BRIDGERLAND TECHNICAL COLLEGE
BOARD OF TRUSTEES
INSTITUTIONAL ADVISORY COMMITTEE

JUNE 24, 2024, 4 P.M.
1301 NORTH 600 WEST, LOGAN, UTAH

MINUTES

~ DRAFT ~

Board Members Attendance
Karina Brown – Cache County Executive Office, Nibley
Matt Chowning – Paragon Medical, Smithfield
Lisa Clawson – Great Harvest Bread, Paradise
Jack Draxler – Draxler Appraisal Services, Inc., North Logan
John Ferry – Utah State University Board of Trustees, Corinne
Monica Holdaway – Box Elder Chamber of Commerce, Brigham City
Nancy Kennedy – Box Elder School District, Brigham City
Neil Perkes – Logan Regional Hospital, Logan
Roger Pulsipher – Cache School District, Avon
Paul Nelson – Northrop Grumman, Providence
Mark Smoot – Entrepreneur/Owner, Garden City

Board Members Excused
Eric Wamsley – Rich School District, Laketown
Larry Williams – Logan School District, Logan

Bridgerland Technical College Attendance
K. Chad Campbell, President
Wendy Carter, Executive Vice President & Provost
Brandi Gittins, AVP for Finance & Facilities
Emily Hobbs, Administrative Chief of Staff
Renee Milne, AVP for Student Services
Tricia Johnson, AVP for Instruction (for Lisa Moon, VP for Instruction)
Frank Stewart, Chief Development Officer
Jennifer Tenhoeve, Director of Continuing Education

Bridgerland Technical College Excused
Troy Christensen, Vice President for Economic Development

Guest(s)
Alex Baltodano
Jean Dunn
Jaxon Robison
Eric Petersen
Kim Ziebarth

Item 1
Welcome & Pledge of Allegiance
Nancy Kennedy 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
Presidential Scholarship Recipient Recognition
The BTECH Presidential Scholarship is a prestigious award recognizing high school seniors from across the intermountain west. Recipients of this scholarship demonstrate exceptional ability and accomplishment in a technical training area and have a sincere desire to enroll and complete training at BTECH. The following students were selected as recipients and were invited to attend the meeting with their parent(s):

- o   Rion Doxey, Collision Repair Technology
- o   Taci Merrill, Dental Assisting
- o   Sherlyn Rubio Hinojosa, Animal Sciences
- o   Lexie Wheelwright, Animal Sciences

Nicole McInelly recognized all of the recipients and introduced Lexie Wheelright who was in attendance. Pictures of the board members and Lexie were taken.

Item 3
Fiscal Year (FY) 2024-2025 Student of the Year Recognition
Throughout the year, instructors nominate 'Platinum Performers' who are the top performers in their program. These winners are then forwarded to the College Events committee to select the Student of the Year. This person represents BTECH and USHE during the upcoming year, including legislative and other public relations events. Renee Milne announced Brailee Tyler as the FY 2024-2025 Student of the Year selection sponsored by Stan and Judith Meyrick. After the announcement, Brailee talked about her experience at BTECH and said the learning style is like no other. She said it has definitely been the best choice she has made for her future. She plans to use her skills as the owner of Design by Brailee, primarily focusing on vehicle-related designs. Pictures of the board members and Brailee were taken.

Item 4
Board Member Appreciation
Nancy Kennedy informed the board that Neil Perkes, Roger Pulsipher, and Eric Wamsley have reached the end of their terms as established by the State of Utah and will rotate off the board effective July 1, 2024. On behalf of the BTECH faculty, staff, students, and the Board of Trustees, Nancy extended a gift of appreciation for their many years of service.

Item 5

Election of New Vice Chair
ACTION: Nancy Kennedy, representing the Executive Board Leadership/Nominating committee, proposed Karina Brown for the position of vice chair in accordance with BTECH Policy 103.4.3 *Election of Officers*. She then opened the floor for additional nominations, but none were submitted. The motion was unanimously passed by all board members, electing Karina Brown for vice chair without opposition.

Item 6

Audit Committee Report – USHE Internal Auditors
The Utah Board of Higher Education Policy R567 requires each USHE institution to "maintain an internal audit activity plan." Also, Section 4.3, "Internal Audit Activities at Technical Colleges," allows for internal audit activities, functions, and all required audits at technical colleges, to be performed under the direction of the Board Audit Director. Consistent with this guidance, Bridgerland Technical College operates under a shared services agreement with the USHE Internal Audit office ("Internal Audit") for the provision of internal audit services.

In compliance with Policy R567, two members from the USHE Audit team participated in a video conference call with the BTECH Audit Committee prior to the board meeting to present Bridgerland Technical College's audit report and discuss recommendations. Jack Draxler, chair of the Audit Committee, provided the board with a summary. Minor suggestions were made, but no findings were reported. The details of the audit can be found with the June 24, 2024, Audit Committee minutes. Jack noted that the auditors said HR is overly thorough in the timesheet review and approval processes, which may be perceived as inefficient. He encourages the college to continue to be diligent in having a multi-layer approach to reviewing payroll. Payroll is moving toward automating processes, which will increase efficiency while maintaining checks and balances. He has seen many audits and said this was one of the cleanest audit he has ever seen. The college is operating as it should, so Jack congratulated Accounting on a job well done.

ACTION: John Ferry made a motion to accept the Audit Committee Report. Roger Pulsipher seconded. Motion carried.

Item 7

Policy Updates
Wendy Carter informed the board that numerous bills were passed during this legislative session, continuing a prevalent trend. Consequently, the college anticipates an ongoing need for frequent and thorough reviews of its policies and procedures to accommodate changes in laws and accreditation requirements. This proactive approach ensures that updates to policies and plans will be made regularly to stay compliant and current.

Wendy led a discussion on the college's transition from an expectation of continued employment to at-will employment for benefits-eligible employees. State risk management encouraged technical colleges to adopt at-will employment. BTECH is the seventh out of eight colleges to move in this direction. This change provided the college with the advantage of learning from other administrators and thoroughly reviewing existing policies. Legal counsel was consulted and provided input, shaping the updated policies and procedures. Paul Nelson said this transition is consistent with what industry is doing. They use the words with or without cause.

Policies with updates were identified in the attached spreadsheet. Proposed changes were indicated with red (new) and strikethrough (omission). Key personnel were present to review the policies in this section. Additional policy and plan changes are found in the Consent Calendar below.

ACTION: Paul Nelson made a motion to approve the policy updates to be effective immediately. Lisa Clawson seconded. Motion carried.

Item 8

FY 2024-2025 Operating Budget
Included for the board's information and review was the FY 2024-2025 Operating Budget. The spreadsheet provided a comparison of the changes among FY 22-23, 23-24, and 24-25. During the March 18, 2024, trustees meeting, a brief update on the 2024 General Session of the Legislature was discussed. The FY 2024-2025 operating budget, prepared using the "base" budget appropriation amounts, will be presented for discussion and approval. Brandi Gittins displayed the budget and explained key components. She noted that the college is transitioning approximately 25 employees from Level 2 to Level 3.

ACTION: John Ferry made a motion to approve the FY 2024-2025 operating budget. Mark Smoot seconded. Motion carried.

Item 9

FY 2024-2029 Strategic Plan and Mission Statement
Emily Hobbs presented the proposed Strategic Plan and explained that a questionnaire was sent to faculty, staff, students, and Institutional Advisory Committee members (BTECH Board of Trustees) to gather input for the plan's review and update for the upcoming year. Faculty and staff were emailed the draft plan for review. Under the president's direction, Administration evaluated all input and suggested the additions, highlighted in pink text. Items no longer applicable were removed. These changes are designed for continual improvement and to fulfill the mission of the college. The Mission Statement, included in the Strategic Plan, was also reviewed.

ACTION: Jack Draxler made a motion to approve the 2024-2029 Strategic Plan and Mission Statement. Neil Perkes seconded. Motion carried.

Item 10

Program Review and Changes
Tricia Johnson explained that the Council on Occupational Education (COE) changed the criteria for approval of apprenticeship programs in the 2024 Policies and Rules of the Commission. These changes require BTECH to submit the apprenticeship programs to the COE. She further explained that the local and national demand for qualified truck drivers continues to increase. To respond to industry needs, the college seeks COE approval to expand its training within the service region. The following are the proposed program modifications:

- Electrical Apprenticeship – new program 720 hours / 24 credits
- Plumbing Apprenticeship – new program 720 hours / 24 credits
- Commercial Driver's License Class A – replicate to Brigham City Extension Campus 180 hours / 6 credits

ACTION: Roger Pulsipher made a motion to approve the program review and changes as outlined. Karina Brown seconded. Motion carried.

Item 11
Consent Calendar

- **Minutes** – Minutes from the March 18, 2024, Board meeting were available online for review and subsequent approval.
- **Additional Policy Updates** – Administration recommended the approval of the specified policies based on their annual review, Council on Occupational Education (COE) accreditation changes, Utah Board of Higher Education (UBHE) policy changes, and new legislation. A link to these changes was provided.

ACTION: Paul Nelson made a motion to approve the Consent Calendar Items as listed. Roger Pulsipher seconded. Motion carried.

Item 12
Information Items

A. **Management of College Investments**
   Bridgerland Technical College's associate VP for finance & facilities, under the direction of the college president and the college Board of Trustees, invests the college funds in the Utah Public Treasurers' Investment Funds (UPTIF) and follows the rules of the Utah System of Higher Education, the State Money Management Act, and the rules of the State Money Management Council. Quarterly investment reports were provided to the college president and the board. (See attached.)

B. **Plan Review**
   The college underwent an annual review of all Council on Occupational Education (COE) plans this spring, including input from Administration, faculty, staff, and students (when applicable). This review verifies current accreditation standards are met. Administration evaluated all input and made changes indicated with red (new) and strikethrough (omission). The updated plans will be made available on the BTECH website. Although plans do not require board approval, it is the intent of the college to keep board members updated. (See attached.)

C. **Procedure Updates**
   The college underwent an annual review of policies and procedures. These policies didn't have policy changes, but rather had procedural updates. Although procedures do not require board approval, the college intends to keep board members updated. (See attached.)

D. **Calendar/Happenings**
   a. Highlights – Renee Milne provided a recap of the following events:
      i. Career Days – The college had 3,800 7th graders and home school groups participate in this year's event. Many industry partners supported the event and engaged with the students. The dates for Career Days next year are April 30 and May 1.
      ii. Graduation – In December, the college had 570 graduates, 54 of whom were high school students. In June, the college had 782 graduates, 117 of whom were high school students. The graduation filled the USU Daines Concert Hall, which is a good problem to have. Renee noted the college will be exploring possible changes to the format in the future to better accommodate the event.
   b. Calendar available at btech.edu/event-calendars

     c.   Board Meeting Dates
- **i.** August 26, 2024
- ii. December 9, 2024
- iii. March 24, 2025

     d.   Other Items
- i. Nancy Kennedy said USHE will hold a board-wide, virtual training in the future. The dates have not been released.
- ii. Monica Holdaway acknowledged the efforts of Mason Lefler and Jennifer Tenhoeve for helping the Box Elder Chamber of Commerce create a resource for power skills training.
- iii. The board inquired about the future use of the space that the Brigham City Drivers License Division will vacate. Brandi Gittins is in regular contact with DFCM to transition that space to BTECH.
- iv. Karina Brown informed the board about the grand opening of the Logan Regional Hospital's New Patient Tower. The ribbon cutting is scheduled for August 8 at 10 a.m. There may be opportunities for BTECH to have a booth.

Item 13

Adjournment

The meeting adjourned at 5:57 p.m.
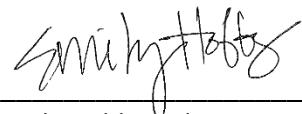
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                      Emily Hobbs, Administrative Chief of Staff

Policy Number	Name	Presenter	Summary
390	At-Will Employment ~~Employees~~	Wendy Carter	In an effort to be consistent with other technical colleges in the State of Utah, employment practices have been moved to at-will employment. As a result, there are a number of policies that are no longer applicable. Legal counsel has assisted with changes to at will.
301	Employee Categories and General Personnel Definitions	Wendy Carter	Added statement regarding "At Will." Clarified Affordable Care Act requirements.
325	Employee Discrimination, Harassment, and Grievance	Wendy Carter	Discrimination processes were in multiple policies. In order to streamline the grievance process, they have been combined into a single grievance policy.
105	College President & Other Administrative Offices	Chad Campbell	Added links to new legislation related to 1) duties and responsibilities of the president, 2) technical college duties, 3) power of board to adopt rules, 4) establishment of police or security departments, and 5) program approval and periodic review. Restoration of the "Official Spokesperson" paragraph that was in policy in 2011.
307	Conflict of Interest	Chad Campbell	Due to Board of Trustee recommendation, Board of Trustees members were added to existing employee policy.
535	Nondiscrimination, Equal Opportunity, and Free Expression	Chad Campbell	Protected classes were found in multiple policies, which made it difficult to keep current. The college will utilize Policy 535 as the only policy where protected classes are addressed. Free expression and individual rights was added in response to the USHE resolution and Utah Code section 53B-27.
NEW! 571	Information Security	Alex Baltodano	This new policy formalizes compliance with standards and outlines best practices to reinforce the college's commitment to information security. Evolving cyber threats and heightened sophistication of attacks necessitate stronger and more comprehensive security measures.
608	Student Grievance	Renee Milne	Added clarification for the way a student follows grievance procedures as well as stating that retaliation is prohibited. Added mediation to the informal process. Simplified procedures.
630	Americans with Disabilities Act (ADA), Accomodations, and Modifications	Renee Milne	Added Utah Code 53B-27-405 and modifications for religious principles and health requirements.

Policies and Procedures Changes June 24, 2024

Bridgerland Technical College
General Operating Fund
(Appropriated Budget)
Fiscal Year 2024-25

	(23) FY22-23 Appropriated Budget	(24) FY23-24 Increase (Decrease)	(24) FY23-24 Appropriated Budget	(25) FY24-25 Increase (Decrease)	(25) FY24-25 Appropriated Budget
Revenues:					
Tuition and Fees	$ 2,282,300	$ -	$ 2,282,300	$ 254,200	$ 2,536,500
Appropriation	$ 18,618,100	$ 5,734,200	$ 22,186,600	$ 998,400	$ 23,185,000
Appropriation - One Time Equipment	$ -	$ -	$ -	$ 666,500	$ 666,500
Appropriation - SWI Grants	$ 515,000	$ (515,000)	$ -	$ -	$ -
Appropriation thru USHE	$ -	$ -	$ -	$ -	$ -
Appropriation Restricted - Performance Measure Funding	$ 291,100	$ -	$ 291,100	$ 336,000	$ 627,100
SWI Grants thru LEA's	$ 182,000	$ (182,000)	$ -	$ -	$ -
Appropriation - Custom Fit	$ 600,000	$ 200,000	$ 700,000	$ -	$ 700,000
Other Local Sources	$ 5,900	$ -	$ 5,900	$ -	$ 5,900
Interest and Investment Income	$ 28,400	$ -	$ 28,400	$ -	$ 28,400
Total Revenues:	$ 22,522,800	$ 5,237,200	$ 25,494,300	$ 2,255,100	$ 27,749,400
Expenditures (by function):					
Instruction	60%		60%		60%
Salaries and Wages	$ 6,913,191	$ 404,791	$ 8,306,415	$ 333,245	$ 8,639,660
Benefits	$ 3,359,733	$ 49,511	$ 3,730,474	$ 855,971	$ 4,586,445
Contracted Educational Services	$ 806,700	$ 437,827	$ 994,027	$ (155,785)	$ 838,242
Supplies and Materials	$ 887,422	$ 189,216	$ 848,079	$ 37,810	$ 885,889
Equipment	$ 1,371,000	$ 538,846	$ 1,418,700	$ 270,000	$ 1,688,700
Scholarships	$ 114,500	$ -	$ 114,500	$ (9,000)	$ 105,500
Total Instruction	$ 13,452,546	$ 1,620,191	$ 15,412,195	$ 1,332,241	$ 16,744,436
Academic Support	7%		6%		8%
Salaries and Wages	$ 914,373	$ 1,025,516	$ 1,025,516	$ 321,204	$ 1,346,720
Benefits	$ 542,318	$ 590,835	$ 590,835	$ 201,022	$ 791,857
Contracted Educational Services	$ -	$ -	$ -	$ -	$ -
Supplies and Materials	$ 32,100	$ 32,100	$ 32,100	$ 49,900	$ 82,000
Equipment	$ -	$ -	$ -	$ -	$ -
Scholarships	$ -	$ -	$ -	$ -	$ -
Total Academic Support	$ 1,488,791	$ 1,648,451	$ 1,648,451	$ 572,126	$ 2,220,577
Student Support	6%		6%		5%
Salaries and Wages	$ 701,688	$ 387,701	$ 863,050	$ (35,783)	$ 827,267
Benefits	$ 417,716	$ 195,369	$ 453,851	$ 74,823	$ 528,674
Student Insurance	$ 2,500	$ -	$ 2,500	$ -	$ 2,500
Advertising	$ 5,000	$ (5,000)	$ -	$ -	$ -
Printing	$ 34,500	$ -	$ 34,500	$ -	$ 34,500
Supplies, Materials & Interpreting Services	$ 101,000	$ (2,000)	$ 118,000	$ -	$ 118,000
Equipment	$ -	$ -	$ -	$ -	$ -
Total Student Support	$ 1,262,404	$ 576,070	$ 1,471,901	$ 39,040	$ 1,510,941
Institutional Support	19%		17%		16%
Salaries and Wages	$ 2,316,502	$ 623,759	$ 2,451,147	$ (68,978)	$ 2,382,169
Benefits	$ 1,353,513	$ 327,928	$ 1,381,820	$ (3,788)	$ 1,378,032
Unemployment Insurance	$ 9,000	$ -	$ 9,000	$ -	$ 9,000
Vacation and Sick Leave Accrual	$ 20,000	$ -	$ 20,000	$ -	$ 20,000
Contracted Services	$ 30,700	$ -	$ 30,700	$ -	$ 30,700
Telephone	$ 39,500	$ -	$ 39,500	$ -	$ 39,500
Advertising	$ 11,800	$ -	$ 11,800	$ -	$ 11,800
Travel & Professional Workshops	$ 10,000	$ -	$ 10,000	$ -	$ 10,000
Supplies and Materials	$ 241,159	$ 44,002	$ 251,161	$ 29,892	$ 281,053
Equipment	$ -	$ (96,946)	$ -	$ -	$ -
Dues and Fees	$ 3,000	$ -	$ 3,000	$ -	$ 3,000
Postage	$ 32,000	$ -	$ 32,000	$ -	$ 32,000
Public Relations	$ 88,500	$ 88,500	$ 88,500	$ -	$ 88,500
Merchant Discounts/Bank Charges	$ 11,000	$ -	$ 11,000	$ -	$ 11,000
Financial Aid	$ 8,000	$ -	$ 8,000	$ -	$ 8,000
Total Institutional Support	$ 4,174,674	$ 987,243	$ 4,347,628	$ (42,874)	$ 4,304,754
Operation and Maintenance of Plant	10%		10%		11%
Salaries and Wages	$ 337,464	$ 7,341	$ 378,238	$ 151,247	$ 529,485
Benefits	$ 168,907	$ 2,085	$ 185,254	$ 105,122	$ 290,376
Contracted Services	$ 146,000	$ 58,400	$ 198,400	$ -	$ 198,400
Natural Gas	$ 137,000	$ -	$ 137,000	$ 90,000	$ 227,000
Electricity/Water/Sewer	$ 478,500	$ -	$ 478,500	$ 165,000	$ 643,500
Equipment Repair	$ 45,400	$ 400	$ 45,400	$ -	$ 45,400
Rental of Building and Land	$ 296,485	$ -	$ 296,485	$ -	$ 296,485
Property Insurance	$ 85,646	$ 29,994	$ 92,240	$ 57,800	$ 150,040
Liability Insurance	$ 46,065	$ 8,625	$ 65,890	$ 11,200	$ 77,090
Telephone	$ 70,000	$ -	$ 70,000	$ -	$ 70,000
Maintenance/Custodial Supplies	$ 288,917	$ 343,801	$ 622,718	$ (225,802)	$ 396,916
Motor Fuel	$ 44,000	$ -	$ 44,000	$ -	$ 44,000
Equipment	$ -	$ (45,400)	$ -	$ -	$ -
Total Operation and Maintenance of Plant	$ 2,144,384	$ 405,246	$ 2,614,125	$ 354,567	$ 2,968,692
Total Expenditures	$ 22,522,800	$ 5,237,200	$ 25,494,300	$ 2,255,100	$ 27,749,400
Net Income	$ 0	$ (0)	$ (0)	$ 0	$ -

Bridgerland Technical College
General Operating Fund
(Appropriated Budget)
Fiscal Year 2024-25

