BRIDGERLAND APPLIED TECHNOLOGY COLLEGE
CAMPUS BOARD OF DIRECTORS' MEETING
APRIL 18, 2016, 4 P.M.
MAIN CAMPUS BOARDROOM
1301 NORTH 600 WEST, LOGAN UTAH

MINUTES

**Board Members Present**
Michael J. Madsen, Chair – Business and Industry
Dave Brown – Business and Industry
Ann Geary – Logan School District
Karen Hess – Business and Industry
Jeffrey S. Packer – Business and Industry
Roger D. Pulsipher – Cache School District
Dr. Scott L. Theurer – Business and Industry
Eric Wamsley – Rich School District
Dr. David R. Woolstenhulme – Utah State University

**Board Members Excused**
Brian T. Leishman, Vice Chair – Business and Industry
Carrie Ann Johnson – Box Elder School District

**Bridgerland Applied Technology College**
K. Chad Campbell, College President
Wendy Brog, Vice President for Instruction
Troy Christensen, Vice President for Brigham City Campus
John Davidson, Vice President for Instruction
Emily Hobbs, Assistant to the President
Jim White, Vice President for Student Services

**Guest(s)**
Gordon Anderson
Bonnie Campbell
Mike Liechty
Trent Stokes
Information Technology students and family members

**Welcome & Pledge of Allegiance**
Mike Madsen conducted the meeting and welcomed those in attendance. The meeting was called to order at 4:07 p.m. The Pledge of Allegiance was recited.

**Approval of Minutes**
Minutes from the November 23, 2015, and April 4, 2016, Board meetings were available for review.
**ACTION:** Ann Geary made a motion to approve both the November 23, 2015, and April 4, 2016, Board minutes. Roger Pulsipher seconded. Motion carried.

**Recognition and Honor of the Bridgerland Applied Technology College (BATC) High School Cyber Patriot Team**
John Davidson introduced Trent Stokes, Information Technology (IT) Department Head and accompanying instructors, Bonnie Campbell and Gordon Anderson. Also present were students who participated in the CyberPatriot competition and family members.

John congratulated Team Vanguard, the BATC cyber security team that competed in the high school division of CyberPatriot VIII – the National Youth Cyber Defense Competition. During the school year, competing teams train on virtual machines to eliminate security vulnerabilities on a variety of platforms. Scores from preliminary rounds determine placement within platinum, gold, and silver tiers at the state, regional, and national rounds. BATC's Team Vanguard was comprised of students from Bear River, Logan, and Sky View high schools and was coached by BATC IT instructors.

Although this was their first year of competition, Team Vanguard's performance was stellar. Team Vanguard earned a spot in the gold tier going into the state competition in January. They placed first among all Utah teams in any tier and 10th in the nation against 491 teams in their gold tier. They then moved into the regional round in February and placed 9th in their tier, trailing only teams from the technical havens of California and Washington. Particularly noteworthy in the regional round was Team Vanguard's score on the Cisco Networking Challenge lead by Curtis Morgan. Team Vanguard was outscored by only one other team in that component of the competition.

Trent Stokes presented the students with a 1st in State certificate. Board members participated in a question and answer session with the students about the competition and the different components. The students expressed interest in continuing their education in the BATC IT Program. John mentioned job prospects specific to Hill Air Force Base and many other opportunities these students will have because of their success.

**ACTION:** Jeff Packer made a motion to present the IT students and staff with commendation letters for their good works. The letters will be signed by President Chad Campbell and Board Chair Mike Madsen. David Brown seconded. Motion carried.

For the future, Ann suggested having commendation letters ready to present and allow an opportunity for Board members to shake their hands.

**Proposed Tuition Increase**
As directed by the Utah College of Applied Technology (UCAT) Central Administration, BATC proposes a tuition increase of $.10 per membership hour for FY2017. The increase would raise the rate from $1.75

to $1.85 per membership hour. UCAT has recommended a $.05 increase and BATC is requesting a new Tier II rate of $.05 per membership hour to help fund technology infrastructure. BATC has a genuine need to upgrade technology. Although other funding sources exist, they are not enough to keep the computer labs current. BATC held its required public hearing for the proposed tuition increase on April 4, 2016, and received no opposition to the tuition increase. The Notice of Proposed Tuition Increase and Public Hearing announcement was available and included additional information regarding the effect of the proposed tuition increase.

Jim White reminded the Board that the final decision regarding tuition rate increases is the responsibility of the UCAT Board of Trustees. The UCAT Board of Trustees approved the UCAT base increase along with BATC's Tier II request at the April 6, 2016, meeting.

Mike Madsen said the increase is comparable to what other UCAT colleges are proposing. One college is substantially higher, which has been addressed.

**ACTION:** Karen Hess made a motion for approval of the Proposed Tuition Increase. Scott Theurer seconded. Motion carried.

