



**BRIDGERLAND
TECHNICAL
COLLEGE**
btech.edu

**BRIDGERLAND TECHNICAL COLLEGE
BOARD OF DIRECTORS' MEETING
NOVEMBER 25, 2019, 4 P.M.
LOGAN CAMPUS – MAIN BOARDROOM
1301 NORTH 600 WEST, LOGAN, UTAH**

MINUTES

Board Members Present

Neil Perkes, Chair – Logan Regional Hospital, Logan
Taylor Adams – Utah State University, Logan
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
Brian Hyde – Autoliv, Smithfield
Nancy Kennedy, Vice Chair – Box Elder School District, Brigham City
Michael Madsen – Michael J. Madsen Construction, Garden City
Roger Pulsipher – Cache School District, Avon
Eric Wamsley – Rich School District, Laketown

Board Members Excused

Dave Brown – Western AgCredit, South Jordan
Jeffrey Packer – All Pro Real Estate, Brigham City

Bridgerland Technical College Present

K. Chad Campbell, President
Wendy Carter, Vice President for Instruction
Troy Christensen, Vice President for Brigham City
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
Glen Rivera, Adrienne O'Brien, DeLayne Locke, Scottie Elliott, and Jason Rindlisbacher

Item 1

Welcome & Pledge of Allegiance

Neil Perkes 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 Approval

- A. **Minutes from the August 26, 2019, Board meeting** were available online for review and subsequent approval.
- B. **2018-2019 Strategic Planning Summary**
Provided as a link was the FY 2018-2019 Strategic Plan Summary Report, designed to provide a summary and evaluation of accomplishments toward the objectives of the Strategic Plan and satisfy accreditation requirements. Standard Four "Strategic Planning" of the Council on Occupational Education (COE) Accreditation Standards requires the Strategic Plan to (1) be reviewed and revised annually (at least), and (2) the results of the evaluation of progress documented annually.
- C. **2019-2020 Strategic Planning Tri-Annual Highlights**
To provide more timely evaluation of objectives toward the Strategic Plan, the College decided to provide highlights more often throughout the year. The College experimented with this process for the last three months and found it to be very positive. Recording progress of various departments more often keeps objectives and strategies current. The 2019-2020 Strategic Planning Tri-Annual Highlights was provided as an online link for review.

ACTION: Ann made a motion to approve the Consent Calendar items as listed above. Nancy seconded. Motion carried.

Item 3

Recognition and Honor of the Bridgerland Technical College/Utah System of Technical Colleges (UTech) Student of the Year

In conjunction with the UTech Student of the Year campaign, Bridgerland was pleased to announce Glen Rivera as the 2019 Student of the Year. Glen was present to accept a check for \$1,000 and a congratulations certificate on behalf of the Board. Throughout the year, instructors nominate 'Platinum Performers' who are the top performers in their program. These winners are then forwarded to the Promotions Committee to select the Student of the Year. This person represents Bridgerland and UTech during the upcoming year including legislative and other public relations events. Jason Rindlisbacher and Scottie Elliott, instructors in Meat Services, were present to congratulate Glen and talked about his experience in the program.

ACTION: Information item/pleasure of the Board.

Item 4

Training on Open and Public Meeting Laws

Eric Petersen was unable to attend the meeting to provide training.

ACTION: Neil Perkes tabled the Training on Open and Public Meeting Laws item.

Item 5

Notification of FY 2020-2021 Secondary Student Fees to Education Providers

Jim White, Vice President for Student Services

The High School Course Offerings booklet was provided as a link, which included the current secondary student fees schedule. This booklet will be provided to all secondary education providers in the Bear River Region and is now available on Bridgerland's Web site at www.btech.edu/students/high-school-students. Each school district representative on the College Board of Directors is required by UTech policy #204.8.2.2 to provide written notification of the approved fee schedule to the Board of Education President of their respective districts.

President Campbell challenged the Instruction team to reduce fees. After a thorough examination, the College administrators were able to eliminate several fees and reduce barriers to enrollment. The school districts are also analyzing fees, so the Board spoke favorably of this effort. The suggestion was made to get this information to the counselors and parents.

ACTION: Motion was made by Mike Madsen to approve the Secondary Student Fee Schedule and agreement (where applicable) to notify the Board of Education of their respective district. Brian Hyde seconded. Motion carried.

Item 6

Policy Updates

President Campbell explained the following policy changes and additions, which were provided for review:

Policy 820 – Acquisition of Capital Assets

Bridgerland Technical College has published its Capitalization practices in the Audited Annual Financial Report for many years. Based on a finding and recommendation by the Office of the Utah State Auditor at one of the other technical colleges this year, formalizing this long-standing practice into an official policy was recommended.

Policy 630 – Americans with Disabilities Act (ADA)

An update to Bridgerland's current ADA policy, as it relates to students, was needed to provide additional clarifying language. Key words in this additional clarifying language include "...equal access to participants in all programs, services, and activities sponsored by the College." In addition, definitions for "a person with a disability" and "otherwise qualified" were added to the policy. The final change to the policy was in the procedure section because State Risk Management rules require the College to consult with them

before ever denying an accommodation request. These policy changes were reviewed by State Risk Management.

ACTION: Motion was made by Eric Wamsley to approve Policy 820 – Acquisition of Capital Assets and Policy 630 – Americans with Disabilities Act (ADA). Brian Hyde seconded. Motion carried.

Item 7

UTech Board of Trustees Strategic Vision, Goals, and Objectives

Board of Trustees Chair Steven Moore was present to introduce the new UTech Board of Trustees Strategic Vision, Goals, and Objectives. This strategic vision was approved during the Sept. 19, 2019, Board of Trustees meeting that was held at Bridgerland Technical College. Chair Moore has systematically worked with each of the technical college's Board of Directors to introduce these strategic vision, goals, and objectives along with having an open, two-way dialog on how they can be improved and implemented.

Chair Moore provided a presentation covering the following accomplishments and goals for the Board of Trustees leadership and Board members:

- Engagement with colleges, legislation, and USHE/USBE
- Building and approving a 10-year UTech strategic framework
- Lead and align program criteria for all state CTE offerings
- Establish and implement a new CTE Program Advisory Committee
- Establish industry credential attainment for high school graduation

In addition, Chair Moore talked about the Higher Education Strategic Planning Commission and the NCHEMS recommendations. The Board of Trustees has taken a strong position in clearly defining UTech's role in being a statewide leader in technical education, aligning CTE programs, and protecting stackable credentials. The Board briefly discussed the possibility of a higher education board merger. More information will be given as it becomes available. Ann Geary pointed out that secondary students should not be overlooked as changes are proposed.

ACTION: Information item/pleasure of the Board.

Item 8

Board of Trustees Report

Dr. Scott Theurer, Trustee Representative

Trustee Theurer thanked everyone for taking good care of the students and helping them become successful in their careers. He talked about the K-20 Summit and how the governing boards are working better together than ever before. Education leaders are working to remove barriers and inefficiencies, which includes the addition of college access advisors.

All four districts should receive an advisor by fall of 2020, who is prepared to inform students of education opportunities post-high school.

ACTION: Information item/pleasure of the Board.

Item 9

Information Items

A. Custom Fit Training Department – 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	4,653	72,989	221	52
19-20 Qtr 1	1,488	11,802	140	18

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 approved at this time.

C. Calendar/Happenings

- Calendar available at btech.edu/event-calendars
 - December 4 – Pathways Conference, 7 a.m. – 3 p.m., BTECH Rm 171
 - December 4 – BTECH General Graduation, 6:30 p.m., Ridgeline High School
 - December 5 – Practical Nursing Graduation, 5:30 p.m., BTECH Rm 171
 - December 6 – North Pole Extravaganza, BTECH Logan Campus – Main, 4-8 p.m.
- Board Meeting Dates
 - January 27, 2020
 - April 27, 2020
 - June 22, 2020
 - August 24, 2020
 - November 16, 2020


Jack Draxler recommended learning more about the LatinX LEAP programs to see what connections can be made for BTECH to help Latino students. Resources and scholarships are often provided for students who may not otherwise have opportunities. Frank verified that the College is working with Rigo Chapiro to setup possible scholarships and other resources to help the Latino population. Ann Geary suggested having Glen Rivera, Student of the Year, speak at the Latino Fair to help bridge the language barrier that may exist. It was suggested the College work with Chris Gonzalez at USU to learn more.

ACTION: Information item/pleasure of the Board.

Item 10

Next Meeting Date & Adjournment

The next Board meeting will be Monday, January 27, at 4 p.m. The meeting adjourned at 6:05 p.m.

A handwritten signature in black ink that reads "K. Chad Campbell". The signature is written in a cursive style with a large initial "K".

Minutes submitted by K. Chad Campbell, President

Prepared by Emily Hobbs, Chief of Staff

A handwritten signature in black ink that reads "Neil Perkes". The signature is written in a cursive style with a large initial "N".

Neil Perkes, Chair



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BOARD OF DIRECTORS' MEETING
NOVEMBER 25, 2019, 4 P.M.
LOGAN CAMPUS – MAIN BOARDROOM
1301 NORTH 600 WEST, LOGAN, UTAH**

AGENDA

WIFI PASSWORD: redtwizzlers

Item 1

**Start Recording: State Date, Time, Place of Meeting, and Members Present
Pledge of Allegiance & Welcome**

Item 2

Consent Calendar Approval

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- B. **2018-2019 Strategic Planning Summary**
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To provide a more timely evaluation of objectives toward the Strategic Plan, the College has decided to provide highlights more often throughout the year. The College experimented with this process for the last three months and found it to be very positive. Recording progress of various departments more often will keep objectives and strategies current and at the forefront of our minds.

Item 3

Recognition and Honor of the Bridgerland Technical College/Utah System of Technical Colleges (UTech) Student of the Year

Jim White, Vice President for Student Services

Neil Perkes, Board of Directors Chair

In conjunction with the UTech Student of the Year campaign, Bridgerland will be pleased to present the 2019 Student of the Year selection. The Student of the Year has been selected by a committee from a group of excellent candidates who were required to submit an application and represent Bridgerland and UTech during the upcoming year including legislative and other

public relations events. The Board Chair and Board Leadership members will present the Student of the Year award and will congratulate the winner.

ACTION: Information item/pleasure of the Board.

Item 4

Training on Open and Public Meeting Laws

Eric Petersen, UTech Legal Counsel

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

ACTION: Information item/pleasure of the Board.

Item 5

Notification of FY 2020-2021 Secondary Student Fees to Education Providers

Jim White, Vice President for Student Services

Provided as a link for your information and review is the High School Course Offerings booklet, which includes the current secondary student fees schedule. This booklet will be provided to all secondary education providers in the Bear River Region and, once approved, will be available on Bridgerland's Web site at www.btech.edu/students/high-school-students. Each school district representative on the College Board of Directors is required by UTech policy #204.8.2.2 to provide written notification of the approved fee schedule to the Board of Education President of their respective districts.

ACTION: Recommend approval of the Secondary Student Fee Schedule and agreement (where applicable) to notify the Board of Education of their respective.

Item 6

Policy Updates

Chad Campbell, President

Policy 820 – Acquisition of Capital Assets

Provided as a link is the proposed new Policy 820 – Acquisition of Capital Assets for your review. Bridgerland Technical College has published its Capitalization practices in the Audited Annual Financial Report for many years. Based on a finding and recommendation by the Office of the Utah State Auditor at one of the other Technical Colleges this year, formalizing this long-standing practice into an official policy is recommended.

Policy 630 – Americans with Disabilities Act (ADA)

Provided as a link are proposed changes to Policy 630 – Americans with Disabilities Act (ADA). An update to Bridgerland's current ADA policy, as it relates to students, is needed to provide additional clarifying language. Key words in this additional clarifying language include... "equal access to participants in all programs, services, and activities sponsored by the College." In addition, definitions for "a person with a disability" and "otherwise qualified" are added to the policy. The final change to the policy is in the procedure section because State Risk Management rules require the College to consult with them before ever denying an accommodation request. These policy changes have been reviewed by State Risk Management.

Administration will be present at the meeting to discuss this new policy and address any questions or comments from the Board.

ACTION: Recommend approval of Policy 820 – Acquisition of Capital Assets and Policy 630 – Americans with Disabilities Act (ADA).

Item 7

UTech Board of Trustees Strategic Vision, Goals, and Objectives

Steven Moore, Board of Trustees Chair

Chair Moore will be present to introduce the new UTech Board of Trustees Strategic Vision, Goals, and Objectives. This strategic vision was approved during the Sept. 19, 2019, Board of Trustees meeting that was held at Bridgerland Technical College. Chair Moore is systematically working with each of the Technical College Board of Directors to introduce these strategic vision, goals, and objectives along with having an open, two-way dialog on how they can be improved and implemented.