	(23) FY22-23 Appropriated Budget	(24) FY23-24 Increase (Decrease)	(24) FY23-24 Appropriated Budget	(25) FY24-25 Increase (Decrease)	(25) FY24-25 Appropriated Budget
Revenues:					
Tuition and Fees	$ 2,282,300	$ -	$ 2,282,300	$ 254,200	$ 2,536,500
Appropriation	$ 18,618,100	$ 5,734,200	$ 22,186,600	$ 998,400	$ 23,185,000
Appropriation - One Time Equipment	$ -	$ -	$ -	$ 666,500	$ 666,500
Appropriation - SWI Grants	$ 515,000	$ (515,000)	$ -	$ -	$ -
Appropriation thru UTECH	$ -	$ -	$ -	$ -	$ -
Appropriation thru UTECH - Performance Measure Funding	$ 291,100	$ -	$ 291,100	$ 336,000	$ 627,100
SWI Grants thru LEA's	$ 182,000	$ (182,000)	$ -	$ -	$ -
Appropriation - Custom Fit	$ 600,000	$ 200,000	$ 700,000	$ -	$ 700,000
Other Local Sources	$ 5,900	$ -	$ 5,900	$ -	$ 5,900
Interest and Investment Income	$ 28,400	$ -	$ 28,400	$ -	$ 28,400
Total Revenues	**$ 22,522,800**	**$ 5,237,200**	**$ 25,494,300**	**$ 2,255,100**	**$ 27,749,400**
Expenditures (by object):					
Salaries and Wages					
Instructional Salaries and Wages	$ 6,913,191	$ 404,791	$ 8,306,415	$ 333,245	$ 8,639,660
Academic Support Salaries and Wages	$ 914,373	$ 1,025,516	$ 1,025,516	$ 321,204	$ 1,346,720
Student Support Salaries and Wages	$ 701,688	$ 387,701	$ 863,050	$ (35,783)	$ 827,267
Institutional Support Salaries and Wages	$ 2,316,502	$ 623,759	$ 2,451,147	$ (68,978)	$ 2,382,169
O&M Salaries and Wages	$ 337,464	$ 7,341	$ 378,238	$ 151,247	$ 529,485
Benefits					
Retirement	$ 1,652,074	$ 135,078	$ 1,743,173	$ 220,805	$ 1,963,978
Social Security	$ 855,517	$ 187,357	$ 996,365	$ 53,621	$ 1,049,986
Health Insurance	$ 3,088,238	$ 786,614	$ 3,345,868	$ 895,985	$ 4,241,853
Dental Insurance	$ 149,954	$ 29,526	$ 148,847	$ 39,334	$ 188,181
Disability	$ 50,220	$ 13,513	$ 54,196	$ 20,509	$ 74,705
Workmen's Compensation Insurance	$ 46,185	$ 13,640	$ 53,787	$ 2,893	$ 56,680
Unemployment Insurance	$ 9,000	$ -	$ 9,000	$ -	$ 9,000
Vacation and Sick Leave Accrual	$ 20,000	$ -	$ 20,000	$ -	$ 20,000
Contracted Educational Services	$ 1,009,400	$ 470,227	$ 1,223,127	$ (155,785)	$ 1,067,342
Natural Gas	$ 137,000	$ 89,513	$ 226,513	$ 487	$ 227,000
Electricity/Water/Sewer	$ 478,500	$ -	$ 478,500	$ 165,000	$ 643,500
Equipment Repair	$ 45,400	$ 400	$ 45,400	$ -	$ 45,400
Rental of Building and Land	$ 296,485	$ -	$ 296,485	$ -	$ 296,485
Property Insurance	$ 85,646	$ 29,994	$ 92,240	$ 57,800	$ 150,040
Liability Insurance	$ 46,065	$ 8,625	$ 65,890	$ 11,200	$ 77,090
Student Insurance Claims	$ 2,500	$ -	$ 2,500	$ -	$ 2,500
Telephone	$ 109,500	$ -	$ 109,500	$ -	$ 109,500
Advertising	$ 16,800	$ (5,000)	$ 11,800	$ -	$ 11,800
Printing	$ 34,500	$ -	$ 34,500	$ -	$ 34,500
Travel/Workshops	$ 10,000	$ -	$ 10,000	$ 8,500	$ 18,500
Educational Supplies and Materials	$ 887,422	$ 99,703	$ 758,566	$ 118,823	$ 877,389
Academic Supplies and Materials	$ 32,100	$ 32,100	$ 32,100	$ 49,900	$ 82,000
Student Services Supplies and Materials	$ 75,000	$ 24,000	$ 118,000	$ -	$ 118,000
Administrative Supplies and Materials	$ 241,159	$ 44,000	$ 251,159	$ 29,894	$ 281,053
Maintenance and Custodial Supplies and Materials	$ 288,917	$ 343,801	$ 622,718	$ (225,800)	$ 396,918
Motor Fuel	$ 44,000	$ -	$ 44,000	$ -	$ 44,000
Educational Equipment	$ 1,371,000	$ 396,500	$ 1,418,700	$ 270,000	$ 1,688,700
Dues and Fees	$ 3,000	$ -	$ 3,000	$ -	$ 3,000
Postage	$ 32,000	$ -	$ 32,000	$ -	$ 32,000
Public Relations	$ 88,500	$ 88,500	$ 88,500	$ -	$ 88,500
Merchant Discounts/Bank Charges	$ 11,000	$ -	$ 11,000	$ -	$ 11,000
Financial Aid	$ 8,000	$ -	$ 8,000	$ -	$ 8,000
Scholarships	$ 114,500	$ -	$ 114,500	$ (9,000)	$ 105,500
Total Expenditures	**$ 22,522,800**	**$ 5,237,200**	**$ 25,494,300**	**$ 2,255,100**	**$ 27,749,400**
Net Income	**$ 0**	**$ 0**	**$ 0**	**$ (0)**	**$ (0)**

BRIDGERLAND
TECHNICAL COLLEGE
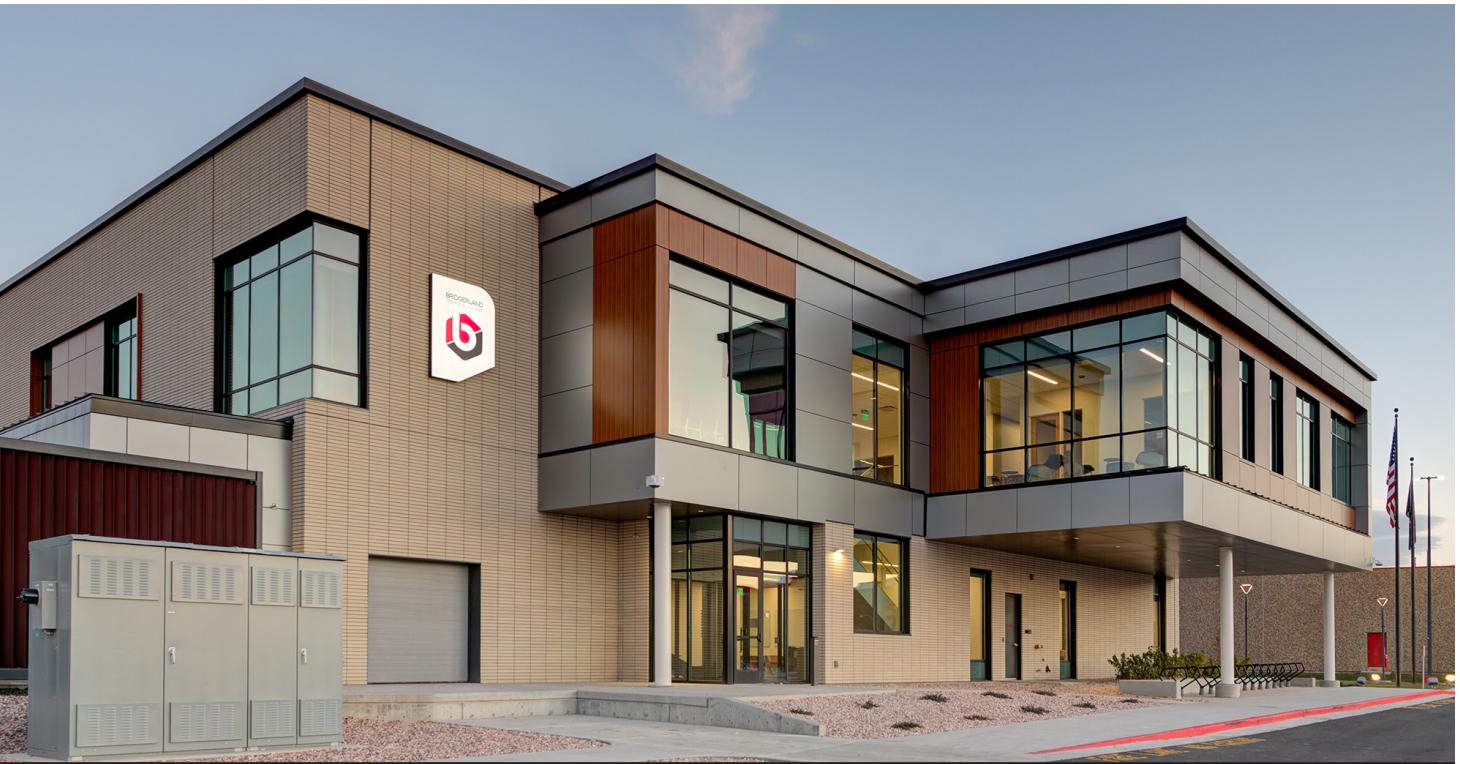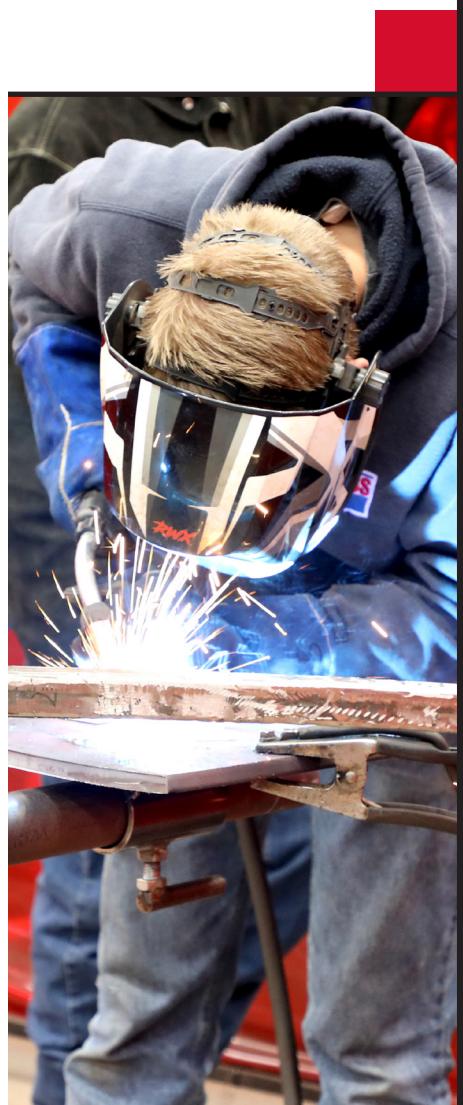
STRATEGIC PLAN
2024-2029

INTRODUCTION

Bridgerland Technical College (BTECH) undergoes an annual strategic planning process in compliance with the Council on Occupational Education (COE) accreditation standards. Input is gathered from a variety of stakeholders including students, faculty, staff, board members, and occupational advisory committee members. The results provide insight for both opportunities and challenges facing the college in the next five years.

The Leadership Council "Synergy," analyzes the recommendations and identifies objectives and strategies aligning with the Utah Board of Higher Education. These strategies assist in the college's ability to effectively carry out its mission. The following guiding principles are at the heart of the goal-setting process:

1. Promote & improve student success
2. Build relationships
3. Emphasize data-driven management
4. Update and modernize facilities, programs, and equipment

This Strategic Plan was presented to faculty, staff, and Administration; reviewed for priorities, timelines, and costs; and presented to the BTECH Board of Trustees for final adoption.
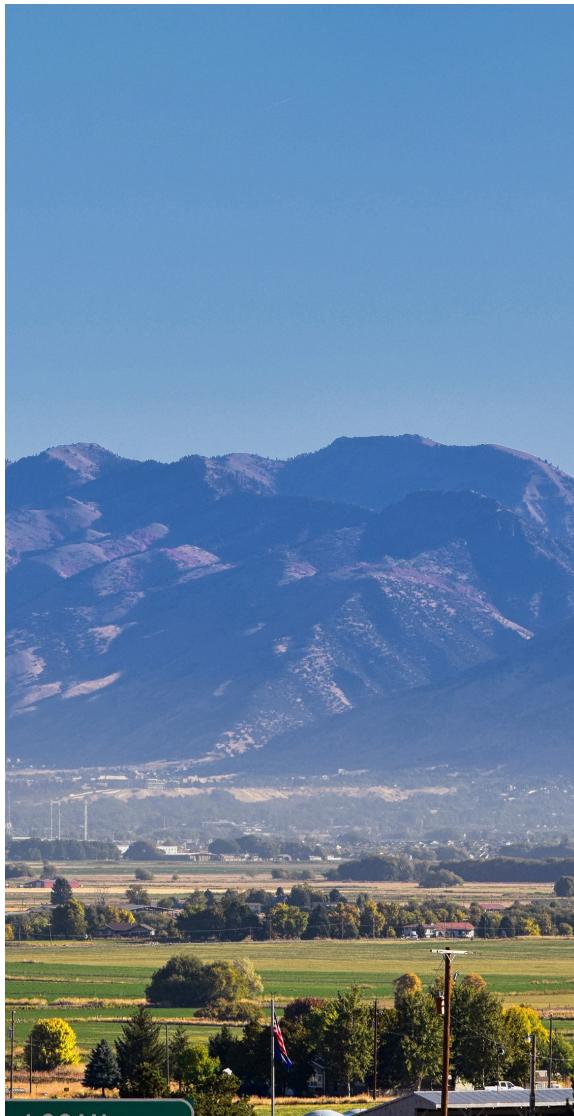
CONTENTS

MISSION

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

PHILOSOPHY

The college's philosophy of "Employment Through Training" supports the mission and vision.

VISION

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

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

We envision a college...

- where instruction and all other activities are student centered

- that offers a comprehensive range of quality programs to prepare students for entry into high-demand careers

- where strong relationships are developed with employers enabling training to be responsive to current needs

- that is a diverse community where achievement occurs without boundaries

FINANCIAL RESOURCES, FACILITIES, & EFFICIENCIES

CURRENT AND PROJECTED FINANCIAL RESOURCES THAT PROVIDE A BASIS FOR INITIATIVES SPECIFIED IN THE STRATEGIC PLAN.

STRATEGIES

ADMINISTRATION WILL:
- gather data for the credit initiative and provide accurate, timely information to the cost center manager(s)
- work with the Utah Board of Higher Education and the Utah Collegiate Entrepreneurial and Sales Directors to expand the entrepreneurial ecosystem in the Bear River region
- work with the "director of innovation at the point" to advance technological innovation, foster a business startup environment, and facilitate meaningful relationships among technical colleges, universities, businesses, and entrepreneurs
- determine college priorities for the next fiscal year, including developing annual budget requests with an emphasis on compensation and benefits, including the phased transition of level 2 employees to level 3 as resources will allow
- assist department heads in managing yearly budgets and accessing summary reports
- repurpose existing resources to promote and improve student success

INSTRUCTION WILL:
- explore and implement strategies for overall enrollment growth
- annually review program offerings in relationship to current career opportunities, projected industry need, location of program offerings, program length, course objectives, equipment needs, and fiscal impact to the college
- work closely with the chief development officer to identify corporate donors and sponsors of BTECH programs
- explore concepts to reduce costs to students where applicable
- communicate cost center needs annually through budget meetings and annual equipment requests

ACCOUNTING AND ADMINISTRATION WILL PROVIDE RESOURCES ANNUALLY TO:
- work with the USHE to participate in statewide procurement processes and system unification to obtain greater purchasing power
- identify and implement shared services initiatives with a primary focus on Title IX (in conjunction with other technical colleges) and payroll/HR processing software
- identify operating budget request, capital improvement request, and capital development request needs and ideas annually through a strategic planning process, with emphasis on the following strategies:
  - facility master planning - development of priorities and phased projects

CHANGING LIVES

ONE STUDENT AT A TIME

OBJECTIVE #1

FINANCIAL RESOURCES & EFFICIENCIES
CURRENT AND PROJECTED FINANCIAL RESOURCES THAT PROVIDE A BASIS FOR INITIATIVES SPECIFIED IN THE STRATEGIC PLAN.

STRATEGIES

- update and modernize programs, equipment, and facilities
- building makeover (e.g. floor coverings, paint, restroom updates, lighting, parking lot expansion)
- evaluate office spaces to ensure efficiency and productivity as appropriate for job duties
- implement collegiate office standards through a phased approach as buildings are remodeled
- HVAC system upgrades for both comfort, air quality, and sound proofing
- in conjunction with the facility audit, maintain and update facilities (e.g. roof, water issues, preventative maintenance, repairs, parking lots)
- improve health and safety through cleanliness, ice management, locks, cameras, safe walking paths, etc.
- collaborate with vice presidents and associate vice presidents in assisting department heads in managing yearly budgets through annual budget meetings for instructional and non-instructional departments
- prepare a mission-driven budget for board approval
- in conjunction with Information Systems, explore opportunities to purchase devices and software for an educational discount

CHIEF DEVELOPMENT OFFICER WILL:
- work with the Bridgerland Entrepreneurship Center to find corporate sponsors and donors for development and expansion
- in coordination with Administration and supervisory staff, identify, manage, develop, and implement strategies and funding campaigns to support college priorities
- explore alternate funding strategies to help offset any budget reduction that may occur as a result of unusual or unexpected downturns in the economy

ASSOCIATE VP FOR EDUCATIONAL INNOVATION WILL:
- function as the liaison between department faculty members and available program-specific grant opportunities
- establish a communication method to articulate grant opportunities to faculty/staff and for faculty/staff to communicate program needs back to Administration
- explore foundation grant opportunities

PROFESSIONAL PRACTICES

ENHANCE FACULTY/STAFF PROFESSIONALISM, ACHIEVEMENT, TECHNOLOGY, AND HEALTH AND SAFETY PRACTICES

STRATEGIES

ADMINISTRATION WILL:
- improve communication with faculty and staff with regular meetings involving all personnel at the college
- evaluate the potential for new technical programs
- improve relationships and communication by providing support through regular visits to departments
- aim to employ an equitably compensated workforce across all levels of faculty, staff, and Administration
- develop a BTECH honor code for Administration
- utilize the policy review team to evaluate policies, plans, and procedures with an equal opportunity and free expression lens
- increase employee depth by identifying single point of failure positions and establishing means to remove risk (e.g. document operating procedures, embrace new ways of accomplishing tasks, create transparency)

CURRICULUM DESIGN & DEVELOPMENT WILL:
- in conjunction with Human Resources and Instruction, enhance the employee orientation
- develop professional practices with continuing improvement of the BTECH Teacher Professional Development training course and expansion to include support staff
- coordinate training and knowledge of professional opportunities for faculty and staff through collaborative meetings
- educate students and employees about free expression as it relates to the college's mission and role

INSTRUCTION AND SUPERVISORY STAFF WILL:
- set program improvement and performance goals using performance measurement data
- participate in and document professional development opportunities
- expand opportunities for simulation, artificial intelligence (AI), and augmented reality in problem-based learning

INFORMATION SYSTEMS WILL:
- implement an Information Systems help desk to be staffed with interns
- evaluate and improve wireless access and network capabilities and speed
- implement policies and procedures to enhance cybersecurity
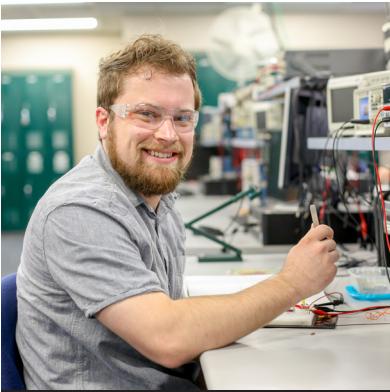
CHANGING LIVES

ONE STUDENT
AT A TIME

OBJECTIVE #2

PROFESSIONAL PRACTICES

ENHANCE FACULTY/STAFF PROFESSIONALISM, ACHIEVEMENT, TECHNOLOGY, AND HEALTH AND SAFETY PRACTICES

STRATEGIES

- broaden the document imaging system for programmatic student academic records
- explore technologies and identify resources to expand remote access
- implement single sign-on technologies to simplify access to systems
- explore and implement shared services with USHE institutions, as appropriate, in regards to secure information systems and cybersecurity. Special attention should be given to Student Aid Internet Gateway (SAIG) requirements for the protection and access of student data

**RISK MANAGEMENT COMMITTEE WILL:**
- update lockdown process and training, including notification and communication
- assess collegiate risk by obtaining input from stakeholders and incorporating content into a risk scattergram
- identify and implement strategies to reduce risk
- evaluate and improve campus health and safety (e.g., preventative and emergency procedure training, communication and forms, radios, sanitation)
- coordinate regular safety drills and training (e.g., fire, lockdown, earthquake)
- improve and streamline employee safety training documentation and alignment with policies

PROFESSIONAL DEVELOPMENT COMMITTEE WILL:
- incorporate leadership principles to drive continuous improvement and excellence
- utilize surveys/questionnaires (new or existing) to analyze future training needs
- implement training for faculty on student engagement, retention, and mentoring

CHANGING LIVES

ONE STUDENT
AT A TIME

OBJECTIVE #3

ACCESS, COMPLETION, & WORKFORCE ALIGNMENT
REDUCE OR ELIMINATE ENROLLMENT BARRIERS, IMPROVE STUDENT ACCESS, AND INCREASE STUDENT PROFICIENCY AND ACHIEVEMENT BY ENSURING STUDENTS ARE CAREER READY

STRATEGIES

INSTRUCTION WILL:

- evaluate program and department admission requirements
- increase scheduled instructor access for students
- provide program-specific tutoring and academic support by expanding student and teacher awareness of the Assessment and Learning Center resources, quiet testing environments, and study groups/labs as appropriate.
- utilizing the Wellness Committee, incorporate financial advising for student retention
- improve student orientation
- get students working in the lab within the first week of class
- be trained on available resources and successful communication strategies in working with sensitive issues
- in cooperation with the Data committee, develop learning analytics using data from internal databases (e.g., Canvas, Tableau, Jenzabar)
- expand offerings in the Continuing Education Foundation
- in collaboration with IS and Student Services, implement a process to convert high school coursework to certificate-seeking transcripts
- improve and monitor Estimated Graduation Progress (EGP)
  - increase communication and student/instructor interaction
  - coach students by identifying goals and providing resources, such as reports, for improvement
- improve timely completion by:
  - expanding remote program access and opportunities
  - teaching time management skills and communicating curriculum deadlines
  - creating Estimated Graduation Progress (EGP) reports
  - implementing a minimum enrollment threshold
  - working with USHE to explore a part-time completion metric or a mechanism for part-time students to be excluded from timely completion

