**BRIDGERLAND TECHNICAL COLLEGE**
**BOARD OF TRUSTEES**
**INSTITUTIONAL ADVISORY COMMITTEE**

**JUNE 23, 2025, 4 P.M.**
**1301 NORTH 600 WEST, LOGAN, UTAH**

**MINUTES**

**Board Members Attendance**
Jennifer Avery – Logan Regional Hospital, Logan
Karina Brown – Cache County Executive Office, Nibley
Kathy Christiansen – Cache County School District, 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
Richard Lamb – Rich School District, Garden City
Paul Nelson – Northrop Grumman, Providence
Larry Williams – Logan School District, Logan

**Board Members Excused**
Matt Chowning – Paragon Medical, Smithfield
Mark Smoot – Entrepreneur/Owner, Garden City

**Bridgerland Technical College Attendance**
K. Chad Campbell, President
Brandi Gittins, VP for Administrative Services and Chief Financial Officer
Emily Hobbs, Administrative Chief of Staff
Renee Milne, VP for Student Services
Lisa Moon, Executive VP for Instruction and Chief Instructional Officer
Jennifer Tenhoeve, Director of Continuing Education

**Guest(s)**
Jeremy Shaw, USHE
Kim Ziebarth, USHE (virtual)

*Item 1*
**Welcome & Pledge of Allegiance**
Paul Nelson conducted the meeting and welcomed those in attendance. The meeting was called to order at 4:06 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 recipients were selected by the scholarship committee with input from college administration. Nicole McInelly, Director of Financial Aid, presented the following student recipients of the Presidential Scholarship. Each student had an opportunity to address the board and express their gratitude.

- Natalia Aguirre, Digital Design
- Lindsey Leavitt, Cosmetology
- Abram Price, Meat Services

### Item 3

**Fiscal Year (FY) 2025-2026 Student of the Year Recognition**

Renee Milne announced the selection of Tess Munns as the FY 2025-2026 Student of the Year. 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. Tess will represent BTECH during the upcoming year at graduation and during public relations events. Tess had an opportunity to address the board and express her gratitude.

Board members congratulated all of the students and joined them for group photos in recognition of their achievement.

### Item 4

**Board Member Appreciation**

Paul Nelson announced that Nancy Kennedy and John Ferry have concluded their terms of service as designated by their respective education institutions and will rotate off the Bridgerland Technical College Board of Trustees effective July 1, 2025. BTECH Administration and the Board of Trustees expressed their sincere appreciation for their years of dedicated service and valuable contributions.

### Item 5

**Election of Officers**

In accordance with BTECH Policy 103.4.3 *Election of Officers*, board leadership elections were conducted at this meeting. Nancy Kennedy, having served as past chair, will be rotating off the board, resulting in a vacancy for that position. Nancy, on behalf of the nominating committee, presented its recommendations for Paul Nelson, chair, and Karina Brown, vice-chair, to continue in a second term, leaving the past chair position open. Nancy nominated Jack Draxler to serve as past chair, highlighting his extensive leadership experience and ongoing service as the Audit Committee chair. Paul opened the floor for additional nominations. Hearing none, the election was conducted by hand vote with the following motion.

**ACTION:** Lisa Clawson made a motion to elect second terms for Paul Nelson as chair and Karina Brown as vice-chair. The motion also included Jack Draxler to fill the past chair position for the BTECH Board of Trustees. Monica Holdaway seconded. Motion carried.

### Item 6
**Audit Committee Report – USHE Internal Auditors**
In compliance with Policy R567, the Utah System of Higher Education (USHE) Internal Audit team recently completed a procurement and Center for Internet Security (CIS) controls audit. Jack Draxler explained that the results were presented to the BTECH Audit committee on May 21, 2025. In addition to reviewing the audit results, the committee approved the Audit Committee Plan, outlining future audit topics to be addressed. Jack Draxler, Audit committee chair, provided the board with a brief summary – expressing how auditors often provide ideas for improvement, which was well received. There were no areas of concern. He and Paul Nelson both noted the overwhelmingly positive feedback, with auditors expressing appreciation for the college's professionalism and responsiveness throughout the audit.

### Item 7
**FY 2025-2026 All Funds Budget**
Included for the board's information and review was the FY 2025-2026 All Funds Budget. The budget worksheet provided a two-year comparison for the operating budget. In addition, the second worksheet showed the budget for all "funds" of the college, including the "fund" for discretionary revenue and proposed expenditures, if any. The college's budget director, Wendy Finley, presented the proposed budgets and facilitated a question-and-answer session.

**ACTION:** John Ferry made a motion to approve the FY 2025-2026 budgets. Nancy Kennedy seconded. Motion carried.

### Item 8
**Policy Updates**
The policies listed below were identified for revision and/or proposed as new. Two versions of each revised policy were provided: a "red line" version showing proposed additions (in red) and deletions (with strikethrough), and a "clean" version reflecting the proposed final language. Additional policy and plan changes were included in the Consent Calendar and as an Information Item if no action is required. Brandi Gittins reviewed both of the following policies.

- Policy 580 Procurement
  - This policy has undergone significant revisions to ensure alignment with updated state regulations, institutional practices, and USHE policy. As per audit recommendations, language was added for purchases above the small purchase threshold of $50,000. While the policy has long existed, these updates reflect a more comprehensive approach.
- Policy 803 Cash Handling (New)
  - As part of ongoing efforts to strengthen internal controls and align with best practices in financial management, a formal cash handling policy has been established. While many procedures have long been in place operationally, this policy formalizes those practices to ensure consistency, transparency, and compliance.

**ACTION:** Jack Draxler made a motion to approve the policy updates, effective immediately. Lisa Clawson seconded. Motion carried.

### Item 9
**2025-2030 Strategic Plan and Mission Statement**
Emily Hobbs 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. In addition to this internal feedback, Administration also reviewed the Utah System of Higher Education (USHE) Strategic Plan to ensure alignment with system-wide priorities. After considering all input and under the direction of the president, a new Strategic Plan was developed to replace the previous version, which had become overly detailed and difficult to navigate. While the overarching objectives remain the same, the strategies have been thoughtfully reworked. Faculty and staff were emailed the draft plan for review prior to board consideration. These revisions reflect a commitment to continuous improvement and to fulfilling the mission of the college. The Mission Statement is included in the Strategic Plan, which is reviewed and approved annually.

Paul Nelson suggested incorporating a pyramid visual to illustrate how the objectives build upon one another. This can be included in the next revision.

**ACTION:** John Ferry made a motion to approve the 2025-2030 Strategic Plan and Mission Statement. Kathy Christiansen seconded. Motion carried.

### Item 10
**Land Acquisition Update**
President Campbell announced that the college has officially closed on the purchase of 13.74 acres (Parcel #05-050-0008) located at 1200 North 1000 West, Logan, Utah. All necessary legal and financial transactions have been finalized, and the property is now under full ownership of the college. This acquisition was a critical step in advancing the college's facility master planning efforts and opens the opportunity for potential development to support long-term growth and strategic priorities.

President Campbell expressed gratitude to the BTECH Board of Trustees, the Division of Facilities Construction and Management (DFCM), Property Reserve, Inc. (PRI), and others for their support in advancing the project to final purchase. The college is excited for what lies ahead and looks forward to the opportunities this land will bring.

### Item 11
**Consent Calendar**
- **Minutes –** Minutes from the March 24, 2025, Board meeting were available online for review and subsequent approval.
  - **Correction Noted:** On the Item 7 "Program Review and Changes" handout, the Firefighter program was incorrectly listed as 19 credits due to a clerical error. The correct value is 20 credits, based on the calculation of 600 hours/30 hours = 20 credits. The total program hours remain unchanged at 600. The handout has been updated accordingly, and the minutes now reflect this correction.
- **Additional Policy Updates –** Administration recommends 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. Link provided online.

**ACTION:** Nancy Kennedy made a motion to approve the March 24, 2025, minutes with the correction and the additional policy updates. Richard Lamb seconded. Motion carried.

*Item 12*

**Information Items**

A.  **Management of College Investments**

Bridgerland Technical College's VP for administrative services and chief financial officer, 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 other qualified investments 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. The Accounting department creates monthly investment reports to be submitted to the college president and the Board of Trustees. This file, which includes January 2025, February 2025, March 2025, and April 2025 was available as a link.

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 available on the BTECH website. Although plans do not require board approval, it is the intent of the college to keep board members updated. This file was available as a link.

C.  **Calendar/Happenings**
    o   Calendar available at btech.edu/event-calendars
    o   Board Meeting Dates
        o   August 25, 2025 @ 4 p.m.
        o   December 8, 2025 @ 4 p.m.
        o   March 23, 2026 @ 4 p.m.

*Item 13*

**Adjournment**

John Ferry motioned to adjourn the meeting at 5:35 p.m.