ACTION: Information item/pleasure of the Board.

Item 8

Board of Trustees Report

Dr. Scott Theurer, Trustee Representative

A brief update from the Utah System of Technical Colleges Board of Trustees will be provided.

ACTION: Information item/pleasure of the Board.

Item 9

Information Items

A. Custom Fit Training Department – Year to Date

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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 is included as a link and is always available online at btech.edu. No new courses need approved at this time.

C. Calendar/Happenings

- Calendar available at btech.edu/event-calendars
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 - December 6 – North Pole Extravaganza, BTECH Logan Campus – Main, 4-8 p.m.
- Board Meeting Dates
 - January 27, 2020
 - April 27, 2020
 - June 22, 2020
 - August 24, 2020
 - November 16, 2020

ACTION: Information item/pleasure of the Board.

Item 10

Adjournment



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BOARD OF DIRECTORS' MEETING
AUGUST 26, 2019, 4 P.M.
LOGAN CAMPUS – MAIN BOARDROOM
1301 NORTH 600 WEST, LOGAN, UTAH**

MINUTES

~ DRAFT ~

Board Members Present

Neil Perkes, Chair – Logan Regional Hospital, Logan
Taylor Adams – Utah State University, Logan
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
Brian Hyde – Autoliv, Smithfield
Nancy Kennedy, Vice Chair – Box Elder School District, Brigham City
Michael Madsen – Michael J. Madsen Construction, Garden City
Roger Pulsipher – Cache School District, Avon
Eric Wamsley – Rich School District, Laketown

Board Members Excused

Dave Brown – Western AgCredit, South Jordan
Jeffrey Packer – All Pro Real Estate, Brigham City

Bridgerland Technical College Present

K. Chad Campbell, President
Wendy Carter, Vice President for Instruction
Troy Christensen, Vice President for Brigham City
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

Item 1

Welcome & Pledge of Allegiance

Neil Perkes 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 Approval

A. Nancy Kennedy made a motion to approve the minutes from the June 17, 2019, Board meeting. Seconded by Ann Geary. Motion carried.

Item 3

Program Highlight – Animal Sciences

Lisa Moon introduced Susan Curtis as the Teacher of the Year for 2018, chosen by students. She said Susan is always student-focused and has a very high conversion of high school students to post-secondary certificate completers.

Susan highlighted the Animal Sciences Program and her platinum performer student who fulfilled her dream of working at Powder Paws in Park City as the head of their K-9 department. She explained that graduates in this program work as support staff in veterinary clinics, shelters, or other animal-based institutions. They learn topics such as animal restraint, nursing care, radiology, lab procedures, blood collection, IV catheterization, dental cleanings, vaccines, physical exams, and client services.



It was noted that over half of the Animal Sciences graduates continue their schooling, and two-thirds intend to be veterinarians. The College is working diligently with USU so BTECH students can seamlessly transition into the University. The Board engaged in a question and answer session to learn more about the program.

Item 4

Fiscal Year (FY) 2020-2021 Operating Budget and Equipment Request – Strategic Planning

President Campbell reviewed the preliminary FY 2020-2021 Operating Budget (Building Blocks) and Equipment Request, which was provided online as a link (see attached). This draft list is a compilation of the budget needs and represents the current and immediate priorities of the College. The budget is based on input from the Strategic Planning process, departmental advisory committees, instructional departments, and administrative analysis. This request will be forwarded on to the Governor's Office of Planning and Budget and the Office of the Legislative Fiscal Analyst on its way to consideration during the next General Session of the Utah State Legislature.

The Board engaged in a question and answer session regarding the priorities of the Operating Budget. Nancy Kennedy supported the request for additional student services including phone support.

ACTION: Brian Hyde made a motion to approve the FY 2020-2021 Operating Budget. Roger Pulsipher seconded. Motion carried.

The Board engaged in a discussion regarding the equipment request. Dr. Scott Theurer expressed concern with the CBCT Machine and Cerec Mill, which are mostly present in specialty offices and can be costly to purchase. He suggested the training be conducted (possibly through Custom Fit) at a private office that already owns or leases these machines.

Neil Perkes noted that Intermountain Healthcare might have machines they are turning over. He will look into the possibility of donating if the system doesn't have a need somewhere else.

President Campbell informed Board members that current industry equipment suggestions are provided by the advisory committees, which are then reviewed and prioritized before being added to this request. As a Board, everyone agreed they would like to spend more time reviewing the equipment list; however, this does not change the amount of the request going forward. Concerns with the existing list should be directed to either President Campbell or Emily Hobbs.

ACTION: Mike Madsen made a motion to approve the FY 2020-2021 Equipment Request. Brian Hyde seconded. Motion carried.

Item 5

FY 2020-2021 Capital Improvement Request – Strategic Planning

Paul James reviewed the Capital Improvement requests that are now submitted to the Division of Facilities Construction and Management (DFCM). These requests are designed to make significant improvements or repairs to existing state buildings. The spreadsheet (attached) represents a summary listing of the respective projects. The projects listed have been identified by a combination of processes that include a Facility Condition Assessment conducted by the State of Utah's Division of Facilities, Construction, and Management (DFCM) and the Strategic Planning process internal to the College.

ACTION: Ann Geary made a motion to approve the FY 2020-2021 Capital Improvement Request. Jack Draxler seconded. Motion carried.

Item 6

FY 2018-2019 Student Enrollment and Outcomes Report

In accordance with UTech Policy 205.10 "College Data Submission and Certification," the President, the Vice President for Student Services, and the Vice President for Instruction conducted a careful review of the FY 2018-2019 enrollment (headcount and membership hours), certificate, and placement data to certify the data is complete and accurate, and

complies with the criteria outlined in UTech policies 200, 201, and 205. The policy further requires the president's review and certification of the data to be presented to the College Board of Directors in an official board meeting as an information item not requiring approval.

Jim White, Vice President for Student Services, provided a review of the preliminary year-end data submission (attached).

Item 7

Policy Manual Updates

Administration has identified new and existing policies that need to be updated. President Campbell provided a summary of the proposed changes and additions listed below:

300.382 – Standard Work Hours and Attendance

The College has classes that extend into the evening. Referencing normal hours 8 a.m. to 5 p.m. was removed.

Financial Aid Policies

700.700a – Introduction & Scope of Policy (New)

Introduction to Section 700 as a place to document policies related to the approval, disbursement, and delivery of Federal Student Aid.

700.734 – Consumer Information (New)

The Higher Education Opportunity Act of 2008 includes many disclosure and reporting requirements developed under the principle of promoting access to information that will allow consumers to make informed decisions about postsecondary education.

700.751 - Student Eligibility

The Department of Education issued an electronic announcement on July 23 clarifying a requirement for evaluating the validity of a student's high school completion. As a result, an update is needed.

700.780 – Veterans Education Benefits – Introduction, Overview, and Availability of Information (New)

The College is required to adhere to standards set forth by Executive Order 13607, Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members.

700.782 – Veterans Education Benefits – Transition Act of 2018 (New)

This policy outlines law allowing VA beneficiaries to attend school without being denied access until VA provides payment without imposed penalty due to late payment of tuition and/or fees from the VA.

President Campbell explained that the Technology Enhanced Instruction Department had expanded their duties over the years. The name changed to "Curriculum Design and Development." The College requested the ability to update the policies accordingly.

ACTION: Eric Wamsley made a motion to approve the changes and addition of the new policies as provided in the Policy Manual Updates. Furthermore, the motion proposed to update Technology Enhanced Instruction (TEI) to "Curriculum Design and Development," as applicable throughout the policies. Nancy Kennedy seconded. Motion carried.

Item 8

Policy 608 Student Grievance

UTECH requested a policy change to comply with HB 166 Student Civil Liberties Protection Act with a very short timeline. With feedback from the Attorney General's Office, changes were made to the policy and presented to the BTECH Board Leadership team on Monday, July 29, for approval. This policy was submitted to Administrative Rulemaking by the August 1, 2019, deadline.

ACTION: Ann Geary made a motion to approve Policy 608 Student Grievance. Nancy Kennedy seconded. Motion carried.

Item 9

Information Items

A. Custom Fit Training Department – Year to Date

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17-18	4,856	67,118	182	34
18-19	4,653	72,989	221	52

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 need to be approved.

C. Calendar/Happenings

- Health Sciences Building Update
 - Due to the approval of the Health Sciences Building Programming and Planning Request at the Board of Directors, Board of Trustees, and Building Board meetings, the College has moved forward with VCBO/DFCM to start the process. President Campbell and Wendy Carter have met with most of the Building Board members to gain support for legislative funding. It is expected that the Building Board will prioritize building needs on October 3.

President Campbell thanked Board members for their support in various capacities.

- Faculty and staff spent two full days in Professional Development during the annual Fall Kickoff Conference at BTECH on August 19 & 20 with the theme, "Everyone Needs a Champion." Keynote speaker Amy Wilde talked about this theme and her struggles with bullying. The second day split instructional faculty for teaching workshops on curriculum development and non-instructional staff for SWOT training.
- The marketing team has organized various parades throughout the region, which is proving to be a very valuable marketing tool for the College.
- Calendar available at btech.edu/event-calendars
 - October 31 – Department Trick or Treating, 11 a.m. – 2 p.m.
 - November 7 & 8 – Fall Fashion Show, 7:30 p.m., BTECH Rm 171
 - November 14 – Police Academy Graduation, 6:30 p.m., BTECH Rm 171
 - December 4 – BTECH General Graduation, 6:30 p.m., Location TBA
 - December 5 – Practical Nursing Graduation, 5:30 p.m., BTECH Rm 171
 - December 6 – North Pole Extravaganza (details TBA)
- Board Meeting Dates
 - November 18, 2019 – Changed to November 25, 2019
 - January 27, 2020
 - April 27, 2020

Item 10

Board of Trustees Report

Dr. Scott Theurer provided a brief update from the Utah System of Technical Colleges Board of Trustees. He thanked everyone for their support for the Health Sciences Building. He encouraged Board members to learn more about Custom Fit and the benefit this program has to the community. The Board of Trustees will be working to refine Custom Fit policies.

Item 11

Next Meeting Date & Adjournment

The next Board meeting will be Monday, November 25, at 4 p.m. The meeting adjourned at 6:09 p.m.

NUMBER: 630

SUBJECT: AMERICANS WITH DISABILITIES ACT (ADA)

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 19, 2017; JUNE 17, 2019

PAGE 1 OF 1

630.1 – POLICY

Bridgerland Technical College (BTECH) may not discriminate in the recruitment, admission, educational process, or treatment of students with disabilities. ~~Students must voluntarily disclose that they have a disability (self-identify), request accommodation, and provide documentation of their disability.~~

The Rehabilitation Act of 1973 and The American with Disabilities Act (ADA) provide comprehensive civil rights and protections for persons with disabilities. **Section 504 and subsequent amendments require that all institutions of higher education provide students with disabilities the same opportunity to engage in educational experiences as students without disabilities. Students who have voluntarily disclosed that they have a disability (self-identified) and requested reasonable accommodations are entitled to receive approved modifications of programs, appropriate academic adjustments, or auxiliary aids that provide equal access to participants in all programs, services and activities sponsored by the College.**

630.2 – DEFINITIONS

Section 504 of the Rehabilitation Act of 1973 was the first law to specifically address the needs of students with disabilities. It states in part:

"No otherwise qualified ~~person~~ individuals with a disability in the United States . . . shall, solely by reason of her or his ~~on the basis of disability,~~ be excluded from the participation in, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving Federal financial assistance."

630.2.1 – DISABLED PERSON

Under the ADA, a person with a disability is defined as any person who:

1. has a physical or mental impairment which substantially limits one or more major life activities,
2. has a record of such impairment, or
3. is regarded as having such an impairment.

630.2.2 – OTHERWISE QUALIFIED

The ADA also provides clarification of the Section 504 phrase "otherwise qualified" individual with a disability, as one whom either: "...with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity."

~~A "qualified student" is defined as a student . . . "who meets the academic and technical standards required for admissions or participation in the education program or activity." (Source—Rehabilitation Act of 1973, Section 504).~~

630.3 – PROCEDURES

1. Students requesting reasonable accommodation must meet with the ADA Coordinator. Documentation concerning the student's disability may be requested.
2. The request will be reviewed by the ADA Coordinator. **If denying the request is being considered, State Risk Management will be consulted prior to notifying the student of the decision.**
3. The student and, as needed, the department will be informed of the ADA Coordinator's decision concerning the request.