STUDENT SERVICES WILL:

- update videos for students and employees on my.btech.edu enrollment and registration processes in the Help menu
- in cooperation with Marketing personnel, improve high school retention efforts and relationships

CHANGING LIVES

ONE STUDENT AT A TIME

ACCESS, COMPLETION, & WORKFORCE ALIGNMENT

REDUCE OR ELIMINATE ENROLLMENT BARRIERS, IMPROVE STUDENT ACCESS, AND INCREASE STUDENT PROFICIENCY AND ACHIEVEMENT BY ENSURING STUDENTS ARE CAREER READY

STRATEGIES

- use data analytics to monitor scholarships and identify strategies for improved student outcomes
- advocate for expanding community resources supporting student basic needs
- transition the JED Foundation Task Force to the Wellness Committee
- in coordination with Information Systems, evaluate my.btech.edu to streamline admissions and enrollment processes
- increase the use of institution tuition waivers to attract and recruit recent high school graduates to enroll, progress, complete, and go to work in an industry related to their chosen certificate program
- gather data utilizing SSIDs to increase the percentage of students accessing higher education

FINANCIAL AID WILL:
- improve processes to shorten the length of time from when a student applies for aid to when a student is awarded
- utilize the expertise of the Scholarship committee to identify the best applicants for scholarship awards
- analyze the awarding processes to maximize retention rates of scholarship recipients
- in coordination with the Data committee, implement a data dashboard to report on scholarship utilization and retention rates of scholarship recipients (e.g., donations, obligated scholarships, funds awarded and disbursed, awardees, unused/returned funds)

MARKETING WILL:
- identify bottlenecks or processes that can be improved to better help students navigate the enrollment process
- increase two-way communication between Marketing and instructional departments to bridge the gap of students waiting for their start date (e.g. inform students what to bring to class and where to go the first day)
- assist graduating high school seniors and new prospective certificate-seeking students in getting started on the Financial Aid processes (e.g., FAFSA, scholarships, and other aid)
- connect new students with community resources for basic student needs

CHANGING LIVES

ONE STUDENT
AT A TIME

OBJECTIVE #4

PARTNERSHIPS & PATHWAYS

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

STRATEGIES

ADMINISTRATION WILL:
- study program offerings across institutions to ensure fit within our mission and role to meet needs of business and industry
- analyze technical education offerings between BTECH and other USHE institutions to expand pathway options for students and identify overlap, if any
- BTECH will work with USHE pathway coordinators and other institutions to identify and expand options for student access to associate degrees, non-terminal AAS degrees, and meaningful bachelor's degrees

INSTRUCTION WILL:
- review advisory teams to expand representation of local businesses with expertise in the field
- strengthen relationships with stakeholders such as former students, current students, and high school teachers
- pursue more internship/externship opportunities for students
- increase effort in statewide articulation
- explore and promote support for program completion (e.g., higher wages for graduates, non-traditional delivery of remaining courses, internship/externship opportunities)
- reach out to local business leaders in their respective industries to increase outreach and communication efforts for the college
- participate in the technical education program/course alignment initiative
- improve functionality and student experiences with existing high school and post-secondary pathways
- ensure there is a signed articulation agreement between BTECH and the Utah State Board of Education on an annual basis

CURRICULUM DESIGN & DEVELOPMENT (IN COOPERATION WITH INSTRUCTION) WILL:
- identify programs having the best potential for stackable credential agreements and pursue grants

MARKETING AND STUDENT SERVICES WILL:
- communicate advantages of technical education through strengthened partnerships, broadened communication, and public engagement (e.g., high school presentations, parent participation, fairs, College and Career Readiness Plans

CHANGING LIVES

ONE STUDENT AT A TIME

OBJECTIVE #4

PARTNERSHIPS & PATHWAYS

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

STRATEGIES

(CCRPs), counselor luncheons, Boys and Girls Clubs, 4H, after school groups, youth organizations)
- explore best practices for communication and resources for students, parents, educators, and industry partners
- work closely with high school counselors and college access advisors to keep them current on BTECH offerings and pathways

CHIEF DEVELOPMENT OFFICER WILL:
- coordinate corporate and community relations
- engage and align more education partners with departments (at least one per department)
- coordinate with Administration between corporate/family foundation grant opportunities and state and federal funding applications as appropriate for internal review and submission to granting institutions
- explore an alumni campaign to strengthen a long-term commitment to and communication with the college

CHANGING LIVES

ONE STUDENT AT A TIME

OBJECTIVE #5

AWARENESS

IMPROVE PERCEPTION AND AWARENESS IN THE VALUE OF TECHNICAL EDUCATION

STRATEGIES

MARKETING WILL:
- improve access and awareness for underrepresented populations
- increase targeted marketing through the use of social media, text, and email
- promote the college by highlighting programs, student successes, industry tips, and other topics of interest on popular social media platforms
- lead efforts to recruit students uncertain of career direction
- prioritize college events being sensitive to fiscal responsibility and targeted outcomes

ASSOCIATE VICE PRESIDENT FOR STUDENT SERVICES WILL:
- expand promotion of CTE success with local school districts and counselors through annual counselor meetings; promotional topics may include educational pathways, student success stories, expanded meeting locations, and how CTE can benefit all students

CATHY NEELEY, DENTAL DEPT.
STEVE SWEETEN, DIESEL DEPT.
BTECH TEACHERS OF THE YEAR 2023-2024
The Teacher of the Year award recognizes a faculty member who students believe have effectively contributed the most to their success. This award acknowledges high achievement in upholding the vision and mission of the college.

STRATEGIES FOR EVALUATING PROGRESS

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

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

Collect Data • Evaluate • Improve
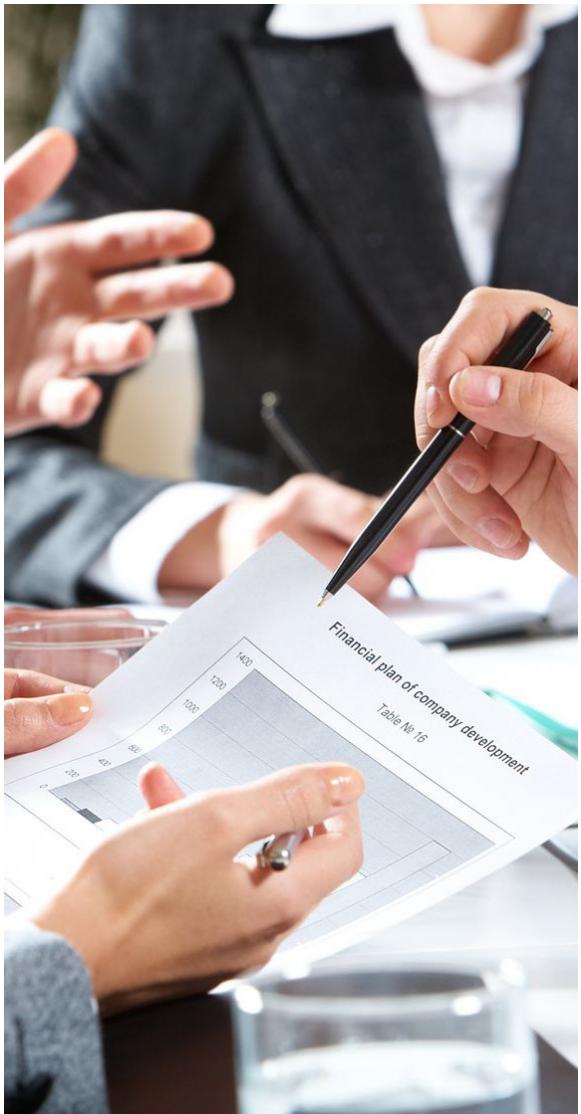
STRATEGIC PLANNING COMMITTEES

STRATEGIC PLANNING EXECUTIVE COMMITTEE
K. Chad Campbell, President
Lisa Moon, Vice President for Instruction
Emily Hobbs, Administrative Chief of Staff

BOARD OF TRUSTEES

Karina Brown	Paul Nelson
Matt Chowning	Neil Perkes
Lisa Clawson	Roger Pulsipher
Jack Draxler	Mark Smoot
John Ferry	Eric Wamsley
Monica Holdaway	Larry Williams
Nancy Kennedy	

LEADERSHIP COUNCIL

Mark Alexander	Tricia Johnson
Alex Baltodano	Mason Lefler
K. Chad Campbell	Renee Milne
Wendy Carter	Lisa Moon
Troy Christensen	Adrienne O'Brien
Scott Danielson	Sterling Petersen
Jean Dunn	Kelley Rhoe-Collins
Brandi Gittins	Frank Stewart
Emily Hobbs	Jennifer Tenhoeve
Paul James	Michelle Welker
Tiffiny Jensen	

Policies and Procedures Changes June 24, 2024		
Policy Number	**Name**	**Summary**
101	Authority and Brief History	Minor reorganization of information. Added the new Health Sciences building to history.
106	College Councils, Committees, & Boards	Added Student Organizations to the associations that the college does not recognize as a result of onerous requirements imposed by HB261. Simplified disbandment procedures for committees.
300a	~~Substitute Employees~~	Substitute employee is now defined in Policy 301 and hiring procedures are included in Policy 385. This policy is no longer needed.
303	~~Equal Opportunity~~	Applicable sections of this policy were added to Policy 535. This policy no longer needed.
305	~~Discrimination Complaints~~	Discrimination complaints are located in Policy 325. It is the desire to have a single grievance process.
311	~~Disciplinary Procedures~~	No longer applicable due to at-will employment practice change.
317	~~Employee Associations~~	Policy 317 was one sentence long and was a duplicate of a paragraph in Policy 105. This policy is no longer needed.
321	~~Employee Right - Free From Mistreatment - Abusive Conduct~~	Applicable sections of this policy were added to Policy 342. This policy is no longer needed.
329	Performance Appraisals	Added expectations for improvement to be included on a performance plan if warranted. Other minor clarifications.
339	Sexual Harassment	Updated reference to other policies due to at will change.
342	Employee Conduct	Added a procedures section with a new sexual harrassment paragraph to refer them to Policy 339. Simplified appearance procedures by taking out redundancy. Added items to Conduct: (1) adhere to time limits and correct recording of work hours, (2) insubordination. Removed disciplinary action due to at will changes. Added statement for employees to maintain institutional neutrality and not represent personal views as a collegiate position. Protected classes were removed, which are located in Policy 535. Removed redundancy.
344	Personal Use and Security of College Property	Removed disciplinary action due to at will change. Other minor changes, including removing responsibilities that were unnecessary.
345	Benefits-Benefits-Eligible Employees	Minor wording changes to the Life Insurance section in the policy for added clarity.
347	Continuation Insurance COBRA	Separated policy from procedures.
349	Early Retirement Incentive-Benefits-Eligible Employees	Minor wording changes to clearly delineate the procedures section of the policy and to clarify the defnition of compensation for purposes of this benefit.
389	~~Employee Reassignment~~	This policy is no longer needed due to the at will policy changes
395	~~Introductory Period of Employment~~	This policy is no longer needed due to the at will policy changes
398	~~Reduction in Force~~	This policy is no longer needed due to the at will policy changes
399	~~Termination of Benefits-Eligible Employees~~	This policy is no longer needed due to the at will policy changes
415	Distance Education and Innovation	Included consistency in standards and completion requirements. Clarified 'substantive' interaction to be consistent with COE standards. Added course approval requirement before students can participate.
526	Copyright	Removed disciplinary action due to at will change. Separated procedures from policy. Minor wording changes to clearly delineate the procedures section of the policy.
532	Minors ~~on Campus~~	The college conducts business on and off campus, so the words 'on campus' were removed to be more all encompassing.

540	Lockout/Tagout Energy Control	Clearly delineated the procedures section of the policy. Other minor edits.
543	Fall Protection	Clearly state that the college complies with fall protection.
545	Permit-Required Confined Spaces	Clearly state that the college complies with permit-required confined spaces. Other minor edits to comply with OSHA standards.
566	Hazard Communication	Improved policy statement to more properly address the issue of hazard communication. Improved organization of information in the policy.
570	Use of Email, Voice Mail, & Computer Network Systems	The new Policy 571 Information Security replaces this policy.
578	Vehicle Parking	The college now allows parking on the west side of the Main building.
605	Course and Program College Fees	Renamed and made minor edits to be consistent with USHE Policy R517. Removed General Fees since the college does not have these.
606	Withdrawals, Refunds, and Returns - Tuition, Fees, and Other Charges	The amount for students who withdraw and owe a final balance was increased from $15 to $50 for active billing. Students with a remaining unused credit will receive a refund check in six months instead of one year.
609	Student Conduct	Policy was strengthened by stating, "Students shall not engage in discrimination, harassment, or prejudicial treatment against any person in accordance with state and federal laws." Student Conduct sanctions now include harassment, discrimination, and access to sex-designated changing or restrooms by birth certificate.
616	Academic Progress	Minor grammatical changes. Added clarification that the Performance Improvement Plan is for certificate-seeking students. Added clarification of Estimated Graduation Progress (EGP) calculations for readmissions.
620	Leave of Absence	Remove redundancy and simplify for students to understand more clearly. LOA forms are no longer printed and housed in Student Services.
NEW! 704	Satisfactory Academic Progress - Credit Hours	Every school participating in the Federal Student Aid (FSA) Programs (i.e., Pell Grant) must monitor its FSA recipients to ensure that students are meeting satisfactory academic progress (SAP) standards. As defined by the Department of Education (ED) students must make SAP to be eligible for FSA. Although a school may establish its own SAP policy, the requirements must meet the minimum standards required by law and regulation. This policy outlines regulations for credit hours.
724	Institutional Eligibility - State Authorization	Added reference to Utah Code 53B-2-101 and removed references to other existing policies.
734	Consumer Information Disclosures	Added the word 'Disclosures' to the policy.
751	Student Eligibility - Academic Qualifications and Other Criteria	Added credits. Removed outdated selective service and drug conviction information.
NEW! 771	Calculating Federal Pell Grant Awards	Schools are required to calculate Pell Grant payments for students and to ensure Pell Grant funds are awarded properly according to the rules set forth by law and regulated by the Department of Education (ED). The procedures outlined in this policy are designed to establish accountability regarding fiscal control and fund accounting for the Federal Pell Grant Program. This policy outlines regulations for credit hours.

INSTITUTION: **Bridgerland Technical College**   DATE: **3/31/2024**

SUBMITTED BY: **Wendy Finley**

USHE - REPORT OF CASH, CASH EQUIVALENTS, AND INVESTMENTS
ALL FUNDS - AS OF March 31, 2024

CATEGORY OF ASSET	DESCRIPTION OF ASSET	NAME OF BANK OR ISSUER	ACQUISITION DATE	MATURITY DATE	TOTAL FAIR VALUE	ENDOWMENT FUNDS AMT	FOUNDATION FUNDS AMT	ALL OTHER FUNDS AMT
Cash Per Books	Cash Per Books	N/A	N/A	N/A	5,400	-	-	-
					5,400	-	-	-
Savings Accounts				`		-	-	-
	Checking	Wells Fargo	00/00/00	00/00/00	308,137	-	-	-
	Checking FA	Wells Fargo	00/00/00	00/00/00	20,242	-	-	-
					328,379	-	-	-
Utah PTIF Accounts	Savings	UPTIF	00/00/00	00/00/00	14,718,750		-	-
					14,718,750	-	-	-
TOTAL FAIR VALUE					15,052,529	-	-	-

To the best of my knowledge, Bridgerland Technical College investements are in
compliance with the State Money Management Act, the rules of the State Money Management Council,
and the Regents Policy R541 Management and Reporting of Institutions Investments

Wendy Finley   6/21/2024
Wendy Finley, Budget Director   Date

BRIDGERLAND
TECHNICAL COLLEGE

500A.1 – SCOPE & AVAILABILITY

The college provides learning resources for all departments to support campus locations and is available for all delivery methods (traditional, hybrid, and distance education). Media services (instructional supplies, equipment, physical resources, technology, and fiscal resources) are available to support the instructional programs offered by the college and ensure the achievement of desired student learning and program objectives. Regardless of location, the college's learning resources and instructional supplies are comprehensive, current, and selected with faculty and/or occupational advisory committee's input and are accessible to the faculty and students.

500A.2 – EDUCATIONAL MATERIALS

The college has a variety of current and relevant educational and reference materials appropriate to program offerings available to students. Each department at the college maintains current and relevant educational materials. Media resources are kept current by department heads or designee. The college provides online media resources available for all students to access when applicable to their coursework. Internet access to sites with educational and reference materials appropriate to program offerings and other materials are available to support the educational programs.

500A.3 – PERSONNEL

Each department is responsible for the implementation and coordination of its media resources. The department head or designee maintains and organizes departmental learning resources.

500A.3.1 – ROLES AND RESPONSIBILITIES

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

(a) Implements and coordinates media services in their respective program areas.
(b) Plans, equips, and maintains adequate and appropriate equipment, media resources, and supplies for the department.
(c) Keeps learning collections current within the annual departmental budget by purchasing quality print and non-print materials for the department.
(d) Provides an annual update of media resources and equipment to the Bookstore, Accounting, and Instruction.

500A.4 – ORIENTATION

Department heads or designees orient and train new faculty on the availability and usage of media services and learning resources in their respective program areas. The college provides training and information through various means (e.g., professional development, faculty and staff meetings, emails, webinars). Instructors provide an orientation to students on the availability and usage of media resources in their respective program areas and are available on an as-needed basis to assist students.

500A.5 – FACILITIES AND TECHNICAL INFRASTRUCTURE

Department heads are responsible for organizing and maintaining their respective areas or facilities required to support the storage and usage of the program's media materials and instructional supplies.

OPERATING POLICIES – SECTION 500

BRIDGERLAND
TECHNICAL COLLEGE

NUMBER: 500A
SUBJECT: MEDIA SERVICES AND MAINTAINING, REPLACING, & DISPOSING OF EQUIPMENT PLAN
APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; APRIL 21, 2008; JANUARY 24, 2011; NOVEMBER 23, 2015; MARCH 10, 2017; JUNE 19, 2017, JUNE 18, 2018; JUNE 17, 2019; JUNE 22, 2020; JUNE 21, 2021; NOVEMBER 12, 2021; JUNE 20, 2022; JUNE 26, 2023
SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARD 5
PAGE 2 OF 3

While on campus, the college provides access to online resources to students through laptops, student computer labs, and wireless Internet access. The college's Information Systems department ensures technology and instructional information management systems are integrated; provides ongoing analysis and planning of local network operations; and makes decisions for changes, upgrades, and new projects necessary to operate and maintain the internal technology infrastructure. Internet access and infrastructure backbone connectivity are provided and supported by the Utah Education and Telehealth Network (UETN). The majority of learning resources are located in the classrooms of the respective programs or through the learning management system. Computer labs are conveniently located in several program areas. These labs have Internet access, allowing students to use online resources, including a state online library, medical databases, newspapers, encyclopedias, periodical indexes, and other resources. The college, in cooperation with UETN, ensures students have access to resources that are current, safe, and adequate to meet their program needs.

500A.5.1 – INVENTORY OF MEDIA RESOURCES AND INSTRUCTIONAL EQUIPMENT

Departments will ensure that a current inventory of media resources and instructional equipment is maintained. A variety of current and relevant educational materials and equipment are available to help fulfill the college's purposes and support their department. In cooperation with the college Bookstore and Accounting personnel, inventories of department resources and equipment are maintained. Faculty and students can access the list of required books and supplies on the college website.

500A.5.2 – REPAIR AND MAINTENANCE

The college has an expense budget for the repair and/or replacement of equipment and supplies administered through each departmental budget. The college's Information Systems department and Maintenance staff will work closely with the departments providing installation and set-up of new technology equipment, performing maintenance and repair, and facilitating an annual evaluation of technology resources. Technical problems will be reported to the college's Information Systems department, and a specialist will assist with set up, repair, and upgrades as required within a reasonable period of time to support continuous instruction. Instructors are responsible for overseeing regular maintenance of the equipment in their classroom, and the department heads are responsible for their department resources. Equipment will be serviced regularly.

500A.5.3 – REPLACEMENT

Department heads monitor and determine the media resource requirements, equipment, and needs of their individual departments. In conjunction with the college's Information Systems department and respective associate vice president for instruction, department heads determine the best time frame for replacing computers and other media and equipment. Inventory maintained within individual departments will be monitored and updated annually by department heads.

500A.5.4 – ANNUAL BUDGET AND EMERGENCY PURCHASES

The annual budget for learning resources and instructional supplies is administered by individual departments. College resources and funds are distributed to each department to provide instructional supplies, media equipment, and learning resources that support quality occupational education. The purchasing committee oversees large purchases that are distributed as needed. Emergency and college-wide purchases outside of departmental budgets are made through the college president, Accounting, and the Purchasing committee within a reasonable period of time to support continuous instruction.

BRIDGERLAND
TECHNICAL COLLEGE

500A.6 – ANNUAL EVALUATION AND IMPROVEMENT

Students at all campus locations and through online/hybrid courses are provided a survey upon completion of graduation requirements to evaluate program instruction, media, and college services. Annually, the Media Services committee uses the information provided by students to evaluate the effectiveness of media services. The committee utilizes the results to suggest modifications or improvements to college media services. Summary results of student surveys are provided to the department heads in their annual performance appraisals to incorporate modifications and changes as necessary.