# Bridgerland Technical College
## All Funds Budget
### FY2026

| | Unrestricted | | | | | | | Restricted | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | Fund 10 | Fund 12 | Fund 14 | Fund 16 | Fund 20 | Fund 31/33 | Fund 81 | Fund 41/42/43/44 | |
| | General Operating | Course & Program Fees | Discretionary | Continuing Education | Class Projects | Auxiliary | Plant | Custom Fit Contract & Grants Financial Aid | Total |
| **Revenues** | | | | | | | | | |
| **Operating Revenues** | | | | | | | | | |
| Student Tuition and Fees | 2,728,000 | 869,500 | | 453,500 | | | | | **4,051,000** |
| Federal Grants and Contracts | | | | | | | | 403,047 | **403,047** |
| State Grants and Contracts | | | | | | | | 286,498 | **286,498** |
| Local Grants and Contracts | | 80,000 | | | | | 125,000 | 600,000 | **805,000** |
| Sales and Services of Educational Activities | | | | | 842,500 | | | | **842,500** |
| Auxiliary Enterprises | | | | | | 952,800 | | | **952,800** |
| **Non-Operating Revenues** | | | | | | | | | |
| State Appropriations | 26,898,900 | | | | | | | 745,200 | **27,644,100** |
| Federal Grants and Contracts | | | | | | | | 1,500,000 | **1,500,000** |
| State Grants and Contracts | | | | | | | | 150,000 | **150,000** |
| Gifts | | | | | | | 150,000 | 765,000 | **915,000** |
| Investment Income | 28,400 | | 520,000 | | | | | 15,000 | **563,400** |
| Lease Income | 5,900 | | | | | | 444,000 | | **449,900** |
| Other Non-Operating Revenues | | | | | | | 85,300 | | **85,300** |
| **Other Revenues** | | | | | | | | | |
| Capital Appropriations-State Sources | | | | | | | 1,175,000 | | **1,175,000** |
| Capital Gifts | | | | | | | 100,000 | | **100,000** |
| **Total Revenues** | **$ 29,661,200** | **$ 949,500** | **$ 520,000** | **$ 453,500** | **$ 842,500** | **$ 952,800** | **$ 2,079,300** | **$ 4,464,745** | **$ 39,923,545** |
| **Expenditures and Transfers** | | | | | | | | | |
| **Instruction** | | | | | | | | | |
| Salaries and Wages | 8,859,773 | | | 107,574 | 43,978 | | | 613,194 | **9,624,519** |
| Benefits | 5,012,349 | | | 11,626 | 38,747 | | | 280,662 | **5,343,384** |
| Current Expense | 2,083,334 | 949,500 | | 334,300 | 759,775 | | 173,000 | 1,117,391 | **5,417,300** |
| Capital Expenditures | 1,737,100 | | | | | | 200,000 | | **1,937,100** |
| **Total Instruction** | 17,692,556 | 949,500 | - | 453,500 | 842,500 | - | 373,000 | 2,011,247 | **22,322,303** |
| **Academic Support** | | | | | | | | | |
| Salaries and Wages | 1,457,634 | | | | | | | 8,000 | **1,465,634** |
| Benefits | 885,076 | | | | | | | 3,498 | **888,574** |
| Current Expense | 82,000 | | | | | | | | **82,000** |
| Capital Expenditures | | | | | | | | | **-** |
| **Total Academic Support** | 2,424,710 | - | - | - | - | - | - | 11,498 | **2,436,208** |
| **Student Services** | | | | | | | | | |
| Salaries and Wages | 966,974 | | | | | | | | **966,974** |
| Benefits | 585,783 | | | | | | | | **585,783** |
| Current Expense | 155,000 | | | | | | | 15,000 | **170,000** |
| Capital Expenditures | | | | | | | | | **-** |
| **Total Student Services** | 1,707,757 | - | - | - | - | - | - | 15,000 | **1,722,757** |
| **Public Service** | | | | | | | | | |
| Salaries and Wages | 244,477 | | | | | | | 26,979 | **271,456** |
| Benefits | 134,454 | | | | | | | 2,021 | **136,475** |
| Current Expense | 3,000 | | | | | | | 6,000 | **9,000** |
| Capital Expenditures | | | | | | | | | **-** |
| **Total Public Service** | 381,931 | - | - | - | - | - | - | 35,000 | **416,931** |

# Bridgerland Technical College
## All Funds Budget
### FY2026

| | Unrestricted | | | | | | | Restricted | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | Fund 10 | Fund 12 | Fund 14 | Fund 16 | Fund 20 | Fund 31/33 | Fund 81 | Fund 41/42/43/44 | |
| | General Operating | Course & Program Fees | Discretionary | Continuing Education | Class Projects | Auxiliary | Plant | Custom Fit Contract & Grants Financial Aid | Total |
| **Institutional Support** | | | | | | | | | |
| Salaries and Wages | 2,227,188 | | | | | | | | 2,227,188 |
| Benefits | 1,362,979 | | | | | | | | 1,362,979 |
| Current Expense | 569,462 | | | | | | 125,000 | 35,000 | 729,462 |
| Capital Expenditures | | | | | | | 33,000 | | 33,000 |
| **Total Institution Support** | 4,159,629 | - | - | - | - | - | 158,000 | 35,000 | 4,352,629 |
| **Operation and Maintenance** | | | | | | | | | |
| Salaries and Wages | 629,742 | | | | | | | | 629,742 |
| Benefits | 366,451 | | | | | | | | 366,451 |
| Current Expense | 2,192,924 | | | | | | 227,900 | | 2,420,824 |
| Capital Expenditures | | | | | | | 1,305,400 | | 1,305,400 |
| **Total Operation and Maintenance** | 3,189,117 | - | - | - | - | - | 1,533,300 | - | 4,722,417 |
| **Auxiliary Enterprise** | | | | | | | | | |
| Salaries and Wages | | | | | | 280,889 | | | 280,889 |
| Benefits | | | | | | 131,236 | | | 131,236 |
| Current Expense | | | | | | 780,675 | | | 780,675 |
| Capital Expenditures | | | | | | | | | |
| **Total Auxiliary Enterprise** | - | - | - | - | - | 1,192,800 | - | - | 1,192,800 |
| **Scholarships & Transfers** | | | | | | | | | |
| Scholarships and Awards | 105,500 | | | | | | 15,000.00 | 2,375,000 | 2,495,500 |
| Transfer of Funds | | | 240,000 | | | (240,000) | (800,000) | (18,000) | (818,000) |
| **Total Scholarships & Transfers** | 105,500 | - | 240,000 | - | - | (240,000) | (785,000) | 2,357,000 | 1,677,500 |
| | | | | | | | | | |
| **Total Expenditures and Other Deductions** | $ 29,661,200 | $ 949,500 | $ 240,000 | $ 453,500 | $ 842,500 | $ 952,800 | $ 1,279,300 | $ 4,464,745 | $ 38,843,545 |
| | | | | | | | | | |
| **Net Increase (Decrease) in Fund Balances** | $ - | $ - | $ 280,000 | $ - | $ - | $ - | $ 800,000 | $ - | $ 1,080,000 |
| | | | | | | | | | |
| **Change in Fund Balance** | | | | | | | | | |
| Fund Balance at the Beginning of the Year | $ 695,899 | $ 1,364,308 | $ 3,749,702 | $ 214,071 | $ 1,871,900 | $ 54,789 | $ 1,376,036 | $ 1,175,297 | 32,674,194 |
| Fund Balance at End of Year | $ 695,899 | $ 1,364,308 | $ 4,029,702 | $ 214,071 | $ 1,871,900 | $ 54,789 | $ 2,176,036 | $ 1,175,297 | 33,754,194 |
| **Change in Fund Balance** | $ - | $ - | $ 280,000 | $ - | $ - | $ - | $ 800,000 | $ - | $ 1,080,000 |
| | | | | | | | | | |
| **Expenditures by Object** | | | | | | | | | |
| Salaries and Wages | 14,385,788 | | | 107,574 | 43,978 | 280,889 | | 648,173 | 15,466,402 |
| Benefits | 8,376,092 | | | 11,626 | 38,747 | 131,236 | | 286,181 | 8,814,882 |
| Current Expense | 5,056,720 | 949,500 | | 334,300 | 759,775 | 780,675 | 525,900 | 1,173,391 | 9,609,261 |
| Capital Expenditures | 1,737,100 | | | | | | 1,538,400 | | 3,275,500 |
| Scholarships and Awards | 105,500 | | | | | | 15,000 | 2,375,000 | 2,495,500 |
| Transfer of Funds | | | 240,000 | | | (240,000) | (800,000) | (18,000) | (818,000) |
| **Total Expenditures** | $ 29,661,200 | $ 949,500 | $ 240,000 | $ 453,500 | $ 842,500 | $ 952,800 | $ 1,279,300 | $ 4,464,745 | $ 38,843,545 |
| | | | | | | | | | |
| | $ - | $ - | $ 280,000 | $ - | $ - | $ - | $ 800,000 | $ - | $ 1,080,000 |

# Bridgerland Technical College

General Operating Fund
(Appropriated Budget)
Fiscal Year 2025-26

| | (25) FY24-25 Increase (Decrease) | (25) FY24-25 Appropriated Budget | (26) FY25-26 Increase (Decrease) | (26) FY25-26 Appropriated Budget |
|---|---|---|---|---|
| **Revenues:** | | | | |
| Tuition and Fees | $ 254,200 | $ 2,536,500 | $ 191,500 | $ 2,728,000 |
| Appropriation | $ 998,400 | $ 23,185,000 | $ 1,318,300 | $ 24,503,300 |
| Appropriation - One Time Equipment | $ 666,500 | $ 666,500 | $ 18,400 | $ 684,900 |
| Appropriation - SWI Grants | $ - | $ - | $ - | $ - |
| Appropriation thru USHE | $ - | $ - | $ - | $ - |
| Appropriation Restricted - Performance Measure Funding | $ 336,000 | $ 627,100 | $ 338,400 | $ 965,500 |
| SWI Grants thru LEA's | $ - | $ - | $ - | $ - |
| Appropriation - Custom Fit | $ - | $ 700,000 | $ 45,200 | $ 745,200 |
| Other Local Sources | $ - | $ 5,900 | $ - | $ 5,900 |
| Interest and Investment Income | $ - | $ 28,400 | $ - | $ 28,400 |
| **Total Revenues:** | **$ 2,255,100** | **$ 27,749,400** | **$ 1,911,800** | **$ 29,661,200** |
| **Expenditures (by function):** | | | | |
| **Instruction** | | 60% | | 60% |
| Salaries and Wages | $ 333,245 | $ 8,639,660 | $ 220,113 | $ 8,859,773 |
| Benefits | $ 855,971 | $ 4,586,445 | $ 425,904 | $ 5,012,349 |
| Contracted Educational Services | $ (155,785) | $ 838,242 | $ 174,507 | $ 1,012,749 |
| Supplies and Materials | $ 37,810 | $ 885,889 | $ 184,696 | $ 1,070,585 |
| Equipment | $ 270,000 | $ 1,688,700 | $ 48,400 | $ 1,737,100 |
| Scholarships | $ (9,000) | $ 105,500 | $ - | $ 105,500 |
| **Total Instruction** | **$ 1,332,241** | **$ 16,744,436** | **$ 1,053,620** | **$ 17,798,056** |
| **Academic Support** | | 8% | | 8% |
| Salaries and Wages | $ 321,204 | $ 1,346,720 | $ 110,914 | $ 1,457,634 |
| Benefits | $ 201,022 | $ 791,857 | $ 93,219 | $ 885,076 |
| Contracted Educational Services | $ - | $ - | $ - | $ - |
| Supplies and Materials | $ 49,900 | $ 82,000 | $ - | $ 82,000 |
| Equipment | $ - | $ - | $ - | $ - |
| Scholarships | $ - | $ - | $ - | $ - |
| **Total Academic Support** | **$ 572,126** | **$ 2,220,577** | **$ 204,133** | **$ 2,424,710** |
| **Student Support** | | 5% | | 6% |
| Salaries and Wages | $ (35,783) | $ 827,267 | $ 139,707 | $ 966,974 |
| Benefits | $ 74,823 | $ 528,674 | $ 57,109 | $ 585,783 |
| Student Insurance | $ - | $ 2,500 | $ - | $ 2,500 |
| Advertising | $ - | $ - | $ - | $ - |
| Printing | $ - | $ 34,500 | $ - | $ 34,500 |
| Supplies, Materials & Interpreting Services | $ - | $ 118,000 | $ - | $ 118,000 |
| Equipment | $ - | $ - | $ - | $ - |
| **Total Student Support** | **$ 39,040** | **$ 1,510,941** | **$ 196,816** | **$ 1,707,757** |
| **Public Service** | | 1% | | 1% |
| Salaries and Wages | $ 191,661 | $ 191,661 | $ 52,816 | $ 244,477 |
| Benefits | $ 97,500 | $ 97,500 | $ 36,954 | $ 134,454 |
| Student Insurance | $ - | $ - | $ - | $ - |
| Advertising | $ - | $ - | $ - | $ - |
| Printing | $ - | $ - | $ - | $ - |
| Supplies, Materials & Interpreting Services | $ 3,000 | $ 3,000 | $ - | $ 3,000 |
| Equipment | $ - | $ - | $ - | $ - |
| **Total Public Service** | **$ 292,161** | **$ 292,161** | **$ 89,770** | **$ 381,931** |
| **Institutional Support** | | 14% | | 14% |
| Salaries and Wages | $ (260,639) | $ 2,190,508 | $ 36,680 | $ 2,227,188 |
| Benefits | $ (101,288) | $ 1,280,532 | $ 82,447 | $ 1,362,979 |
| Unemployment Insurance | $ - | $ 9,000 | $ - | $ 9,000 |
| Vacation and Sick Leave Accrual | $ - | $ 20,000 | $ - | $ 20,000 |
| Contracted Services | $ - | $ 30,700 | $ - | $ 30,700 |
| Telephone | $ - | $ 39,500 | $ - | $ 39,500 |
| Advertising | $ - | $ 11,800 | $ (4,000) | $ 7,800 |
| Travel & Professional Workshops | $ - | $ 10,000 | $ - | $ 10,000 |
| Supplies and Materials | $ 26,892 | $ 278,053 | $ 46,909 | $ 324,962 |
| Equipment | $ - | $ - | $ - | $ - |
| Dues and Fees | $ - | $ 3,000 | $ - | $ 3,000 |
| Postage | $ - | $ 32,000 | $ (15,000) | $ 17,000 |
| Public Relations | $ - | $ 88,500 | $ - | $ 88,500 |
| Merchant Discounts/Bank Charges | $ - | $ 11,000 | $ - | $ 11,000 |
| Financial Aid | $ - | $ 8,000 | $ - | $ 8,000 |
| **Total Institutional Support** | **$ (335,035)** | **$ 4,012,593** | **$ 147,036** | **$ 4,159,629** |
| **Operation and Maintenance of Plant** | | 11% | | 11% |
| Salaries and Wages | $ 151,247 | $ 529,485 | $ 100,257 | $ 629,742 |
| Benefits | $ 105,122 | $ 290,376 | $ 76,075 | $ 366,451 |
| Contracted Services | $ - | $ 198,400 | $ - | $ 198,400 |
| Natural Gas | $ 90,000 | $ 227,000 | $ - | $ 227,000 |
| Electricity/Water/Sewer | $ 165,000 | $ 643,500 | $ 15,000 | $ 658,500 |
| Equipment Repair | $ - | $ 45,400 | $ - | $ 45,400 |
| Rental of Building and Land | $ - | $ 296,485 | $ 18,091 | $ 314,576 |
| Property Insurance | $ 57,800 | $ 150,040 | $ - | $ 150,040 |
| Liability Insurance | $ 11,200 | $ 77,090 | $ - | $ 77,090 |
| Telephone | $ - | $ 70,000 | $ - | $ 70,000 |
| Maintenance/Custodial Supplies | $ (225,802) | $ 396,916 | $ 11,002 | $ 407,918 |
| Motor Fuel | $ - | $ 44,000 | $ - | $ 44,000 |
| Equipment | $ - | $ - | $ - | $ - |
| **Total Operation and Maintenance of Plant** | **$ 354,567** | **$ 2,968,692** | **$ 220,425** | **$ 3,189,117** |
| **Total Expenditures** | **$ 2,255,100** | **$ 27,749,400** | **$ 1,911,800** | **$ 29,661,200** |
| **Net Income** | **$ 0** | **$ -** | **$ (0)** | **$ (0)** |