NUMBER: 820
SUBJECT: ACQUISITION OF CAPITAL ASSETS
APPROVAL DATE OF LAST REVISION:
PAGE 1 OF 2

820.1 – POLICY**820.1.1 – PURPOSE**

Bridgerland Technical College acquires property, buildings, equipment, vehicles, software, materials, and supplies in order to fulfill its mission. The College accounts for capital assets (also referred to as fixed assets) in accordance with generally accepted accounting principles and standards enacted by the Governmental Accounting Standards Board.

820.1.2 – TYPES OF CAPITAL ASSETS

Capital assets include property, buildings and improvements, equipment, vehicles, and software with an initial, individual cost of \$5,000 or more and an estimated useful life in excess of one year. Capital assets are treated similarly whether purchased with College funds, acquired from the Utah Division of Facilities Construction and Management (DFCM), or donated to the College.

820.1.3 – VALUATION OF CAPITAL ASSETS

Historical cost is the basis for valuing capital assets. Historical cost is the cash price of obtaining the capital asset and getting it ready for its intended use, including freight charges, installation costs, etc. For land and buildings, it includes the purchase price, closing costs, and all fees and other costs to ready the land and/or building for its intended use.

Donated capital assets are recorded at the estimated fair market value at the time of the donation, rather than the purchase price of a new similar item.

820.1.4 – REPAIRS AND MAINTENANCE

The costs of normal maintenance and repairs that do not add to the capacity of the asset or materially extend the life of the asset are not capitalized. Instead, such costs are expensed when incurred. Reasonableness and professional judgment are emphasized and utilized in the decision of whether transactions qualify to be expensed or capitalized.

820.1.5 – PROJECTS THROUGH DFCM

The College normally capitalizes all projects that are administered by DFCM for the College, except for when the project is determined to be a repair as described in the section above. The College seeks to be in sync with DFCM for the accounting of such projects, particularly in determining the timing of the transfer from DFCM to the College.

820.1.6 – DEPRECIATION AND ESTIMATED USEFUL LIVES

All land is capitalized and not depreciated. All other capital assets are depreciated over an estimated useful life using the straight-line method of depreciation. The estimated useful life of an asset is determined at acquisition based on guidelines provided in the State of Utah Fixed Assets Standard Useful Life Table (FIACCT 09-17.01 – Utah Division of Finance Policies and Procedures) and the professional judgment of the applicable department head.

820.2 – PROCEDURES**820.2.1 – RECORDKEEPING AND RESPONSIBILITIES**

It is the responsibility of each department head that acquires capital assets to properly complete the new fixed asset form in conjunction with the Accounting Department. The form identifies key information about the capital asset such

NUMBER: 820

SUBJECT: ACQUISITION OF CAPITAL ASSETS

APPROVAL DATE OF LAST REVISION:

PAGE 2 OF 2

as description, serial number, vendor, and purchase price, which is entered into the fixed asset software for tracking purposes.

A capital asset list is provided annually by the Accounting Department to the applicable department head for review. Once the department head has verified all assets on the list, he/she signs and returns the list to the Accounting Department and any discrepancies are resolved.

OBJECTIVE 1 • EFFICIENT RESOURCES

Target and efficiently use resources to maximize successes through the Implementation of a mission-driven budget.

Projected financial resources that provide a basis for initiatives specified in the Strategic Plan.

The annual budget at Bridgerland Technical College (BTECH) is a significant part of the Strategic Planning process for each fiscal year (FY). Ultimately, the budget exists to distribute scarce financial resources across the institution to efficiently and effectively maximize student success and meet the most critical business and industry needs. In addition to the President and Administrative team, it is the responsibility of every employee to identify and implement internal efficiencies with the intent of repurposing resources to maximize outcomes. The budget is the result of completing the Strategic Planning process. From a financial point of view, this process includes getting direction and ideas from all stakeholders (e.g., students, employers, the community, faculty and staff, students, administration, and the Board of Directors).

For FY 2018-2019, the budget request and eventual appropriation combined the identified expansion needs of the College with the GOED industry sector initiatives to continue progress toward the Governor's 2020 Vision Goals. Bridgerland's budget-related Strategic Planning is comprised of three primary budget categories: Operating, Capital Improvement, and Capital Development. Input from all the various constituencies is requested by these categories so they can be properly compiled and prioritized. The budget implementation efforts to target and efficiently use resources for FY 2018-2019 is summarized below.

Operating Budget – The expenditures associated with Bridgerland's Operating Budget are funded through a variety of sources, including legislative appropriations; student tuition and fees; federal, state, and local contracts and grants; and donations and contributions from business and industry partners. With these different funding sources, the College was able to implement the following list of Operating Budget initiatives during FY 2018-2019:

- The Legislature provided funding to develop and open a new Paramedic Program. With those funds, a new Department Head from Dixie State University was hired, and additional full- and part-time staff were hired as needed. This new program went through a series of program approvals, including confirmation that student graduates may work as Paramedics. The program received its Letter of Review (LOR) status from CAAHEP/CoAEMSP. This status allows students to take the national exam and become certified as Paramedics.
- Bridgerland also received funding to expand the Web and Mobile Development Program with additional instructors to expand the pipeline of students working toward coding careers. Instructors were hired, and in collaboration with "Code to Success," the high school enrollment in this program went from 18 to 124 students. This funding also allowed Bridgerland to add a new stackable credential in Cybersecurity, which is an advanced certificate for students completing either the Information Technology Program and/or the Web and Mobile Development Program. An instructor for the new Cybersecurity Program was also hired.

- The College received funding for FY 2019-20 to work on expanding the pipeline in the Machining Technology and Animal Sciences Programs, updating College-wide IT Servers and two new database manager positions, and expanding the pool of Student Success Advisors.

Capital Improvement – Bridgerland Technical College started the construction and implementation of a large Capital Improvement project to update and modernize the HVAC systems at the Logan Campus – Main. The complete HVAC upgrade will take many years to complete, but this project is designed to address substantial air quality issues in Auto Collision, Building Technology, Welding Technology, and the Administrative areas of the building. This HVAC project utilized the Capital Improvement funding for both FY 2017-2018 and FY 2018-2019. It was designed and started during FY 2017-2018 and was substantially complete during FY2018-2019.

Capital Development – Bridgerland boldly and enthusiastically submitted a much-needed request for a purpose-built Health Sciences building. Significant effort was given by the Bridgerland Administrative team to meet with every member of the Utah State Building Board and Legislature who is influential in prioritizing building requests. In addition, Frank Stewart, Bridgerland’s Chief Development Officer, worked tirelessly to get Alternate Source Funding for this project in the amount of \$1,000,000. We were disappointed when, in the end, the project wasn’t funded during the 2019 General Session of the Legislature. However, a solid foundation was formed as the need for a new building was made clear as we approach the 2020 general session. We remain optimistic the project will be funded this next year.

Discontinued Technically Speaking – For years, the Technically Speaking publication was printed and mailed to around 64,000 people in the region. To keep current with new marketing trends, which include more effectively using funds to target households by age, earnings, location, etc., it was decided to move toward a digital format. In addition to sending direct-mail postcards, email, and social media, campaigns will roll out. This transition started about a year ago as the College increased usage of the Web site to communicate class information and more effectively facilitate online registration.

OBJECTIVE 2 • PROFESSIONAL PRACTICES

Enhance professional practices.

Professional Development – Pathways Conference – The annual Bear River Region Pathways Conference was held on December 5, 2018, at Bridgerland Technical College. Nearly 300 CTE educators (grades 7-12), counselors, administrators, Career Center staff, and DWS employees from the region attended the conference.

Clint Pulver (Keynote): For over a decade, Clint has dedicated his heart to helping schools and administration understand the younger generation while helping them understand themselves. Through his experience in the classroom, Clint demonstrates that to improve the quality of teaching we must be willing to improve the quality of the teaching job. Clint taught everyone that a single moment in time can truly change a student’s life.



Professional Development Conference – June 7, 2019 –

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 concentrating on mind optimization, focus, and performing at your best. Dr. Dave Schramm wrapped up the conference with a presentation on building connections.

Summer Planning Meeting – August 20, 2018 – This year’s Summer Planning Meeting was held at Bear Lake. President Campbell started the meeting with Bridgerland and Utech updates. Frank Stewart gave an overview of the new Health Sciences building. J.J. Gabriel, the Security Officer, trained on what to do in an active shooter situation. The Risk Management Coordinator reviewed common OSHA violations to ensure compliance. Wendy Carter highlighted some of the events that happened at Bridgerland during the year. President Campbell concluded the meeting by handing out the following awards to “silent heroes” at Bridgerland:

- The Friendship Award - Andrew Barfuss
- Above and Beyond Award - Rex Davidsavor
- Most Valuable Person Award - Michelle Welker
- Rookie of the Year - Breklyn Stanger
- Teacher of the Year - Susan Curtis
- Presidential Award - Scott Danielson

OBJECTIVE #3: REDUCE OR ELIMINATE BARRIERS

Reduce or eliminate enrollment barriers and improve student access, participation, and completion

Creation of the Single Parent Night – A new Single Parent Night was held on March 21, 2019, at the Logan Campus – Main building. Students are often faced with financial, family, and health crises. This event was created to educate potential and current students on assistance available to overcome these hurdles.

Community Resources for Students – The Department of Workforce Services representatives presented to Faculty Senate. Administration, department heads, supervisors, and staff learned about different resources available to students so the College can better support them in their life challenges and career placement. Topics included employment essential classes, work success programs, tuition and living assistance, etc.

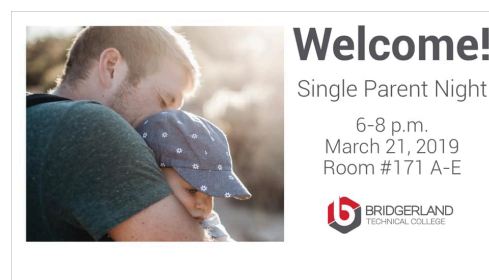
Increased Mental Health Support (SafeUT) – Bridgerland Technical College announced the College now offers services through the SafeUT app. This app provides students with a free crisis text and tip line where counseling, suicide prevention, and referral services are available. Licensed clinicians are available on the 24/7 CrisisLine call center and respond to all incoming chats, texts, and calls by providing:

- supportive or crisis counseling,
- suicide prevention, and
- referral services.

SafeUT can help anyone with emotional crises, bullying, relationship problems, mental health, or suicide-related issues. This new offering was announced at a College-wide meeting, social media, posters, and handout cards.

Expanded Services – New Scholarship Office – The College welcomed Amber Miller as the Scholarship Specialist, a new position that put a renewed emphasis on scholarships. Donations began to increase and as more funding became available, more students were taking advantage of scholarship opportunities. Increasing efforts in this capacity brings awareness to the community, helps students find ways to overcome financial crisis, and increases completion and student success.

Merged Assessment Center and Academic Learning Center – Administration identified a disconnect for students who did not pass the entrance assessment. These students often became discouraged and didn’t take



the next steps to enroll in Academic Learning for future success in their chosen program. To increase student access and engagement, the Assessment Center location was moved to the Academic Learning Center so they could now function as one department with shared resources. This new department was named “Assessment and Learning Center” and now manages both assessment intake and student onboarding. The following benefits have been identified:

- Utilize existing resources (computers, space, personnel) and gain flexibility
- Reduce redundancy in data management
- Cross-training and collaboration – eliminate single point of failures
- Walk-in testing and expanded availability]
- Seamless transition from assessment to learning resources
- Offer additional resources such as document scanning – beginning with program safety tests

OBJECTIVE 4 • NEW TECHNOLOGIES

Increase new and innovative technology practices.

One Scholarship Application – A temporary committee was assembled to create ONE application that would apply for nearly all of the scholarships the College offers. Students now apply once and the Scholarship Specialist determines which, if any, scholarship opportunities align with the student. The scholarship committee reviews the applications and selects recipients to be awarded. This process has streamlined the scholarship process and provides opportunities to students they didn’t even know existed!

Host for the Information Technology CTE Conference – The Information Technology (IT) instructors hosted the annual CTE Conference at the Brigham City Branch Campus in June 2019. This event brought IT instructors from all over the state to learn about new and exciting technologies in the industry.

Lunch and Learn Sessions – Information Technology was pleased to welcome industry leader Wi-Fiber to their “Lunch and Learn” session. This was an opportunity for students to interact with and get to know future employers within the community while learning the latest in technology. One of the presenters was Hayden Nielsen, BTECH graduate, who works for Wi-Fiber as the lead tech.



Increase Technology & Online Access – Programs less computer-dependent have naturally been slower to progress in online delivery methods than their highly technical counterparts. The Information Systems (IS) Department setup Chromebooks for Animal Sciences, Auto Collision, and Cosmetology/Barbering. These programs did not have computer labs but saw the value of adding curriculum to the learning management system, Canvas, and wanted to find a way to expand access to their students. The Chromebooks use less space than a traditional computer lab, are less expensive, and are easier to maintain.