Faculty and staff have opportunities to provide feedback and input during meetings and training sessions and while collaborating on curriculum development, projects, tasks, and issues.

Occupational advisory committees evaluate current program resources, consider future needs, and give recommendations. This ensures the college instructional supplies are current and meet appropriate and required industry safety standards.

500A.6.1 – MEDIA SERVICES COMMITTEE RESPONSIBILITIES

The media services committee meets annually to evaluate the effectiveness of media services. They utilize faculty and staff input and student survey results to modify and improve media services. Faculty and staff provide formal and informal feedback during meetings and training sessions and while collaborating with the curriculum design and development department. Students provide feedback through the Instruction/Program Evaluation upon completion of their program. Results are discussed with the committee to identify suggestions, goals, and priorities for improvements.

500A.7 – MAINTAINING EQUIPMENT AND REPLACING OR DISPOSING OF OBSOLETE EQUIPMENT

The college is organized into relatively autonomous departments or cost centers for budgeting and managing budgets. Each department head or designee is responsible for maintaining the equipment in their respective department along with replacing and/or disposing of obsolete equipment. Instructional department heads work closely with advisory members to ensure the college is using relevant and up-to-date equipment and that the equipment meets appropriate and required safety standards. The college's Accounting department maintains a list of equipment by department, which is reviewed with each respective department head on an annual basis.

Maintenance and repair of existing equipment are completed by the respective department head or instructor, by the college's Maintenance department, or by an external vendor or contractor as needed. These repairs are determined by the respective department head, ensuring this is done within a reasonable period of time to support continuous instruction.

Requests for new equipment, replacements, or upgrades are submitted to the associate vice presidents and/or the Accounting department. Resources will then be pursued or budget allocations made in a prioritized manner.

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

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537.1 – PURPOSE

The college takes reasonable precautions to ensure the health and safety of its employees, students, and guests; maintain readiness in cases of sickness, accidents, and emergency health care needs; and ensure the safety of facilities, equipment, and other property. The college accepts the responsibility for leadership in health and safety issues, effectiveness and improvement, and providing the necessary safeguards to ensure a safe and healthy environment.

The college shall maintain the right to require, by a health care/mental health professional, physical examinations and testing of employees when questions of health and safety arise, which are directly job-related. Examinations and diagnostic tests required by the college will be at no expense to the employee.

537.2 – PLAN EVALUATION AND DISTRIBUTION

The college subscribes to recognized standards for health, safety, fire protection, and other incidents. It is the responsibility of employees, supervisors, administrators, and all other persons in authority to provide for safety in the environment and operations under their control.

This plan is evaluated/revised with input from employees on an annual basis. The college's administrative staff review the strategic planning survey results at least annually and make improvements to health and safety concerns as necessary. This plan is distributed to employees and is available to Administration, faculty, staff, and students on the college website.

537.2.1 – COLLEGE PROGRAMS

The college develops and implements safe programs consistent with best practices for education with the advice and recommendations of the Utah Division of Risk Management. All programs strive to reduce risks to employees, students, and guests continuously and improve the prevention of illnesses and injuries. To accomplish these tasks, the college shall require the full cooperation of all employees, students, and guests.

537.2.2 – SICKNESS, ACCIDENTS, AND EMERGENCY HEALTH CARE NEEDS

Employees, students, and guests have primary responsibility for their own personal health and safety in regards to sickness, accidents, and emergency health care needs. In addition, employees are required to participate in all safety, health, and accident prevention programs directly related to their job responsibilities and work environment.

Employees, students, and guests who develop a fever or symptoms of an illness should stay home to prohibit the spread of disease. In the event of a widespread outbreak, the college will follow the guidance provided by the Centers for Disease Control and Prevention (CDC), the State of Utah, and the Bear River Health Department. Common precautions include:
- Stay home if ill
- Wash hands often with soap and water for at least 20 seconds
- Use an alcohol-based hand sanitizer
- Cover mouth with tissue or sleeve (not hands) when coughing or sneezing
- Avoid touching nose, eyes, and mouth
- Clean and disinfect frequently

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537.2.3 – FOOD SERVICES

Employees within food services-related departments are required to obtain a food handler's permit from their local health department within 14 days of entering or engaging in the manufacturing, preparation, or handling of food or drink. As per the requirements of the program, employees may obtain a Food Safety Manager Certificate. The college follows guidelines of the State of Utah by renewing permits/certificates.

Certificate-seeking students enrolled in the Meat Services program will obtain a Utah Food Handlers Permit before graduation from the program in preparation for employment. Certificate-seeking Culinary Arts students are required to obtain the Food Safety Manager Certificate.

537.2.4 – PLANT OPERATIONS

Applicants, who have received offers of employment for positions entailing potential exposure to hazardous chemicals or materials, or requiring heavy physical exertion, may be required to obtain a physical examination prior to beginning employment. Employees may be required to obtain and keep a current Commercial Driver's License (CDL), if necessary, as a condition of employment.

537.2.5 – HAZARDOUS AREAS

The Occupational Safety and Health Administration (OSHA) was established in 1972 to protect people's health and safety while at work. Standards are split into various categories of work, including construction and general industry. Since a state-run OSHA program covers the college, there are additional regulations above and beyond the federal OSHA rules. These regulations may be found on the Utah Labor Commission website. The purpose of all these standards is to provide the minimum requirements for the workplace that will provide a reasonably safe and healthy work environment. The college's goal is to work with employees and students to ensure they have a healthy and safe work environment that allows them to perform their work and comply with the applicable safety and health regulations.

537.2.6 – THREATS OR ACTS OF VIOLENCE

Instructors may recommend probation, suspension, or dismissal and may physically remove any student who is a clear and present danger to themselves or others. Behaviors warranting probation, suspension, dismissal, or physical removal could be any behavior that unreasonably disrupts or otherwise interferes with the rights of other students to pursue an education or interferes with an instructor's ability to teach. This includes disrespectful, abusive, or threatening behavior by a reasonable person toward other students, faculty, staff, or other college representatives.

537.3 – PROCEDURE FOR REPORTING AND INVESTIGATING ACCIDENTS AND INCIDENTS AFFECTING HEALTH AND SAFETY

Employees are required to immediately report any college-related sickness, accidents, or emergency health care needs to their supervisors and Human Resources. Employees, or their department head or immediate supervisor, are required to complete forms for all work-related accidents or injuries within a reasonable time (generally within 24 hours) after the accident.

The college uses the following communication forms: Incident Report, Critical Incident Student Letter, and a Blood and Other Potentially Infectious Materials (OPIM) Exposure Report Form.

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An Incident Report should be completed for any accident, injury, or illness.

If the incident involves a student, a Critical Incident Student Letter is given to the student detailing instructions, should the student need financial assistance. The School Time Accident Medical Policy Claim Form is provided upon a student's request for financial assistance.

For an incident involving bodily fluids or dirty needle sticks, a Blood and Other Potentially Infectious Materials (OPIM) Exposure Form is completed.

Any potentially dangerous situations must be reported immediately to the college president, any vice president (VP), associate VP (AVP), department head, or Human Resources. All reported incidents are recorded and investigated with mitigation strategies identified to prevent reoccurrence. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. Parties involved in a situation will be counseled and the results of investigations will be discussed with them. College personnel will actively intervene at any indication of a possibly hostile or violent situation.

537.4 – CAMPUS HEALTH AND SAFETY RESOURCES

537.4.1 – EMERGENCY RESPONSE BOOKLETS

Emergency response booklets are available in offices, classrooms, and labs throughout the building, with steps for sickness, accidents, emergencies, and/or other campus safety concerns.

537.4.2 – FACULTY, STAFF, AND STUDENT HEALTH CLINIC

Because of the short-term nature of training at the college, student health insurance, and clinics are not available. Students are referred to local hospitals, WorkMed, clinics, and health care providers. Note: Intermountain WorkMed is the preferred healthcare provider for work incidents. Please see Human Resources for more information.

537.4.3 – INSURANCE

It is the intent of the college to see that students attending classes have medical coverage in case of school-related accidents. Coverage provides a limited accident insurance benefit for school-related accidents that supplements the student's own medical insurance coverage. In cases where the student or student's family does not have coverage, this plan will cover reasonable medical expenses up to $1,000 per incident. If another plan already covers the student, the plan will cover the number of disallowed charges and/or the deductible from the student's other coverage up to $1,000 per incident. Students must have completed the registration procedures with Student Services and be actively enrolled in courses to qualify for the limited accident insurance benefit.

Employee insurance coverage assistance is available in Human Resources; for more information see Policy 345 *Benefits-Benefits-Eligible Employees* and Policy 364 *Workers' Compensation.*

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537.5 – RESPONSIBILITY OF COLLEGE PERSONNEL

537.5.1 – SUPERVISORS AND DEPARTMENT HEADS

Supervisors and department heads are responsible for being continuously cognizant of the health and safety needs of their employees and for initiating necessary prevention measures to control health and safety hazards associated with activities under their direction.

537.5.2 – RISK MANAGEMENT COMMITTEE

The Risk Management Committee is responsible for monitoring working conditions, evaluating potential health and safety hazards, and assisting with investigating accidents and injuries in conjunction with the Utah Division of Risk Management.

537.5.3 – HUMAN RESOURCES

It is the responsibility of Human Resources to regularly review critical incidents and to investigate and suggest actions to prevent reoccurrence.

537.6 – CAMPUS SAFETY AMENDMENTS

Under the direction of the Utah System of Higher Education (USHE) by authority of the State of Utah, the college develops campus safety plans and training that comply with all federal and state laws and all applicable accreditation standards. Specifically, it addresses covered offenses, which include sexual assault, domestic violence, dating violence, and stalking.

537.6.1 – PLAN REQUIREMENTS

1. The college is committed to providing an environment free from acts of sexual misconduct that fosters the respect and dignity of all members of the community. All forms of sexual assault and misconduct interfere with this mission. Policies and procedures related to covered offenses can be found on the college website. Additional information may be found on the Consumer Information web page in the Annual Security Report and Campus Crime Statistics or from Student Services.

2. College and community resources for a victim of a covered offense may be found on the *Community Resources* web page (e.g., crisis hotline, community counseling, family services, and victim/survivor services).

3. Confidentiality rights of a victim shall be protected throughout all steps of the reporting process by college personnel who may have an incident reported to them, except where otherwise provided by law. The measures the college takes to ensure victim confidentiality include having confidential secure files and trained investigators.

4. The college informs the campus community of a crime that presents a threat by using a campus alert system that sends voice, text, and email messages to students, faculty, and staff.

5. Availability, locations, and methods for requesting the assistance of security personnel on the college's campuses may be found in the emergency response booklet posted in offices, classrooms, and labs throughout the college.

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6. For incidents that occur off-campus, 24-hour support is available through local law enforcement agencies or statewide through the SafeUT app, website, or direct line.

7. The college's efforts related to increasing campus safety, including ~~the institution's~~ increased response in providing services to victims of a covered offense are included below. These efforts are for the preceding 18 months and the upcoming 24 months:

Accomplishments
- ~~Vector contracts secured which provide educational resources~~
- ~~Mental health training provided by Bear River Mental Health~~
- Attended investigator training to better respond to covered offenses
- Conducted employee emergency notification and response training
- ~~Regular testing of the lockdown and fire alarm systems~~
- ~~Diversity, equity, and inclusion training for faculty and staff~~ Train faculty and staff on equal opportunity
- Held a JED Foundation site visit
- Reviewed and incorporated JED suggestions into the BTECH Strategic Plan
- ~~Title IX training held for key personnel~~
- Updated student orientation safety instruction and the Health & Safety Emergency Response booklet to include new buildings
- Provided Mental Health First Aid training
- Administration attended school safety and Standard Response Protocol training
- Implemented Trula, a peer coaching resource for students
- Implemented lock down system for Health Sciences building
- Performed departmental safety assessment

Goals
- Continue review of campus safety in conjunction with the college's resource officer
- ~~Continue training for better awareness and response~~
- Continue awareness of student basic needs and advocate for expansion of community resources
- Continue to provide sexual harassment training to employees
- Provide Title IX training for key personnel
- Participate in shared services for Title IX
- Analyze departmental safety for improvements
- Improve safety of south parking lot connection to 1200 North
- Implement lock down system for Business & Innovation building
- ~~Provide Mental Health First Aid training~~

8. The college coordinates and communicates with local resources and organizations, including community law enforcement. The college utilizes communication capabilities through SafeUT, the statewide school safety and crisis line.

9. The college coordinates with local law enforcement or community resources, including coordination related to student safety at off-campus locations. Campus security is available through community law enforcement.

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10. The college does not currently have student organizations as defined by the USHE, so no campus safety training for student organizations is required.

537.6.2 – *POSTING AND UPDATING*

Policy 537 *Health and Safety Plan* is posted on the college website, and hard copies may be obtained at each campus. The plan is annually reviewed with input provided by employees and other stakeholders and is updated as necessary. See section 537.2.

537.6.3 – *SAFETY TRAINING CURRICULUM*

The college has developed a campus safety training curriculum that addresses awareness and prevention of covered offenses, including information on college and community resources for a victim of a covered offense, bystander intervention, and sexual consent. The college contracts with a third-party higher education provider that delivers training to prevent covered offenses, encourage bystander intervention, and obtain sexual consent. This training is provided to students, faculty, and staff yearly.

537.6.4 – *STUDENT ORGANIZATIONS*

The college does not currently have student organizations; therefore, no campus safety training for student organizations is required.

537.6.5 – *RESOURCE IDENTIFICATION*

The Utah Board of Higher Education shall identify resources the college may use to develop a campus safety training curricula.

537.6.6 – *ANNUAL REPORTING*

The college shall report to the Office of the Commissioner on the implementation of this policy, upon request.

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575.1 – *PURPOSE*

Operating, maintaining, evaluating, and securing technical infrastructure are critical responsibilities for Bridgerland Technical College. Resources such as workstations, servers, and networking equipment represent a large financial investment and require safeguards to ensure functionality. In addition, data gathered, transmitted, or stored within the college's technical infrastructure must be protected from security breaches, vulnerabilities, and loss.

The purpose of this plan is to:

- address the adequacy, improvements, and protection of the technical infrastructure, including distance education infrastructure, if applicable
- address the ongoing operation and maintenance of technical infrastructure, including distance education infrastructure, if applicable
- ensure the privacy, safety, and security of data contained within institutional networks and prevent the loss of information that is critical to the operation of the college
- ensure computer system and network reliability, whether provided directly by the institution or through contractual arrangements
- ensure basic information about the plan is available to the administration, faculty, and staff
- ensure technology used by the college delivers services and program content to students, meets the needs of students, and does so without creating barriers to student support or learning
- preserve and protect student coursework, testing, and records by the use of storage devices, duplicate physical or digital records, security files, or other measures that ensure both the preservation and security of the records from fire, theft, vandalism, and other adverse actions

575.2 – *PLAN EVALUATION AND AVAILABILITY*

This plan is evaluated/revised on an annual basis. In coordination with the Information Systems department, the college's administrative staff make improvements to technical infrastructure and data security concerns as necessary. This plan is available to administration, faculty, staff, and students on the college website.

575.3 – *DEFINITIONS*

Big Buy: Computer and audio-visual equipment purchases are coordinated with the Information Systems staff, and a "Big Buy" framework is utilized to facilitate large-scale purchases of new computers. A rotation system provides equipment to departments with prioritization of higher hardware/software needs to departments with lower needs.

~~**Compromise**: A vulnerability that has been found and exploited by an unauthorized user.~~

Critical Institutional Data (CID): Any information that is generated or acquired, stored, and required for the continued function of the college, including, but not limited to: academic records, employment records, financial records, schedules, etc. CID is owned by the college (except for information that is PII, see below).

Information Systems Resource: A resource used for electronic storage, processing, or transmitting of any data or information, as well as the data or information itself. This includes, but is not limited to, email, local databases, externally accessed databases, CD-ROM, recorded magnetic media, photographs, or digitized information. This also includes any wire, radio,

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electromagnetic, photo optical, photo electronic, or other facility used in transmitting electronic communications, and any computer facilities or related electronic equipment that electronically stores such communications.

Interactive Video Conferencing (IVC): The UETN provides high quality, high definition, interactive video conferencing for public education, higher education, and many state government offices. Through legislation, the UETN continually monitors the technical infrastructure and makes updates, changes, or repairs required without requests from the college.

In addition, the college utilizes other commercially available interactive video conferencing platforms. ~~software~~.

LAN: Local Area Network is a computer network that connects computers and devices in a limited geographic area, such as a school.

Learning Management System (LMS): A learning management system is a software application designed to help manage and deliver educational content, training programs, and other learning materials to learners. This system allows educators to create, manage, and deliver courses and training programs, including multimedia content such as videos, audio, quizzes, and assignments. In addition to content delivery, an LMS provides a range of features to manage the learning process, including tracking progress, managing assessments, grading, and reporting.

Personally Identifiable Information (PII): Any information that might result in a loss to its owner if the information was obtained by someone with unknown trustability or malicious intent. PII includes, but is not limited to, the owner's name combined with a social security number, birth date, access passcodes, academic record, medical history, and/or financial matters. PII is owned by the named individual, not the college.

Server: A computer used to provide information and/or services to multiple users.

Utah Education and Telehealth Network (UETN): The college uses the UETN data infrastructure, which connects people and technologies with a secure, advanced, and stable network and provides the service environment (backbone) for members of the statewide research and education consortium. The college's data center is located in a secure environment with temperature control, fire protection, and backup power.

Vulnerability: Lack of a security barrier to unauthorized access or use.

WAN: Wide Area Network is a computer network that covers a broad area.

575.4 – PRIVACY STATEMENT

The college takes measures to protect PII and CID that are housed, processed, or transmitted using college resources. Computers and other Information Systems (IS) resources utilized to display, process, store, or transmit PII or CID are maintained by the college and through contractual arrangements.

575.5 – OPERATION AND MAINTENANCE OF TECHNICAL & DISTANCE EDUCATION INFRASTRUCTURE

The IS department oversees the college's information technology and computer systems and provides leadership in the management and application of educational information and CID. The IS department ensures the integration of instructional information management and technology systems. The IS department provides direction and ongoing analysis of these systems.

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Further, the department plans LAN/WAN operations, makes upgrades, and implements new projects to facilitate the changing needs of the college.

The college's IS personnel ensures the availability and reliability of day-to-day network operations. This includes the installation and management of computers, servers, network equipment, and network connectivity. The IS department provides security monitoring and Internet filtering for network devices.

575.6 – ADEQUACY, IMPROVEMENT, AND PROTECTION OF TECHNICAL & DISTANCE EDUCATION INFRASTRUCTURE

The technical infrastructure for the college is regularly reviewed to ensure the needs of students, faculty, guests, and staff are being met. These reviews come from a variety of sources that include the annual strategic planning questionnaire and the Big Buy. These approaches include an annual review of the adequacy of current technical infrastructure by students and staff at the college. These reviews guide the improvements made to technical infrastructure at the college.

The technical infrastructure for the college is protected in various ways:

1. The technical infrastructure is equipped with multiple layers of protection to ensure uninterrupted operation. In the event of a power outage, a generator system is in place to provide backup power. Additionally, uninterruptible power supply (UPS) units are used to safeguard against power fluctuations and surges. Surge protectors further guard the equipment from electrical disturbances.
2. All critical server and network hardware is protected by 24-hour part replacement contracts. These contracts cover device replacement and next day shipping.
3. All essential data on college servers is protected regularly by an on-premises backup appliance. These data backups are further protected by a redundant offsite backup appliance. Both full and incremental backups are maintained.
4. The LMS provider maintains a disaster recovery plan and procedures to recover from disasters affecting its production operations. Information is stored redundantly between data centers, which are located globally. These centers utilize load balancing servers to ensure uninterrupted access whenever and wherever the student might be.

575.7 – PRIVACY, SAFETY, & SECURITY

The college has adopted the Center for Internet Security (CIS) Critical Security Controls as the framework for cybersecurity best practices to prevent attacks and support compliance with state and federal cybersecurity rules and regulations. College policies are outlined in Policy 571 *Information Systems Security Program/Policy.*

- ~~Servers housed at the college are located behind secure doors, with limited access.~~
- ~~Hardware and software firewalls are configured to block access to the Intranet from the outside.~~
- ~~Antivirus software is used on servers and all workstations.~~
- ~~The college follows the principle of least privilege, meaning access to data through files and software is only given to those who need it as a requirement to perform their work.~~
- ~~Password settings for the college network follow industry best practices. The password settings include a minimum length, password history (to eliminate reuse on recent passwords), and lockout after multiple invalid login attempts.~~

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- ~~The college monitors network traffic to identify vulnerable and compromised computers on the network. All computers and communication devices connected to the network are subject to monitoring. Compromises and other security breaches are resolved immediately to protect the network resources.~~
- ~~Internally, the segregation of networks is implemented to ensure that access to information systems is only allowed to users and devices approved by the institution.~~

575.8 – COMPUTER SYSTEMS AND NETWORK RELIABILITY

The college's computer systems and network equipment utilize battery backups and are connected to the building's emergency generator, ensuring ongoing availability in case of power failure.

In the event of a disaster, the college has methods to protect itself against a potential loss of data processing equipment or loss of data.

In the event of a loss of data processing equipment, the college has contractual agreements with networking equipment suppliers for urgent replacement. The networking equipment is covered by the original equipment manufacturer and includes next-day replacement. ~~Bridgerland's~~ The college's server equipment is covered by next-day replacement by the original manufacturer if devices are still under warranty. For devices that are no longer under the original manufacturer warranty, device warranties are purchased through third parties. These third-party warranties also include next-day device replacement as part of the contract.