# Bridgerland Technical College

General Operating Fund
(Appropriated Budget)
Fiscal Year 2025-26

| | (25) FY24-25 Increase (Decrease) | (25) FY24-25 Appropriated Budget | (26) FY25-26 Increase (Decrease) | (26) FY25-26 Appropriated Budget |
|---|---|---|---|---|
| **Revenues:** | | | | |
| Tuition and Fees | $ 254,200 | $ 2,536,500 | $ 191,500 | $ 2,728,000 |
| Appropriation | $ 998,400 | $ 23,185,000 | $ 1,318,300 | $ 24,503,300 |
| Appropriation - One Time Equipment | $ 666,500 | $ 666,500 | $ 18,400 | $ 684,900 |
| Appropriation - SWI Grants | $ - | $ - | $ - | $ - |
| Appropriation thru UTECH | $ - | $ - | $ - | $ - |
| Appropriation thru UTECH - Performance Measure Funding | $ 336,000 | $ 627,100 | $ 338,400 | $ 965,500 |
| SWI Grants thru LEA's | $ - | $ - | $ - | $ - |
| Appropriation - Custom Fit | $ - | $ 700,000 | $ 45,200 | $ 745,200 |
| Other Local Sources | $ - | $ 5,900 | $ - | $ 5,900 |
| Interest and Investment Income | $ - | $ 28,400 | $ - | $ 28,400 |
| **Total Revenues** | **$ 2,255,100** | **$ 27,749,400** | **$ 1,911,800** | **$ 29,661,200** |
| **Expenditures (by object):** | | | | |
| Salaries and Wages | | | | |
| Instructional Salaries and Wages | $ 333,245 | $ 8,639,660 | $ 220,113 | $ 8,859,773 |
| Academic Support Salaries and Wages | $ 321,204 | $ 1,346,720 | $ 110,914 | $ 1,457,634 |
| Student Support Salaries and Wages | $ (35,783) | $ 827,267 | $ 139,707 | $ 966,974 |
| Public Service Salaries and Wages | $ 191,661 | $ 191,661 | $ 52,816 | $ 244,477 |
| Institutional Support Salaries and Wages | $ (260,639) | $ 2,190,508 | $ 36,680 | $ 2,227,188 |
| O&M Salaries and Wages | $ 151,247 | $ 529,485 | $ 100,257 | $ 629,742 |
| Benefits | | | | |
| Retirement | $ 220,805 | $ 1,963,978 | $ 122,154 | $ 2,086,132 |
| Social Security | $ 53,621 | $ 1,049,986 | $ 50,527 | $ 1,100,513 |
| Health Insurance | $ 895,985 | $ 4,241,853 | $ 583,040 | $ 4,824,893 |
| Dental Insurance | $ 39,334 | $ 188,181 | $ 6,543 | $ 194,724 |
| Disability | $ 20,509 | $ 74,705 | $ 6,717 | $ 81,422 |
| Workmen's Compensation Insurance | $ 2,893 | $ 56,680 | $ 2,728 | $ 59,408 |
| Unemployment Insurance | $ - | $ 9,000 | $ - | $ 9,000 |
| Vacation and Sick Leave Accrual | $ - | $ 20,000 | $ - | $ 20,000 |
| Contracted Educational Services | $ (155,785) | $ 1,067,342 | $ 174,507 | $ 1,241,849 |
| Natural Gas | $ 487 | $ 227,000 | $ - | $ 227,000 |
| Electricity/Water/Sewer | $ 165,000 | $ 643,500 | $ 15,000 | $ 658,500 |
| Equipment Repair | $ - | $ 45,400 | $ - | $ 45,400 |
| Rental of Building and Land | $ - | $ 296,485 | $ 18,091 | $ 314,576 |
| Property Insurance | $ 57,800 | $ 150,040 | $ - | $ 150,040 |
| Liability Insurance | $ 11,200 | $ 77,090 | $ - | $ 77,090 |
| Student Insurance Claims | $ - | $ 2,500 | $ - | $ 2,500 |
| Telephone | $ - | $ 109,500 | $ - | $ 109,500 |
| Advertising | $ - | $ 11,800 | $ (4,000) | $ 7,800 |
| Printing | $ - | $ 34,500 | $ - | $ 34,500 |
| Travel/Workshops | $ 8,500 | $ 18,500 | $ - | $ 18,500 |
| Educational Supplies and Materials | $ 118,823 | $ 877,389 | $ 184,696 | $ 1,062,085 |
| Academic Supplies and Materials | $ 49,900 | $ 82,000 | $ - | $ 82,000 |
| Student Services Supplies and Materials | $ - | $ 118,000 | $ - | $ 118,000 |
| Administrative Supplies and Materials | $ 29,894 | $ 281,053 | $ 46,909 | $ 327,962 |
| Maintenance and Custodial Supplies and Materials | $ (225,800) | $ 396,918 | $ 11,000 | $ 407,918 |
| Motor Fuel | $ - | $ 44,000 | $ - | $ 44,000 |
| Educational Equipment | $ 270,000 | $ 1,688,700 | $ 48,400 | $ 1,737,100 |
| Dues and Fees | $ - | $ 3,000 | $ - | $ 3,000 |
| Postage | $ - | $ 32,000 | $ (15,000) | $ 17,000 |
| Public Relations | $ - | $ 88,500 | $ - | $ 88,500 |
| Merchant Discounts/Bank Charges | $ - | $ 11,000 | $ - | $ 11,000 |
| Financial Aid | $ - | $ 8,000 | $ - | $ 8,000 |
| Scholarships | $ (9,000) | $ 105,500 | $ - | $ 105,500 |
| **Total Expenditures** | **$ 2,255,100** | **$ 27,749,400** | **$ 1,911,800** | **$ 29,661,200** |
| **Net Income** | **$ (0)** | **$ (0)** | **$ 0** | **$ -** |

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### 580.1 – PURPOSE

This policy is designed to assist college procurement agents (any employee who is involved in the process of procurement) to comply with the requirements of the Utah Procurement Code. The underlying purposes and policies of the procurement code are "to ensure transparency in the public procurement process; to ensure the fair and equitable treatment of all persons who participate in the public procurement process; to provide increased economy in state procurement activities; and to foster effective broad-based competition within the free enterprise system."

To the extent that it is reasonable and practical for specific procurement, the use of state contracts or cooperative purchase agreements is strongly encouraged and will always be considered as satisfying the bid requirements.

### 580.2 – POLICY

BTECH purchasing agents (employees involved in initiating a purchase order) are encouraged to follow the procedures outlined below to facilitate departmental procurement needs.

#### 580.2.1 – MULTIYEAR CONTRACTS

Purchases and/or requests for proposals (RFPs) must comply with the multiyear contracts provision of the Utah Code, Title 63G, Chapter 6a Part 12 Section 1204.

### 580.1 – POLICY

Bridgerland Technical College (BTECH) is committed to ensuring transparency, fairness, and efficiency in all procurement activities in accordance with Utah Procurement Code (Title 63G-6a). All BTECH employees involved in purchasing – referred to as procurement agents – are expected to comply with applicable laws and college procedures. The intent of this policy is to support responsible procurement practices that promote equitable treatment of vendors, achieve economic value, and uphold public trust.