Adding technology gives students a more robust learning environment with immediate feedback and taking ownership of their progress so they know exactly what to work on next. Instructors are becoming more efficient because Canvas offloads mundane tasks like grading tests. While not all learning activities are online, it is important that students use technology regardless of their program.

The IS Department was also busy enhancing the Drafting and Media Design shared computer lab. The computers in this lab were repurposed to other programs, and new ones were purchased. The lab also expanded the student workspace with dual 27-inch monitors to maximize productivity – just as they would see on-the-job.

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.

Pilot for Satisfactory Academic Progress – Each year students are asked to complete a questionnaire to help with continuous improvement and to guide our Strategic Plan. This year we received an overwhelming response from students asking for more flexibility as they hold jobs, support families, and try to complete their education. Outcomes are jeopardized as students struggle to find balance. To reduce withdrawals and increase completion, the Instruction Team formulated Policy 616 to put more focus on Satisfactory Academic Progress and less on attendance. Instead of course-based attendance, a shift was implemented to evaluate students based on the program as a whole. A pilot of this new policy was rolled out for Machining Technology, Drafting, Media Design, and Business Technology. It is still early in this process, but the results are fantastic! Students are gaining more flexibility and still maintaining progress in their coursework. Graduation rates are anticipated to increase due to increased student support.

2018 Student of the Year – The Bridgerland Technical College Student of the Year recognition goes to Amanda Bunnell, a graduate of the Business Technology program. All eight winners from the Utah System of Technical Colleges had the special opportunity to meet Governor Herbert and enjoy a banquet in their honor.



Cybersecurity Conference and Capture the Flag (CTF) Hacking Competition

– High school students from Northern Utah’s IT STEM Academy attended this event on February 21-22, 2019. The “Firehawks” from Ridgeline High School in Cache County took 3rd Place among a predominantly adult field in the CTF competition. These second-year students were enrolled in the IT STEM Academy that trains students at eight regional high schools in information technology topics, including networking, Linux, Python, and cybersecurity. The IT STEM Academy is funded through a state technology grant and provides high school students a pathway to an Information Technology certificate and credit at Utah State University.



2018 Utah CTE Excellence in Action Award Winner – The Bear River Region AM STEM Academy was honored as a winner of the 2018 Utah Career and Technical Education Excellence in Action Award. This high school offering has a rigorous sequence of courses beginning with foundation skills to real-world, hands-on experience in the classroom led by dedicated educators and work-based experiences facilitated by industry partners.

The AM STEM Academy was recognized as a superior CTE offering in the state of Utah, exemplifying excellence in the successful implementation of the following:

- CTE Career Pathways
- Progression and connection from secondary to postsecondary education
- Meaningful work-based learning opportunities
- Substantial and evidence-based impact on student achievement and success

“Fun in the Sun Because We’re Done” Graduation Party, June 2019 – The Marketing Department provided a party for graduates, current students, families, and employees. Everyone enjoyed a barbecue with fun and games to celebrate the students’ accomplishments.

Graduation Recognitions – All graduates were recognized with a medal cut by the Welding Department. Further recognition was given to high school seniors who completed a certificate. They were set apart by a blue and white stole. Lastly, the Platinum Performers were identified by a medallion.



OBJECTIVE 6 • PARTNERSHIPS

Increase career aligned education options and success through enhanced advisory committees, business relationships, and educational partnerships.

Utah Manufacturing Tournament & Career Fair – High school teams from around Utah came together to compete in robotics challenges on April 18, 2019. This was a win, win for both employers and students as career connections were made with the best Robotics talent in the state! Corporate sponsors included prestigious manufacturing firms such as Autoliv, JR Automation, JBS Swift, Schreiber Foods, and Ducworks, Inc. Over 20 businesses were on-hand with booths to showcase their company specializations, recruit the best student talent, and encourage careers in automated manufacturing.

Advisory Members Support Welding Open House – The annual Welding Technology Open House was a huge success with over 168 Welding Technology students and their families in attendance. Advisory members supported the event by serving burgers to the hungry crowd while hearing from the wonderful instructors about this program!

Bridgerland Technical College Ski Night – Building relationships continues to be a priority. Faculty, staff, students, and the community was invited to Beaver Mountain for the annual ski night in February. Dinner was provided for anyone who braved the weather.

Provide Meeting Space for Partners – In an effort to increase partnerships, build business relationships, and increase awareness to technical education, the College hosts meetings on campus. Groups such as Women’s Round Table, Cache Chamber of Commerce, Cache Valley Economic Development Alliance, K-16 Alliance, etc., have been invited to use conference space free of charge.

Advisory Team Review and Expansion – Bridgerland’s programs rely heavily on support from advisory teams to guide and direct curriculum, place students, and more. This year each department head did a more thorough analysis of their advisory teams and expanded representation to provide the best industry knowledge, experience, employment opportunities, and other resources as needed. Advisory teams now total 447 members with 264 unique companies throughout the region.

Chamber Legislative Affairs Leadership & Participation – President Campbell served as the chair of the Cache Valley Chamber of Commerce Legislative Affairs Subcommittee. With direction from the Chamber, President Campbell organized and selected committee members and held regular meetings throughout the session. The following groups were represented by the committee and individual topics were discussed as they related to senate and house bills:

- Business, Economic Development & Labor, Executive Offices, and Criminal Justice
- Public/Higher/Technical Education
- Infrastructure & General Government Operations, Transportation, Natural Resources, Agriculture, and Environmental Quality
- Retirement and Independent Entities, Health, Military, UETN, Social Services, Medicaid, DWS

Chamber priorities were identified and forwarded to the Northern Utah Chamber Coalition (NUCC) meetings. President Campbell and VP Christensen represented Bridgerland Technical College at these meetings. In addition, VP Christensen represented Bridgerland at the Box Elder Chamber of Commerce Legislative Affairs Subcommittee.

Animal Sciences Partner with Logan City for Microchipping – The Animal Sciences Program partnered with the Logan City Police Department to provide microchipping services for over 1,000 dogs and cats. Susan Curtis received an award from the police department for her valiant efforts to make sure valley animals find their way home.



OBJECTIVE 7 • FUNDING RESOURCES

Maximize learning opportunities and assets through other funding resources

Donor Appreciation – As the College streamlined the process for students to apply for scholarships, the Development Office strengthened the connections of scholarship recipients and donors. Students are encouraged to complete thank you cards that are mailed by the Scholarship Office. Frank Stewart, the Chief Development Officer, organized and carried out a donor appreciation event for the Stella H. Oaks Foundation.

Nursing Alumni Support for Health Sciences Building – The Chief Development Officer reached out to nursing alumni to promote the new health sciences building and encourage financial support. Graduates were given directions on how to make donations. Their support will be recognized on the donor wall.

Intermountain Healthcare Donates \$50,000 for Scholarships –

Intermountain Healthcare donated \$50,000 for diversity-based scholarships at Bridgerland Technical College. This gift, which was presented Feb. 27 at Logan Regional Hospital, will support approximately 30-40 students.

“We wanted to enhance the diverse population of nurses we have,” said Debbie Hardy, Community Giving Specialist for Intermountain Healthcare. “Our goal is to enhance that nursing population or health tech career population so that patients can feel safe, comfortable, and at ease with whoever is coming in to treat them.”



Gene Haas Foundation Scholarship Donation – The Gene Haas Foundation donated a generous \$10,000 toward student scholarships for Machining Technology students. The Foundation states, “...we believe it is the responsibility of the business community to get involved and promote education of trade and technology.”

UTECH Scholarship – The Utah State Legislature, with passage of House Bill 437, “Career and Technical Education Scholarships,” created a new scholarship program encouraging and assisting graduating high school students to earn high-demand certificates. The new scholarship program funds high school students who have progressed in career and technical education pathways during high school to receive technical college scholarships up to twelve months beyond high school graduation in high-demand programs. This scholarship waives tuition fees, books, and supplies, for up to 12 months following high school graduation.

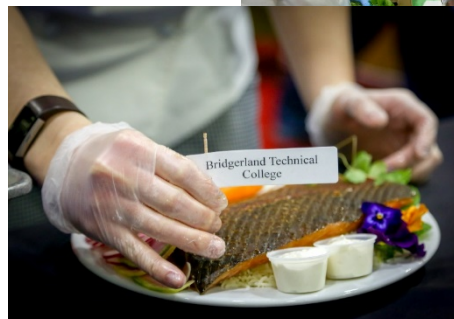


OBJECTIVE 8 • AWARENESS

Improve perception and awareness in the value of technical education.

STEM Careers at SheTech Explorer Day (In the News!) – Sponsors of the annual SheTech Explorer Day hoped to put a feminine face on STEM careers by drawing more girls into the often male-dominated fields. BTECH was invited to participate in this event where 2,500 high school girls from around Utah attended the event promoting science, technology, engineering, and math fields. Instructors from Information Technology, Electronics Engineering Technology, and Automated Manufacturing joined the Marketing team as they promoted the programs at Bridgerland Technical College.

Spice On Ice – People’s Choice Award – The Culinary Arts and Meat Services programs teamed up to win first place (AGAIN) at the "Spice on Ice" cooking competition on March 19, 2019, at the Eccles Ice Center! Chef Alexandra Rogers impressed the crowd with Black Canyon Smoked Trout from Grace Idaho, served on a bed of Saffron Rice, garnished with edible flowers and Pepperpress.



Parades – The marketing team, with support from the Promotions Committee and Administration, created the first-ever BTECH parade float. Volunteers attended parades all over the region and documented a 20 percent increase in web and foot traffic.



Cosmetology/Barbering Celebrating 20 Years – The department celebrated 20 years by offering discounts on selected services at the Brigham City Branch Campus. Faculty and students were thanked for their hard work and accomplishments.

North Pole Extravaganza – Santa, snowflakes, and reindeer were all present at the Bridgerland Technical College North Pole Extravaganza! The event was well attended with estimations of over 2,000 people who came that night to visit with Santa and his reindeer.



20 Years Celebrating

About our Salon
The Bridgerland Technical College cosmetology/barbering program is celebrating 20 years. We hope you can be one of our guests to celebrate with us!

20 Days of 20% OFF!
These Services include a 20% discount:
Hair Cuts
Hair Color
Facials
Nails

Hair Care
We offer hair services at our salon including haircuts, hair coloring, hair styling, and styling.

Skincare
All our facial treatments include a skin analysis, skin care, and a facial treatment. We also offer a skin care consultation, skin care, and a skin care treatment.

Manicure-Pedicure
Our salon offers manicures, pedicures, and nail care services.

The entire College was transformed into the North Pole. The Culinary Arts department showcased their skills as Santa’s Sweet shop. Children got to decorate cookies with a complete cookie kit. Cosmetology/Barbering students were handing out custom elf names to the children. Toy testing was showcased by the Automotive Service and Automated Manufacturing group and Diesel had Santa’s sleigh ready for the big night. There were

also stops that included a visit to the North Pole Post Office, an ornament decorating stop, as well as an area for students to color Christmas cards.

Christmas is about spending time with family and just having a great time together. That's why this event was such a big success. Volunteers used their personal time to help the community enjoy a wonderful time.

Wear It Wednesday – The Wear It Wednesday campaign has created a sense of school pride with the students and employees. Thanks to the Café, people participating can get discounted drinks. Wearing BTECH gear in the community is spreading awareness and pride in technical education.



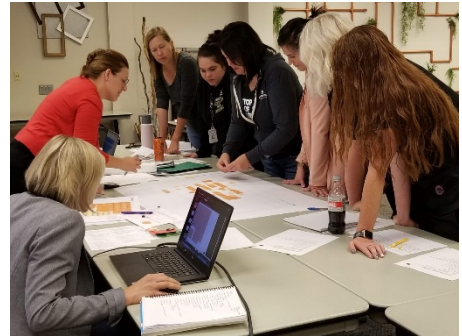
STRATEGIC PLAN

TRI-ANNUAL HIGHLIGHTS

JULY 2019 – OCTOBER 2019

Strategic Planning at Bridgerland Technical College involves the entire college, from identifying objectives and strategies to celebrating successes. The following report are the results of the evaluation provided for your information.

Health Sciences Building – Programming & Planning (Obj. 1) – To improve the chance of Bridgerland’s request for a new Health Sciences building being funded, it was recommended by the Director of DFCM that we complete the programming and planning phase to be considered “shovel ready.” The College received approval from the BTECH Board of Directors, UTECH Board of Trustees, and the State Building Board to spend approximately \$300,000 from institutional or donor funds to complete programming and planning. When the Legislature eventually funds the building, the cost of programming and planning would be reimbursed to the College.



