



**BRIDGERLAND
TECHNICAL
COLLEGE**
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**BRIDGERLAND TECHNICAL COLLEGE
BOARD OF DIRECTORS
INSTITUTIONAL ADVISORY COMMITTEE
JUNE 22, 2020, 4 P.M.
VIRTUAL MEETING**

MINUTES

~ DRAFT ~

Board Members Present

Neil Perkes, Chair – Logan Regional Hospital, Logan
Taylor Adams – Utah State University, Logan
Dave Brown – Western AgCredit, South Jordan
Jack Draxler – Draxler Appraisal Services, Inc., North Logan
Ann Geary, Past Chair – Logan School District, Logan
Monica Holdaway – Box Elder Chamber of Commerce, Brigham City
Nancy Kennedy, Vice Chair – Box Elder School District, Brigham City
Michael Madsen – Michael J. Madsen Construction, Garden City
Roger Pulsipher – Cache School District, Avon

Board Members Excused

Brian Hyde – Autoliv, Smithfield
Jeffrey Packer – All Pro Real Estate, Brigham City
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
Emily Hobbs, Chief of Staff
Lisa Rock, Controller
Frank Stewart, Chief Development Officer
Jim White, Vice President for Student Services

Guest(s)

Mike Liechty, Cache School District
Dr. Scott Theurer, Trustee Representative – Dentist, Logan
Monica Giffing and Presidential Scholarship Recipients and Parent(s)
Eric Petersen, UTECH Legal Counsel

Item 1

Welcome

Neil Perkes conducted the meeting and welcomed those in attendance. The meeting was called to order at 4 p.m.

Item 2

Presidential Scholarship Recipient Recognition

The BTECH Presidential Scholarship is a prestigious award recognizing high school seniors from across the intermountain west. Recipients of this scholarship demonstrate exceptional ability and accomplishment in a technical training area and have a sincere desire to enroll and complete training at BTECH. The following students were selected as recipients and were in attendance at the meeting with their parent(s):

- Evelyn Anderson – Welding Technology
- Janessa Gardner – Practical Nursing
- Savanna Kreiple – Animal Sciences
- Susanah Rowles - Drafting
- Olivia Trunnell – Cosmetology/Barbering

Monica Giffing, the BTECH Scholarship Specialist, introduced each student with a brief history and highlight. Each student took a moment to talk about their goals and thanked everyone for the opportunity to receive funding for their education.

Item 3

Consent Calendar Approval

- A. Minutes from the April 27, 2020, Board meeting** were available online for review and subsequent approval.
- B. 2020-2025 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. Faculty and staff were emailed the plan and suggestions were discussed in the Faculty Senate meeting on May 12, 2020. Administration, with the direction of the President, evaluated all input and suggested the additions as outlined. Items no longer applicable were removed. These changes are designed for continual improvement and to fulfill the mission of the College. Included in the Strategic Plan is the Mission Statement, which was reviewed. No comments or suggestions were made.
- C. 2020-2021 Postsecondary Student Fees**
In accordance with the Utah System of Technical College (UTECH) Tuition and Fees Policy 204.8.1, the College received approval of fees for postsecondary students. 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.
- D. Occupational Advisory Committee (OAC) List**
Occupational Advisory Committees are groups of individuals who represent business and industry to ensure students receive relevant instruction. In addition, OAC members may serve as guest speakers, conduct mock interviews, provide job placement opportunities, secure donations, volunteer at College events, etc. The College received approval of the OAC list provided.

ACTION: Ann Geary made a motion to approve the Consent Calendar items listed in Item 3. Dave Brown seconded. Motion carried.

Item 4

Training on Open and Public Meeting Laws

Every state has open meeting laws for accountability and transparency. These requirements are to be reviewed annually. Eric Petersen, UTECH Legal Counsel, provided the training. For more information, see Utah Code Title 52 – Chapter 04 – Open and Public Meetings Act.