To meet these expectations, procurement agents are encouraged to utilize state contracts or cooperative purchasing agreements whenever reasonable and practical, as these options satisfy bid requirements and support streamlined purchasing. As required by state law, the college president serves as the procurement official and has delegated this authority to the vice president for administrative services & chief financial officer to oversee institutional procurement activities.

### 580.2 – PROCEDURES

The following is an outline for purchasing activities. As such, it is a procedural pattern which, when followed, should result in the best product being obtained at the lowest possible price. Even though it is written in step-by-step form, it does not preclude the use of good judgment and/or common sense.

Preliminaries:

(1) BTECH maintains a conflict of interest disclosure form and a process designed to identify potential related party transactions between the college and its employees. Employees are required to complete a Disclosure Statement of Possible Conflict of Interest form for all reasonably foreseeable potential conflicts of interest. This form includes the names of the parties involved, as well as a description of involvement.

(2) Purchases are typically made with purchase cards and/or purchase orders. Purchase orders are obtained from the Accounting department. The process of budget checking is centralized, meaning that all employees needing a

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purchase order must obtain them from the Accounting department. A budget check is first performed to ensure that funds are available before the purchase order is issued. Department heads are provided a budget to manage with oversight by their respective associate vice president, the budget director, and the vice president for administrative services & chief financial officer. Each department head has access through the Internet portal to the budget for their respective department(s) in order to review actual amounts posted to their allocated budget. The Internet portal compares the annual budget with the year-to-date activity and provides the budget variance, which is designed to assist in managing departmental budgets.

(3) BTECH has a Purchasing committee to evaluate procurement transactions to ensure no single individual has the authority to approve purchasing decisions above the minimum thresholds outlined below. The Purchasing committee authority does *not* involve either (1) judgments as to the departmental needs (as assessed by the department head) or (2) the availability of departmental funds required for the purchase. The Purchasing committee's *sole* responsibility is to ensure compliance with this policy.

Process:

(1) After determining need(s), the department head develops a cost estimate (formal or informal)., depending on the need).

(2) Purchase order thresholds: testing:

(a) Class project or auxiliary purchases:

Procurement thresholds identified below are not required for purchases related to class projects or auxiliary enterprises (for example, Bookstore or Cafeteria). These departments sell to the outside public and are not funded by appropriations. Departments are expected to use good judgment by following procurement principles to obtain the best pricing and terms.

(b) Non-Custom Fit, non-class project, or non-auxiliary purchases:

| | |
|---|---|
| $0-$3,0002,999.99 | no bid required |
| $3,000-5,000$4,999.99 | two telephone or Internet quotes required (include documentation with purchase order) no Purchasing committee approval required |
| $5,000-$50,00049,999.99 | three written bids required and approval by at least two current members of the Purchasing committee |
| $50,000 + | three written bids required and approval by three Purchasing committee members: one from the Accounting department, one respective associate vice president, and any other current Purchasing committee member. |

Note:

- Items purchased on a state contract are not required to have a minimum number of bids as outlined above, because they already satisfy these requirements. The state contract number must be noted on the purchase order.
- Small Purchase Threshold: All purchases less than $50,000 qualify as "small purchases" as defined by Utah

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Administrative Rules R765-571a-6(1).
- Rules and procedures will apply to every expenditure irrespective of the source of funds, including federal assistance.

(c)    ~~Custom Fit purchases:~~

~~Generally, the procurement thresholds identified in section (2)(b) above apply to Custom Fit procurement except in instances when (1) Custom Fit is selecting vendors to provide contract training for Custom Fit clients, and/or (2) when Custom Fit is reimbursing its clients for training costs incurred by the company pursuant to a Custom Fit Training Agreement. In these instances, the specific training needs of the client will carry substantial weight in the procurement process. Because of the proprietary nature of some company-specific training needs, the procurement of that training will be accomplished through negotiations between the BTECH Custom Fit representative and the company contact in an effort to arrive at the most economical decision while still securing the most appropriate training to meet the specific company needs. It is assumed that the Custom Fit client will perform their own due diligence in identifying the appropriate source of training for their specific needs. Additional flexibility beyond the thresholds identified in items (2)(b) above will be considered appropriate for Custom Fit training procurement. The Custom Fit director will consult with the Purchasing committee chair to determine when additional flexibility is acceptable.~~

**580.2.1** – Federal or state grant purchases:

For purchases greater than $25,000, the prospective vendor must not be debarred from working with federal contracts or grants. BTECH will check to ensure the vendor is not debarred by going to the System for Award Management (SAM) website ~~following link~~ and searching on the vendor name.

~~**This link (www.sam.gov) is the "search records" tab of the SAM - System for Award Management website.**~~

The department head, or another employee authorized to make purchases on behalf of the department, is responsible for collecting the required bidding documentation, fully completing the purchase order, and obtaining the necessary Purchasing committee signatures, prior to purchase, in accordance with applicable purchasing thresholds. Once the goods or services have been ordered, the completed purchase order and supporting documentation should be submitted to the Accounting department.

After the goods and/or services have been received, the department head or the initiating employee must sign the corresponding invoice and promptly submit it to the Accounting department to ensure a timely payment.

~~The department head issues the purchase order and accumulates all of the bidding documentation. When the purchase is completed by delivery, and the department head is satisfied with the results, the purchase order is ready to be paid. The department head then submits the supporting documentation along with the appropriate copy of the purchase order to the Accounting department with the appropriate boxes and blanks completed.~~

**580.3 – BIDDING STEPS**

**580.3.1 – INSTRUCTIONS TO BIDDERS FOR COLLEGE PURCHASES**

(1)    Each bidder must submit a bid indicating comprehension and compliance with the bid specifications by the date and time specified by BTECH. Internet or telephone bids that fulfill minimum requirements are also

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acceptable.

(2)  Each bidder shall submit bids for specified items. Preference will be given to bidders who meet the minimum requirements.

(3)  Substitutions or "equivalent to" bids must contain documentation with the bid showing how the substitution meets or exceeds the minimum requirements specifications in order to be considered.

(4)  Bids shall include all labor and materials, equipment, shipping, unloading, and freight inspections unless otherwise noted. The intent of the bid documents is to include all costs necessary for proper and complete installation of the items bid. Suppliers are to abide by the true intent and meaning of all specifications and are not to benefit from any unintentional error or omission, should any exist. All minor details of the work that are not indicated or specifically mentioned, but are obviously necessary for the proper operation of the item, shall be considered incidental and part of the work. (Note: In the event shipping charges are added after the purchase and increase the price into a subsequent threshold, additional approvals and documentation will not be required.)

(5)  The college reserves the right to purchase greater quantities of items at the quoted bid prices, and purchase only specific items contained within a bid at the quoted prices.

(6)  ~~All Equipment/furnishings shall be guaranteed, free of materials and manufacturing defects for a minimum period of one year from the date of final acceptance unless a shorter time is previously approved by the BTECH Purchasing committee. Repair or replacement of such defects, to the satisfaction of the department head, shall be completed at no additional cost and within a reasonable time agreed upon by the department head.~~

(7)  The college is a division of Utah and is exempt from sales tax. A copy of the BTECH sales tax exemption certificate will be provided upon request.

## 580.3.2 – INSTRUCTIONS TO BID ON COLLEGE PROJECTS

(1)  All bids must be sealed. Bids that are faxed or emailed will be sealed by the college personnel receiving the bid documents. Bids should be sent to the attention of the person indicated on the bid specifications.

(2)  Bids may be withdrawn prior to the time fixed for opening. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.

(3)  Specifications, proposal forms, and other information are on file for examination at BTECH.

(4)  The contract documents are complimentary and what is called for by anyone shall be as binding as if called for by all.

## 580.3.3 – EVALUATION

(1)  All bids will be evaluated on the basis of the minimum requirements, and only the bids that meet the minimum requirements will be considered.

(2)  If the Purchasing committee cannot reach a conclusion regarding the "equivalent to" product(s), the program's advisory committee members may be asked to make the final determination or the item may be rebid.

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(3)    All bids will be evaluated on the basis of a price/quality scoring matrix as designed by the department head.

(4)    BTECH reserves the right to accept or reject any bids and reserves the right to waive any technicalities or formalities in any bid or in the bidding process.

(5)    Evaluation results are available upon request within a reasonable period of time. Prices are considered proprietary and, therefore, not disclosed.

### 580.4 – PURCHASE/DELIVERY

(1)    A purchase order for the items covered by this policy shall be initiated by BTECH as soon as possible. ~~following the bid opening date~~. The instructions to bidders and general conditions are considered binding on the purchase orders issued.

(2)    ~~A penalty of up to ten percent of the item cost may be assessed per day ($100 maximum per day) as liquidated damages against a supplier default if supplier is found to be negligent in fulfilling the terms of the purchase order. Liquidated damages will be decided upon and assessed by BTECH.~~

(2)    In the event of a manufacturer/supplier default or failure to perform according to the terms and conditions of the purchase order resulting from this policy, BTECH reserves the right to procure the articles or services agreed to from other sources. ~~, and the manufacturer/supplier shall be liable and responsible for any difference in cost between the purchase order and the market value that may be incurred by BTECH~~.

(3)    ~~All~~ Deliveries by suppliers shall be coordinated with the department head.

### 580.5 – SOLICITATIONS

When procuring items over the small purchases threshold, which is less than $50,000, the college shall use a standard procurement process or an exception to the standard procurement process as outlined in the sections below.

#### 580.5.1 – STANDARD PROCUREMENT PROCESS

(1)    **Invitation for Bid (IFB):** The IFB is used to initiate a competitive sealed bid procurement and shall comply with the requirements of Subsection 63G-6a-603(2).
   A.   IFBs must be publicly advertised.
   B.   Bids shall be submitted using a sealed bid process.
   C.   Bids shall not be opened until after the deadline to submit bids has passed. A person who submits a bid may not, after the deadline for submitting bids, make a change to the bid if the change is prejudicial to the interest of the procurement unit or fair competition.
   D.   Institutions shall evaluate bids based on the requirements set forth in the IFB, including objective evaluation criteria. Criteria not included in the IFB may not be used to evaluate bids.
   E.   Contracts shall be awarded with reasonable promptness by notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the IFB.
   F.   The college will resolve tied bids through the Purchasing committee and evaluate and agree on which bid will be in the best interest of the college.
   G.   An issuing procurement unit may cancel an invitation for bids, a request for proposals, or other solicitation or reject any or all bids or proposal responses, in whole or in part, as may be specified in the solicitation,

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when it is in the best interests of the procurement unit in accordance with the rules of the rulemaking authority.