In early July, we received approval to move forward; and the architectural firm, VCBO, was selected. A Steering Committee was formed, and regular workshops continue to be held to facilitate this comprehensive process. The anticipated completion of this project is January 2020.

Risk Management Campus Safety – Emergency Response Booklet (Obj. 1) – To enhance communication with employees and students, a new page called Mental/Behavioral Health was created in the Emergency Response Booklet available throughout the building. This page includes information on recognizing psychiatric emergencies, procedures on what to do, and a list of mental/behavioral health resources with contact information. Community resources are available to the College for free, which includes access to the SafeUT app where licensed clinicians are available on the 24/7 Crisis line call center responding to all incoming chats, texts, and calls.

Fall Kick-Off – Professional Development (Obj. 2) – The annual planning meeting was held on August 19 and 20 and was themed “Everyone Needs a Champion.” The meeting was expanded to two full days of professional development. The first day covered College business with motivational messages from President Campbell and VP Carter on the “Power of Performance” and “The Game Plan.” Amy Wilde was the keynote speaker who inspired everyone to be someone’s champion in and out of the classroom. The second day split instruction and non-instruction into separate groups. The instruction faculty engaged in hands-on learning from USU on learning objectives, strategies, rubrics, backward design, and dynamic assessments. The non-instruction staff participated in a college-wide SWOT Analysis (details included in this document).



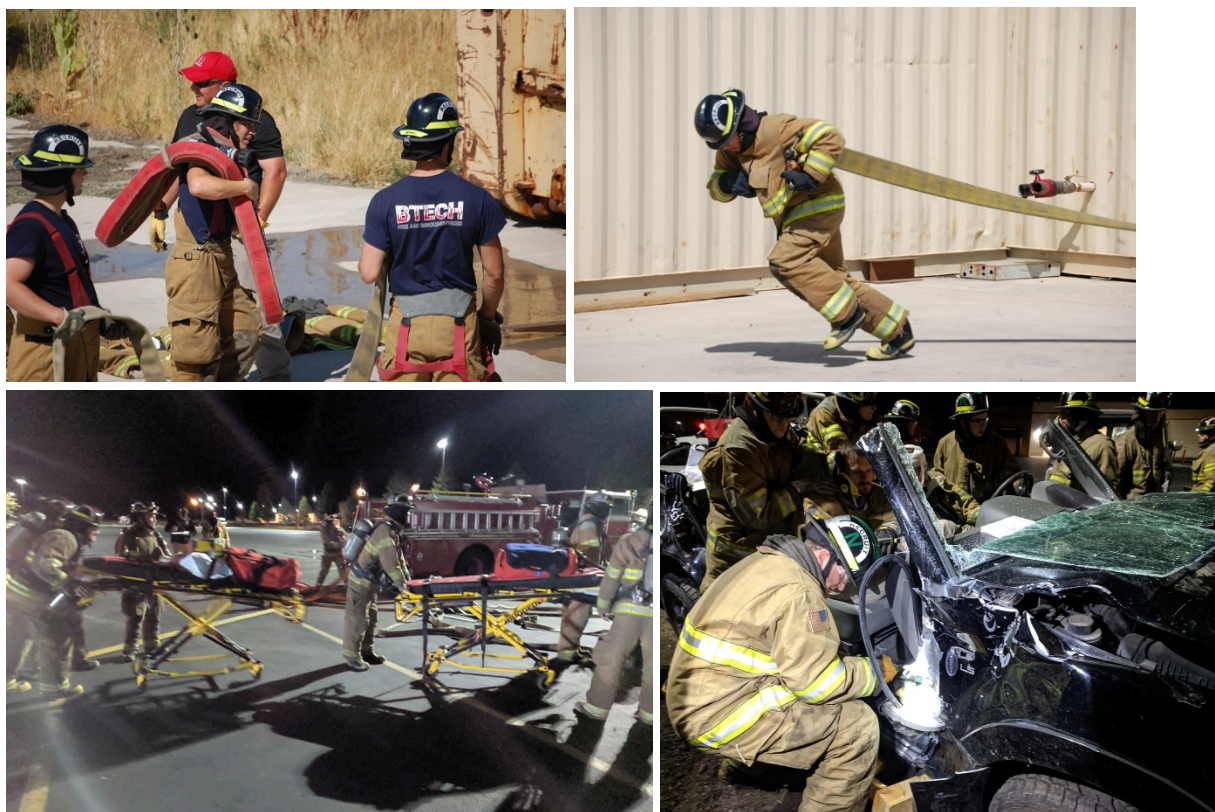
Bridgerland Technical College awards presented:

- Spirit Award – Trent Stokes, Information Technology Department Head; Jason Rindlisbacher, Meat Services Department Head; Scottie Elliott, Meat Services Instructor
- Above and Beyond – TaSheena Bodily, Registrar
- MVP – Jennifer Tenhoeve, Assistant to the VP for Instruction

- Teacher of the Year – Jolene Huntsman, Practical Nursing Instructor
- Presidential – DeLayne Locke, Event Coordinator

Enhanced Hands-On Learning (Obj. 2) – The College takes pride in quality, hands-on training. The Fire and Rescue Services Program takes this to a whole new level! The instructors have incorporated real-life experience in nearly every facet of this training. These students are some of the hardest working at the College, especially in hot temperatures. This is evidenced by watching them participate in hardcore activities such as pulling hoses, spraying water, and the most commendable – simulating saving lives!

On October 26, the Fire & Rescue Services recruits simulated what they will experience on a 24-hour shift when employed. The Facebook community enjoyed watching the recruits go on a steady stream of calls with scenarios of all kinds, including a structure fire with rescues, 11 medicals, and 21 fire calls. Recruits sat down to a cold dinner just to get called out again as they shoveled food into their mouths on the run. We applaud the instructors for working hard to organize, plan, and execute such an amazing event. They were just as tired as the persistent recruits at the end of a demanding two days.



Professional Development – Interpersonal Styles (Obj. 2) – The Human Resources Department organized an Interpersonal Styles class for all department heads and supervisors. The BTECH Custom Fit Department provided this training with Sterling Petersen as the instructor. Participants learned effective communication tools. They learned how to flourish at work and at home by understanding how to work with others by being sensitive to others’ motivations, feelings, or moods.

Paramedic Becomes an NAEMT Training Center (Obj. 2) – Bridgerland Technical College is now a new training center for the National Association of EMTs (NAEMT). This prestigious designation allows the College to provide courses in Prehospital Trauma Life Support (PHTLS), Advanced Medical Life Support (AMLS), and Tactical Emergency Casualty Care (TECC). PHTLS is mandatory for the Paramedic Program, and AMLS has been integrated into the program to help with differential diagnoses in the medical patient. These classes also qualify for recertification hours to other paramedics, AEMTs, EMTs, and some police. In addition, the Paramedic Program received its letter of Review (LOR) status for CAAHEP/CoAEMSP. This status allows students to take the NREMT Paramedic credentialing examination to become certified as Paramedics. The department is working diligently on the next step toward full 3rd party accreditation.



This certifies that
Bridgerland Technical College
 for its commitment to developing and sustaining a quality EMS training program, and for meeting all requirements as established by the National Association of Emergency Medical Technicians, is hereby recognized as an authorized NAEMT Training Center.



Issued on July 31, 2019

 Matt Zavadsky, NAEMT President

Nursing Excellence and Leadership Award (Obj. 2) – The Utah Organization of Nurse Leaders (UONL) presented the Nursing Excellence and Leadership Award to Lisa Moon, Associate Vice President for Instruction of Health Sciences and Public Services. We congratulate her on this accomplishment. She received this award in the company of other great awardees such as Senator Stuart Adams, who received the UHA Trustee Service Award and Spencer F. Eccles, who received the Distinguished Service to Healthcare Award. The UONL elevates nursing leadership to improve healthcare throughout Utah.

Strategic Planning – SWOT Analysis (Obj. 2) – During the Bridgerland Fall Kickoff Summer Conference, James Petersen from World Class Transformation, provided a full day training on Strengths, Weaknesses, Opportunities, and Threats (SWOT). President Campbell started the day outlining his vision of Strategic Planning as it relates to his “Guiding Principles:”

- Building Relationships
- Driving Student Success
- Applying Data-Driven Management
- Updating and Modernizing Equipment

The non-instructional staff then participated in the SWOT Analysis for the college as a whole that started with affinity diagramming and ended with discussions on prioritization of action items. This process didn’t end there. In September, each non-instructional department held an individual department-specific SWOT Analysis and reported prioritization of goals with associated budget needs back to the President’s Office. The results of the analysis will serve as a guide for future Strategic Planning.

Hire Curriculum Development Support (Obj. 2) – In July of 2019, the Curriculum Development & Design (CDD) Department hired the following three curriculum development support personnel to assist faculty with Canvas integration, video capture, editing, uploading, and other curriculum enhancements:

- Joshua Hveem was hired as a Canvas Administrator/Instructional Designer. Joshua is a recent Instructional Psychology & Technology master's degree graduate from Brigham Young University. He has experience in instructional design with an emphasis on the programming instructional tool. Joshua has used his knowledge of web development and APIs to build several enhancements for Canvas based on instructor requests. These include improvements to rubric building interactions, tools to extract quiz data from resources provided by 3rd parties, and creating a way to make batch edits using API calls and regular expressions. His biggest project has been a dashboard that provides instructors with key statistics about their courses such as student progress, days since their last submission, and the number of ungraded assignments for each student.

- Katie Myler is a recent Technical Writing bachelor's degree graduate from Utah State University with a minor in Instructional Technology and Learning Sciences. Since being hired, Katie has employed her technical writing and media design skills to build and revise new and existing course curricula, particularly in Interior Design, Machining Technology, Fashion Merchandising, and entrepreneurship modules. Also, she has improved written course instruction with greater focus on student comprehension and adherence to CDD's style guide, create instructional screencasts for incoming Bridgerland students, and establish a video production process with CDD's Multimedia Specialist, Jon Cheney.
- Jon Cheney was hired as a part-time Multimedia Specialist. Jon graduated from Bridgerland's Media Design Program with a certificate in July. Jon has been using his high-level production skills to plan, shoot, and edit instructional videos in Meat Services, Machining Technology, Automotive Services, and others.

Expand Services Beyond Logan Campus – Main (Obj. 3) – The College now has a Student Success Advisor, Cindy Gill, who has office hours at the Brigham City Branch Campus at least two days per week. In a short time, this expansion to the Branch Campus has increased enrollment and enhanced the student experience immensely. Student Success Advisors help potential students identify the right program and assist them through the assessment and registration process.



Student Achievement – Theme Contest (Obj. 3) – The Cosmetology/Barbering students put their skills to the test with an “Under the Sea” theme contest. It was amazing to see the creativity and effort the students put into it. Contests such as these make great portfolio opportunities for future employment.



Career Readiness at the Baking Expo (Obj. 3) – The Culinary Arts students had a great time in Las Vegas at the International Baking Industry Expo. This expo offers interactive experiences, networking events, and inspiring forums that establishes ideal connections.



Technology Enhancements (Obj. 4) –

- A rollout of Chromebooks started with three programs last year and continued through this year. The Information Systems (IS) Department setup additional Chromebooks for Meat Services, Culinary Arts, and Building Technology. With an increased need, Animal Sciences doubled the number of Chromebooks they have. These programs did not have computer labs but saw the value of adding curriculum to the learning management system, Canvas, and wanted to find a way to expand access to their students. The Chromebooks use less space than a traditional computer lab, are less expensive, and are easier to maintain.

- The Web & Mobile Development Program piloted the “Bring Your Own Device” (BYOD) concept by providing a USB hub with laptop stand, monitor, and keyboard for easy connectivity. Students who choose not to BYOD can check out a provided device. This concept reduces the cost to the College and allows students, in many cases, to use computers far more current than what can be provided. The biggest hurdle to overcome is software licensing for student use.
- Each year students are asked to complete a questionnaire to help with continuous improvement and to guide our Strategic Plan. Last year we received an overwhelming response from students asking for enhancements to the time clock. The IS Department worked hard to provide a faster, more efficient time clock, which was effective July 1, 2019. This change provided instant relief to faculty, students, and staff. The new product runs faster and now has search capabilities. Additional reports were added, and instructors have access to better time clock management. Students are now automatically added to the time clock, which streamlined the workload for Student Services and instructors.