Item 5

Fiscal Year (FY) 2020-2021 Operating Budget

Included for review was the FY 2020-2021 Operating Budget. The spreadsheet provided a comparison of the changes among FY15-16, 16-17, 17-18, 18-19, and 19-20. During the April 27, 2020, Board Meeting, a brief update on the 2020 General Session of the legislature along with HJR 301 – Urging Fiscal Responsibility were discussed. President Campbell presented the FY 2020-2021 operating budget, prepared using the “base” budget appropriation amounts. He noted the Legislature took action to reduce the College’s budget by 2.5 percent on Friday, so this budget does not reflect those recent changes. Health insurance premium increases were funded; but due to good experience ratings, the College’s insurance premiums will not go up. Gratefully, this will offset a portion of the budget cut. Budget reduction strategies are being discussed, which include voluntary attrition and a decrease in equipment and supply budgets.

The Health Sciences building project is officially on hold. There is still hope it will move forward with cash or bonding. The Division of Facilities Construction and Management (DFCM) is continuing with the selection of a program specialist and the Request for Proposal (RFP) process.

ACTION: Mike Madsen made a motion to approve the FY2020-2021 Operating Budget. Nancy Kennedy seconded. Motion carried.

Item 6

Policies and Plans Review

Although evaluated throughout the year, Administration coordinates a formal annual review of all Council on Occupational Education (COE) required plans and updates. 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. Plans not listed on this spreadsheet were evaluated, but no changes are suggested at this time. Board members were referred to the web site to see the full list of policies and plans.

President Campbell went through the Policies and Plans Review Sheet with the Board explaining the review process and touched on some of the changes in more detail.

Legislative and governance changes, such as SB 111, impact BTECH policies and plans. The College requested latitude to make minor changes to reflect updates to Utah Code.

ACTION: Taylor Adams made a motion to approve the changes as provided in the Policies and Plans Review as well as granting latitude to make minor edits due to the impact of SB 111 governance changes. Dave Brown seconded. Motion carried.

Item 7

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. Nancy Kennedy will rotate to chair, Neil Perkes will rotate to past chair, and Ann Geary will rotate off the Board due to the ending of her Board term.

ACTION: Nancy Kennedy, on behalf of the nominating committee, recommended Jack Draxler for vice-chair of the BTECH Board of Directors. Mike Madsen made a motion to accept the nomination. Ann Geary seconded. Motion carried.

Item 8

Board of Trustees Report

Trustee Theurer provided a brief update from the Utah System of Technical Colleges Board of Trustees. The new Utah Board of Higher Education will meet on July 1, 2020. Two members of this Board will be assigned to evaluate President Campbell in the future. More information will be available after that meeting.

Jack Draxler inquired about the College Access Advisors throughout the State. The existing advisors from 2019 are in place; however, the new advisors for this region were not funded due to budget cuts. Jack said it sounds like an excellent program, and the advisors are needed.

ACTION: Information item/pleasure of the Board.

Item 9

Information Items

A. COVID-19 Response

Effective June 1, BTECH campuses resumed student enrollment and face-to-face instruction. This instruction is provided in accordance with the current CDC and local health department guidelines.

B. Custom Fit Training Department – Year to Date

Fiscal Year	Trainees	Training Hours	Total Companies	New Companies
19-20 Qtr 1	1,488	11,802	140	18
19-20 Qtr 2	2,257	25,378	176	19
19-20 Qtr 3	3,665	45,730	181	30
19-20 Qtr 4 Preliminary (Won't be final until June 30)	3,900	57,000	200	30

C. 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. New courses were available online as a link.

D. SB 111 – Higher Education Amendments

As discussed in April, this bill passed the Legislature and was signed by the Governor. Language from that bill includes renaming the Board of Directors to Board of Trustees. The College is prepared to transition to the new higher education governance.

E. Calendar/Happenings

- Calendar available at btech.edu/event-calendars
- Board Meeting Dates
 - August 24, 2020
 - November 16, 2020
 - January 25, 2021

ACTION: Information item/pleasure of the Board.

Item 10

Recognition of Board Members with Expiring Terms

On behalf of faculty, staff, students, and Board members, Ann Geary and Dave Brown were recognized for their many years of service. Their contribution to the College has been tremendous, and they will surely be missed. Their terms end on July 1, 2020.

Item 11

Adjournment

Dave Brown made a motion to adjourn the meeting at 5:57 p.m. Ann Geary seconded. Motion carried.