(2) **Request for Proposal (RFP):** An RFP process may be used instead of the IFB process if the procurement officer determines, in writing, that the RFP process will provide the best value to the institution.
- A. When the college intends to award a contract for a procurement item using the request for proposals process, the college shall include the items below:
  - i. a description of the procurement item that the procurement unit seeks;
  - ii. instructions for submitting a proposal, including the deadline for submitting a proposal;
  - iii. the objective criteria, including, if applicable, cost, and subjective criteria that the procurement unit will use to evaluate proposals;
  - iv. information about the time and manner of opening proposals; and
  - v. terms and conditions that the procurement unit intends to include in a contract resulting from the request for proposals process.
- B. A procurement unit shall publish a request for proposals in accordance with the requirements of Section 63G-6a-112.
- C. Evaluation Process
  - i. the institution shall establish an evaluation committee of at least three individuals.
  - ii. the evaluation committee will rate proposals based on the criteria outlined in the RFP. Criteria not included in the RFP may not be used to evaluate proposals.
  - iii. the RFP process may be conducted in multiple steps, including presentations/discussions and requests for best and final proposals.
  - iv. institutions shall complete a justification statement

(3) **Request for Information (RFI):** The purpose of an RFI is to obtain information, comments, or suggestions from potential bidders or offerors before issuing an IFB or RFP. An RFI is not a procurement process and may not be used to:
- A. solicit cost, pricing, or rate information;
- B. negotiate fees;
- C. make a purchase; or
- D. enter into a contract.

(4) **Request for Statement of Qualifications (RFSQ):** The college may use a RFSQ process to prequalify potential bidders or offerors to provide any type of procurement item and limit participation in an IFB or RFP to the prequalified potential bidders or offerors. The college may also use a RFSQ process to create an approved vendor list. An RFSQ process is a supplemental procurement process described in Section 63G-6a-410.
- A. A RFSQ in multiple-stage procurement process shall comply with Subsection 63G-6a-410(4).
- B. A RFSQ in an approved vendor list process shall comply with Subsection 63G-6a-410(5).

(5) **Approved Vendor List Procurement Process:** The college may develop approved vendor lists and award contracts using methods that comply with state procurement code.
- A. An approved vendor list may be used to award a contract to a vendor at an established price based on a price list, rate schedule, or pricing catalog.
- B. An approved vendor list may be used to select vendors based on a rotation system, the assignment of vendors to a specified geographic area, classifying vendors by particular expertise, qualifications or field, or some other method in accordance with a written, public, and fair process.

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    C.    Removal of Vendors from the Approved Vendor List: The college choosing to use an approved vendor list shall include a statement indicating that vendors whose performance does not meet the minimum performance rating threshold may be disqualified and removed from the approved vendor list.

### 580.6 – EXCEPTIONS TO PROCUREMENT REQUIREMENTS

A.    **Sole Source Procurement:** A standard procurement process is not required where there is only one source for a procurement item. Sole source procurement shall be documented on the purchase order with an attached explanation. Notice of a sole source procurement must be published in accordance with Subsection 63G-6a-802(3) if the cost of the procurement item exceeds the amount established by Title 63G, Chapter 6a, Utah Procurement Code except where excluded under Section R765-571a-8.6.

B.    **Transitional Cost:** A standard procurement process is not required where transitional costs are a significant consideration in selecting a procurement item and the results of a cost benefit analysis demonstrate that transitional costs are unreasonable or cost-prohibitive and that the awarding of a contract without engaging in a standard procurement process is in the best interest of the institution. Notice of a procurement based on transitional cost must be published in accordance with Subsection 63G-6a-802(3) if the cost of the procurement item exceeds the amount established by Title 63G, Chapter 6a, Utah Procurement Code except where excluded under Section R765-571a-8.6.

C.    **Other Circumstances:** The college may procure items or services without using the standard procurement process in compliance with the Utah Procurement Code. Circumstances in which the standard procurement process is impractical and not in the college's best interest, may result in the need for an exception. Exceptions outside of the list below should be pre-approved through the Accounting department and the appropriate vice president and/or associate vice president. Although the president may add additional criteria, the following non-inclusive list outlines procurements that may be exceptions from standard procurement procedures:

    a.    public utility services
    b.    a procurement item where the most important consideration in obtaining the item is the compatibility of equipment, technology, software, accessories, replacement parts, or service
    c.    instructional materials or other needed items for curriculum purposes based on pedagogical need and academic freedom of instructors
    d.    membership fees, conference registrations, seminars, or subscriptions to intellectual content
    e.    conference venues and associated meals and entertainment at said venues
    f.    used equipment when determined to be more practical or advantageous to the college
    g.    placement advertising in newspapers, radio, television, online, buses, etc.
    h.    consultants, lecturers, performers, or entertainers
    i.    broadcasting rights, television programming, and associated fees
    j.    original works of art
    k.    travel, including commercial airfare and hotels
    l.    sponsorship of third parties
    m.    a procurement item from a specific supplier, service provider, or contractor that is a condition of a grant that will fund the cost of the supply, service, or construction item
    n.    original equipment manufacturer parts, supplies, maintenance, and service when determined to be in the best interest of BTECH
    o.    a procurement item that is a condition of a donation or sponsorship that will fund the cost of the supply, service, or construction item
    p.    purchases related to class projects or auxiliary enterprises (e.g., Bookstore or Café), are expected to use

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good judgment by following procurement principles to obtain the best pricing and terms for the products and services for re-sale

### 580.7 – FACILITY RENOVATIONS

The college's director of facilities and/or designee is authorized to prepare a comprehensive scope of work and solicit bids for remodel projects, not provided by Division of Facilities Construction and Management (DFCM), up to $100,000. The president and/or designee will then review the scope of work, resulting bids, and approve the purchase orders for the renovation project. These projects must be approved by the president and/or vice president of administrative services & chief financial officer and be done within existing budget constraints. The college may direct award a contract up to $10,000 for design services for projects.

### 580.8 – EMERGENCY PROCUREMENTS

Emergency procurements are appropriate when an emergency condition exists that limits the capability of the college to obtain competition. An emergency condition is a situation described in Subsection 63G-6a-803(1). These procurements shall be made with as much competition as reasonably practical while:

A.   avoiding a lapse in a critical government or instructional service
B.   avoiding harm, or a risk of harm, to the public health, safety, welfare, or property
C.   protecting the legal interests of the college

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.

### 580.9 – MULTIYEAR CONTRACTS

Purchases and/or requests for proposals (RFPs) must comply with the multiyear contracts provision of the Utah Code, Title 63G, Chapter 6a Part 12 Section 1204.

Multi-year contracts, including renewals, may exceed five years if the president or designee determines in writing that:

A.   a longer period is necessary in order to obtain the item;
B.   a longer period is customary for industry standards; or
C.   a longer period is in the best interest of the institution. The written determination must be included in the procurement file.

### 580.10 – PROTESTS

Aggrieved bidders, offerors, or potential bidders or offerors, may protest the solicitation's specifications or award decision in accordance with Title 63G, Chapter 6a, Part 16 Protests, Utah Procurement Code.

## BRIDGERLAND
### TECHNICAL COLLEGE

NUMBER: 803
SUBJECT: CASH HANDLING
DATE OF LAST REVISION:
SOURCE(S): Utah Code Title 51, Chapter 4

### 803.1 – POLICY

Appropriate use of cash receipts at Bridgerland Technical College (BTECH) is essential to safeguarding institutional cash and cash equivalents, which include cash, checks, gift cards, coupons, and credit card transactions, while maintaining accurate records in the accounting system. Because of the sensitive nature of these assets, special attention must be given to follow standardized accounting and auditing practices that protect both the financial position of the college and the integrity of individual cash handlers. This policy establishes a framework for departments and Accounting to work together to create adequate and reasonable cash controls that protect both institutional funds and employees.

Cash handling requires training and knowledge that support accountability, control, and protection of college funds. Only employees who have a cash register placed at their respective workstation or an official process approved by the Accounting department are authorized to handle and receive cash or cash equivalents. Departmental cash boxes or petty cash funds not approved through the Accounting department are prohibited.

### 803.2 – PROCEDURES

Each department with cash handling needs shall document and submit to Accounting, for review and approval, the details of their respective cash handling need(s). Accounting, following this policy and the following procedures, will evaluate the need, identify existing options, or develop new processes for the cash handling needs, if any, for each department.

Procedures approved by Accounting become the expectation for the department to follow in maintaining adequate and reasonable cash controls for that specific cash-handling operation. Proposed changes to approved procedures, if any, should be submitted for review and re-approval prior to being implemented.

Approved procedures will be reviewed on a periodic basis to address new risks or opportunities that may arise and to update processes to remain current with the Accounting department recommendations.

Accounting is the primary source of information, education, and assistance on the topics noted within this policy.

#### 803.2.1 – RESPONSIBILITY & ACCOUNTABILITY

Personnel responsible for cash control processes should understand procedures in sufficient detail to monitor the effectiveness of the cash control process. All employees who handle cash should receive relevant training to ensure adequate knowledge, skills, and abilities to function within, and contribute to, an effective cash control environment.

Procedures and training shall include cashier training, custody transfer, commingling of funds, closing out registers, credits and return processing, recognizing counterfeit money, processes in the event of theft, loss, or robbery and, other controls, as appropriate, that promote the security and/or protection of funds and employees.

A department desiring POS (point-of-sale) operations, a temporary petty cash fund, or a cash box of any kind, and for any reason, must make the request to the Accounting department, prior to the start of operations.

#### 803.2.2 – SEPARATION OF DUTIES

Cash handling personnel must ensure duties are properly segregated so that no single individual has control over all

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aspects of any cash transaction.

If cash handling needs exist in a relatively small department, Accounting will consider implementation of compensating controls prior to establishing processes or compromising the separation of duties.

### 803.2.3 – SECURITY OF FUNDS

Personnel responsible for cash handling are accountable for safeguarding funds and assigning a fund custodian. Funds must be secured at all times in cash registers, safes, lock boxes, etc., and access to the cash handling areas of operation must be controlled. Cash should not be stored overnight in cash registers.

If safes or drop boxes are used, they should be secured. Smaller cash receptacles should be in a locked environment. A log should be maintained of individuals who know safe combinations, and combinations should be changed whenever an individual terminates, leaves the department, or no longer needs access to the safe.

### 803.2.4 – PROPER RECEIPTING

#### 803.2.4.1 – RECEIVING CASH

Personnel responsible for cash handling are expected to follow Utah Code Title 51, Chapter 4, which requires that money "should be deposited daily, if practicable, but no later than once every three banking days." Paper checks should be endorsed immediately. Endorsement of a check must be in ink and contain:

PAY TO THE ORDER OF
WELLS FARGO BANK NORTHWEST, N.A.
FOR DEPOSIT ONLY
TO THE ACCOUNT OF
BRIDGERLAND TECHNICAL COLLEGE
XXXXXXXXX

#### 803.2.4.2 – DISBURSING CASH

Personnel responsible for cash handling should provide sequentially numbered receipts to all customers.