Building Business Relationships – BTECH Hosts HTEC Conference (Obj. 5) – On October 11 and 12, BTECH hosted the 3rd Rocky Mountain Regional HTEC Machining Conference. The event started out with tours at Paragon Medical and Ducworks, Inc. followed by networking and pizza that evening. Saturday’s highlight was a panel discussion with educators and industry partners. Participants left with a wealth of knowledge and insight on best practices. A big thank you goes to Frank Stewart, Wes Chambers, Trevor Hirschi, Vance Briggs, and Monica Giffing for pulling off an event that really enhanced business partnerships. In addition, we are thankful for the support of our Machining Technology advisory members who supported the event by providing tours, were guests on the panel, donated swag, and participated in the Conference. As a perfect ending to a great day, the Gene Haas Foundation donated \$15,000 to Bridgerland for Machining Technology student scholarships.



Connections Career Fair (Obj. 3,5) – Together with the Department of Workforce Services, Bridgerland hosted the Connections Career Fair on August 28. This partnership provides easy access for students to connect their skills to careers, network with over 25 major employers on-site, and interview on the spot.

Occupational Advisory Committee Improvements (Obj. 5) – In coordination with department heads, the Instruction Team evaluated each program Occupational Advisory Committee. They pulled student placement data to invite additional employers to serve on committees and ensure diverse representation, especially geographically. To accommodate schedules and reduce travel for members, most programs with dual campuses decided to hold one meeting in Logan and one in Brigham City.

Building Board Prioritization for New Health Sciences Building (Obj. 6) – President Campbell and Vice President Carter have worked tirelessly to advocate for additional space for the healthcare-related programs. The hard work is starting to pay off, and the new building is gaining momentum. The prioritization results for the BTECH Health Sciences building from the Utah State Building Board meeting that was held on October 3, 2019, is as follows:

Utah State Building Board: Priority #1!
Division of Facilities and Construction
Management (DFCM): Ranked #1!

The prioritized list will be given to the Infrastructure and General Government Operations (IGG) Committee, Executive Appropriations Committee, and on to the entire legislature.



Professionals in Business – Cache Valley Bank Sponsors Event (Obj. 6) – Business Technology students participated in the Business Administrative Professionals' Conference Day at the Brigham City Branch Campus thanks to a donation from the Cache Valley Bank. Students had the opportunity to listen to Melinda Bird and Tyler Herd who gave motivational speeches on overcoming adversity and giving service to others. Students also were able to participate in an Escape Room team building activity where they had to work together, solve puzzles, and answer clues to get a password before the time ran out.

Scholarship Specialist Duties Expanded to Keys to Success (Obj. 6) – Bridgerland welcomed Monica Giffing as the new Scholarship Specialist. With this change came an expansion of the position from part-time to full-time. With an increase in donor scholarships, Monica is finding herself very busy connecting available scholarships to applicants and in turn connecting awardees to donors with appreciation cards and events. Most recently, Monica has been designated as the Keys to Success liaison for northern Utah. She is working with the Ken Garff Foundation to promote the Keys to Success app that now offers \$134 million in scholarships and free vouchers to students. Now being added to the app are internships, apprenticeships, open houses, webinars, and other push notifications to align educational pathways with student career choices.



In the News! Cache Business Resource Center Supports New Businesses (Obj. 7) – The Herald Journal published an article on our very own Mark Alexander, Director of the Cache Business Resource Center (CBRC). He provides resources such as business strategy consultations for students and the community who want to be their own boss. Many of the programs at the College lend themselves well to those with the entrepreneurial spirit. Mark is an advocate and resource for economic development for Cache, Box Elder, and Rich Counties. One of the treasures within the CBRC is the incubator commercial kitchen. The kitchen is tightly scheduled and is used for food-based startup companies. We thank Mark for raising awareness in the value of technical education and supporting graduates on their path to self-employment.



Increasing the Pipeline – Parades (Obj. 7) –

The college welcomed parade season with lots of energy and excitement. BTECH was present at every one of the area high school homecoming parades, community parades, and the USU homecoming parade this year.



Increasing the Pipeline – Summer Camps (Obj. 7) – The following summer camps were created to inspire young students. They had the opportunity to learn basic skills in various topics. We hope to see all of these students again in the future.

- Code to Success
- Build to Success
- Sewing
- Culinary Arts

Increasing the Pipeline – Halloween Batty Bash (Obj. 7) – The Marketing Department provided a Halloween Trick or Treat event for the community. It was difficult to gauge how many people came through the Logan Campus – Main, but we approximate 750 people walked through the programs looking at the spooky decorations and getting their fill of candy. Most of the departments participated in the door decorating contest, which added to the fun atmosphere. Many positive comments were shared, including, “This is the coolest college ever!” That comment alone leads us to believe it was huge success.





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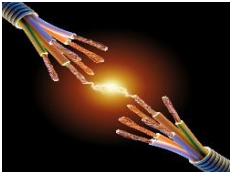



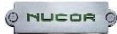



















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COURSES & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1	T2	T3	SU	AVAILABLE HOURS	FEES
Automated Manufacturing Brigham City Branch Campus     BRIDGERLAND TECHNICAL COLLEGE 	<p>Those in the Automated Manufacturing industry have some of the highest starting wages in the local area. Come learn valuable industry experience in industry-driven courses.</p> <p>Courses include:</p> <ul style="list-style-type: none"> • Basic Electrical Theory and Wiring • Automation Technician Basics • Fluid Power Pneumatics • Fluid Power Hydraulics • Industrial Mechanics • Electrical Motor Controls • Electric Motors & Drives • Programmable Logic Controllers 1 • Sensors • Introduction to Industrial Robotics • Skills and Troubleshooting Certification • Plus, electives! <p>Some employers who hire graduates:</p> <div>      </div> <div>      </div> <div>      </div> <div>      </div> <p>https://btech.edu/certificate/automated-manufacturing</p>	✓	None	X	X	X	X	7 a.m. - 2:30 p.m. Must register for a 2-hour block	None




COURSES & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1	T2	T3	SU	AVAILABLE HOURS	FEES
  <p>Available at these 8 regional high schools:</p> <p>Bear River Box Elder Green Canyon Logan Mountain Crest Rich Ridgeline Sky View</p> <p>In Cooperation with</p>  	<p>The AM STEM Academy provides training at local high schools.</p> <p>Courses include:</p> <ul style="list-style-type: none"> • Basic Electrical Theory and Wiring • Automation Technician Basics • 3D Modeling • Electronics Assembly and Soldering • Fluid Power Pneumatics • Electrical Motor Controls • Programmable Logic Controllers 1 • Sensors • Electronics Fundamentals DC • Electronics Fundamentals AC • Introduction to Industrial Robotics • Microcontrollers 1 • Microcontrollers 2 <p>Students may start at their local high school as early as Freshman or Sophomore year, with teacher approval. Many students attend year round for multiple years in a row.</p> <p>www.btech.edu/amstem</p>	✓	None	X	X	X		<p>Before school starting at 7:00 a.m. Mon - Fri</p> <p>Summers & daytime available at Bridgerland Campuses</p>	None



COURSES & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1	T2	T3	SU	AVAILABLE HOURS	FEES
Business Technology Brigham City Branch Campus 	Learn a wide variety of skills for small and large business environments. Courses Include: <ul style="list-style-type: none"> Accounting I & II Adobe Suite Business Math Digital Applications Entrepreneurship Microsoft Application Software QuickBooks Pro (Pre-requisite of Accounting I) Social Media Marketing (Pre-requisite of Digital Applications) 	✓	None	X	X	X	X	8 a.m. - 2:30 p.m.	\$0 - \$120 consumable workbooks
Cosmetology/Barbering Brigham City Branch Campus 	Students learn the “why” during Cosmetology/Barbering theory classes. They learn the “how” while participating in practical demonstrations, hands-on classes, and through completion of service tasks on mannequins, live models, and customers. <div> Basic – Intermediate Skills <ul style="list-style-type: none"> Analysis, Consultations, Professionalism Hair & Scalp Care Wet & Dry Hairstyling Manicures & Pedicures Safety & Blood Exposure Shampooing & Draping Perms </div> <div> Intermediate – Advanced Skills <ul style="list-style-type: none"> Haircutting – shears, clippers, razors Hair Coloring/Lightening Hair Removal – tweeze/wax Business Skills Barbering/Shaves Facials/Cosmetics/Lashes Advanced Nails </div> <p>Students must attend one theory class per day; no theory classes are scheduled after 2:00 p.m.</p>	✓	Must be 16	X	X	X	X	8 a.m. - 4:30 p.m. SUMMER PROGRAM 8:00 a.m. – 2:30 p.m. Mon. – Fri.	Materials: Approx. \$25-\$450 depending on number of courses taken



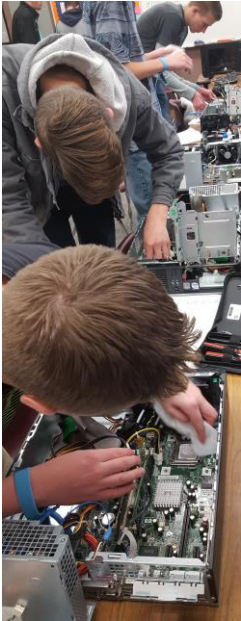
COURSES & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1	T2	T3	SU	AVAILABLE HOURS	FEES
Dental Assisting Brigham City Branch Campus 	<p>Students will be trained in four-handed dentistry assisting; including, general dental procedures, taking digital radiographs, passing instruments, pouring models, infection control and sterilization, taking impressions, and mixing cements. A variety of general office management skills, including scheduling appointments, telephone etiquette, insurance, etc. will be taught. Additionally, students may receive their Utah Oral Health and Safety Radiation Certificate.</p> <p>High school students transitioning to the adult program will be required to submit to a background check when they turn 18.</p>	✓	Juniors and Seniors only	X	X	X	X	8 a.m. - 2:30 p.m.	\$15-\$35 per course for consumable materials
Financial Literacy Brigham City Branch Campus	<p>Do you know where your last paycheck went? Have you asked yourself how your money can work for you? Then this course is the perfect training for you. Financial Literacy is designed to teach the basics of personal finance including the following topics: savings, budgets, debt, consumer awareness, credit bureaus, insurance, investments, retirement, savings plans, and real estate.</p> <p><i>This course meets the Utah State Office of Education graduation requirement.</i></p>		None	X	X	X	X	8 a.m. - 2:30 p.m.	\$100 (Online Book Code)



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Information Technology (IT) Brigham City Branch Campus 	<p>Students may choose from the following courses when prerequisites listed are met:</p> <p>PC Professional (\$30 fee)</p> <ul style="list-style-type: none"> Learn foundational IT concepts, including installing, configuring, and troubleshooting PC hardware and software. Students will tear-down and rebuild a PC and laptop as part of the course. <p>Networking Technology (\$30 fee)</p> <ul style="list-style-type: none"> Gain the skills to configure, manage, and troubleshoot wired and wireless networks. <p>Security Essentials (\$30 fee)</p> <ul style="list-style-type: none"> Learn how to secure networks from unauthorized activity through effective security policy, authentication, and encryption. <p>Cybersecurity & Ethical Hacking (\$5 fee)</p> <ul style="list-style-type: none"> Sample both defensive and offensive security in an introductory, projects-based course. <p>Linux Essentials (\$5 fee)</p> <ul style="list-style-type: none"> Learn the basics of the Linux operating system, including command line, file management, and open-source applications. <p>Mac Essentials (\$5 fee)</p> <ul style="list-style-type: none"> Learn features and techniques for navigating, configuring, and optimizing a Mac computer. <p>CompTIA A+, Network+, and Security+ certification is available with advanced preparation. Exam fees are extra.</p>	✓	PC Pro is a prerequisite for Networking Tech. Networking Tech is a prerequisite for Security Essentials and Cybersecurity & Ethical Hacking	X	X	X	X	8 a.m. - 2:30 p.m. Must register for a 2-hour block	\$5 - \$30 Fee Per Course <i>(CompTIA industry exam fees are extra)</i>



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  <p>Available at 8 regional high schools</p> <p>Bear River Box Elder Green Canyon Logan Mountain Crest Rich Ridgeline Sky View</p> <p>In cooperation with</p>  <p>BRIDGERLAND TECHNICAL COLLEGE</p>  <p>UtahState University</p> 	<p>The IT STEM Academy provides IT training at your high school. Available in grades 10 through 12, students may join at multiple entry points during the year.</p> <p>Year 1 Course Schedule:</p> <ul style="list-style-type: none"> • PC Professional • Raspberry Pi • Web Development Essentials • Mac Essentials <p>Year 2 Course Schedule:</p> <ul style="list-style-type: none"> • Networking Technology • Python Programming • Linux Essentials • Cybersecurity & Ethical Hacking <p>Additional electives are available summers or post high school, including:</p> <ul style="list-style-type: none"> • Security Essentials • CompTIA Certifications in A+, Network+, Security+ * • Additional Web & Mobile Development courses <p><i>* CompTIA certification exams available at discounted price.</i></p> <p>Students can receive up to 150 hours of certificate credit for CTE/technology classes taken at their high school.</p> <p>For more information, contact Bonnie Campbell, IT STEM Coordinator, bcampbell@btech.edu.</p>	✓	<p>PC Pro is a prerequisite for all courses.</p> <p>Network Tech is a prerequisite for Cybersecurity & Ethical Hacking</p> <p>See Coordinator for elective prerequisites</p>	X	X	X	X	<p>After School Mon - Thurs 3 p.m. – 4:15 p.m.</p> <p>Summers available at Bridgerland campuses.</p>	<p>None</p> <p>(CompTIA industry exam fees are extra)</p>



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Nursing Assistant (CNA) Brigham City Branch Campus 	Students learn basic nursing assistant skills needed to work in a hospital, nursing home, or home health agency. Students prepare to take the Certified Nursing Assistant state board exam for state certification. The exam is optional and can be taken up to one year after course completion. Students must have a reading level high enough to enable them to pass the class and take the state board exam if they choose. Federal and State mandate that students seeking certification must pass all course exams with 75 percent or higher. A 24-hour externship in a nursing home is a course requirement and 100 hours of training is required to receive certification. Attendance policies are rigidly enforced. Students must provide their own transportation to clinical facilities. Recommended for the Bridgerland Practical Nursing Program and required for most nursing programs.		Must be 16 <preference </preference given to seniors	X	X	X	X	8 a.m. – 10 a.m.	Approx. \$140-\$150 <preference </preference \$130 optional supplies & testing fee

NOTE: Summer sections are from 8 a.m. to 12 p.m. unless otherwise noted. No tuition for Utah residents.



