minimum of two times annually to discuss topics such as academic support, testing thresholds, learning resources, etc.

500A.7 — COPY CENTER AND COPYRIGHT

All copies made of a copyrighted publication must have a copy of the permission letter included (provided by the person requesting the copies). Copyright laws and College copyright policies (600.611) will be closely followed. All learning resources at the College will strictly adhere to all copyright laws.

500A.8 — EVALUATION AND IMPROVEMENT

Students at all campus locations, and through online/hybrid courses, will be surveyed upon completing requirements for graduation to evaluate both program instruction and College services. The information provided by the student evaluations will be used by administration to evaluate the need for learning resources and school-wide performance. Summary results of student surveys will be provided to the department heads in their annual employee evaluation. Additionally, programs will utilize Advisory Committee members to evaluate current program resources, identify future needs, and give recommendations annually.

500A.9 – MAINTAINING EQUIPMENT AND REPLACING OR DISPOSING OF OBSOLETE EQUIPMENT

The College is organized into relatively autonomous departments or cost centers for purposes of budgeting and management of those budgets. Each department head is responsible for maintaining the equipment in his/her respective department along with replacing and/or disposing of obsolete equipment. The Accounting Department maintains a list of equipment by department, which is reviewed with each respective department head on an annual basis.

Maintenance and repair of existing equipment is completed by the respective department head or instructor, by the College's Maintenance Department, or by an external vendor or contractor as needed and determined by the respective department head.

Requests for new equipment or for replacement or upgrade equipment are submitted to the Controller and/or Appropriate Vice President so resources can be pursued or budget allocations can be made in a prioritized manner.

Disposal of equipment is accomplished through transfer to another department within the College or by permanent disposal. Either method is communicated to the Accounting Department using the current forms.

BRIDGERLAND
TECHNICAL COLLEGE

NUMBER: 604
SUBJECT: ADMISSIONS, ENROLLMENT, & REGISTRATION
APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; MARCH 2, 2009; JANUARY 24, 2011; NOVEMBER 23, 2015; NOVEMBER 21, 2016; JUNE 19, 2017, JANUARY 22, 2018
PAGE 1 OF 3

604.1 – PURPOSE

Bridgerland Technical College (BTECH) offers a variety of programs/courses for post-secondary, secondary, and short-term students. Students must adhere to the requirements as outlined in this policy to admit, enroll, and register for programs/courses.

604.2 – DEFINITIONS

Admissions: The first stage in the process of attending the College. Students must fill out the online Admissions Form and submit the form. This step is only used to set a student up in the database and to ensure student's records are not duplicated.

Enrollment: Upon processing of the admissions form, certificate-seeking students will receive additional pre-enrollment information. Once all program pre-enrollment requirements (e.g., programmatic assessment) are met, students will visit with a Student Services representative to establish a program start date, hours of attendance, and payment options. Enrollment for secondary students seeking training at the College is completed after authorization from the students' high school is received.

Post-Secondary, Certificate-Seeking: Training offered for students who have graduated from high school and who are seeking certificate-level credential(s).

Registration: The process in which a student becomes an active participant in a course. Tuition and fees are generated at the time of registration and can be accomplished either online or in person.

Secondary: Career training offered for students currently enrolled in high school.

Short-Term: Supplemental mission related training offered to meet student and employer needs for career or continuing education, but also allow students to expand their knowledge in subjects of interest.

~~Job Upgrade~~ **Career Advancement:** A student who registers for course(s) that are part of an accredited program that are designed to enhance existing knowledge and skills necessary for career advancement. Students must be employed in a related field.

604.3 – POLICY

Any student who is at least 16 years old, who states a career and/or technical objective and has a high school diploma or its recognized equivalent (e.g. GED), is eligible to enroll in a certificate program following the procedures below; however, some programs/courses may have additional age or industry-related requirements. Most post-secondary certificate programs/courses at the College will operate on an open-entry/open-exit basis and most secondary courses will operate on an open-entry basis. This means, students may enroll at any time during the year, on a space-available basis. In addition to post-secondary and secondary programs/courses, students may choose to enroll in short-term courses that are generally offered during the four calendar quarters each year.