#### 803.2.4.3 – CREDIT/DEBIT CARDS

Accounting, in conjunction with the Information Systems department, shall implement procedures for the proper handling of credit/debit card transactions at each department or location where those transactions are officially authorized in order to be in compliance with Payment Card Industry Data Security Standards (PCI DSS).

Departments interested in using third-party vendor software or systems to process credit/debit card transactions must contact Accounting before entering into a contract or process with a third-party vendor that would contemplate the use of credit/debit card transactions. After Accounting, along with Information Systems, verifies that the proposed vendor is compliant with PCI DSS, Accounting will establish a new merchant account and a process to properly account for those transactions.

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### 803.2.4.4 – BALANCING & RECONCILIATION

Reconciliations – including daily cash register balances, detailed sales records, daily transactions posted to sales, and bank deposits – should be verified by two college employees, whenever possible. As a compensating control, security cameras will be placed above cash registers or any place cash is being counted. Approved locations where cash handling occurs should be balanced and reconciled daily.

The Accounting department shall be granted read-only electronic access to all systems used for cash registers or other approved processes for receiving and processing cash or cash equivalents.

### 803.2.4.5 – REVIEWS

Accounting department personnel, PCI Compliance personnel, USHE internal auditors, and/or external auditors have the authority to review and measure the effectiveness of cash controls. Although departmental operations may influence when reviews occur, surprise reviews may be initiated in a cash handling area with minimal or no notice. Departments are responsible for responding to findings and implementing changes, as appropriate.

### 803.2.5 – PROHIBITED TRANSACTIONS AND ACTIVITIES

The following transactions, activities, events, and processes involving cash register, change funds, cash advances, petty cash, etc., are prohibited:

a)  Cashing of personal, payroll, or expense checks
b)  Reimbursement of any travel or travel-related expenses over $100.
c)  Reimbursement of expense that should be processed through accounts payable, for example:
    i.   Personal expenses for reasonable college expenditures over $100
    ii.  Payments to independent contractors and consultants.
d)  Payment to employees for services, awards, bonuses, etc.
e)  Personal borrowing (IOU's)
f)  Personally purchasing, refunding, or exchanging their own purchase
g)  Balancing shortages with personal funds
h)  Balancing overages into personal funds
i)  Book buybacks or used book sales outside of the Bookstore function
j)  Departmental petty cash/change funds not authorized by the Accounting department
k)  Any other similar expense or activity

The following cash handling duties in the presence of customers or other employees not involved in cash handling are prohibited:

a)  Register balancing
b)  Safe reconciliation
c)  Creating deposits
d)  Destruction of credit/debit card documents
e)  Any other sensitive activities

NUMBER: 537
SUBJECT: HEALTH AND SAFETY PLAN
APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017, APRIL 23, 2018, NOVEMBER 19, 2019; JUNE 22, 2020; JUNE 21, 2021; JUNE 20, 2022; JUNE 26, 2023; JUNE 24, 2024
SOURCE(S): UTAH SYSTEM OF HIGHER EDUCATION, POLICY 220; STATE OF UTAH, CAMPUS SAFETY AMENDMENTS, 53B-28-401-2; COUNCIL ON OCCUPATIONAL EDUCATION (COE), STANDARD 6; UTAH FIRE AND RESCUE ACADEMY ACCREDITATION; WORKERS' COMPENSATION

### 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 illness ~~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 the 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 – Illness ~~SICKNESS~~, ACCIDENTS, AND EMERGENCY HEALTH CARE NEEDS

Employees, students, and guests have primary responsibility for their own personal health and safety in regards to illness ~~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 illness ~~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 SAFETY RESPONSE BOOKLETS GUIDES AND COLLEGE SAFETY WEB PAGE

Emergency Safety Response booklets Guides are available in prominent locations offices classrooms and labs throughout the buildings, with steps for illness sickness, accidents, emergencies, and/or other campus safety concerns. Additional guidance can be found at btech.edu/safety.

#### 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, and hazing.

#### 537.6.1 – PLAN REQUIREMENTS

a) 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.

b) 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).

c) 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.

d) 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.

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e) Availability, locations, and methods for requesting the assistance of security personnel on the college's campuses may be found in the ~~emergency~~ Safety Response ~~booklet~~ Guides. ~~posted in  offices classrooms and labs throughout the college.~~

f) 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.

g) The college's efforts related to increasing campus safety, including 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**
- Attended investigator training to better respond to covered offenses
- Conducted employee emergency notification and response training
- Trained faculty and staff on equal opportunity
- Held a JED Foundation site visit
- Reviewed and incorporated JED suggestions into the BTECH Strategic Plan
- Updated student orientation safety instruction and the ~~Health &~~ Safety ~~Emergency~~ Response ~~booklet~~ Guide to include new buildings and the new safety web page
- Provided Mental Health First Aid training
- Administration attended school safety and Standard Response Protocol training
- Implemented Trula, a peer coaching and counseling resource for students and employees
- 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 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

h) 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.

i) 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.

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

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### 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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NUMBER: 575
SUBJECT: TECHNICAL INFRASTRUCTURE & DATA SECURITY PLAN
APPROVAL DATE OF LAST REVISION: MARCH 24, 2011; MARCH 1, 2012; NOVEMBER 23, 2015; JUNE 19, 2017; APRIL 23, 2018; JUNE 22, 2020; JUNE 21, 2021; JUNE 20, 2022; JUNE 26, 2023; JUNE 24, 2024
SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARD 6; FEDERAL TRADE COMMISSION

### 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:

a) address the adequacy, improvements, and protection of the technical infrastructure, including distance education infrastructure, if applicable
b) address the ongoing operation and maintenance of technical infrastructure, including distance education infrastructure, if applicable
c) ensure the privacy, safety, and security of institutional data ~~contained within institutional networks and prevent the loss of information that is critical to the operation of the college~~
d) ensure computer system and network reliability, whether provided directly by the institution or through contractual arrangements
e) ensure basic information about the plan is available to the administration, faculty, and staff
f) 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, and
g) detail procedures for preserving and protecting student coursework, testing, and records by providing measures that ensure their preservation and protection. ~~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.

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

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

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:

a) 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.
b) All critical server and network hardware is protected by 24-hour part replacement contracts. These contracts cover device replacement and next day shipping.
c) 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.
d) 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.*

### 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. 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.

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JUNE 22, 2020; JUNE 21, 2021; JUNE 20, 2022; JUNE 26, 2023; JUNE 24, 2024
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The procedure for replacing the loss of data processing equipment and/or data loss is as follows:

a) Obtain and replace any defective equipment
b) Connect/configure network hardware as required
c) Load operating system/software as required
d) Restore data from the backup appliance
e) 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.

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,~~ PROCEDURES FOR THE PRESERVATION AND PROTECTION OF STUDENT COURSEWORK, TESTING, AND RECORDS

The college has several policies and guiding documents that detail procedures for the preservation and protection of student coursework, testing, and records.

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BRIDGERLAND
TECHNICAL COLLEGE

NUMBER: 575
SUBJECT: TECHNICAL INFRASTRUCTURE & DATA SECURITY PLAN
APPROVAL DATE OF LAST REVISION: MARCH 24, 2011; MARCH 1, 2012; NOVEMBER 23, 2015; JUNE 19, 2017; APRIL 23, 2018; JUNE 22, 2020; JUNE 21, 2021; JUNE 20, 2022; JUNE 26, 2023; JUNE 24, 2024
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Policy 571 *Information Systems Security Program/Policy* details the roles, responsibilities, and procedures for ensuring the protection and preservation of institutional data, which includes student coursework, testing, and records.

Policy 650 *Student Records – Privacy and Access* includes procedures for the protection and retention of student information (e.g., release of information; security, storage, retention, and disposal of student records).

The college has implemented a robust backup system to ensure that student coursework, testing data, and records are stored securely. This includes utilizing multiple backup methods to provide redundancy and mitigate the risk of data loss. The IS department has developed the *BTECH IS Disaster Recovery Procedure,* which outlines the steps to be taken in the event of a loss of data. Additionally, the college's LMS contractually protects coursework and records that are warehoused within its network.

### 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.

**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, 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.

**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

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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.

OPERATING POLICIES – SECTION 500

BRIDGERLAND
TECHNICAL COLLEGE

NUMBER: 590
SUBJECT: OPERATION AND MAINTENANCE PLAN FOR PHYSICAL FACILITIES 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; JUNE 24, 2024
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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, maintenance, and safety of physical facilities.

The Operation and Maintenance Plan for Physical Facilities addresses the following elements:

a) 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.
b) personnel
c) adequacy of and improvements to physical facilities
d) availability of budget for facility maintenance and improvement
e) non-instructional equipment and supplies
f) compliance with relevant state law, and applicable federal codes and procedures
g) annual evaluation of the plan (and revisions as necessary)

### 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 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

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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.

**Self-Review and Risk Compliance Walkthrough Management Self-Inspection Survey Report:** To stay informed of facility needs, the college conducts an annual risk compliance walkthrough with external auditors from its insurance provider. In preparation, the Maintenance department shares priority areas for internal review and feedback. Risk Management Self-Inspection Survey Report Form is completed yearly. The self-review process begins in fall and is completed in the spring of the following year. Administration and Maintenance personnel prioritize needs/problems presented as a result of self-review and risk compliance walkthrough. this report. Operation and maintenance funds may be used, or capital improvement requests may be submitted to DFCM.

**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.

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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; JUNE 24, 2024
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**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 Funds:**

- External Emergency Funds – 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.
- Internal Emergency Funds – The college DFCM maintains a small emergency fund for the unexpected failure of key components and systems in college facilities and equipment. 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. When emergency funds are needed, administration or facility maintenance personnel will request the necessary funds from the Accounting department.

### 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 resources, including equipment and 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.

### 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.

### 590.4 – 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.

**OPERATING POLICIES – SECTION 500**

**BRIDGERLAND**
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NUMBER: 590
SUBJECT: OPERATION AND MAINTENANCE PLAN FOR PHYSICAL FACILITIES 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; JUNE 24, 2024
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**State of Utah, Capital Development Projects:**  A category of capital projects eligible for funding from appropriations for capital improvements made annually to DFCM for:

a)   remodeling site or utility project with a total cost of $3,500,000 or more;
b)   new facility with a construction cost of $500,000 or more; or
c)   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:

a)   remodeling, alteration, replacement, or repair project with a total cost of less than $3,500,000;
b)   site and utility improvement with a total cost of less than $3,500,000; or
c)   new facility with a total construction cost of less than $500,000.

**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; JUNE 24, 2024
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

a)  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 estimated graduation progress, attendance (if required), and identify risk factors for potential withdrawal with associated solutions.
b)  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.
c)  Student success advisors are available to assist students who wish to explore transferring into a different career training program.