The procedure for replacing the loss of data processing equipment and/or data loss is as follows:

1. Obtain and replace any defective equipment
2. Connect/configure network hardware as required
3. Load operating system/software as required
4. Restore data from the backup appliance
5. Contact technical support as required

575.9 – RISK MITIGATION

The college stores a large amount of data (both digital and hard copy), which includes personal, non-personal, sensitive, and confidential information. Care is taken to protect this data to ensure that it is not changed (either accidentally or deliberately), lost, or stolen. The college has data breach insurance for protection in the event of a data breach.

575.10 – INTERNET SAFETY

All persons (students, staff, and faculty) are expected to review the college's acceptable computer use agreement and agree to its terms prior to engaging in computer activity at the college.

The college does not allow minors access to inappropriate and objectionable Internet materials and prohibits access to unlawful and harmful online activities. Access to personal information of minors is restricted. An Internet filtering device is in place and functioning at all times that blocks or filters internet access by all users to obscene and/or pornographic materials. This device also monitors the Internet activity of users.

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SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARD 6; FEDERAL TRADE COMMISSION

The college hosts minor age students from local area high schools for a portion of the school day. It assumes that proper education about appropriate online behavior, including cyberbullying awareness and interacting on social networking sites and chatrooms, is being conducted at those high schools, as required by law.

575.11 – DELIVERING SERVICES AND PROGRAM CONTENT

The college's LMS is intended to meet the needs of different types of learners, including those with disabilities, from diverse backgrounds, and with varying levels of proficiency. It is designed to be accessible and easy to use.

The LMS provides a learning environment for all students through clear navigation and organization of course materials, multimedia elements to engage students, and multiple formats for content delivery (e.g., text, audio, video). The LMS also offers a range of customizable features and tools to suit the unique needs of individual learners.

To avoid creating barriers to student support and learning, the LMS provides opportunities for collaboration and interaction between students and instructors. This is achieved through discussion forums, virtual office hours, and other interactive features that allow students to connect with their peers and instructors. In addition, the LMS meets or exceeds the Web Content Accessibility Guidelines (WCAG2.1 Level A/AA for user access).

575.12 – COURSEWORK ACCESS, PRESERVATION, AND PROTECTION

The college has implemented a robust backup system to ensure that our student course work, testing data, and records are stored securely. This includes utilizing multiple backup methods to provide redundancy and mitigate the risk of data loss. In addition, the college's LMS contractually protects coursework and records that are warehoused within its network.

OPERATING POLICIES – SECTION 500

BRIDGERLAND
TECHNICAL COLLEGE

NUMBER: 590
SUBJECT: OPERATION AND MAINTENANCE PLAN FOR PHYSICAL RESOURCES
APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017; JUNE 22, 2020; JUNE 21, 2021; JUNE 20, 2022; JUNE 26, 2023
SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION (COE) STANDARD 6
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590.1 – PURPOSE

Bridgerland Technical College Administration, Maintenance, Custodial, and the Risk Management committee are responsible for establishing procedures for the ongoing operation, and maintenance, and safety of physical facilities.

The Operation and Maintenance Plan for Physical Facilities addresses the following elements:
- physical facilities at all locations provide adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, laboratories/shops, offices, restrooms, lounges, meeting rooms, parking, etc.
- personnel
- adequacy of and improvements to physical facilities
- availability of budget for facility maintenance and improvement
- non-instructional equipment and supplies
- compliance with relevant state law, and applicable federal codes and procedures
- annual evaluation of the plan (and revisions as necessary)

590.2 – DEFINITIONS

DIVISION OF FACILITIES CONSTRUCTION & MANAGEMENT (DFCM) – provide professional services to assist State of Utah entities in meeting their facility (construction and maintenance) needs.

INSTITUTIONAL OPERATING BUDGET – The financial plan for the college that quantifies the outgoing expenses and incoming revenues for a specific time period.

STATE OF UTAH, CAPITAL DEVELOPMENT PROJECTS – A category of capital projects eligible for funding from appropriations for capital improvements made annually to DFCM for:
- remodeling site or utility project with a total cost of $3,500,000 or more;
- new facility with a construction cost of $500,000 or more; or
- purchase of real property where an appropriation is requested to fund the purchase.

STATE OF UTAH, CAPITAL IMPROVEMENT PROJECTS – A category of capital projects eligible for funding from appropriations for capital improvements made annually to DFCM for:
- remodeling, alteration, replacement, or repair project with a total cost of less than $3,500,000;
- site and utility improvement with a total cost of less than $3,500,000; or
- new facility with a total construction cost of less than $500,000.

590.3 – ELEMENTS OF THE PLAN

590.3.1 – PERSONNEL

ADMINISTRATION
The college president is responsible for assembling a well-trained administrative staff and faculty. The president is also responsible for organizing the college so it will receive maximum service from each in achieving the objectives while operating within the college's policies.

MAINTENANCE AND CUSTODIAL SERVICES
The maintenance and custodial services personnel are responsible for the ongoing operation and maintenance of the college's physical facilities. Custodial services, including contracted third-party services, maintain the cleanliness and

OPERATING POLICIES – SECTION 500

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SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION (COE) STANDARD 6
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safety of physical facilities. The maintenance department is responsible for the operation of, alterations, repairs, and improvement to the college's physical facilities.

Custodial services have been contracted to ensure the cleanliness of the college. Facilities personnel oversee the upkeep and repair of the Logan Campus facilities and comply with all DFCM policies and procedures for state-owned institutions. Each department is responsible for helping maintain cleanliness and maintaining its non-instructional equipment and supplies.

The Brigham City Campus is not owned by the college but rather by DFCM. The college is a tenant in the facility on a rent-free basis, but the college pays an operation and maintenance fee to DFCM. Accordingly, all maintenance, upkeep, and repair issues for that facility are the responsibility of DFCM. However, each department remains responsible for maintaining its own specialized equipment, laboratories, and supplies.

RISK MANAGEMENT

The Risk Management committee is a group of administrators, faculty, and/or other staff, equal in authority, appointed to provide consultation, discussion, and recommendations/solutions relating to the ongoing operation, maintenance, and safely of the college's physical facilities.

590.3.2 – ONGOING OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES

The Administration, Maintenance, and Custodial departments are responsible for ensuring that college physical facilities (at all locations) provide adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, laboratories/shops, offices, restrooms, lounges, meeting rooms, parking, etc.

Ongoing, day-to-day, administrative, maintenance, and custodial services operations are included in the strategic planning process to identify alterations, repairs, and improvements for the physical facility.

590.3.3 – ADEQUACY OF AND IMPROVEMENTS TO PHYSICAL FACILITIES

The Maintenance department ensures the adequacy of and improvements to physical facilities. Adequacy, maintenance, and improvements to facilities are managed through three main channels of communication and review: the work order system, the Risk Management Self-Inspection Survey Report, and the strategic planning process.

WORK ORDER SYSTEM

Employees of the college may submit a work order to the Maintenance and Custodial department when needs/problems arise for emergency alterations, repairs, or improvements for the physical facility. Issues from the work order system are then prioritized and resolved using the budgeted funds of the affected department, budgeted "operation and maintenance" collegiate funds, a capital improvement request, or an emergency maintenance fund request through DFCM.

RISK MANAGEMENT SELF-INSPECTION SURVEY REPORT

To keep abreast of facility needs, a Risk Management Self-Inspection Survey Report Form is completed yearly. The self-inspection survey process begins in the fall and is completed in the spring of the following year. Administration and Maintenance personnel prioritize needs/problems presented as a result of this report. Operation and maintenance funds may be used, or capital improvement requests may be submitted to DFCM.

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BRIDGERLAND
TECHNICAL COLLEGE

NUMBER: 590
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STRATEGIC PLANNING FOR CAPITAL IMPROVEMENTS/CAPITAL DEVELOPMENT PROJECTS

The college participates in a strategic planning process driven by the vision and commitment of stakeholders of the region served. As part of this strategic planning process, capital improvement and capital development projects are included to identify major alterations, repairs, or improvements to buildings and any major land, building, or facility acquisitions or construction needs. Data collected during the strategic planning process is reviewed and evaluated for planning capital improvement and development projects.

590.3.4 – BUDGET AVAILABILITY FOR FACILITY MAINTENANCE AND IMPROVEMENT

The college has dedicated funds in the institutional operating budget for facility maintenance and minor improvements. Budget for major improvements of physical facilities are available through capital development requests, capital improvement requests, and DFCM emergency funds.

CAPITAL DEVELOPMENT REQUEST

The college submits a capital development request for new building construction or acquisition projects to DFCM each year. Needs are identified and prioritized by Administration through strategic planning and then approved by the college governing board. These requests go through a process outlined by the State of Utah.

CAPITAL IMPROVEMENT REQUEST

The college has developed a capital improvement request list that summarizes improvements and repair recommendations to prioritize new funding requests for the yearly DFCM capital improvement request process. Capital improvement funds are intended to take care of existing building and existing infrastructure. Needs are identified and prioritized by Administration through strategic planning, the annual building Risk Management Self-Inspection Audits, and the work order system processes. These requests are approved by the college governing board and go through a process outlined by the State of Utah.

EMERGENCY FUND

DFCM maintains a small emergency fund for the unexpected failure of key components and systems at state-owned buildings. The State Emergency Fund Policy outlines the guidelines for eligibility requirements for the DFCM Emergency Fund. Requests for emergency funds must be submitted in writing to DFCM.

590.3.5 – NON-INSTRUCTIONAL EQUIPMENT AND SUPPLIES

The Accounting department keeps a list of non-instructional and instructional equipment with an initial, individual cost of $5,000 (i.e., capitalized equipment) or more and an estimated useful life in excess of one year. Additionally, each department is responsible for maintaining and purchasing any non-instructional equipment (under $5,000) , resources, including equipment and supplies. purchasing non-instructional supplies. The college maintains a list of equipment needs, including non-instructional equipment that are beyond department budget allowances. This list is prioritized annually both by the requesting department as well as Administration.

Requests for new equipment, replacements, or upgrades are submitted to the associate vice presidents and/or the Accounting department. Resources will then be pursued or budget allocations made in a prioritized manner.

590.3.6 – COMPLIANCE WITH RELEVANT STATE LAW, AND APPLICABLE FEDERAL CODES AND PROCEDURES

As a state agency, the college is required to comply with all federal codes and procedures, unless state law is more restrictive, then state code/procedure will apply.

OPERATING POLICIES – SECTION 500

BRIDGERLAND
TECHNICAL COLLEGE

NUMBER: 590
SUBJECT: OPERATION AND MAINTENANCE PLAN FOR PHYSICAL RESOURCES
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SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION (COE) STANDARD 6
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590.3.7 – PLAN AVAILABILITY & EVALUATION

The plan is made available to students, instructional faculty, staff, and Administration on the college website. This plan is evaluated on an annual basis and revised as needed.

BRIDGERLAND
TECHNICAL COLLEGE

NUMBER: 625
SUBJECT: STUDENT RETENTION PLAN
APPROVAL DATE OF LAST REVISION: APRIL 23, 2018; JUNE 17, 2019; JUNE 22, 2020; JUNE 21, 2021; JUNE 20, 2022

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARD 10; SECTION 504 OF THE REHABILITATION ACT OF 1973
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625.1 – PLAN

This plan has been established to address the retention of students, giving them the resources they need to enroll, progress through, and complete a program successfully. Bridgerland Technical College prepares individuals for employment and considers them better served when they complete the full credential. The college understands students may encounter various barriers that may limit their success and contribute to their decision to withdraw. The following retention services are in place to assist students:

625.2 – RETENTION RESOURCES

625.2.1 – ACADEMIC

- Instructional faculty are dedicated to student success and are expected to meet regularly with students regarding academic performance. Faculty are available to assist students with program questions, converse with them on ~~attendance and satisfactory academic progress~~ estimated graduation progress, attendance (if required), and identify risk factors for potential withdrawal with associated solutions.

- Students who identify as needing additional academic support may be referred to the Assessment & Learning Center where remediation is available in basic skills such as math, reading, study habits, test-taking, etc.

- Student success advisors are available to assist students who wish to explore transferring into a different career training program.

625.2.2 – FINANCIAL

- Various financial aid options are available for existing and potential students, which are kept current on the college website.

- Students are referred to supporting agencies in instances where additional resources beyond educational and financial assistance are needed (e.g., food, childcare, heating assistance, transportation).

625.2.3 – INDIVIDUAL

- At the beginning of the program, students are assigned a faculty member dedicated to their success. Students are referred to appropriate resources as needed.

- The following community resources for student basic needs are listed on the college's website:

  a. Healthcare, mental health, and crisis resources

  b. Professional resources such as business, employment, and educational support

  c. Childcare, food, housing, and transportation

  d. Financial, legal, and victim/survivor services

  e. Religion

- For students with disabilities, an Americans with Disabilities Act (ADA) coordinator is available at the college.

STUDENT SUPPORT – SECTION 600

BRIDGERLAND
TECHNICAL COLLEGE

NUMBER: 625
SUBJECT: STUDENT RETENTION PLAN
APPROVAL DATE OF LAST REVISION: APRIL 23, 2018; JUNE 17, 2019; JUNE 22, 2020; JUNE 21, 2021; JUNE 20, 2022

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARD 10; SECTION 504 OF THE REHABILITATION ACT OF 1973
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625.3 – EVALUATING EFFECTIVENESS AND SHARING RESULTS

- Student, faculty, advisory members, and board members provide input on student retention through the college strategic planning process, which includes topics such as faculty/staff professionalism, barriers to student success, withdrawal reduction strategies, and others. Completed survey results are evaluated annually by the administrative staff and results are available on the shared network drive. Trends are discussed in collegiate meetings.

- Students who complete programs are asked to complete the Instruction/Program Evaluation, which includes questions on college services, instructor performance, and program content. Completed evaluation results are reviewed annually by the administrative staff and shared with department heads.

- Students who withdraw from the college are asked to complete the Exit Satisfaction Survey to provide feedback on why they chose to withdraw. Completed survey results are reviewed annually by the administrative staff.

- Program outcome data, along with withdrawal rates, at a minimum, are evaluated annually by Administration to identify areas of concern. Outcome data are communicated to the faculty and staff electronically or during Faculty Senate meetings, faculty and staff meetings, and/or professional development meetings.

625.4 – PLAN REVISION

On an annual basis, the plan is evaluated, revised as necessary, and shared on the college website.

BRIDGERLAND
TECHNICAL COLLEGE

691.1 – PLAN INTRODUCTION

This plan has been established to ensure the success of the college in achieving its mission. The information gathered using this plan will be used constructively to assist Administration, department heads, faculty, and staff in ensuring that follow-up is systematic and continuous, and to demonstrate that the college is following the plan for placement services. Program effectiveness is evaluated through student completion, placement services, and licensure exam pass rates; and follow-up provides feedback to instructors and staff. Every effort is made to ensure that instructors and staff in the training programs and support services are qualified and dedicated to providing a worthwhile experience for every student.

691.2 – RESPONSIBILITY FOR COORDINATION OF FOLLOW UP ACTIVITIES AND PLACEMENT SERVICES

Job placement services and follow-up activities for students are the direct responsibility of their respective instructors and department heads. Student Services provides additional assistance.

691.2.1 – COMMUNICATION NETWORK

A communication network exists among Student Services staff, Administration, department heads, businesses, and industries throughout the college's service region in the coordination of job placement services. The exchange of information among these groups is identified throughout this plan.

691.3 – EMPLOYMENT OPPORTUNITIES

The college website provides students with a listing of employers and employment opportunities through modern job-seeking tools, such as employment search engines. Additionally, students are provided resources specific to the job-seeking process for the industry in which they are trained.

691.4 – CAREER GUIDANCE AND COUNSELING OF STUDENTS

Instructors provide career guidance and additional support in the job-seeking process and obtain accurate outcome results from graduates. Instructors are invested in student success and stay in contact with students post-graduation. As a result, outcome forms are updated and provided to ~~Student Services personnel~~ the instructional chief of staff for inclusion in the student's permanent record and program outcome reporting.

691.5 – COLLECTION OF INFORMATION AND EVALUATION OF DATA

691.5.1 – COMPLETER SATISFACTION SURVEY AND PROGRAM EFFECTIVENESS

Each certificate-seeking student completing a program is asked to complete a Certificate-Seeking Evaluation. ~~Instruction/Program Evaluation~~. Students receive ~~are asked to complete the evaluation through~~ an emailed link, but they may also be asked to complete it by their instructor or Student Services personnel upon exiting the program. This evaluation focuses on program effectiveness for various modes of delivery and relevance to job requirements. It includes questions on instruction, facilities, and overall satisfaction with the training received at the college. These surveys are collected and monitored by the ~~administrative assistant for instruction~~ instructional chief of staff or designee.

Once the forms are collected, the data is reviewed, and a yearly summary report is generated for each program. The information developed from the responses will be used by college Administration to evaluate and improve the quality of program outcomes and ascertain how students view the instructors and facilities. These reports are disseminated by electronic means to the appropriate department head for further evaluation and action.

STUDENT SUPPORT – SECTION 600

BRIDGERLAND
TECHNICAL COLLEGE

NUMBER: 691
SUBJECT: STUDENT FOLLOW-UP, PLACEMENT SERVICES, AND PROGRAM EFFECTIVENESS PLAN
APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017, APRIL 23, 2018; JUNE 17, 2019; JUNE 22, 2020; JUNE 21, 2021; OCTOBER 8, 2021; JUNE 20, 2022; JUNE 26, 2023
SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARDS 3 & 10; THIRD-PARTY ACCREDITATION STANDARDS
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691.5.2 – EMPLOYER SATISFACTION SURVEY AND PROGRAM EFFECTIVENESS

To determine program effectiveness in relation to job requirements and assess the level of satisfaction with the education received, Student Services personnel will send a follow-up questionnaire to employers identified as hiring one or more completers in a training-related position. The returned questionnaires are returned to Student Services personnel and results are reviewed by Administration.

691.5.3 – TRAINING OUTCOME, COMPLETION, AND PLACEMENT

Communication of student outcomes occurs through the use of a Training Outcome Form. Completed forms are submitted to the ~~Student Services department~~ instructional chief of staff, who reviews the information and resolves any data confusion. When the review is concluded, various data elements from the form are entered into the student information system in the student's data file. The student information system data file can then be used to generate the elements for the Council on Occupational Education (COE) Annual Report and other reports requested by college Administration regarding placement information. After the information is entered into the student information system, forms are scanned into the document imaging system.

(a) Instructors track their students, participate in the placement services process, and are responsible for completing the Training Outcome Forms at the time of a student's graduation or withdrawal from a program. Completed forms indicate the current employment status of the student and are submitted to ~~Student Services~~ the instructional chief of staff for processing. ~~Student Services personnel~~ The instructional chief of staff ensures a Training Outcome Form is submitted for each student and will aid department personnel in the following-up process.

(b) Students who were seeking employment at the time of graduation or withdrawal will have their name given to a Student Services representative who follows up with the student via telephone, text message, or email to obtain employment data.

Students who cannot be contacted with three phone, text, and/or email attempts are sent a letter requesting the follow-up information. Included with the letter are a Training Outcome Form, instructions on how to complete the form, and a self-addressed, stamped return envelope.

If a student does not have a phone or email, then a letter, Training Outcome Form, return envelope, and instructions are sent approximately 90 days after the student's exit date.

(c) In cooperation with Student Services, department heads attempt to contact students with unknown outcome data. A report of outcome status for all students is available and regularly evaluated to improve outcome accuracy.

If it is determined, through the follow-up process, that students have gained instruction-related employment or are continuing their education, follow-up will be considered complete. If it is determined during the follow-up process that students are unavailable or have unknown statuses, they will no longer be tracked. If contact is made with a ~~"unavailable/unknown" status~~ student's relative, a request is made for the student to contact the college should their status change in any manner.

691.5.4 – LICENSURE EXAM PASS RATES

If licensure is required for employment, the college collects licensure pass rates from the licensing entity. Licensure information is provided electronically to college personnel and is included in the COE Annual Report.

STUDENT SUPPORT – SECTION 600

BRIDGERLAND
TECHNICAL COLLEGE

NUMBER: 691
SUBJECT: STUDENT FOLLOW-UP, PLACEMENT SERVICES, AND PROGRAM EFFECTIVENESS PLAN
APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017, APRIL 23, 2018; JUNE 17, 2019; JUNE 22, 2020; JUNE 21, 2021; OCTOBER 8, 2021; JUNE 20, 2022; JUNE 26, 2023
SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARDS 3 & 10; THIRD-PARTY ACCREDITATION STANDARDS
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691.6 – MAINTENANCE OF PLACEMENT RECORDS

Once data is transferred to the student information system for outcome reporting, training outcome records are digitally scanned into the document imaging system and maintained as part of the student's confidential student record. Scanned documents are maintained on a secure, access restricted, and backed-up network.

691.7 – EVALUATION OF COMPLETER INFORMATION

Follow-up information is used to evaluate the level of program satisfaction with the education received and improve the quality of program outcomes. Programs with completion, placement, and/or licensure rates below accreditation benchmarks undergo a thorough review to identify issues impacting successful student outcomes. Improvement plans will be created and implemented, when applicable, to improve outcome data in conjunction with mandated accreditation requirements.

691.8 – EVALUATION OF RESULTS / DISSEMINATION OF OUTCOME DATA

Year-to-date outcome information is made available to department personnel through the use of a report provided electronically. Careful attention is given to programs with the potential to fall below minimum accreditation benchmarks. Department heads have real-time access to a completion, placement, and licensure report and receive correspondence from their associate vice president Student Services throughout the year to strengthen outcome data. Summary program outcome data submitted to COE is provided to department heads in their annual employee performance appraisal process for continuous improvement. Additionally, outcome data is available by program on the college website.

691.9 – PLAN EVALUATION & AVAILABILITY

This plan is reviewed annually by faculty and college Administration. The plan is revised as necessary and made available to instructional faculty, staff, and Administration on the college website.