College admissions and/or course registration can be accomplished either online or in person at the Logan and Brigham City campuses.

STUDENT SUPPORT – SECTION 600

NUMBER: 604
SUBJECT: ADMISSIONS, ENROLLMENT, & REGISTRATION
APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; MARCH 2, 2009; JANUARY 24, 2011; NOVEMBER 23, 2015; NOVEMBER 21, 2016; JUNE 19, 2017, JANUARY 22, 2018
PAGE 2 OF 3

604.4 – PROCEDURES

604.4.1 – POST-SECONDARY, CERTIFICATE-SEEKING

To be enrolled in a Post-Secondary, Certificate-Seeking program, a student must:

1. have a high school diploma or its recognized equivalent (e.g. GED)*
2. complete an Admissions Form, either online or in person
3. complete additional requirements (academic assessments) of the chosen program if applicable
   a. Some programs may allow students to waive the academic assessments with an ACT (with a minimum score of 17) or SAT (with a minimum score of 1,210) within four years of date of enrollment
   b. Secondary students who successfully complete two trimesters, or one semester, or 90 hours of coursework leading to a certificate with a B grade or higher may waive the academic assessments. For this to apply, the student must enroll in the post-secondary certificate program attended during high school within one year of secondary graduation.
4. be invited to participate in student orientation
5. meet with a Student Services representative to enroll in the chosen certificate program, choose a designated start date (typically the first Monday of each month as outlined in the public calendar), and make arrangements for payment
6. register for courses either online or in person as directed by the program faculty; as each course is completed, students will continue registering for the next course(s) until all required courses are completed

Students receiving financial aid will need to provide evidence of sponsorship at the time of registration.

*Potential students who do not have a high school diploma or its recognized equivalent may:

1. take and pass the GED test, which is available at the College **OR**
2. enroll in the Academic Learning GED Preparation Course and take and pass the GED test.

604.4.2 – SECONDARY

Prior to enrollment at the College, a secondary student should receive counseling at their high school to ensure the student is enrolling in an appropriate program, has the aptitude to succeed in the program, and understands the requirements of their program of choice.

To be enrolled for high school courses, a student must:
1. complete the online High School Admissions Form
2. visit with their high school counselor about attending; students must be at least 16 years of age and authorized to attend by their counselor or their designee*
   The enrollment will be generated by the Student Services Office at the College for the beginning of each trimester/semester with information provided by their high school counselor

Students are required to follow the program rules established by their instructor as well as the general rules outlined on the College Web site.

Registration for secondary students during a regular school day is performed at the students' high school. Secondary students seeking short-term training outside of a regular school day must first follow the Secondary admissions procedures

BRIDGERLAND
TECHNICAL COLLEGE

outlined in this policy and then register in person at the Logan or Brigham City campus.

Secondary students that are residents of the State of Utah may attend tuition free. Some courses have fees that students are responsible to pay.

*Exceptions for secondary students younger than age 16 may be granted with the written permission from the CTE Director, high school counselor, and/or successful completion of the College programmatic assessment(s).

604.4.3 – SHORT-TERM

To be enrolled as a student seeking short-term courses, a student must:

1. complete the Admissions Form, either online or in person, in Student Services
2. choose course(s) and complete online registration
3. pay all tuition and fees at the time of registration
4. pay a late fee if registering after the first day of class

Registration is conducted four times per year for short-term courses. A brochure is mailed to every mailing address in the College service region and available on the Web site with a schedule of programs and courses offered with costs and times. Tuition and fees for short-term courses are to be paid, or arrangements for payment made, prior to students attending the courses.

604.4.4 – ~~Job Upgrade~~ Career Advancement

To be enrolled as a student seeking ~~Job Upgrade~~ Career Advancement training, a student must:

1. complete the Admissions Form, either online or in person, in Student Services
2. provide documentation of employment and that current employment is related to program of study
3. pay all tuition and fees at the time of registration

Enrollment as a ~~job upgrade~~ career advancement student is on a space available basis. Courses taken will be determined through advisement with program instructional staff.