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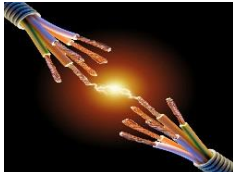
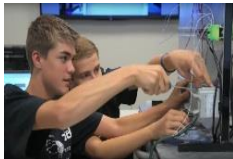
























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American Sign Language (ASL) Logan Campus - Main 	ASL I First & Third Trimesters ONLY First Semester ONLY Introduces students to American Sign Language (ASL) and teaches the basic structure, vocabulary, and grammatical rules of the language. Students learn about deaf culture and become proficient in fingerspelling, facial expressions, and basic conversational/cultural skills required to converse with deaf individuals.		None	X		X		12:30 p.m. - 2:30 p.m.	None
	ASL 2 Second Trimester ONLY This course is for students who have completed ASL 1 with a B or better. It focuses on receptive/expressive skills, deaf culture, and grammar rules. Students will need access to the internet to complete assignments and quizzes outside of class.		Complete ASL 1 or equivalent with at least a B		X			12:30 p.m. - 2:30 p.m.	None
Animal Sciences Logan Campus - West 	Learn animal nursing, emergency care, veterinary terminology, and anatomy. Introduces skills needed to keep animals healthy, and how to take care of them when they are ill. Skills include: <ul style="list-style-type: none"> obtaining animal health histories and records providing specialized nursing care under the direction of a veterinarian assisting in surgical procedures washing, feeding, and caring for animals understanding animal communication, behavior, and training <p>High school students transitioning to the adult program will be required to submit to a background check when they turn 18.</p>	✓	Juniors and Seniors only	X	X	X		12:30 p.m. - 2:30 p.m.	\$25 Lab Supplies (per Tri/Sem) \$67 – \$133 dissection kit, stethoscope, scrubs, etc.
Auto Collision Logan Campus - Main 	This fun course provides an opportunity to repair and paint modern vehicles. Instruction and hands-on labs provide experience on panels and fenders (personal vehicles are rarely allowed). Safety, environmental protection, fundamentals of collision repair, vehicle identification, estimating systems and terminology, frontal impact analysis, mechanical systems analyses, restraints, interior, glass, side/rear impact analysis, hazardous materials, personal safety, refinish safety, and corrosion protection are covered.	✓	None	X	X	X	X	8 a.m. – 2:30 p.m.	None (coveralls suggested but not required)







COURSES & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1/ S1	T2/ S2	T3	SU	AVAILABLE HOURS	FEES
Automated Manufacturing Logan Campus - West     BRIDGERLAND TECHNICAL COLLEGE 	<p>Those in the Automated Manufacturing industry have some of the highest starting wages in the local area. Come learn valuable industry experience in industry-driven courses.</p> <p>Courses include:</p> <ul style="list-style-type: none"> • Basic Electrical Theory and Wiring • Automation Technician Basics • Fluid Power Pneumatics • Fluid Power Hydraulics • Industrial Mechanics • Electrical Motor Controls • Electric Motors & Drives • Programmable Logic Controllers 1 • Sensors • Introduction to Industrial Robotics • Skills and Troubleshooting Certification • Plus, electives! <p>Some of our employers who hire our graduates:</p> <div>      </div> <div>      </div> <div>      </div> <div>      </div> <p>https://btech.edu/certificate/automated-manufacturing</p>	✓	None	X	X	X	X	7 a.m. -2:30 p.m. Must register for a 2-hour block	None





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  <p>Available at these 8 regional high schools:</p> <p>Bear River Box Elder Green Canyon Logan Mountain Crest Rich Ridgeline Sky View</p> <p>In Cooperation with</p>  	<p>The AM STEM Academy provides training at local high schools.</p> <p>Courses include:</p> <ul style="list-style-type: none"> • Basic Electrical Theory and Wiring • Automation Technician Basics • 3D Modeling • Electronics Assembly and Soldering • Fluid Power Pneumatics • Electrical Motor Controls • Programmable Logic Controllers 1 • Sensors • Electronics Fundamentals DC • Electronics Fundamentals AC • Introduction to Industrial Robotics • Microcontrollers 1 • Microcontrollers 2 <p>Students may start at their local high school as early as their Freshman or Sophomore year, with teacher approval. Many students attend year round for multiple years in a row.</p> <p>www.btech.edu/amstem</p>	✓	None	X	X	X		<p>Before School starting at 7:00 a.m. Mon - Fri</p> <p>Summers & Daytime available at Bridgerland Campuses</p>	None






COURSES & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1/ S1	T2/ S2	T3	SU	AVAILABLE HOURS	FEES
Automotive Service Logan Campus - Main 	<p>This course starts with an overview of automobile equipment and operating systems. Emphasis is placed on safety in the auto shop, common hand tools and equipment, and the operation of various systems. Students have the opportunity to complete minor repairs and preventative maintenance procedures on their personal vehicles. As students progress through the curriculum, they have an opportunity to learn Automotive Service Excellence (ASE) areas; including electrical systems, engine performance, manual drive trains, automatic transmissions, steering and suspension systems, brakes, and other ASE certified areas. This course is individualized and includes extensive hands-on experience.</p> <p>The courses follow the ASE Maintenance and Light Repair (MLR) Standards.</p>	✓	None	X	X	X	X	8 a.m. - 2:30 p.m.	Approx. \$5 safety equipment
Building Technology Logan Campus - Main 	<p>Basic Carpentry – This course gives students hands-on experience in the actual construction of a home. Students will be involved in all phases, from planning and estimating, to foundation, framing, and finishing work.</p> <p>All classroom and building experiences are overseen by instructors who are experienced in general contracting and teaching. While the primary emphasis is residential construction, certain processes found in commercial building are also covered.</p>	✓	None	X	X	X	X	8 a.m. - 2:30 p.m.	\$40 refundable tool deposit




















COURSES & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1/ S1	T2/ S2	T3	SU	AVAILABLE HOURS	FEES
Business Technology Logan Campus - Main 	Learn a wide variety of skills for small and large business environments. Courses Include: <ul style="list-style-type: none"> Accounting I & II Adobe Suite Business Math Digital Applications Entrepreneurship Microsoft Application Software QuickBooks Pro (Pre-requisite of Accounting I) Social Media Marketing (Pre-requisite of Digital Applications) 	✓	None	X	X	X	X	8 a.m. - 2:30 p.m.	\$0 - \$120 consumable workbooks depending on subject area
Culinary Arts Logan Campus - Main 	Do you have a passion for preparing and serving food? Discover the world behind the food industry, one of the largest employers in the nation. You will gain expertise in basic food preparation, safety, sanitation, catering, table setting, and clean-up as well as the proper use of knives and other culinary equipment. You will have the opportunity to bring all of these skills, combined with proper waiting/waitressing skills, together as you participate in four (4), five-hour culinary events during the course of your enrollment. Hair net required. SUMMER PROGRAM – 8 a.m. – 1 p.m. • Monday – Friday	✓	None	X	X	X	X	8 a.m. - 2:30 p.m. Must register for a 2-hour block	\$35 Tool Rental with \$10 refundable when returned
Dental Assisting Logan Campus - Main 	Students will be trained in four-handed dentistry assisting; including, general dental procedures, taking digital radiographs, passing instruments, pouring models, infection control and sterilization, taking impressions, and mixing cements. A variety of general office management skills, including scheduling appointments, telephone etiquette, insurance, etc. will be taught. Additionally, students may receive their Utah Oral Health and Safety Radiation Certificate. High school students transitioning to the adult program will be required to submit a background check when they turn 18.	✓	Juniors and Seniors only	X	X	X	X	8 a.m. - 2:30 p.m.	\$15-\$35 per course for consumable materials



COURSES & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1/ S1	T2/ S2	T3	SU	AVAILABLE HOURS	FEES
Diesel Logan Campus - Main 	This program provides a series of courses starting with an overview of heavy duty equipment and operating systems. Emphasis is placed on safety, common hand tools, equipment, and operation of systems. Learn diagnosis, maintenance, and repair on over-the-road trucks, construction equipment, and agriculture equipment. Choose optional 4-wheel drive repair; including repair of transmissions, transfer cases, front/rear differentials, engine overhaul, tune-up, and performance testing.	✓	None	X	X	X	X	8 a.m. - 2:30 p.m.	Approx. \$28 for safety glasses and coveralls
Drafting Logan Campus - Main 	Learn the skills needed to become a drafter. Designers, architects, and engineers all require entry-level and advanced drafters to help produce drawings. Courses include: <ul style="list-style-type: none"> • 3D Modeling and Animation Design • 3D Parametric Solid Modeling • Architectural 3D Modeling and Rendering • Architectural Drafting • Basic Computer Aided Drafting • Technical Drafting Sequence of course delivery will be determined in a consultation between the student and/or instructor/department head.	✓	None	X	X	X	X	8 a.m. - 2:30 p.m.	None
Drug Dosages & Calculations Logan Campus - Main 	This class is strongly suggested for students who plan a career in nursing, pharmacy, or medicine. Students will learn medical math, from the basics through IV dosages and calculation, as well as metric conversions. This course is encouraged for Pharmacy Technician students and a prerequisite for Bridgerland's Practical Nursing Program. (Students must earn 85 percent in the course to demonstrate competency requirements for Bridgerland programs.)		None	X	X	X	X	12:30 p.m. – 2:30 p.m.	Approx. \$90 Book




COURSES & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1/ S1	T2/ S2	T3	SU	AVAILABLE HOURS	FEES
Electronic Engineering Technology Logan Campus - West     BRIDGERLAND TECHNICAL COLLEGE 	<p>Electronic Engineering technicians are in high demand; come gain valuable industry experience in our industry driven courses.</p> <p>Courses include:</p> <ul style="list-style-type: none"> • Basic Electrical Theory and Wiring • Electronics Assembly & Soldering • Electronics Fundamentals DC • Electronics Fundamentals AC • Semiconductor Devices • Digital Fundamentals • Microcontrollers 1 • Microcontrollers 2 • Drone Piloting UAVs • Mobile Robotics Platforms • Plus, electives! <p>Some of our employers who hire our graduates:</p> <div>     </div> <div>     </div> <div>     </div> <p>https://btech.edu/certificate/electronic-engineering-technology/</p>	✓	None	X	X	X	X	8 a.m. - 2:30 p.m.	None