BRIDGERLAND
TECHNICAL COLLEGE

693.1 – RESPONSIBILITIES FOR COORDINATION

The associate vice president for student services is responsible for the coordination and evaluation of services provided by the Student Services department. This includes services relating to registration, financial aid, and other aspects of student services. The purpose of the evaluation is to ensure the service needs of the public, students, staff, and faculty are being met efficiently and professionally. The evaluation also determines that each individual who enters Student Services feels every effort has been made to provide accurate and current information that meets their registration needs. This plan will be used to determine the effectiveness of services provided.

693.2 – CAREER GUIDANCE AND ENROLLMENT COUNSELING OF STUDENTS

The college provides enrollment and career guidance to students in multiple ways. The student success advisors meet with prospective students and provide advising and assistance to aid students through the enrollment process. As students enter their chosen program, a faculty advisor is assigned to continue the career guidance process.

693.3 – DETERMINING EFFECTIVENESS OF STUDENT SERVICES

To determine the effectiveness of the services provided in the Student Services department, the associate vice president for student services will use the following resources and will make necessary adjustments as the data warrants:

(a)   The results of the Instruction/Program Evaluation will be reviewed.

(b)   All formal complaints filed during the school year will be reviewed to determine if any student service functions were involved. Recommendations will be made to take corrective action as needed.

(c)   An ongoing review of all applicable data reporting will be made to determine any weaknesses or inconsistencies within the scope of Student Services responsibility.

(d)   The associate vice president for student services is responsible for completing the Council on Occupational Education (COE) Annual Report and will use this document in the evaluation process.

693.4 – PERFORMANCE EVALUATIONS

The associate vice president for student services is responsible for completing a performance appraisal for all Student Services personnel. The appraisals are conducted in a meeting with each employee individually. During the appraisal process, the concerns of the employee and the associate vice president for student services are discussed. If necessary, pertinent information is used to improve the services provided. The form is signed by the employee and the associate vice president for student services. A copy is given to the employee, and a copy is submitted to Human Resources to be scanned into the employee's personnel file.

693.5 – PLAN EVALUATION & COMMUNICATION

Instruction/Program Evaluations provide direct student input on the effectiveness of Student Services. Completed survey results are reviewed annually by administrative personnel and are available for faculty and staff on the shared network drive. Specific suggestions on improving the effectiveness of student services will be discussed in performance appraisals as applicable for continuous improvement.

Additionally, this plan is reviewed annually by faculty and college Administration. Revisions to the plan are made as necessary and updated on the college website for access by instructional faculty, staff, and Administration.

STUDENT SUPPORT – SECTION 600

NUMBER: 695
SUBJECT: WORK-BASED ACTIVITY PLAN
APPROVAL DATE OF LAST REVISION: NOVEMBER 23, 2015; JUNE 19, 2017, OCTOBER 17, 2017; JUNE 22, 2020; JUNE 21, 2021; JUNE 20, 2022; JUNE 26, 2023
SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION STANDARD 2, THIRD-PARTY ACCREDITATION STANDARDS
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BRIDGERLAND
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695.1 – PLAN

Training at Bridgerland Technical College is competency-based. Competency-based education utilizes hands-on experiences allowing students to master skills required for successful employment. Work-based activities, including internal lab and/or external clinical opportunities, provide real or simulated job experiences fundamental to competency-based learning. Work-based activities are utilized to provide a continuation of classroom learning where real-world projects provided by the public solidify learning. Programs that use work-based activities will follow this written, instructional Work-Based Activity Plan.

> **Council on Occupational Education Definition** – Work-based activities are defined as: *"structured learning activities conducted in supervised work settings external to the institution or a program, or in a setting within the program that involves the public (e.g., clients who are served by the institution in cosmetology clinical or automotive technology settings) that are components of educational programs (e.g., externships, internships, clinical experiences, industrial cooperative education, and similar activities). Work-based activities may also include structured learning activities that occur outside of the classroom. These activities must be planned with at least two objectives:*
>
> *Objectives:*
> 1. *To provide students with the opportunity to develop and apply a 'real-world' work experience using the knowledge and skills they attained in their program of study*
> 2. *To provide the institution with objective input from potential employers or customers of program graduates."* *COE Handbook (2023) (2024)*

695.2 – EXPECTATIONS OF ALL PARTIES

695.2.1 – COLLEGE RESPONSIBILITIES

The college shall be responsible for the implementation and operation of the work-based components of its programs. Neither the college nor any program participant shall interfere with or adversely affect the operation of the cooperating agency, facility, or the performance of services therein.

All work-based activities conducted by the college will be coordinated and supervised by department heads or their qualified designees. If not the department head, it is the student's responsibility to designate the person with appropriate qualifications who will function as the work-based activities supervisor. Responsibilities shall include, but not be limited to, the following:

The college will:
a. maintain liability insurance, provided by the Utah Division of Risk Management
b. maintain worker's compensation on the student
c. award applicable credits and/or hours for activities/work performed, not to exceed the maximum hours available
d. be solely responsible for the grading of students

The department head/designee will:
a. function as the liaison for the college, student, and externship/clinical site
b. approve work-based activities
c. orient students to work-based experiences and safety measures
d. ensure students have the necessary qualifications
e. provide evaluative tools
f. require students to dress in accordance with the dress code and personal appearance standards of the cooperating agency

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NUMBER: 695
SUBJECT: WORK-BASED ACTIVITY PLAN
APPROVAL DATE OF LAST REVISION: NOVEMBER 23, 2015; JUNE 19, 2017, OCTOBER 17, 2017; JUNE 22, 2020; JUNE 21, 2021;
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g. continue oral and written communication regarding safety, student performance, evaluation, attendance, assignments, and other pertinent information
h. identify an on-site employer representative (where applicable) responsible for guiding and overseeing the students learning experiences
i. resolve issues, concerns, or behavioral problems promptly as reported by the on-site employer representative
j. evaluate the final performance of the student in cooperation with the on-site employer representative (where applicable)

695.2.2 – STUDENT RESPONSIBILITIES

For participation in work-based activities, programs may have additional criteria. However, at a minimum, students will:
a. be in good standing in regards to workplace readiness
b. possess the skill and ability to perform the work required
c. be approved by the program instructor or department head
d. pay all required tuition and fees (if applicable)
e. conform to all policies, regulations, and requirements of the employer
f. adhere to the college Code of Conduct
g. display integrity and adhere to work confidentiality requirements
h. agree to maintain a good work ethic in all areas pertaining to the job

695.2.3 – EXTERNSHIP/CLINICAL SITE RESPONSIBILITIES

Work-based activities (e.g., externships, internships, clinical experiences, industrial cooperative education, and similar activities) provide an important role in the student's education. External sites expand opportunities for "real-world" experiences. In becoming a work-based site, each business agrees to:
a. admit students without discrimination (race, sex, creed, or national origin)
b. orient students to expectations and standards
c. provide a safe work environment and necessary training
d. provide work projects that contribute to the student's learning experience and relate to the student's program of study
e. coordinate rotation and assignment schedules
f. allow visitations by applicable faculty to observe student work and verify student progress
g. comply with state and federal employment laws
h. identify an on-site employer representative
i. ensure the on-site employer representative possess appropriate qualifications
j. ensure students are provided an appropriate educational experience and are not used in place of other paid personnel
k. provide all required employment benefits if the student is paid (ongoing employment is not a guarantee once the work-based activity is completed)

695.2.3.1 – ON-SITE EMPLOYER REPRESENTATIVE RESPONSIBILITIES

The Work-Based Activity Plan will designate an on-site employer representative (when applicable) responsible for guiding and overseeing the students' learning experiences, which includes orientation to site-specific safety measures and participation in students' written evaluations.

STUDENT SUPPORT – SECTION 600

NUMBER: 695
SUBJECT: WORK-BASED ACTIVITY PLAN
APPROVAL DATE OF LAST REVISION: NOVEMBER 23, 2015; JUNE 19, 2017, OCTOBER 17, 2017; JUNE 22, 2020; JUNE 21, 2021; JUNE 20, 2022; JUNE 26, 2023
SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION STANDARD 2, THIRD-PARTY ACCREDITATION STANDARDS
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The on-site employer representative must:
   a. possess appropriate qualifications
   b. be an employee of the work site
   c. supervise and evaluate students' learning experiences and performance (if applicable)
   d. provide on-the-job assistance/instruction including orientation to safety, as needed by the student
   e. evaluate student progress in meeting objectives established for the work-based activity
   f. complete necessary evaluations and forms
   g. keep student information, including performance evaluations, confidential
   h. provide feedback to the college regarding student performance
   i. contact department head or designee if a student's performance is unsatisfactory

695.3 – COORDINATION, EXPERIENCES, COMPETENCIES, AND EVALUATIONS

695.3.1 – OFF-CAMPUS WORK-BASED ACTIVITIES

   a. Off-campus work-based activities/experiences are coordinated at the programmatic level. The department head or designee works in conjunction with the student and employer/on-site employer representative to determine dates of participation and/or a schedule for learning experiences.
   b. Competencies are established at the onset of all work-based experiences and detailed in programmatic documentation. Programs establish preset competencies based on curricula or may develop individualized competencies to achieve specific student learning objectives and career goals.
   c. Evaluation is an integral part of work-based activities. The department head or designee is responsible to provide evaluative tools that assess the student's abilities to apply knowledge and skills in a 'real world' work experience. Evaluative tools are utilized to assist in determining student and programmatic effectiveness in meeting objectives, competencies, and desired outcomes.

695.3.2 – ON-CAMPUS WORK-BASED ACTIVITIES

On-campus work-based activities are structured learning activities conducted in a supervised work setting internal to the college involving the public (for example: clients who are served by the institution in cosmetology clinical or automotive technology settings). The on-campus work-based activities will be coordinated and supervised by a designated employee/instructor.

The on-campus supervisor must:
   a. possess appropriate qualifications
   b. be an employee of the college
   c. supervise and evaluate the students' learning experiences and performance (if applicable)
   d. provide on-the-job assistance/instruction as needed for the student
   e. evaluate student performance
   f. complete necessary evaluations and forms
   g. keep student information, including performance evaluations, confidential
   h. contact department head or designee if a student's performance is unsatisfactory
   i. facilitate customer evaluation of student performance

PERSONNEL POLICIES – SECTION 300

NUMBER: 333
SUBJECT: POLITICAL ACTIVITY
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 26, 2023
SOURCE(S): UTAH CODE 20A-3A-105 EMPLOYEES RIGHT TO TIME OFF FOR ELECTION

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333.1 – POLICY

Bridgerland Technical College (BTECH) encourages all employees to take an active role in public service by participating in local, state, and national political activities. The college will attempt to accommodate employees who run for public office, while ensuring the employee's political activities do not adversely affect operations.

The college assumes no responsibility for an employee's endorsement of a political candidate or cause. The name of the college is not to be connected with such an endorsement in any way except for the limited purpose of identifying BTECH as the employer of the employee making the political endorsement. No endorsement will be made on the college's official stationery of nor on stationery having the college's address or an office telephone number unless authorized by the president.

333.2 – PROCEDURES

333.2.1 – POLITIC

Any employee who wishes to engage in direct political activity which will involve a substantial amount of time (e.g., holding or running for political office, managing a campaign, or directing group action on behalf of a political candidate or issue) is expected to work out a mutual agreement for released time with their department head or supervisor and the appropriate vice president or president before undertaking such activity.

333.2.2 – PUBLIC OFFICE

Any employee who files as a candidate for an elective public office must notify their department head or immediate supervisor in writing and forward copies to the appropriate vice president or president. No further action is necessary if the candidacy and office require little or no time away from campus during working hours (for example, positions on school boards or town councils).

If the candidacy and the responsibilities of the office will require substantial time away from campus, the employee must make special arrangements with the department head or supervisor. Generally, a benefits-eligible employee may arrange to take accrued personal/vacation leave or leave without pay to campaign for elective office and/or to meet off-campus obligations the office may require. The employee is responsible for arranging for substitute coverage if needed.

Any employee may become a candidate for the Utah State Legislature or for the United States Congress without resigning from the college even though it may be necessary to take a leave of absence without pay or use accrued personal/vacation leave to campaign. Such leaves will be automatically granted for both campaigning time and the period of time between commencement and final adjournment of any regular or special session of the legislature. Accrued personal/vacation leave may be used to reduce the leave-without-pay period required to meet the responsibilities associated with the elected office.

333.2.3 – VOTING

The college encourages employees to participate in the voting process for all local, state, or national elections. In situations where an employee's work schedule does not allow time to cast a ballot in a state or national election, the college will allow the employee to take a maximum of two paid hours to vote. A request for time to vote must be made to the employee's department head or supervisor before leaving.

PERSONNEL POLICIES – SECTION 300

NUMBER: 333
SUBJECT: POLITICAL ACTIVITY
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 26, 2023
SOURCE(S): UTAH CODE 20A-3A-105 EMPLOYEES RIGHT TO TIME OFF FOR ELECTION

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333.3 – EMPLOYEE RESPONSIBILITY

Employees are responsible for communicating to their supervisors any political activity that would interfere with their regular duties at the college. BTECH employees have a binding obligation to fulfill their regular duties. Employees who engage in political activities must do so outside of work hours (or while on approved leave), and they must use their own resources. This means employees should not use college email accounts, stationery, office supplies, equipment, or other college resources to engage in these activities. In addition, employees are expected to make it clear they are speaking on their own behalf and not on behalf of the college.

PERSONNEL POLICIES – SECTION 300

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NUMBER: 350
SUBJECT: PROFESSIONAL DEVELOPMENT & EDUCATIONAL BENEFITS (TUITION REDUCTION)
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 17, 2019; MARCH 21, 2022; JUNE 26, 2023; DECEMBER 4, 2023
SOURCES: COUNCIL ON OCCUPATIONAL EDUCATION (STANDARD 8); USHE EMPLOYEE SCHOLARSHIP
FORM: APPLICATION FOR TUITION REDUCTION

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350.1 – POLICY

Bridgerland Technical College (BTECH) encourages all faculty and staff to continue their educational and professional development. To assist in that regard, the college has established several educational benefit programs. Each program has unique eligibility and participation requirements.

350.2 – PROCEDURES

350.2.1 – PROFESSIONAL DEVELOPMENT

College faculty are expected to participate in professional development and growth opportunities to remain current in their technical fields and instructional techniques. The college encourages employees to:

a. Physically attend in-service training opportunities planned and provided by the college ~~annually~~ at no cost. If an approved ADA accommodation exists, physical attendance is not mandatory, and a remote option or other training may be required.
    i. BTECH requires employees to attend college professional development days. As such, these days are considered blackout days in the leave tracking system. If an employee is unable to attend a professional development day, Human Resources (HR) will automatically subtract the time missed as vacation leave. This may be waived if employees obtain pre-approval from the respective associate vice president, vice president, or president.
b. Attend continuing education or Custom Fit courses offered through the college.
c. Participate in professional organizations related to their work assignment as a means to promote current industry practices.
d. Attend training and conferences provided by the Utah System of Higher Education (USHE).
e. Maintain relationships with professionals from business and industry.
f. Attend conferences, seminars, or courses related to their program and/or accrediting/licensing/regulatory bodies.

Employees may request approval through their supervisor to attend education, training, seminars, workshops, conferences, or other events that provide opportunities to gain additional knowledge and skills related to their position at the college. Supervisors may authorize payment for reasonable costs associated with professional growth events to be charged to the respective department budget using an approved purchase order or an appropriately approved Travel Authorization and Advance Request Form.

Employees are encouraged to submit documentation of professional growth participation to HR to be kept on file at the college.

350.2.2 – EDUCATIONAL BENEFITS

350.2.2.1 – BRIDGERLAND TECHNICAL COLLEGE COURSES

a. Eligible employees may enroll in BTECH courses at a 50% reduced tuition rate. There is no provision for a reduction of fees. This reduction is for certificate-seeking courses only.
b. Bridgerland Technical College Continuing Education Foundation and Bridgerland Innovation Foundation courses are offered on a self-sustaining basis (the cost of providing the course is covered through user

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charges); therefore, college employees or family members are subject to the published charge for the respective course.

c. Eligible employees can participate immediately upon being hired.
d. Benefits-eligible (level 3), hourly full-time (level 2), and hourly part-time (level 1) employees are eligible to participate. Continuing Education faculty and staff that are not otherwise employed by the college are not eligible.
e. Dependent children and the employee's spouse qualify for this benefit immediately after the related employee has been employed in a benefits-eligible (level 3) and hourly full-time (level 2) position. Hourly part-time (level 1) employee's spouse and dependent children are not eligible.
f. Spouses and dependent children of deceased employees, who were eligible when the employee died, will continue to be eligible under the provisions of this policy.
g. Retirees, their spouses, and dependent children (under age 26) qualify when the retiree meets the minimum definition of retirement as stated in Policy 349 *Early Retirement Incentives – Benefits-Eligible Employees*.

Those applying for a tuition reduction must complete and submit an Application for Tuition Reduction found at the end of this policy. Upon HR approval, tuition reduction will be applied to the applicant's account when they register for subsequent courses. When an applicant is no longer eligible for this benefit, they are required to inform Student Services.

350.2.2.2 – USHE EMPLOYEE SCHOLARSHIP

In accordance with the Utah Board of Higher Education, a USHE institution employee, who attends a different institution as a student, is eligible to apply for a scholarship of up to 50% of tuition and fees. Applicants must pursue a program of study leading to a certificate, degree, or other credential related to their current job duties. Due to limited funding, applicants must reapply to the scholarship annually if they wish to continue receiving the award in another academic year.

350.2.3 – LIMITATIONS

Courses taken by employees during regular working hours may not interfere with the operation of the employee's department. Employees taking courses during regular working hours must have the permission of the employee's supervisor or department head. Regular hours of work missed by employees for class attendance must be made up during the same week in which they are missed. Qualified employees are not restricted by the limitations above for courses taken during non-working hours.

350.2.4 – ADMISSION AND REGISTRATION

Individuals who want to participate in the educational benefits must apply and be accepted for admission following regular admission guidelines and registration procedures of the institution they wish to attend. For BTECH courses, Student Services will verify employee eligibility with the HR department.

350.2.5 – TERMINATION WHILE ATTENDING PROGRAM

Employees who terminate employment with the college for reasons other than retirement or death disqualify themselves, their spouses, and dependent children from participating in future educational benefits programs. When employment ends,

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the employee, spouse, or dependent child who is in the process of taking a course with reduced tuition under the guidelines of this policy will be allowed to complete that course. Any future courses taken will require payment of the full applicable tuition costs.

Employees on leave without pay (LWOP) for more than six months do not qualify for the benefits described in this policy. Spouses and dependent children of employees on LWOP are also disqualified from the educational benefits.

350.2.6 – FINANCIAL LIMITATIONS

If a tuition waiver has been awarded to an employee, spouse, or dependent child, the maximum allowable benefit available when the waiver is combined with the benefits described in this policy is 50% of tuition. If the general tuition waiver exceeds 50%, then the employee, spouse, or dependent child may not use the reduced tuition benefit described in this policy.

This limitation does not apply to special scholarships specifically identified for the benefit of the individual by the source of the scholarship.

350.2.7 – TAXATION

Certain educational benefits received by employees, their spouses, and dependent children may be taxable under current IRS rules. If the IRS rules all or a portion of these benefits are taxable, the college will add the value of the benefit received to the employee's income and will withhold appropriate taxes for the amount of the benefit.

350.2.8 – RESPONSIBILITY

a. **Department Heads and Supervisors –** Responsible for administering this policy for employees within their departments while considering the overall needs of the department.
b. **Employees –** Responsible for getting permission from their supervisors to take advantage of the educational benefits. If taking courses during regular working hours, employees need to coordinate course times with supervisors to reduce interference with the operation of the department.

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NUMBER: 353
SUBJECT: HOLIDAYS WITH PAY – BENEFITS-ELIGIBLE EMPLOYEES
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011, JANUARY 22, 2018; JUNE 26, 2023

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353.1 – POLICY

Bridgerland Technical College annually selects designated specific days to be observed as holidays and publishes them in the fiscal year calendar. Benefits-eligible employees are eligible for paid holidays as marked on the annual fiscal year calendar.

353.2 – PROCEDURES

353.2.1 – HOLIDAY SCHEDULE

The specific dates of holidays for each year will be established by Bridgerland Administration. These dates will be communicated to all employees at the start of each fiscal year by posting them on the website, or any other reasonable notification means as determined by Administration.

Holidays celebrated each year generally include:

Holiday	Date
New Year's Day	January 1
Human Rights Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth National Freedom Day	Variable (see details below)
Independence Day	July 4
Pioneer Day	July 24
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday following Thanksgiving	Fourth Friday in November
Working day before Christmas	Variable
Christmas Day	December 25
Working day following Christmas	Variable
Working day before New Year's	Variable

In addition to the above days, the college also provides paid days off each year for spring break and fall break as scheduled by Administration and published in the college calendar. These holidays are scheduled annually in conjunction with the

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schedule of the local school districts in an effort to align these days off with the same days off by the local high schools.

353.2.2 – VARIATIONS IN STANDARD HOLIDAY SCHEDULE

Holidays may be substituted by a decision of the college president.

College holidays that occur on Saturday will generally be observed the preceding Friday. Holidays that occur on Sunday will generally be observed the following Monday. If a holiday occurs on an employee's regularly scheduled day off, the employee may observe the holiday by taking off another regular workday, normally during the same workweek. This must be scheduled with the department head or supervisor. Eligible employees who are required to work on a recognized holiday are entitled to a compensating day off during the same pay period. This must be scheduled with the department head or supervisor.

The college uses the following Utah Code 63G-1-301 when identifying the observed Juneteenth holiday:
   "The Juneteenth National Freedom Day holiday is on June 19, if that day is on a Monday.
   - If June 19 is on a Tuesday, Wednesday, Thursday, or Friday, the Juneteenth National Freedom Day holiday is on the immediately preceding Monday.
   - If June 19 is on a Saturday or Sunday, the Juneteenth National Freedom Day holiday is on the immediately following Monday."