**Differential Tuition Rates**
Included for Board review was a letter from President Campbell to UCAT requesting the renewal of a differential tuition rate for the following:

- Farm and Ranch Management: $210 annually (beginning students) and $240 annually (advanced students)
- Academic Learning: $20 every four weeks (all students)

Differential tuition rates for these two offerings have been in existence for many years; however, UCAT Policy No. 204.6 (6.4) dictates that approved differential tuition rates expire on June 30 of each year and a new request and approval by the UCAT Board of Trustees are required for the next fiscal year. Accordingly, this letter has been forwarded to UCAT Administration and the UCAT Board of Trustees. The Trustees approved this request at their April 6, 2016, meeting.

Board members participated in a question and answer session regarding differential tuition. Academic Learning students have typically been out of school for some time and need math and English refresher courses.

**ACTION:** Scott Theurer made a motion to approve the proposed Differential Tuition Rates. Dave Woolstenhulme seconded. Motion carried.

**FY2018 Strategic Planning – Capital Improvement Request**
Capital Improvement requests are designed to make major improvements or repairs to existing state buildings. Included for review was a copy of BATC's Capital Improvement Requests for FY2018. The spreadsheet 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 DFCM and the Strategic Planning process internal to BATC.

The following Capital Improvement list is in priority order and was discussed. Jeff Packer mentioned that solar energy has advanced over the years and believes it would be worth doing if there was enough funding for the upfront costs.

| Description | Estimated Cost | Cumulative Cost |
|---|---|---|
| Campus Security/Technology Infrastructure (cameras, locks, WiFi) | $250,000 | $250,000 |
| Brigham Campus Faculty and Driver License Building Improvements | $750,000 | $1,000,000 |
| Parking Lot Lighting (Main and West Campuses, LED with complete coverage) | $350,000 | $1,350,000 |
| HVAC-Life Safety Improvements (Auto Collision and Cabinetmaking spray booths and Welding air filtration system) | $600,000 | $1,950,000 |
| Maintenance Improvements (wash stations and boiler/new burner updates) | $110,000 | $2,060,000 |
| Hallway floor coverings | $100,000 | $2,160,000 |
| West Campus HVAC System Upgrade Phase IV | $500,000 | $2,660,000 |
| Solar Energy System Installation with Roof Replacement (these projects have to be done in sequential order) | $2,500,000 | $5,160,000 |
| Main Campus HVAC System Upgrade Phase I | $500,000 | $5,660,000 |

**Total Capital Improvement Requests - FY2018     $5,660,000**

**ACTION:** Ann Geary made a motion for approval of the FY2018 Strategic Planning – Capital Improvement Request. Karen Hess seconded. Motion carried.

**FY2017 Certificate and Transcript-Level Credential Changes**
Included for Board information and review were the proposed program changes with an effective implementation date of July 1, 2016. Wendy Brog explained the following changes:

(1) The first change is to modify the mode of delivery for the existing program Business Technology from 'traditional/hybrid' to 'traditional/hybrid/distance education.'  The Council on Occupational Education defines a distance education program as "*A program that makes*

*available 50% or more of its required instructional hours via distance education."* Due to student requests, the Business Technology program would like to make the curriculum available in an online format to students not receiving federal financial aid.

*NOTE: The U.S. Department of Education currently prohibits students receiving federal financial aid from participating in distance education for clock-hour schools. However, an Experimental Sites Initiative (ESI) is being conducted to test the effectiveness of statutory and regulatory flexibility in disbursing Title IV student aid. Until the results of the ESI are unveiled, BATC will only enroll non-federal aid students into the distance education delivered Business Technology program.*

(2) Outlined are program hour modifications and exit point changes for consideration:
- **Automated Manufacturing & Robotics** program reducing from **1500 hours to 1410 hours** with embedded exit point modifications
- **Automotive Service** program reducing from **1440 hours to 1380 hours**
- **Diesel** program increasing from **1110 hours to 1260 hours**
- **Electronic Engineering Technology** program reducing from **1500 hours to 1410 hours** with embedded exit point modifications
- Exit point modifications in Health Sciences, Cosmetology, Police Academy, and Emergency Medical Services as dictated by legislative change and/or license regulations
- Exit point additions in Information Technology

Mike Madsen pointed out that with the newly acquired Dynamometer in Diesel, hours may be expected to increase in the future.

**ACTION:** Scott Theurer made a motion to approve the FY2017 Certificate and Transcript-Level Certificate Changes, including mode of delivery, hour modifications, and embedded certificate changes. Roger Pulsipher seconded. Motion carried.

With the approval of the changes, an application for consideration will be forwarded to the Council on Occupational Education (COE).

**Senate Bill (SB) 131 (2016 General Session) Utah College of Applied Technology Governance Amendments – Summary of Provisions & Policies/Procedures Updates**
Included for review was a summary of provisions contained in SB131. This summary was prepared by UCAT Central Administration and is provided as means of communicating the substantive changes to UCAT governance as a result of SB131. Chad Campbell reviewed the summary of provisions.