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COURSES & LOCATION	BRIEF DESCRIPTION	MAY REPEAT	BTECH PREREQUISITE	T1/ S1	T2/ S2	T3	SU	AVAILABLE HOURS	FEES
Fashion Merchandising and Development Logan Campus - Main 	Fashion Merchandising A - Learn the ins and outs of fashion promotion while working on a full-scale fashion show. Learn how to identify and analyze body proportions and body types to successfully select and style fashion wardrobes and accessories. Also learn marketing techniques; such as market research, advertising, and product packaging, used to develop new products in the cosmetic and fragrance industries.		None	X				8 a.m. - 2:30 p.m.	\$15-\$20 consumable supply packet
	Fashion Merchandising B - Dive into the industries of men's and women's apparel and accessories by learning about specific styles and the construction details from which they're composed. Learn how fashion trends of the past have influenced the industry today, and how the heavy hitters of today's fashion design industry have found success. Try your hand at design as you go through the process of creating a collection on paper, gaining an understanding of fibers, construction, and textiles used in the production of apparel along the way.		None		X		X	8 a.m. - 2:30 p.m.	\$15-\$20 consumable supply packet
	Fashion Merchandising C - Discover the countless fashion career opportunities and the techniques needed to be successful. Learn the principles of store design and color psychology used in effective visual merchandising and display, as well as the techniques used in selling products and ideas in the retail industry. You will also have the opportunity to plan and produce a full-scale fashion show while gaining an understanding of promotional event planning.		None			X		8 a.m. - 2:30 p.m.	\$15-\$20 consumable supply packet



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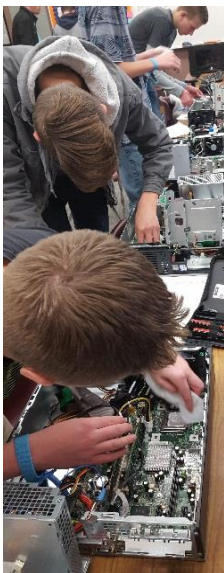
Financial Literacy Logan Campus - Main	<p>Do you know where your last paycheck went? Have you asked yourself how your money can work for you? Then this course is the perfect training for you. Financial Literacy is designed to teach the basics of personal finance including the following topics: savings, budgets, debt, consumer awareness, credit bureaus, insurance, investments, retirement, savings plans, and real estate.</p> <p><i>This course meets the Utah State Office of Education graduation requirement.</i></p>		None	X	X	X	X	8 a.m. - 2:30 p.m.	\$100 (Online Book Code)
Heavy Equipment Operator Logan Campus - West 	<p>This course is designed to provide an introduction to the heavy equipment industry and basic heavy equipment operation. Students will be instructed by trained operators that have been employed in the heavy equipment operations industry. Each student will receive hands-on experience with the available equipment.</p> <p>Course modules include:</p> <ul style="list-style-type: none"> • OSHA 10 Hour Construction Safety Certification • Orientation to the Trade • Heavy equipment safety • Identification of Heavy equipment • Basic Operator Techniques • Introduction to Earth Moving • Determine and establish grades • Excavation Math • Operate loaders • Operate backhoes • Operate excavators • Operate skid steers 	✓	Valid Driver's License	X	X	X	X	8 a.m. - 2:30 p.m.	\$25 Fee (Optional for OSHA certification)



Information

Technology (IT)

Logan Campus - West



Students may choose from the following courses when prerequisites listed are met:

PC Professional (\$30 fee)

- Learn foundational IT concepts, including installing, configuring, and troubleshooting PC hardware and software. Students will tear-down and rebuild a PC and laptop as part of the course.

Networking Technology (\$30 fee)

- Gain the skills to configure, manage, and troubleshoot wired and wireless networks.

Security Essentials (\$30 fee)

- Learn how to secure networks from unauthorized activity through effective security policy, authentication, and encryption.

Cybersecurity & Ethical Hacking (\$5 fee)

- Sample both defensive and offensive security in an introductory, projects-based course.

Linux Essentials (\$5 fee)

- Learn the basics of the Linux operating system, including command line, file management, and open-source applications.

Mac Essentials (\$5 fee)

- Learn features and techniques for navigating, configuring, and optimizing a Mac computer.

CompTIA A+, Network+, and Security+ certification is available with advanced preparation. Exam fees are extra.



PC Pro is a prerequisite for Networking Tech.

Networking Tech is a prerequisite for Security Essentials and Cybersecurity & Ethical Hacking

X

X

X

X






8 a.m. - 2:30 p.m.

Must register for a 2-hour block

\$5 - \$30 Fee Per Course

(CompTIA industry exam fees are extra)






  <p>Available at 8 regional high schools</p> <p>Box Elder Bear River Green Canyon Logan High Mountain Crest Rich High Ridgeline Sky View</p> <p>In cooperation with</p>   	<p>The IT STEM Academy provides IT training at your high school. Available in grades 10 through 12, students may join at multiple entry points during the year.</p> <p>Year 1 Course Schedule:</p> <ul style="list-style-type: none"> • PC Professional • Raspberry Pi • Web Development Essentials • Mac Essentials <p>Year 2 Course Schedule:</p> <ul style="list-style-type: none"> • Networking Technology • Python Programming • Linux Essentials • Cybersecurity & Ethical Hacking <p>Additional electives are available summers or post high school, including:</p> <ul style="list-style-type: none"> • Security Essentials • CompTIA Certifications in A+, Network+, Security+ * • Additional Web & Mobile Development courses <p><i>* CompTIA certification exams available at discounted price.</i></p> <p>Students can receive up to 150 hours of certificate credit for CTE/technology classes taken at their high school.</p> <p>For more information, contact Bonnie Campbell, IT STEM Coordinator, bcampbell@btech.edu.</p>	<p>✓</p>	<p>PC Pro is a prerequisite for all courses.</p> <p>Network Tech is a prerequisite for Cybersecurity & Ethical Hacking</p> <p>See Coordinator for elective prerequisites</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>After School Mon - Thurs 3 p.m. – 4:15 p.m.</p> <p>Summers available at Bridgerland campuses.</p>	<p>None</p> <p>(CompTIA industry exam fees are extra)</p>
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<p>Interior Design Logan Campus - Main</p> 	<p>Are you a creative mind looking to develop skills in design? Learn the basics of interior design; including relevant design, furniture, and roof styles used today. You will learn how to translate your creative ideas and inspirations into 3D designs for residential and commercial spaces using software programs such as Photoshop, Illustrator, and InDesign. You will also create a brand for yourself as a future designer and build a professional portfolio from your work.</p> <p>Fees are used to provide supplies and materials for creative exercises.</p>	✓	None	X	X	X	X	8 a.m. - 2:30 p.m.	None
<p>Machining Technology Logan Campus - Main</p> 	<p>Do you like to create things using both your mind and your hands? Use high-tech equipment such as lathes, mills, and CNC (computer numerical control) equipment to turn and mill surfaces to precise measurements. Advanced students will develop drawings using Computer Aided Drafting (CAD) systems and then build the parts using the CNC equipment.</p>	✓	None	X	X	X	X	8 a.m. - 2:30 p.m.	<p>\$10-20 supplies & workbooks</p> <p>Advanced Curriculum (after first tri): \$75-\$128</p>
<p>Meat Services Logan Campus - Main</p> 	<p>This hands-on course prepares students to work in an entry-level meat business with excellent career opportunities and high earning potential. Students learn harvesting of beef, pork, and lamb; wholesale, retail, and custom meat cutting practices; knife care, inspection, merchandising, and public relations. This department is equipped with state-of-the-art equipment and provides an amazing environment for meat cutting training.</p>	✓	None	X	X	X	X	8 a.m. - 2:30 p.m.	<p>\$20 Knife Rental with \$10 refundable when returned</p> <p>(Approx. \$120 to purchase)</p>






Media Design Logan Campus - Main 	<p>Learn tools and techniques to develop creative internet and print materials. Develop an understanding of the current software applications and methods for design. Build a strong foundation in the diverse fields of graphic design, digital video, and multimedia design.</p> <p>Courses include:</p> <ul style="list-style-type: none"> • Computer Graphic Design • Computer Illustration • Desktop Publishing • Web Design • Video Production • Animation <p>Sequence of course delivery will be determined in a consultation between the student and/or instructor/department head.</p>	✓	None	X	X	X	X	8 a.m. - 2:30 p.m.	None
Medical Assisting Logan Campus - Main 	<p>Students are prepared to become competent, entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (learning) domains. Emphasis is placed on the role of the Medical Assistant, professionalism, medical law, and communications. Content also includes infection control, basic laboratory concepts, and administration as well as clinical Medical Assisting skills.</p> <p>High school students transitioning to the adult program will be required to submit a background check when they turn 18.</p>		Medical Terminology (College Level with B or higher) Seniors Only	X	X	X	X	8 a.m. – 10 a.m.	None
Medical Terminology Logan Campus - Main	<p>This class enables students to understand the language of medicine, which is based in Greek and Latin. Students learn the terminology used in medical transcription, medical assisting, nursing assisting, nursing, physical therapy, and all other health-related fields. This is a prerequisite for the Bridgerland Practical Nursing and Medical Assisting Programs and is strongly recommended for students who plan to pursue a health care career.</p> <p>(Students must earn 80 percent or higher in the course to demonstrate competency requirements for Bridgerland Programs.)</p>		None	X	X	X	X	8 a.m. – 10 a.m. 12:30 p.m. - 2:30 p.m.	Approx. \$70 Book



Nursing Assistant (CNA) Logan Campus - Main 	<p>Students learn basic nursing assistant skills needed to work in a hospital, nursing home, or home health agency. Students prepare to take the Certified Nursing Assistant state board exam for state certification. The exam is optional and can be taken up to one year after course completion. Students must have a reading level high enough to enable them to pass the class and take the state board exam if they choose. Federal and State mandate that students seeking certification must pass all course exams with 75 percent or higher. A 24-hour externship in a nursing home is a course requirement and 100 hours of training is required to receive certification. Attendance policies are rigidly enforced. Students must provide their own transportation to clinical facilities. Recommended for the Bridgerland Practical Nursing Program and required for most nursing programs.</p>		Must be 16 (preference given to seniors)	X	X	X	X	8 a.m. – 10 a.m. 12:30 p.m. - 2:30 p.m. (Semester only offered 8-10)	Approx. \$140-\$150 (approx. \$130 optional supplies & testing fee)
Pharmacy Technician Logan Campus - Main 	<p>Courses cover State and Federal law for pharmacy, key concepts in the workplace, terminology, calculations, prescriptions and prescription labels, routes and formulations, non-sterile compounding, basic biopharmaceutics, as well as common drugs and their uses. A special emphasis is placed on retail pharmacy settings. Hands-on lab skills used in pharmacy will be taught in conjunction with key concepts.</p> <p>Students must enroll for three trimesters or two semesters.</p> <p>High school students transitioning to the adult program will be required to submit to a background check when they turn 18.</p>		Seniors Only	X	X	X		8 a.m. – 10 a.m.	\$60 Lab Fee (One-time fee for school year)
Real Estate Logan Campus - Main 	<p>New Real Estate home ownership epitomizes the “American Dream,” and buying a home is the biggest investment most people make in their lifetime. Students enrolled in this course will be introduced to understanding the sales/marketing process, investing in real estate, and the many steps in buying and selling a home. The focus of the course also includes financing sources, customer relations, the use of advertising and the media, and careers in real estate.</p>		None	X	X	X		8 a.m. – 10 a.m.	None



Web & Mobile Development Logan Campus - West 	Are you interested in creating and designing in digital spaces? Learn the fundamentals of coding, front-end and back-end development, and web design for various digital environments. You will also explore the areas of online marketing, photography, cinematography, freelancing, and more. You will discover and develop your own creativity and multimedia expertise through hands-on coding projects as your instructors lend one-on-one support and mentorship along the way.	✓	None	X	X	X	X	8 a.m. - 2:30 p.m. Must register for a 2-hour block	None
Welding Technology Logan Campus - Main 	Offers basic welding training in seven welding processes. Learn entry-level skills for production and industrial employment. Blueprint reading, welding inspection, basic metallurgy, layout, and fabrication skills are taught with hands-on welding. Basic courses are offered every trimester.	✓	None	X	X	X	X	8 a.m. - 2:30 p.m. Supplies and workbooks approx. \$0-\$80 depending on number of courses taken	
Wildland Firefighter Logan Campus - Main 	Enjoy the outdoors? Wildland fire fighters make good money! Travel the nation exploring very remote areas while maintaining a high level of fitness, adrenaline rush, and protecting people and their property. Learn how weather, topography, and other factors influence fire behavior. Wildland fire experience and knowledge is beneficial to those interested in pursuing careers in fire management, wildlife management, field biology, ecology, forestry, or range management. If the student is or will be 18 years old within 1 year of finishing this course, they may certify as a Wildland Firefighter. In order to certify, they will have to pass a fitness test (walk 3 miles in 45 min with a 45 lb. pack on).		Junior and Senior Only		X			8 a.m. – 10 a.m. Must register for a 2-hour block \$10 Fee Approx. \$20 books/supplies	

NOTE: Summer sections are from 8 a.m. to 12 p.m. unless otherwise noted. No tuition for Utah residents.