353.2.3 – HOLIDAY COMPENSATION

Full-time, benefits-eligible employees will receive their normal compensation for observed holidays (based on an 8-hour day). Benefits-eligible employees on working less than full-time contracts will receive compensation in proportion to the percentage of their appointment (i.e., 75 percent, etc.). Paid holiday hours will not be counted as hours worked when calculating overtime compensation for non-exempt employees. Overtime will be paid only when the number of hours actually worked exceeds 40 hours per week, in accordance with the FLSA (Fair Labor Standards Act).

353.2.4 – DAYS OF RELIGIOUS OBSERVANCE

The college recognizes the existence of various days of religious observance or obligation. Consistent with nondiscrimination policy and to provide flexibility for personal choice, an employee may request time off for religious observance. If an employee wishes to observe a particular religious holiday, the employee must arrange in advance for time off. If the leave is paid, it will be deducted from annual leave or may be traded for another regularly scheduled official holiday.

353.2.5 – NEW HIRE, TERMINATION, AND LEAVE OF ABSENCE DATES IN CONJUNCTION WITH HOLIDAYS

A holiday may not be reported as a hire or termination date unless the individual is actually working that day or if approved by Administration. A leave of absence without pay of three months or longer may not begin immediately following a paid holiday nor end immediately before a paid holiday.

PERSONNEL POLICIES – SECTION 300

NUMBER: 355
SUBJECT: LEAVE WITHOUT PAY – BENEFITS ELIGIBLE EMPLOYEES
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011
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355.1 – POLICY

Under special circumstances, employees may find it necessary to request leave without pay. These circumstances may include, but are not limited to, family and medical leave, short-term educational programs, and political activities. Normally, leave without pay will be granted for up to 12 weeks for FMLA (Family and Medical Leave Act) (see Section 300.351) and up to one year for other situations. Leave without pay is not an entitlement. As such, Bridgerland Technical College reserves the right to refuse leave without pay to employees when that leave is determined to be a substantial detriment to the college, unless other leave policies, such as FMLA, require that leave be granted.

355.2 – PROCEDURES

355.2.1 – REQUESTING LEAVE

Employees should always request leave without pay before taking it, with the exception of unexpected illness or emergencies. The request should be in writing and detail the reasons the leave is needed. An application for leave without pay must specify the intentions of the employee to return to employment. All leave without pay requests should be provided to the employee's immediate department head or supervisor and the appropriate administrative authority (the college president or any vice president).

In recommending action on requests for leave without pay, department heads and supervisors should consider the need and urgency, the employee's length of service, the overall effect the absence will have on the department's operations, and the employee's rights under the Family and Medical Leave Policy (if applicable). All such requests will be approved or disapproved and additional information may be requested before a decision is made.

Leaves without pay will generally not be granted for a period greater than one year. Extensions may be granted on a case-by-case basis and must be approved by the college president or vice president for instruction. While it is recognized that the duration may not be precisely known in advance, the expected date of return should be included in the request.

355.2.2 – BENEFITS DURING LEAVE WITHOUT PAY

355.2.2.1 – INSURANCE BENEFITS

Participation in the benefits programs is not automatically continued during a leave of absence without pay, except as provided by the Family and Medical Leave Policy. As a general rule, leave without pay that extends beyond one month will also result in the suspension or termination of benefits, except within the requirements of the FMLA policy.

In some cases, insurance benefits can be continued with the employee paying the appropriate monthly premiums.

Employees should contact the Accounting department for details and should complete the necessary forms at least one month before the leave begins.

355.2.2.2 – ANNUAL AND SICK LEAVE

Employees who work more than half of the workdays during a month will earn annual and sick leave for that month. Employees do not earn annual or sick leave during leaves of absence without pay that last longer than half a month.

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NUMBER: 355
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355.2.2.3 – TUITION REDUCTION

The tuition reduction benefit will not continue after six continuous months of leave without pay.

355.2.2.4 – OTHER BENEFITS

Other benefits and privileges associated with employment, such as the use of physical facilities and Bookstore discounts, will continue during leaves without pay.

355.2.3 – RETURNING TO WORK

Upon returning to work, the employee will be reinstated to his or her previous position or a similar position of equal value, unless otherwise agreed to in writing prior to the employee going on the leave without pay. Reinstatement rights may be protected in some cases by federal and state laws. The primary responsibility for reinstatement rests upon the department or other administrative unit in which the employee worked when the leave commenced.

It is generally expected that the employee will return to work on the date specified on their leave request application. If the employee is unable to return on the specified date, he or she should contact his or her supervisor to make other arrangements. If no notification or other arrangements are made, within a reasonable time before the employees expected return, the college may treat failure to return to work within three five (5) working days of the date specified as a voluntary termination and a waiver of all reinstatement rights. The effective date of termination shall be the last day worked before the leave of absence without pay commenced.

355.3 – RESPONSIBILITY

355.3.1 – DEPARTMENT HEADS AND SUPERVISORS

Department heads and supervisors are responsible for considering leave requests, forwarding them to the appropriate administrative authority (any vice president or the college president) with a recommendation regarding whether to grant or deny the request and for managing the temporary vacancies created by employees on leave. They are also responsible for counseling employees about leave requests and the consequences and for processing the necessary forms.

355.3.2 – ACCOUNTING DEPARTMENT

The Accounting department is responsible for assisting department heads and supervisors with the implementation of this policy and for coordinating the necessary paperwork and benefit issues that occur due to an employee's request for leave.

355.3.3 – EMPLOYEES

Employees are responsible for providing as much notice as possible when requesting leave, completing the necessary paperwork, complying with requests for documentation, maintaining contact with the college, and returning to work as scheduled.

PERSONNEL POLICIES – SECTION 300

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NUMBER: 382
SUBJECT: STANDARD WORK HOURS AND ATTENDANCE
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; AUGUST 26, 2019; JUNE 26, 2023
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382.1 – POLICY

This policy establishes basic hours of work, recording time, absenteeism and tardiness, flexible time scheduling, and meal and rest period guidelines for Bridgerland Technical College employees.

382.2 – PROCEDURES

382.2.1 – STANDARD WORK WEEK AND HOURS

The standard workweek begins at 12:01 a.m. Sunday and ends at midnight the following Saturday. The college may change employees' work hours to ensure smooth and continuous operations.

- The standard work schedule for ~~most~~ benefits-eligible~~, full-time~~ employees is a 40-hour week ~~consisting of five 8-hour days,~~ for 52 weeks of the year.

- ~~Part-time~~ Employee ~~hours are based on a schedule~~ schedules are determined by the department head or supervisor ~~and the employee~~ to meet the needs of the college. ~~department~~.

~~Overtime should be avoided. Refer to Policy 300.376 *Extra Service Compensation-Exempt* and Policy 300.378 *Overtime – Non-Exempt Employees.*~~

382.2.2 – RECORDING WORK HOURS

~~Hours worked by~~ Hourly employees, ~~who are not full-time, benefits-eligible employees,~~ must ~~be~~ record hours worked ~~by the employee and reported~~ through the appropriate payroll process.

382.2.3 – ABSENTEEISM AND TARDINESS

Regular attendance and punctuality are part of each employee's job responsibility. Employees are expected to be at work on time every scheduled day. When unexpected illness or accident prevents an employee from doing this, the department head or supervisor should be notified as soon as possible.

Failure to report for work for three consecutive days without notice may result in termination for job abandonment. Such termination is considered to be voluntary. If the failure to report is due to circumstances beyond the employee's control, the employee may be considered for reinstatement. ~~depending on the circumstances.~~ Patterns of excessive unauthorized and/or inappropriate absence and/or tardiness may lead to termination. ~~a verbal warning. Each incident thereafter may lead to more severe discipline, including possible termination.~~

382.2.4 – MEAL AND REST PERIODS

Non-exempt employees may take a 15-minute compensated rest period within each 4-hours worked. An unpaid meal period of 30 ~~or 60~~ minutes or more will be provided to non-exempt employees who work more than five hours in a day. If a non-exempt employee is required by their direct supervisor to work through their meal period, ~~remain at their workstation for lunch,~~ it is considered paid work time. Students in an instructional lab should not be left unattended for meal or rest periods.

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382.2.5 — FLEXIBLE HOURS

~~The college encourages flexible work arrangements to facilitate customer service during peak periods. , allow for effective supervision, encourage use of public transportation, accommodate employee needs (e.g., childcare), and expand job opportunities to individuals who may be denied access due to restricted time requirements.~~ Departments may require ~~choose~~ a flexible work approach that best fits the department's needs and the needs of the college. Flexible scheduling does not affect overtime policies for ~~non-exempt~~ employees, as provided by the Fair Labor Standards Act. Flexible work schedules must be approved by Administration and submitted to Human Resources. ~~the appropriate administrative authority~~.

~~382.2.6 – Holidays and Holiday Scheduling~~

~~The college observes specific holidays each year. For work scheduled on a holiday, employees will report as directed and will be compensated in accordance with policy.~~

382.3 – RESPONSIBILITY

382.3.1 – DEPARTMENT HEADS, SUPERVISORS, AND HUMAN RESOURCES

~~Department heads, supervisors, and Human Resources are responsible for ensuring that the college complies with applicable legislation on work hours, mealtime, and rest periods and that the employees comply with established procedures for recording time, absenteeism, tardiness, and flexible schedules. Department heads and supervisors are responsible for accurately recording hours worked and reporting them monthly to Human Resources.~~

382.3.2 – EMPLOYEES

~~Employees are responsible for regular attendance and punctuality, for accurately recording work hours, and for cooperating with balancing college and personal needs when establishing flexible work schedules.~~

PERSONNEL POLICIES – SECTION 300

NUMBER: 384
SUBJECT: WAGE AND SALARY ADMINISTRATION
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 26, 2023
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384.1 – POLICY

Bridgerland Technical College (BTECH) follows the rules and regulations of the Utah State Legislature, Utah Board of Higher Education, and the BTECH Board of Trustees in administering employee compensation. Bridgerland Technical College works toward a competitive level of compensation and internal equity for all employees.

384.2 – PROCEDURES

384.2.1 – WAGE AND SALARY ADJUSTMENTS

Wage and salary adjustments will be made using one of the following procedures:

A. **COST-OF-LIVING ADJUSTMENTS AS APPROPRIATED BY THE LEGISLATURE**

Cost-of-living adjustments may be applied to benefits-eligible employees with a start date prior to April 1 of the current fiscal year. ~~Denial of cost-of-living adjustments requires documentation of employee underperformance and/or failure to follow collegiate standards.~~ Cost-of-living adjustments, when provided, will be effective on July 1 of the new fiscal year. Cost-of-living adjustments for hourly or part-time employees will be determined on a case-by-case basis, with preference being given to employees who have been employed for the majority of the prior fiscal year.

B. **MERIT ADJUSTMENT**

An employee may receive a merit adjustment based on ~~superior or~~ exceptional job performance, skill-based improvement, and/or educational advancement. Merit adjustment guidelines, when available, will be approved by Administration and will be distributed prior to the preparation of annual department operating budgets. The guidelines apply to all faculty and staff, regardless of the source of funds from which employees are paid. Merit adjustments are effective July 1 or on another date set by the department and approved by the appropriate administrative authority.

C. **EQUITY ADJUSTMENT**

An employee may receive an adjustment when there is a significant difference between the employee's current salary and a higher targeted or projected salary established by formal or informal administrative surveys or studies. Administration will determine what constitutes an equity adjustment, which will generally be given on July 1 or another date as directed. Funds for these adjustments come primarily from departmental resources.

D. **PROMOTIONAL ADJUSTMENT**

A faculty or staff employee may receive a promotional adjustment based on a transfer or assignment to a higher salary for staff, an advancement in faculty rank for faculty, or assuming an administrative assignment. The adjustment is normally effective on the date of the promotion. When a shortage of funds prevents the award of a promotional adjustment, special consideration should be given to the promoted employee when merit adjustments are awarded. The amount of the promotional adjustment will be based on:

(a) the promoted employee's current rate in relation to the new salary range;
(b) the individual's qualifications to perform the new job; and
(c) the rate of pay and performance level of other employees occupying the same or substantially similar job classifications.

PERSONNEL POLICIES – SECTION 300

NUMBER: 384
SUBJECT: WAGE AND SALARY ADMINISTRATION
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 26, 2023
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E.   SKILL-BASED PAY ADJUSTMENT

An employee may receive an adjustment(s) when the employee achieves a skill level previously agreed upon by the supervisor and the employee. Skill-based adjustments are predetermined among the supervisor, the appropriate administrative authority, and the employee.

F.   JOB RECLASSIFICATION ADJUSTMENT

When an employee's position is reclassified to an equal or lower salary range, no salary adjustment will be made. If the reclassification results in a higher salary range, the employee may receive a salary adjustment. If funds are not available at the time the reclassification occurs, the salary adjustment will be made at the earliest time when funds are appropriately budgeted.

E.   DEMOTION ADJUSTMENT

An employee may be given a base salary decrease if they are demoted. Further decreases should be based on an assessment of the demoted employee's qualifications compared to the pay and performance of other employees in the same job classification.

Demotion adjustments are generally limited to reductions-in-force or demotions for cause. Department heads or supervisors must make a recommendation and obtain permission from the appropriate administrative authority prior to implementation of a demotion.

384.2.2 – WAGE AND SALARY AMOUNTS

Wage and salary amounts are established at the time of employment. The wage or salary amount is negotiated at the time of employment and is generally based on the compensation rates for comparably situated public and/or higher education employees in the Bear River Region (including other college employees) as a means to provide competitive compensation to employees.

384.2.3 – APPROVALS

The necessary approvals from department heads or supervisors and the appropriate administrative authority must be obtained before notification or communication of a base salary decision to an employee.

384.3 – DEFINITIONS

RECLASSIFICATION – is a change in the classification or evaluation of a job assignment as a result of a significant redefinition of job duties.

DEMOTION – is a transfer or reassignment of an employee to a vacant job with a lower salary range than their previous job.

PROMOTION – is a transfer or assignment of an employee to a vacant job with a higher salary range than their previous job.

PERSONNEL POLICIES – SECTION 300

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384.4 – RESPONSIBILITY

384.4.1 – DEPARTMENT HEADS AND SUPERVISORS

Department heads and supervisors are responsible for assigning job duties to positions. When changes in duties are significant enough to consider reclassification, departments should contact Human Resources to initiate the process. Departments are responsible for drafting job descriptions for new positions.

384.4.3 – EMPLOYEES

Employees whose positions are changed without a request for reclassification are responsible for raising the matter with the appropriate department administrators. If, in the employee's opinion, a satisfactory response does not occur, the employee should follow the applicable procedures outlined in Policy 325 *Employee Grievance*.

PERSONNEL POLICIES – SECTION 300

NUMBER: 385
SUBJECT: HIRING

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 17, 2019; JUNE 22, 2020; JUNE 30, 2022; JUNE 26, 2023
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385.1 – POLICY

The objective of the hiring process is to identify the best-qualified applicants, provide equal access for employment, and make an authorized selection of the candidate that best fits the needs of Bridgerland Technical College.

In most situations, hiring at the college is done by a committee under the direction of the college president or the associate vice president for finance and facilities and the appropriate vice president. The hiring process is subject to all other applicable personnel policies.

385.2 – PROCEDURES

385.2.1 – AUTHORIZATION FOR POSITION

The first step in the hiring process is to complete a hiring requisition in the electronic hiring software. This requisition is used to define the nature of the position and obtain the appropriate authorization to proceed with recruitment, interviewing, and selection. This requisition also specifies the selection process, "new" or "replacement" position, committee members, budget to which the position will be charged, and level classification.

Recruitment and advertising for open positions will be done in accordance with the instructions on the hiring requisition. Generally, recruitment will be accomplished through the electronic hiring software, which posts to a variety of modern job-seeking tools such as employment search engines including, but not limited to, the Department of Workforce Services, Indeed.com, social media, and other sources as determined at the time of recruitment. Advertisement and recruiting efforts may not begin prior to the approval of the hiring requisition. All solicited resumes and job applications will be retained even if the applicants are not interviewed. However, even though the college will retain a copy of an employment application or resume, applicants must proactively reapply for any specific job. The college does not assume any responsibility to review the noncurrent applicant files.

385.2.2 – HIRING COMMITTEE COMPOSITION

The hiring process for benefits-eligible (level 3) employees requires a diverse committee with a minimum of five members. Hourly positions ~~full-time (level 2), hourly part-time (level 1)~~, and the initial hiring for substitute employees, require a committee with a minimum of three members. All committees must be approved by the appropriate administrative authority.

385.2.3 – HIRING COMMITTEE RESPONSIBILITIES

The applicable department head or their designee will be responsible for reviewing and processing applications and, if needed, providing software rights to the respective committee members. All documentation will be permanently maintained in the document imaging software with limited access.

Committee members will be asked to do the following:

a. Follow policies and the instructions on the requisition to fill vacancies within the college.
b. Confirm each candidate completed an online job application prior to being considered.
c. Formulate questions for use in the interview.
d. Review the job applications to identify a list of candidates to interview and arrange for and interview a selected list of candidates.
e. Make assignments to check and verify work or other references prior to offering the position.
f. Identify their selections in priority order. The purpose of the priority order is so that if one candidate declines an offer, the next person will already be identified. It is also acceptable for the committee to arrive at an answer of "none of the

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above," which would result in the continuation of a search.

g. Return their selection results along with any interview notes, comments, and committee scores to Human Resources (HR). HR will verify the required approval signatures and wage have been obtained prior to proceeding to the next step in the hiring process.

385.2.4 – OFFER OF EMPLOYMENT

The department head/supervisor will submit a Request to Hire form through the electronic hiring software. This will go through the appropriate approval process prior to offering the position to the selected candidate.

385.2.5 – NEW HIRE EMPLOYEES

New hire employees will be sent an email to complete new employee documents. The college also requires, as a condition of employment, a criminal background investigation along with I-9 verification. This is accomplished with appropriate personnel in Human Resources. Prior to the first day of work, the online documents must be completed and include the employment agreement, W-4, I-9 (or its current replacement form), direct deposit, online employee portal access, background check, privacy act statement, and policy review.

385.2.6 – NEW EMPLOYEE ORIENTATION

A new employee orientation will be facilitated by the appropriate personnel in Human Resources using the New Employee Orientation Checklist. It is the responsibility of the appropriate supervisor to ensure new employees complete the steps outlined in the new employee orientation.

OPERATING POLICIES – SECTION 500

NUMBER: 503
SUBJECT: STORAGE, MAINTENANCE, AND DISPOSAL OF NON-HAZARDOUS
EQUIPMENT, MATERIALS, AND SUPPLIES
EFFECTIVE DATE OF LAST REVISION: JANUARY 24, 2011, JUNE 17, 2019; JUNE 26, 2023
SOURCE(S): UTAH SYSTEM OF HIGHER EDUCATION (USHE) POLICY 558, UTAH DEPARTMENT OF ADMINISTRATIVE SERVICES RULE
R33-26, UTAH CODE ANNOTATED SECTION 63A-2-4, COUNCIL ON OCCUPATIONAL EDUCATION (COE) STANDARD 5
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503.1 – POLICY

Bridgerland Technical College has limited facilities and space for operations and storage. With increasing demands on space, it is imperative that only equipment, materials, and supplies of sufficient value and necessary for the operation of the college be retained. This policy is not intended to cause any employee to begin removing property, equipment, materials, or supplies that still have sufficient value to the college, but rather to encourage employees, to identify surplus items and dispose of them through the appropriate processes. Given this situation, all supervisory staff are hereby directed to implement this policy in managing property for which they are responsible.

503.2 – PROCEDURES

503.2.1 – SURPLUS PROPERTY, EQUIPMENT, MATERIAL, OR SUPPLIES IDENTIFICATION, STORAGE CRITERIA, AND DISTRIBUTION PROCESS

Property, equipment, material, educational resources, and supplies that have practical, financial, historical, compliance, or other value to the college should be carefully safeguarded and used for the benefit of the college. Property, equipment, material, and/or supplies that have outlived their useful life should be identified and properly disposed of. In determining such value, the following criteria should be used as a guideline in determining whether items should be retained or disposed of as surplus items. Use of good judgment by college employees as items are evaluated to determine whether they should be retained or disposed of is strongly encouraged and endorsed.

503.2.2 – CRITERIA FOR RETENTION:
(General guidelines, not intended to replace good judgment)
- Is expected to be utilized within the near future (one year).
- Cannot be acquired or satisfactorily replaced when needed.
- Has unique functional or historical value to the department.
- Must be retained as required by law, regulation, agreement, or policy.

503.2.3 – STORING INSTRUCTIONAL EQUIPMENT

The Accounting department administers the college's budget and distributes funds to each department to use in purchasing instructional equipment and supplies. Department heads are responsible for organizing and maintaining their respective areas or facilities required to support the storage and usage of the program's instructional equipment and supplies.

503.2.4 – MAINTAINING AND REPLACING INSTRUCTIONAL EQUIPMENT

The college tasks department heads with the responsibility for maintaining and replacing equipment in their respective departments. Maintenance and repair of existing equipment is completed by the individual department head or instructor, the college's Maintenance department, or an external vendor or contractor (as needed). Repair needs are communicated through the college work order system.

503.2.5 – DISPOSAL GUIDELINES AND PROCESS

Disposal of equipment is accomplished in collaboration with the Accounting department. Once a decision is made to dispose of property, the top priority is to dispose of the surplus items, as expeditiously as possible, at the highest cost recovery to the college, and in such a way as to provide the general public equal access to the items. This is to be done in a controlled and orderly manner using one of the options listed below as the circumstances dictate.