#### 625.2.2 – FINANCIAL

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

a)  At the beginning of the program, students are assigned a faculty member dedicated to their success. Students are referred to appropriate resources as needed.
b)  The following community resources for student basic needs are listed on the college's website:
    i.   Healthcare, mental health, and crisis resources
    ii.  Professional resources such as business, employment, and educational support
    iii. Childcare, food, housing, and transportation
    iv.  Financial, legal, and victim/survivor services
    v.   Religion
c)  For students with disabilities, an Americans with Disabilities Act (ADA) coordinator is available at the college.

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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; JUNE 24, 2024
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

a) 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.

b) Students who complete programs are asked to complete the Graduate Survey 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.

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

d) 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.

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; JUNE 24, 2024
SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARDS 3 & 10; THIRD-PARTY ACCREDITATION STANDARDS

### 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 the ~~instructional chief of staff~~ assistant registrar 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~~ Graduation Survey. Students receive 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 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~~ annually to the appropriate department head for ~~further~~ evaluation and action.

STUDENT SUPPORT – SECTION 600

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; JUNE 24, 2024
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**BRIDGERLAND**
TECHNICAL COLLEGE

### 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 ~~instructional chief of staff~~ assistant registrar, 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 the ~~instructional chief of staff~~ assistant registrar for processing. The ~~instructional chief of staff~~ assistant registrar 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 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

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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 collected from completers and employers 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 instructional personnel and administrative staff through the use of a report provided electronically to improve the quality of programs. 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 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

NUMBER: 693
SUBJECT: STUDENT SERVICES EFFECTIVENESS PLAN
APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017; JUNE 17, 2019; JUNE 22, 2020; JUNE 20, 2022; JUNE 26, 2023; JUNE 24, 2024

### 693.1 – RESPONSIBILITIES FOR COORDINATION

The 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 vice president for student services will use the following resources and will make necessary adjustments as the data warrants:

a) The results of the Graduate Survey 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 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 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 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 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

The Graduate Survey Instruction/Program Evaluations provides 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.

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; JUNE 24, 2024
SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION STANDARD 2, THIRD-PARTY ACCREDITATION STANDARDS

### 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 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.) These activities must be planned with at least two 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 (2025)*

### 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

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; JUNE 24, 2024
SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION STANDARD 2, THIRD-PARTY ACCREDITATION STANDARDS

**BRIDGERLAND**
TECHNICAL COLLEGE

PAGE 2 OF 3

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; JUNE 24, 2024
SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION STANDARD 2, THIRD-PARTY ACCREDITATION STANDARDS

PAGE 3 OF 3

**BRIDGERLAND**
TECHNICAL COLLEGE

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. *Public* refers to individuals or groups who are not currently enrolled as students, employed as faculty or staff, or otherwise formally affiliated with the college. (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

# 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 Administrative Council 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.

# GUIDING PRINCIPLES

The following guiding principles are at the heart of the goal-setting process:

- Promote & improve student success
- Emphasize data-driven management
- Update and modernize facilities, programs, and equipment
- Build relationships

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, PHILOSOPHY, & VISION**

**FINANCIAL RESOURCES, STRATEGIC OBJECTIVES, STRATEGIES, & TACTICS**

**STRATEGIES FOR EVALUATING PROGRESS**

**STRATEGIC PLANNING COMMITTEES**

# MISSION, PHILOSOPHY, & VISION
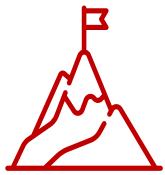
## MISSION

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

# OBJECTIVE #1

## FINANCIAL RESOURCES, FACILITIES, AND TECHNICAL INFRASTRUCTURE

> STRATEGIES & TACTICS

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

**ENHANCE BUDGETING AND RESOURCE ALLOCATION**
- Prepare a mission-driven budget for board approval.
- Prioritize compensation and benefits.
- Optimize the use of existing resources to improve the efficiency of operations.

**ADVANCE FACILITIES AND INFRASTRUCTURE**
- Plan and implement facility improvements with an emphasis on safety, comfort, modernization, and sustainability.
- Conduct regular cleanliness audits, increase custodial staffing or frequency in problem areas, and establish a feedback system to ensure facilities meet student and employee expectations.
- In conjunction with the facility audit, maintain and update facilities (e.g., roof, water issues, preventative maintenance, repairs, parking lots).
- Improve technology infrastructure to support modern learning needs and ensure reliable access.

**PURSUE FUNDING AND DEVELOPMENT OPPORTUNITIES**
- Earn performance-based funding by achieving goals aligned with metrics established by the Utah Board of Higher Education.
- Identify high-impact capital needs and priorities utilizing the facility master plan to guide targeted fundraising efforts and attract corporate sponsors and donors.
- Identify and secure funding through grant opportunities.
- Develop targeted donor engagement strategies by aligning fundraising messages with college priorities, showcasing student success, community impact, and building long-term relationships.

**STRATEGIES & TACTICS**

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

**STRENGTHEN SYSTEMWIDE AND INTERDEPARTMENTAL COMMUNICATION**

- Participate in shared services and statewide procurement to leverage purchasing power.
- Maintain open communication channels regarding managing departmental budgets and needs.
- Advance the effectiveness of centralized tracking systems for maintenance and information technology issues by streamlining submission, increasing visibility of status updates, and ensuring timely resolution.

# OBJECTIVE #2

## EXCELLENCE IN PROFESSIONAL PRACTICES AND RISK MANAGEMENT



> **STRATEGIES & TACTICS**

**UPHOLD ACCREDITATION STANDARDS AND INSTITUTIONAL COMPLIANCE**
- Maintain full compliance with the Council on Occupational Education (COE) and third-party accreditation requirements through consistent documentation and internal reviews.
- Reinforce a culture of readiness and continuous improvement.

**STRENGTHEN FACULTY AND STAFF GROWTH, ENGAGEMENT, AND RETENTION**
- Enhance employee orientation and onboarding processes.
- Support retention and growth through employee recognition, advancement pathways, mentorship opportunities, and educational support such as tuition assistance.
- Support engagement through regular college-wide professional development, faculty senate meetings, committee participation, and departmental visits.

**ADVANCE PROFESSIONAL DEVELOPMENT AND TRAINING**
- Focus faculty professional development on key areas such as accessibility compliance, coaching and mentoring students, and effective teaching strategies (curriculum, student engagement and retention, and improving Estimated Graduation Progress (EGP)).
- Focus staff professional development on key areas such as customer service, industry best practices, online courses, and internal control procedures.
- Participate in external professional development opportunities and active engagement in industry-specific organizations that enhance instructional quality, workforce relevance, and professional growth (as appropriate).

> STRATEGIES & TACTICS

**BUILD RISK ASSESSMENT, AWARENESS, RESILIENCE, AND SAFETY PRACTICES**

- Identify and address single points of failure through documentation, cross-training, and innovation.
- Enhance campus safety procedures through drills, training, and system improvements.
- Participate in internal and external audits to proactively identify risks and ensure mitigation as resources allow.
- Strengthen data privacy practices through compliance with the Government Data Privacy Act (GDPA) and implementation of secure information management protocols.

# OBJECTIVE #3

## STUDENT SERVICES, ACCESS, AND AWARENESS

### STRATEGIES & TACTICS

**REDUCE ENROLLMENT BARRIERS AND IMPROVE ACCESS**
- Streamline admissions, enrollment, and registration processes by enhancing student support, student success advising, and orientation.
- Navigate students through financial aid processes by offering guides, workshops, personalized support, integrated communication, and monitoring application progress.
- Examine barriers such as prerequisites and program admission requirements to ensure an appropriate balance of student success and access.
- Enhance the overall student portal experience and visual design by identifying user pain points and developing quick tip guides and tutorial videos to improve navigation and usability.

**DRIVE STUDENT SUCCESS THROUGH DATA-INFORMED DECISIONS**
- Use data to identify shifts in enrollment by program and implement at-risk indicators.
- Track financial aid impact by linking financial aid awards to retention, completion, and employment outcomes.
- Gather and utilize SSIDs to increase the percentage of students accessing higher education.
- Use data to guide targeted marketing efforts promoting programs, career outcomes, and student experiences to reach prospective learners effectively.

**STRENGTHEN RESOURCES FOR STUDENT RETENTION**
- Promote availability of coaching, counseling, crisis support, and referral services for health and wellness to students, faculty, and staff.
- Utilize the Wellness Committee for campus-wide engagement in employee and student well-being initiatives.
- Explore and enhance childcare resources (discounted or prioritized access).

**STRATEGIES & TACTICS**

**BUILD STRONGER CONNECTIONS WITH K-12 AND OTHER OUTREACH**

- Support college growth by strategically promoting student success, graduate outcomes, and workforce relevance through coordinated marketing efforts and community engagement.
- Deepen collaboration with local school districts and counselors to promote CTE pathways through storytelling, counselor engagement, and events that highlight the value of technical education for all students.
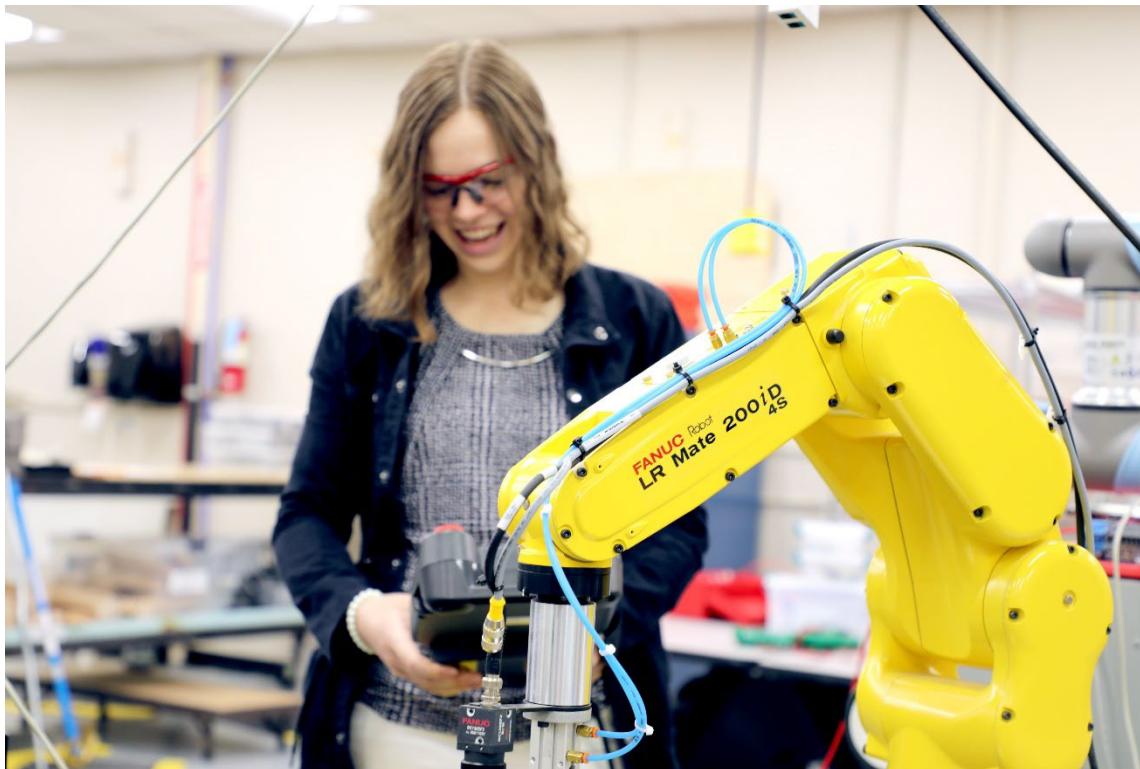
# OBJECTIVE #4

## ACADEMIC COMPLETION, PATHWAYS, AND WORKFORCE ALIGNMENT
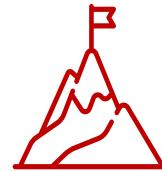
### STRATEGIES & TACTICS

**STRENGTHEN ACADEMIC RESOURCES FOR STUDENT RETENTION**
- Increase instructor availability, engagement, and communication with students.
- Enhance career advising by connecting training programs to defined career pathways so students understand the long-term value of their education from the start.
- Incorporate stress-reduction tools into education for health and wellness.
- Ensure students begin hands-on learning the first week of class for stronger engagement, immediate connection to career relevance, and early confidence.
- Introduce time management and academic expectations early.