The immediate effect of SB131, as it relates to the BATC Board of Directors, was the establishment of a term-limit for BATC's representative, Mike Madsen, on the UCAT Board of Trustees. The nominations approved at the April 4, 2016, Board of Directors meeting have been forwarded to the Governor's Office for final selection. UCAT also forwarded a letter of support. A copy of BATC's nomination letter along with the letter of support from UCAT were provided. Chad Campbell thanked Board members for their participation in the nominations.

Due to changes in SB131, the name changes and links to the Utah Code in BATC policies and procedures need updating. In previous policy manual discussions, it has been recommended by the Board that BATC Administration make the required name changes and updates to Utah Code references without returning the policies to the Board for final approval. BATC Administration requested approval to follow that process for these changes.

**ACTION:** Dave Woolstenhulme made a motion to allow BATC Administration to update name changes and references resulting from SB131 in BATC policies and procedures. Dave Brown seconded. Motion carried.

**Legislative Update – Budget Summary**
Chad Campbell provided a brief update and discussion of the results from the 2016 General Session of the Legislature as it relates to BATC and UCAT.

- SB08 entitled "State Agency and Higher Education Compensation Appropriations" provided BATC with $310,100 for a 2 percent Cost-Of-Living Adjustment (COLA) increase along with the associated benefits. Chad informed the Board that the adjustment is given equally to employees at this time.
- HB02 entitled "New Fiscal Year Supplemental Appropriations Act" provided BATC with $313,900 for new or existing program expansion and appropriated $600,000 to UCAT for system-wide equipment needs and another $800,000 for Custom Fit. BATC's share of the two UCAT Appropriations is $81,100 for equipment and $100,000 for Custom Fit. This update is just a preliminary report for the FY2017 budget.

**ACTION:** Dave Brown made a motion to approve the FY2017 budget to be prepared with a 2 percent COLA increase along with the resulting changes in benefits. Jeff Packer seconded. Motion carried.

**Ninth Annual Career Days**
Career Days is scheduled for May 4-5, 2016.  This event is designed to provide secondary students with a hands-on experience in Career and Technical Education Pathways. It is anticipated that nearly 4,000 secondary students will attend. The event is sponsored by BATC, the area school districts, and several local business and industry partners. Troy Christensen noted that sponsorships were more than doubled this year. Board members were invited to attend and have lunch.

**Campus President's Report, Board Chair Update, and Legislative Update**
- **UCAT Board leadership.** Chad Campbell announced that a new Board leadership was chosen on April 6, 2016, at the Board of Trustees meeting. Jim T. Evans representing Mountainland ATC has been chosen as Chair. Steven R. Moore representing Ogden-Weber ATC has been chosen as Vice-Chair. Chad expressed his support for these individuals.
- **UCAT Commissioner selection process.** The search for a new UCAT Commissioner has started. A selection committee has been designated to move forward with the process.
- **BATC/Logan City Land Swap-1400 North 600 West Intersection.** The land swap at this intersection was approved by the UCAT Board of Trustees on April 6, 2016. The paperwork has

been forwarded to Logan City. Ann Geary suggested the irrigation ditch be covered. Logan City is supportive of covering the ditch as far as they can go. This is something they will work out with the canal company; it is not necessarily something BATC can control.

**Closed Session**
**ACTION:** Jeff Packer made a motion that the BATC Board of Directors meet in closed session, as provided in Utah Statute 52-4-205, for discussion of the character, professional competence, or physical or mental health of individuals. Roger Pulsipher seconded. Motion carried with the following results of the roll call vote: Michael J. Madsen (yes), Dave Brown (yes), Ann Geary (yes), Karen Hess (yes), Jeffrey S. Packer (yes), Roger D. Pulsipher (yes), Dr. Scott L. Theurer (yes), Eric Wamsley (yes), and Dr. David R. Woolstenhulme (yes).

**Other Items of Business**
Doug Richards is scheduled to attend the Board meeting in June to hold the regular Open and Public Meetings Training.

With the new changes in leadership at the UCAT Board of Trustees, Jeff Packer recommended an item be added to the agenda for a future meeting to reevaluate the Board of Directors' leadership and terms. Chad Campbell said that although the law does not impose term limits for ATC Colleges, it is open for discussion.

**ACTION:** Scott Theurer made a motion to appoint a subcommittee consisting of Board members Ann Geary and Jeff Packer and President Chad Campbell. This subcommittee will be tasked with providing a leadership change process at the June Board meeting. Eric seconded. Motion carried.

Eric Wamsley inquired about the Farm & Ranch Business Management Program. Dave Brown helped the Board understand how the instructors help the farm owners be successful and improve production and statistics. Ann Geary said it would be interesting to learn more about the unique programs BATC offers.

BATC has yet to receive dates for high school scholarship presentations.

Eric Wamsley inquired about scholarships and what opportunities may exist for the Information Technology students honored today. Chad Campbell noted the variety of scholarships available and explained there are policies and procedures in place to ensure all students get equal access to them.

**Adjournment**
The next meeting is scheduled for June 20, 2016. Scott Theurer made a motion to adjourn the meeting. Seconded by Karen Hess. Motion carried. The meeting adjourned at 5:54 p.m.