OPERATING POLICIES – SECTION 500

NUMBER: 503
SUBJECT: STORAGE, MAINTENANCE, AND DISPOSAL OF NON-HAZARDOUS
EQUIPMENT, MATERIALS, AND SUPPLIES
EFFECTIVE DATE OF LAST REVISION: JANUARY 24, 2011, JUNE 17, 2019; JUNE 26, 2023
SOURCE(S): UTAH SYSTEM OF HIGHER EDUCATION (USHE) POLICY 558, UTAH DEPARTMENT OF ADMINISTRATIVE SERVICES RULE
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Prior to disposing of surplus property, an opportunity for other departments to acquire and utilize that property for collegiate purposes should be provided. Transfers, gifts, trades, and sales of properties between college departments may be directly negotiated between the departments involved. In addition, for disposal of surplus property purchased with grant funds, disposition restrictions are to be followed as required by the applicable grantor.

Items of Surplus equipment, materials, and supplies determined to be surplus must be disposed of in one of the following ways:

a. **Public bid sale –** This may include the use of any Internet or electronic method currently available such as, but not limited to, classifieds or any other publicly recognized online method.
b. **Internal sale of items through the bookstore –** This method is to be used when the cost of advertising and coordinating a public bid sale would reasonably be expected to exceed the derived benefit to be derived.
c. **Auction –** Use of this method is generally preferable when it can be incorporated with auctions of other local governmental agencies such as universities, school districts, cities, counties, etc.
d. **Trade In –** Items may be traded in as part of the purchasing process with vendors.
e. **Abandonment –** When there is no salvage value or when the lifetime warranty issues are reasonably expected to exceed the benefit/proceeds of sale.
f. **Donation or sale –** Items may be donated or sold to educational, governmental, charity, non-profit, or other community-based organizations.
g. **Recycle –** When all other options have been exhausted, sell items as recyclable or scrap material.

Note: It is always preferable for a department or several departments to conduct a combined bid sale, auction, or internal sale in order to attract a larger group of interested purchasers. These types of sales may be initiated by any department head by providing notice to the associate vice presidents and all other department heads by way of email that such a sale is being anticipated. This will provide an opportunity for more departments to participate.

503.2.6 – Under no circumstances may college property be salvaged for the personal benefit of a college employee or sold directly to an employee by a department, except as authorized by the president, or sold to an off-campus purchaser where personal benefit is derived by a college employee. Violation of this prohibition will place the respective employee at risk of termination. disciplinary action.

503.2.7 – All asset transfer/disposition transactions involving transfers of capitalized equipment items must be reported by the transferring department to the Accounting department using the Fixed Asset Transfer Form or Fixed Asset Disposal Form and outlined procedures.

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NUMBER: 604
SUBJECT: ADMISSIONS, ENROLLMENT, & REGISTRATION
APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; MARCH 2, 2009; JANUARY 24, 2011; NOVEMBER 23, 2015; NOVEMBER 21, 2016; JUNE 19, 2017; JANUARY 22, 2018; JUNE 18, 2018; JUNE 17, 2019; JUNE 22, 2020; AUGUST 24, 2020; NOVEMBER 16, 2020; JUNE 21, 2021; JUNE 26, 2023
SOURCE(S): USHE TECHNICAL COLLEGE DATA DICTIONARY; COE STANDARDS
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604.1 – POLICY

Bridgerland Technical College (BTECH) offers various programs/courses for post-secondary and secondary students. This policy outlines requirements to admit, enroll, and register. Any student who has a technical career objective and a high school diploma or its recognized equivalent (e.g. GED) is eligible to enroll in a certificate program following the steps outlined in the procedures below.

604.2 – PROCEDURES

604.2.1 – CERTIFICATE-SEEKING (POST-SECONDARY)

Post-secondary certificate programs/courses at the college operate on either an open-entry or defined-entry basis. ~~The majority of secondary courses operate on an open-entry basis.~~

- Open-entry courses allow students to enroll any month during the year, on a space-available basis. Students will typically progress at their own pace.
- Defined-entry courses are typically taught in a cohort format where students progress together with a defined beginning date.

College admissions and/or course registration can be accomplished either online or in person.

To be enrolled in a post-secondary, certificate-seeking program, a student must:

1. have a high school diploma or its recognized equivalent (e.g. GED) and meet the minimum age requirement of the program. ~~be 16 years of age or older.~~ Potential students who do not have a high school diploma or its recognized equivalent may take the GED test available at the college.
2. complete the Certificate-Seeking Application for admission to the college
3. complete additional programmatic requirements (i.e., academic assessments, preadmission courses, certifications, etc.) of the chosen program (if applicable). Assessment scores and/or preadmission courses are valid for one year from completion.
   a. some programs may allow students to waive the academic assessments with an ACT (with a minimum score of 17) or SAT (with a minimum score of 930) within four years of date of enrollment
   b. secondary students who successfully complete two trimesters, or one semester (or the equivalent) with a B grade or higher may waive the academic assessments or preadmission courses unless they are required for a competitive application program. For this to apply, the student must enroll in the post-secondary certificate program attended during high school within one year of secondary graduation.
4. meet with a Student Services representative to:
   a. verify personal identity
   b. formally enroll and define schedules in the chosen certificate program
   c. choose a designated start date (typically the first Monday of each month as outlined in the public calendar), and
   d. make a payment and financial arrangements ~~for payment.~~ Students receiving financial aid ~~will~~ may need to provide evidence of their financial aid offer or third party sponsorship at the time of registration. Additionally, validation of high school diploma or recognized equivalent may be required. See Policy 751 *Student Eligibility-Academic Qualifications and Other Criteria* for more information
5. register for courses either online or in person as directed by the program faculty; as each course is

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SOURCE(S): USHE TECHNICAL COLLEGE DATA DICTIONARY; COE STANDARDS
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completed, students will continue registering for the next course(s) until all required courses are completed

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

1. take and pass the GED test, which is available at the college *OR*
2. enroll in GED preparation and take and pass the GED test.

604.2.2 – SECONDARY

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

To be enrolled for high school courses, a student must:

1. complete the High School Application for admission to the college and reserve a seat through the online BTECH High School Registration web page
2. visit with their high school counselor about attending; students must either be currently enrolled or eligible to enroll in grades 9-12 in a public or private school in Utah and authorized to attend by their counselor or their designee. Camps and recruitment activities may have different enrollment criteria.
   The Student Services office receives student enrollment information from the online registration process. Online registration opens at a predetermined date and time with course limits provided. Students may select to be placed on a waiting list should the course be full. Verification of enrollment changes are collaboratively confirmed with the students' home high school at the beginning of each trimester/semester

Students are required to follow rules established by their instructor and the general rules outlined on the college website.

Registration for secondary students during a regular school day is occurs on the college website. performed at the students' high school. Students that are enrolled or eligible to enroll in a public or private school in the State of Utah may attend tuition free. Courses may have fees or consumable charges that students are responsible to pay.

Continuing Education, Personal Interest, and Basic Skills courses are offered through the Bridgerland Technical College Continuing Education Foundation. Secondary students seeking training outside of a regular school day can do so through the appropriate portal of the student information system (my.btech.edu) or college website (btech.edu). See Policy 920 *Continuing Education, Personal Interest, and Basic Skills Registration* for more information.

604.2.3 – CONTINUING EDUCATION, PERSONAL INTEREST, AND BASIC SKILLS

The college offers Continuing Education, Personal Interest, and Basic Skills courses through the Bridgerland Technical College Continuing Education Foundation. For more information, see Policy 920 *Continuing Education, Personal Interest, and Basic Skills Registration*.

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604.2.4 – CAREER ADVANCEMENT

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

1. complete the Certificate-Seeking Application for admission to the college
2. provide documentation to Student Services of current employment related to the program of study
3. pay all tuition and fees at the time of registration

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

604.2.5 – READMISSION

Any student who has been suspended, dismissed, or barred from entry to the college, may request a readmission conference with two instructional administrators and other personnel, as necessary. Consideration for readmission will occur after a predetermined length of time not less than three months and/or completion of provisions established during the dismissal process. During the readmission conference, the student should identify their plan for academic success. Students must have paid all outstanding tuition and/or fees to submit a request. The student will be notified of the decision.

604.2.6 – DEFINITIONS

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

Enrollee: A person who is admitted to the institution and attends classes in pursuit of completing a program for a minimum time period as specified by institutional policy. (For purposes of measuring outcomes, an institution does not have to report a student as an enrollee if the institution refunds 100% of any tuition and fees that the student may have paid.)

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

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

604.2.6.1 – ENROLLMENT DEFINITIONS

- **Audit Waiver:** Utah residents who have reached 62 years of age or are veterans may enroll in classes for which they may be qualified, on the basis of surplus space, under an audit waiver (see Utah Code 53B-9-101; 204.7.1). These persons are exempt from tuition and other charges and will not receive credit toward a certificate and/or credential.

- **Basic Skills:** A student who is enrolled in basic instruction areas such as reading, language arts, and mathematics necessary for student success at the college. Basic skills courses are provided through the

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non-accredited Bridgerland Technical College Continuing Education Foundation 501(c)(3). *(USHE Technical College Data Dictionary)*

- **Career Advancement (Job Upgrade for COE):** A student who registers for course(s) that are part of an accredited program designed to enhance existing knowledge and skills necessary for career advancement. Students must be employed in a related field. *(USHE Technical College Data Dictionary) (COE Handbook 2024)*

- **Certificate-Seeker (post-secondary):** A student who is not a secondary student who is enrolled in an approved program and who has indicated an intent to earn a program certificate. *(USHE Technical College Data Dictionary)*

- **Continuing Education:** Supplemental mission-related training offered to meet student and employer needs for career or continuing education, but also allow students to expand their knowledge in subjects of interest. These courses are not included in the institutional self-study report, FTE calculation, or student achievement data collection and are not required to be included on the COE approved program list. Continuing education courses are provided through the non-accredited Bridgerland Technical College Continuing Education Foundation 501(c)(3).

- **Personal Interest**: A student who is enrolled for personal interest reasons that are unrelated to a career. Personal interest courses are provided through the non-accredited Bridgerland Technical College Continuing Education Foundation 501(c)(3). *(USHE Technical College Data Dictionary)*

- **Secondary:** A student currently enrolled in high school completing career training provided by the college. *(USHE Technical College Data Dictionary)*

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690.1 – POLICY

Students may receive recognition for completing a course in their program of study preceding enrollment in that course. The college awards credit for prior learning within the college, other institutions, or workplace training. Transfer of the acquired competencies and skills will occur after review and/or demonstration to the program instructor(s). The college participates in statewide stackable pathways for secondary and post-secondary students.

690.2 – PROCEDURES

690.2.1 – TRANSFER TYPES

690.2.1.1 – BETWEEN PROGRAM TRANSFER OF STUDENTS WITHIN BRIDGERLAND TECHNICAL COLLEGE (BTECH)

A between program transfer occurs when a student transfers from one program into another program at the same college. Whenever it is deemed that a student desires to transfer or is not enrolled in the proper program, the staff will work with the student to find a more suitable occupational area. A student may transfer into a different program within Bridgerland Technical College on a space available basis as long as they meet the admission requirements of the new program.

Students should work with the appropriate instructor or department head of the new program to evaluate previous course completions and to request the transfer of relative courses to the new program.

690.2.1.2 – TRANSFER OF STUDENTS FROM OTHER INSTITUTIONS TO BTECH

Student transfers from other institutions will occur seamlessly with an official transcript as long as the student meets the admission requirements of the college's program. Transfer of the acquired competencies and skills will occur after review by and/or demonstration to appropriate college instructor(s).

690.2.1.3 – TRANSFER OF CREDITS TO BTECH

Earned credit will only be accepted from an institution accredited by an agency recognized by the U.S. Department of Education or whose acceptance is required by a state or federal approving agency. Students who wish to transfer credit earned at other authorized institutions shall provide official transcripts and any other required records and reports for evaluation to the appropriate program instructor or department head.

Students should request transfers, submit transcripts or other required records, and/or demonstrate competencies prior to or immediately upon enrollment in the program. Instructional staff shall review requests, evaluate submissions or demonstrations, and report transferred hours or credit summaries to Student Services within the first 30 days of the student's enrollment into their program. Documentation showing competency attainment (e.g., projects, tests) shall be maintained in the student's program file.

690.2.1.4 – TRANSFER TO ANOTHER INSTITUTION OF HIGHER EDUCATION

Students may request transfer credit for courses completed at BTECH that are equivalent to courses at the receiving institution. Acceptance of course credit will be determined by the accepting institution.

STUDENT SUPPORT – SECTION 600

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NUMBER: 690
SUBJECT: STUDENT TRANSFERS, ARTICULATION, & OTHER AGREEMENTS
APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017; JANUARY 22, 2018; JUNE 22, 2020; JUNE 26, 2023; SEPTEMBER 15, 2023
SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, COUNCIL CHECK SHEETS; BTECH ARTICULATION AGREEMENTS WORKSHEET
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690.2.2 – ARTICULATION & OTHER AGREEMENTS

Agreements between BTECH and other schools may exist to allow course credit earned at one institution to be accepted or transferred to another institution. The college currently has the following articulation and contractual agreements:

Utah State University
- AAS in General Technology (30 credits) and pathway to BS in Technology Systems (R473) – College of Agriculture
- AAS in General Technology (less than 30 credits) and pathway to BS in Technology Systems – College of Agriculture
    - o BTECH Electronics department
    - o BTECH Information Technology department
- BS in Outdoor Product Design and Development (OPDD) in the Department of Technology, Design, and Technical Education – College of Agriculture (BTECH Fashion and Drafting departments)
- BS in Technology Systems (TESY) in the Department of Technology, Design, and Technical Education – College of Agriculture (BTECH Automation department)

Weber State University
- AAS in ~~Heavy Duty Truck~~ Automotive Technology in the Department of Automotive ~~Service~~ Technology – College of Engineering, Applied Science, and Technology (BTECH Diesel department)
- AAS in ~~Building Design and~~ Construction Management in the Department of Construction ~~Management~~ Building Sciences – College of Engineering, Applied Science, and Technology
- AAS in Independent Shop ATEP – Automotive Technical Education Program (ATEP) and pathway to BS in Automotive Technology in the Department of Automotive ~~Service~~ Technology – College of Engineering, Applied Science, and Technology
- AAS/AS Nursing in Nursing of Annie Taylor Dee School of Nursing – Dumke College of Health Professions
- AAS Pre-Architecture in the Department of Construction Building Sciences – College of Engineering, Applied Science, and Technology
- ADN/AS in Nursing and pathways to BS and MS in Nursing in the Department of Annie Taylor Dee School of Nursing ~~in the~~ – Dumke College of Health Professions

Utah Valley University
- AAS in Automotive Technology in the Department of Transportation Technologies – Scott M. Smith College of Engineering
- AAS in Collision Repair Technology in the Department of Transportation Technologies – Scott M. Smith College of Engineering
- AAS/BS in Construction Management in the Department of Construction Technologies – Scott M. Smith College of Engineering
- AAS in Diesel Mechanics Technology in the Department of Transportation Technologies – Scott M. Smith College of Engineering
- AAS in Healthcare Services in the Department of Allied Health – College of Health and Public Service
- AAS in Information Systems & Technology in the Department of Information Systems and Technology – Smith College of Engineering and Technology (BTECH Data Analytics department)
- AAS in Technology (30 credits) in the Department of Technology Management – Scott M. Smith College of Engineering
- AS in Emergency Services in the Department of Emergency Services – College of Health and Public Service (BTECH Emergency Services department)

BRIDGERLAND
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- Pathway to BS in the Department of Information Systems and Technology – Scott M. Smith College of Engineering (BTECH Data Analytics Department)
    - Application Development Emphasis
    - Business Intelligence Systems Emphasis
    - Information Security Management Emphasis

Snow College
- AAS in General Technology (30 credits) with an emphasis of Business or Information Technology – Business & Technical Education
- AAS in Networking and Cybersecurity in the Department of Computer Information Systems – Business & Technical Education
- Associate of Pre-Engineering (APE) in the Department of Engineering – Natural Sciences & Mathematics
- Associate of Science in Business (ASB) in the Department of Business – Business & Technical Education
- Associate of Science in Nursing (ASN) in the Department of Nursing and Health Professions – Business & Technical Education
- TechConnect – Certificate-seeking program coursework applies toward elective courses

690.2.3 – AWARDING OF COMPETENCY TO BRIDGERLAND TECHNICAL COLLEGE

Due to the competency-based nature of BTECH, students may demonstrate mastery to instructional staff for appropriate placement within a program. Awarding of course competencies will occur through the "transfer" process after review and/or demonstration to program instructional staff. Courses requiring state/federal certificates or licensure with required hours of participation are not eligible for course challenge.

For course mastery consideration after the first month of enrollment, the student must prove competency through challenge or skill demonstration. Course(s) for which course competency is granted shall apply toward the occupational certificate requirements. Full course hours will be awarded only for registered courses and students will receive a passing (P) grade. Course practicums and on-the-job training (off-college work experience) cannot be challenged. Failed challenges shall not be recorded on a student's transcript.

690.2.4 – AVAILABILITY OF INFORMATION

By posting this policy on its website the college assures that information regarding the transfer of students between programs within the institution, the transfer of students from other institutions, and the criteria established by the institution regarding the transfer of credit earned at other institutions, is available to prospective students prior to enrollment.

BRIDGERLAND
TECHNICAL COLLEGE

NUMBER: 920
SUBJECT: REGISTRATION AND REFUNDS FOR COLLEGE FOUNDATIONS
APPROVAL DATE OF LAST REVISION: MARCH 22, 2022; JUNE 26, 2023

SOURCE(S); UTAH SYSTEM OF HIGHER EDUCATION TECHNICAL COLLEGE DATA DICTIONARY (7/1/2023); POLICIES AND RULES OF THE COMMISSION 2024; UTAH SYSTEM OF HIGHER EDUCATION POLICY 200 (MAY 2024); USHE R403

920.1 – PURPOSE

Bridgerland Technical College (BTECH) Continuing Education Foundation and the Bridgerland Innovation Foundation offer various courses to provide continuing education, professional development, collegiate preadmission, basic skills, personal interest, or entrepreneurship training to its constituency. These courses may be offered face-to-face, online, or using other methods of delivery. The purpose of this policy is to govern charges and refunds for students enrolling in these courses.

920.2 – POLICY

Any person 14 years of age or older is eligible to register for continuing education foundation and/or innovation foundation courses and will be subject to the published charge for the respective course.

Bridgerland Technical College Continuing Education Foundation and Bridgerland Innovation Foundation courses are offered on a self-sustaining basis (the cost of providing the course is covered through user charges); therefore, senior citizens, veterans, college employees/family members, secondary students, etc., are subject to the published charge for the respective course.

Bridgerland Technical College Continuing Education Foundation is subject to the policies and procedures of the primary government (BTECH), except where differences are identified in the Continuing Education Foundation policies (section 900).

920.3 – PROCEDURES

920.3.1 – REGISTRATION

Students may choose to register for continuing education foundation or innovation foundation courses online or in person. To register for continuing education foundation or innovation foundation courses, a student must:

1. complete the admissions form
2. choose course(s) and complete online registration (courses are subject to capacity limitations, and students will be registered on a first-come, first-served basis.)
3. pay all course charges at the time of registration

920.3.2 – REFUNDS

Individuals are responsible for canceling their registration should they not be able to attend. Refunds will not be issued for non-attendance. Cancellations received before the first day of class will receive a 100% refund. No refunds, in whole or in part, will be given on or after the first day of class. Extenuating circumstances will be addressed on a case-by-case basis.

920.3.3 – DEFINITIONS

- **Basic Skills:** Basic instruction such as reading, language arts, mathematics, or collegiate preadmission courses necessary for student success in a technical program. Basic skills courses are provided through the non-accredited Bridgerland Technical College Continuing Education Foundation 501(c)(3). *(USHE Technical College Data Dictionary FY2023)*

- **Short-term Continuing Occupational Education:** Educational short-term courses of study that meet the

COLLEGE FOUNDATIONS & NON-PROFIT ORGANIZATIONS – SECTION 900

BRIDGERLAND
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community's needs. Such training is not approved by an accrediting body and is designed for skill development that does not lead to a certificate. This training is transcripted and non-credit bearing. Mission-related training offered to meet student and employer needs for professional development and continuing education allowing students to expand their knowledge in subjects of interest. These courses are not included in the institutional self-study report, FTE calculation, or student achievement data collection and are not required to be included on the COE-approved program list. Continuing education courses are provided through the non-accredited Bridgerland Technical College Continuing Education Foundation 501(c)(3). (Policies and Rules of the Commission FY 2024; USHE R403)

- **Entrepreneurship Training:** Mission-related training or consulting to meet student and employer needs in developing their own ventures or enterprises. Such training will help build the skills associated with entrepreneurship and may include teaching the ability to take initiative, seek out business opportunities, develop budgets and forecast resource needs, identify options for acquiring capital, and communicate effectively. Training may provide support services to incubate a business. These courses are not included in the institutional self-study report, FTE calculation, or student achievement data collection and are not required to be included on the COE-approved program list. Entrepreneurship courses are provided through the non-accredited Bridgerland Innovation Foundation 501(c)(3).

- **Personal Interest Community Interest**: Non-mission-related educational experiences or activities intended to enhance student skills for personal interest and to introduce the community to training opportunities at the college. As provided in UCA 53B-2a-106(2)(c), similar community offerings for these courses must be limited, and courses are generally financially self-supporting through student charges. These courses are not reported to the Council on Occupational Education nor to the state legislature. (USHE Policy 200.7, May 2024; USHE R403). Courses unrelated to a career and provided through the non-accredited Bridgerland Continuing Education Foundation 501(c)(3). *(USHE Technical College Data Dictionary FY2023)*

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