**LEVERAGE DATA TO SUPPORT POSITIVE OUTCOMES AND TIMELY COMPLETION**
- Enhance and monitor Estimated Graduation Progress (EGP) reports to guide students toward timely completion.
- Implement early warning indicators to identify at-risk students based on grades or progression metrics, triggering timely outreach and support interventions.
- Enhance the job placement tracking system to monitor students' upward mobility in industry.

**ALIGN PROGRAMS WITH WORKFORCE NEEDS**
- Study current program offerings to ensure they reflect strong employer demand and relevancy.
- Explore new program offerings based on labor market trends, emerging industries, and advisory committee input.
- Advance growth and outcomes in high-wage, high-demand fields.
- Strengthen and diversify Occupational Advisory Committees by engaging field experts to regularly update programs and maintain alignment with technological advancements and workplace expectations.

**EXPAND EDUCATIONAL PATHWAYS**
- Improve high school-to-postsecondary pathways for smoother student transitions and higher conversion rates.
- Collaborate with USHE institutions to increase access to meaningful bachelor's degrees.

# 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 at least 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.

SAM YATES,
EMERGENCY SERVICES DEPT.
BTECH TEACHER OF THE YEAR
2024-2025
*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.*

Collect Data    Evaluate    Improve

# STRATEGIC PLANNING COMMITTEES

> **STRATEGIC PLANNING EXECUTIVE COMMITTEE**

K. Chad Campbell, President
Lisa Moon, Executive Vice President & Chief Instructional Officer
Brandi Gittins, Vice President for Administrative Services & Chief Financial Officer
Renee Milne, Vice President for Student Services
Emily Hobbs, Administrative Chief of Staff
TaSheena Baltodano, Instructional Chief of Staff

> **BOARD OF TRUSTEES**

Jennifer Avery
Karina Brown
Matt Chowning
Kathy Christiansen
Lisa Clawson
Jack Draxler
Monica Holdaway
Richard Lamb
Paul Nelson
Mark Smoot
Larry Williams

> **FACULTY, STAFF, AND STUDENTS**

| Policy Changes June 23, 2025 | | |
|---|---|---|
| **Policy Number** | **Name** | **Summary** |
| Consent Calendar | | |
| 106 | College Councils, Committee, & Boards | Reduced duplication by combining the purpose and policy into one section and eliminating definitions. Clarified that the Administrative Council is responsible for final decisions, while committees serve in an advisory capacity by making recommendations to Administration. Creation of Leadership "Synergy" Councils. |
| 341 | Smoking | Created a procedures section. Updated language to align with current Utah code. |
| 342 | Employee Conduct | Added clarifiers for data privacy, institutional spokesperson, and employee engagement in work and non-work related activities. |
| 344 | Personal Use and Security of College Property | Added guidelines for open campus and restricted spaces. Included the addition of a designated security specialist position to support campus safety efforts. Created restricted building hours from 11 p.m. to 4:30 a.m. for non-critical needs. Strengthened key security. Reduced duplication. |
| 354 | Jury and Witness Leave - Benefits Eligible Employees | Updated language to improve clarity and reduce potential confusion. |
| 364 | Workers' Compensation | Updated language to improve clarity and reduce potential confusion. Workers' Compensation Fund no longer has the option to pay the college - funds are directly paid to employees. This section was removed from procedures. |
| 383 | Unemployment Compensation Insurance | Updated language to improve clarity and reduce potential confusion. |
| 415 | Distance Education and Innovation | Simplified policy and improved clarity. Updated Curriculum Design and Development (CDD) to instructional designers (from department to job title). |
| 532 | Minors | Strengthened policy statement. Identified the procedures section. Reworded overnight activities for improved clarity. |
| 571 | Information Security | Added multifactor authentication to Access Management section. (Page 3) |
| 604 | Admissions, Enrollment, and Registration | Removed GED example from recognized equivalent to allow for broader interpretation. Removed statement that students progress at their own pace. Added criteria for students to waive the assessment if they have completed three or more credits with a final course grade of a B- (80%) or better, within the program for which they are enrolling. Added clarification that a student must pay outstanding tuition and/or fees upon return. Added clarification that assessment scores and/or preadmission courses are valid for one year from the student's exit date if readmitting. |
| 609 | Student Conduct | Added statement to Student Rights for legal representation. Added that the college follows state law regarding firearms. |
| 703 | ~~Satisfactory Academic Progress - Clock Hours~~ | Obsolete. The college has now transitioned from clock-hour to credit. |
| 721 | Institutional Eligibility - General Requirements | Strengthened the policy with a policy statement and identified the procedures section. Updated the name of the electronic application. |
| 735 | Verification and Updating of Student Aid Application Information | Removed Expected Family Contribution (EFC), which was replaced with the Student Aid Index. |
| 740 | Professional Judgment | Added clarification to Processes and Parameters for Submitting and Reviewing Requests. |
| 751 | Student Eligibility - Academic Qualifications and Other Criteria | Added clarifying language that homeschools may use the homeschool requirements for each state published by the HSLDA. |

| | | |
|---|---|---|
| [782](#) | VA Transition Act of 2018 | Reduced duplication by removing the Introduction of Law paragraph. |
| [920](#) | Registration and Refunds for College Foundations | Removed reference to USHE Policy 200 (no longer exists). Replaced personal interest and community interest with 'community education' and replaced 'continuing education' with 'continuing occupational and professional education' to align with USHE Policy R403. |

| 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 - Operating | Wells Fargo | 00/00/00 | 00/00/00 | (146,389) | - | - | (146,389) |
| | Checking - FA | Wells Fargo | 00/00/00 | 00/00/00 | 12,662 | - | - | 12,662 |
| | Sweep Investment | Wells Fargo | 00/00/00 | 00/00/00 | 1,591,987 | - | - | 1,591,987 |
| | | | | | 1,463,660 | - | - | 1,463,660 |
| Utah PTIF Accounts | Savings | UPTIF | 00/00/00 | 00/00/00 | 16,664,952 | | 407,117 | 16,257,835 |
| | | | | | - | - | - | - |
| | | | | | - | - | - | - |
| | | | | | 16,664,952 | - | 407,117 | 16,257,835 |
| TOTAL FAIR VALUE | | | | | 18,128,612 | - | 407,117 | 17,721,495 |

| 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 - Operating | Wells Fargo | 00/00/00 | 00/00/00 | (393,541) | - | - | (393,541) |
| | Checking - FA | Wells Fargo | 00/00/00 | 00/00/00 | 11,204 | - | - | 11,204 |
| | Sweep Investment | Wells Fargo | 00/00/00 | 00/00/00 | 1,003,512 | - | - | 1,003,512 |
| | | | | | 626,575 | - | - | 626,575 |
| Utah PTIF Accounts | Savings | UPTIF | 00/00/00 | 00/00/00 | 15,322,117 | - | 417,584 | 14,904,533 |
| | | | | | - | - | - | - |
| | | | | | - | - | - | - |
| | | | | | 15,322,117 | - | 417,584 | 14,904,533 |
| TOTAL FAIR VALUE | | | | | 15,948,692 | - | 417,584 | 15,531,108 |

## USHE - REPORT OF CASH, CASH EQUIVALENTS, AND INVESTMENTS
### ALL FUNDS - AS OF MARCH 31, 2025

| 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 | 5,500 | - | - | 5,500 |
| | | | | | - | - | - | - |
| | | | | | - | - | - | - |
| Savings Accounts | Checking - Operating | Wells Fargo | 00/00/00 | 00/00/00 | (632,417) | - | - | (632,417) |
| | Checking - FA | Wells Fargo | 00/00/00 | 00/00/00 | 15,420 | - | - | 15,420 |
| | | | 00/00/00 | 00/00/00 | 1,747,257 | - | - | 1,747,257 |
| | | | | | 1,135,760 | - | - | 1,135,760 |
| Utah PTIF Accounts | Savings | UPTIF | 00/00/00 | 00/00/00 | 12,075,500 | - | 406,968 | 11,668,531 |
| | | | | | - | - | - | - |
| | | | | | - | - | - | - |
| | | | | | 12,075,500 | - | 406,968 | 11,668,531 |
| TOTAL FAIR VALUE | | | | | 13,211,259 | - | 406,968 | 12,804,291 |

## USHE - REPORT OF CASH, CASH EQUIVALENTS, AND INVESTMENTS
### ALL FUNDS - AS OF APRIL 30, 2025

| 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 | 5,500 | - | - | 5,500 |
| | | | | | - | - | - | - |
| | | | | | - | - | - | - |
| Savings Accounts | Checking - Operating | Wells Fargo | 00/00/00 | 00/00/00 | (390,232) | - | - | (390,232) |
| | Checking - FA | Wells Fargo | 00/00/00 | 00/00/00 | 20,116 | - | - | 20,116 |
| | Sweep Investment | Wells Fargo | 00/00/00 | 00/00/00 | 1,097,998 | - | - | 1,097,998 |
| | | | | | 733,382 | - | - | 733,382 |
| Utah PTIF Accounts | Savings | UPTIF | 00/00/00 | 00/00/00 | 16,268,385 | | 440,969 | 15,827,416 |
| | | | | | - | - | - | - |
| | | | | | - | - | - | - |
| | | | | | 16,268,385 | - | 440,969 | 15,827,416 |
| | | | | | | | | |
| TOTAL FAIR VALUE | | | | | 17,001,767 | - | 440,969 | 16,560,798 |