



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

**AUGUST 25, 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
Matt Chowning – Paragon Medical, Smithfield (virtual)
Kathy Christiansen – Cache County School District, Smithfield
Jack Draxler – Draxler Appraisal Services, Inc., North Logan
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
Mark Smoot – Entrepreneur/Owner, Garden City
Larry Williams – Logan School District, Logan

Board Members Excused

Lisa Clawson – Great Harvest Bread, Paradise

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)

Paul James, BTECH
Jeremy Shaw, USHE

Item 1

Welcome & Pledge of Allegiance

Paul Nelson conducted the meeting and welcomed those in attendance. The meeting was called to order at 4 p.m. The Pledge of Allegiance was recited.

Item 2

Consent Calendar

- **Minutes** – Minutes from the June 23, 2025, Board meeting are available online for review and subsequent approval.
- **Policy Updates**
 - Policy 533 Title IX and Protection from Sex Discrimination and Hazing
 - Hazing was added to align with recent federal requirements.

ACTIONS:

- Motion was made by Richard Lamb for the approval of minutes from the June 23, 2025, Board meeting. Larry seconded. Motion carried.
- Motion was made by Jack Draxler for the approval of Policy 533 Title IX and Protection from Sex Discrimination and Hazing. Mark Smoot seconded. Motion carried.

Item 3

Welcome New Board Member

Chair Nelson announced that Karen Cronin was appointed by the Governor and confirmed by the Senate on August 20, 2025, to serve as a new member of the BTECH Board of Trustees. Karen replaces Nancy Kennedy who rotated off the board in June. Karen provided a brief introduction so we could get to know her better.

In addition to the new Board member, Matt Chowning started his final four-year term. He was also appointed by the Governor and confirmed by the Senate on August 20, 2025.

Item 4

Budget Request – Operating Budget

In accordance with the Utah System of Higher Education (USHE) Operating Budget Process Guidelines, the college prepared the FY 2026-2027 Operating Budget Request for consideration. This request was developed based on input from the strategic planning process, departmental advisory committees, instructional departments, and administrative analysis. Brandi Gittins reviewed the handout provided, outlining the budget request. While adjustments may be made as the college responds to direction from the board, as well as any additional guidance from the legislature or the commissioner, this request represents the most informed analysis of business and industry demands in relation to the college's capacity to implement these plans in the coming months. USHE has advised the system against submitting Request for Appropriations (RFAs), and legislators have received the same guidance. If approved by the Utah Board of Higher Education (UBHE), the request will be forwarded to the Governor's Office of Planning and Budget and the Office of the Legislative Fiscal Analyst for consideration during the next General Session of the Utah State Legislature.

Following the presentation, the Board discussed program capacity and enrollment pressures. Lisa Moon highlighted data showing strong growth and unmet demand in areas such as Medical Assistant, Welding Technology, Commercial Driver's License Class A, and Diesel Technology, noting both waiting lists and the need for additional instructors. Administration will be meeting with the Commissioner's Office on September 10, which may provide further guidance and potential adjustments to the request.

ACTION: Motion was made by Karen Cronin to approve the FY 2026-2027 budget request, including permission to update the request when guidance from the commissioner and/or the UBHE is available. Jack Draxler seconded. Motion carried.

Item 5

Fund Transfers

USHE Policy R548, Institutional Discretionary Funds Administration and Accountability, states that the Board of Trustees is required to approve transfers. In accordance with this policy, the college requests transferring funds to subsidize the Café and Bookstore in FY2025. This crucial transfer supports BTECH auxiliary enterprises, which provide a valuable service to the students, faculty, and staff.

Brandi Gittins provided the transfer amounts of \$97,000 to cover the Bookstore operating deficit, and the Café's of approximately \$190,000. In response to questions, it was clarified that the subsidizing is primarily tied to full-time employee costs. For board member awareness, Paul Nelson requested a report back on the percentage of sales compared to the subsidy amount.

ACTION: Motion was made by Jack Draxler for approval of fund transfers to subsidize the Café and Bookstore in FY2025. Monica Holdaway seconded. Motion carried.

Item 6

Capital Development Request (Dedicated Project Funds), Master Planning, and Five-Year Capital Facilities Plan

President Campbell explained that in accordance with Policy R706-4, BTECH, in conjunction with the Division of Facilities Construction and Management (DFCM), hired an architectural firm to develop a comprehensive, long-range master plan. The plan first considered existing and future property needs and then moved on to existing buildings. One of the primary goals of the master planning process is to create significant efficiencies by consolidating program adjacencies and rethinking the building entry sequences. This involves rearranging locations to group similar programs and services together. This request seeks funds from the SB102 dedicated projects allocation for technical colleges, totaling \$7.3 million. Given that the entire amount of dedicated project funds is available for all technical colleges and that this is a phased project, there is a possibility that the available amount will be less than \$7.3 million. Accordingly, the college requests approval for the entire amount or a prorated amount, depending on the action taken by the Utah Board of Higher Education.

- **PRIORITY 1: Phase 3A** - Main Building Relocation, Remodel, and Expansion of Automation Technology and Electronics Technology
- **PRIORITY 2: Phase 1A** – Main Building North Entrance and Cafeteria Remodel
- **PRIORITY 3: Phase 1B** – Main Building Student Services Relocation/Remodel/Renovation (only a portion of 1B will be included in this request)

The Board engaged in discussion regarding the request. President Campbell emphasized the importance of backfilling the Main Building following the completion of the Health Sciences Building, aligning like programs together, and ensuring convenient access to Student Services and engagement areas without duplicating services. Trustees reviewed the request, acknowledging that the college may receive a prorated amount and will adjust priorities accordingly. The conversation included reference to return on invested capital (ROIC), facility utilization, and potential donor contributions as factors in project justification. Clarification was provided on Phase 3A as the first priority, and the Board engaged in a

detailed question-and-answer session on funding scenarios and priority order should full funding not be available. The board acknowledges that the priority order of phased projects may need to be adjusted depending on the funding allocated, with a preference for programs with growth potential.

ACTION: Motion was made by Jack Draxler to approve the Capital Development Request along with the Five-Year Capital Facilities Plan. Mark Smoot seconded. Motion carried.

Item 7

Budget Request – Capital Improvement Request

Capital improvement requests are designed to make major alterations, repairs, or improvements to existing state buildings – Paul James explained the difference between Capital Development and Capital Improvement. Included for information and review was a copy of the college's proposed capital improvement request for FY 2026-2027. The spreadsheet represents a summary listing of the respective projects, which Paul reviewed line by line. The projects listed were identified by a combination of processes that included a Facility Condition Assessment conducted by the State of Utah's Division of Facilities, Construction, and Management (DFCM) and the strategic planning process internal to the college. The priorities identified by Administration as outlined on this request do require some contingency planning. If the Capital Development project above is ultimately approved and funded by the legislature, the college also requests approval to move one of the HVAC and air handler projects on the list to the number one priority. Combining the Capital Development and Capital Improvement projects into one larger project is essential.

Paul James reported on the roof project, noting that bids were received in May and the contract was awarded to Heritage Roofing. Due to a lengthy lead time on skylights, work is scheduled to begin in November with a projected completion date of May 23, 2026. He confirmed that Phases I and II have been funded.

ACTION: Motion was made by Kathy Christiansen to approve the FY 2026-2027 Capital Improvement Request, with the understanding that priorities may be adjusted if the Capital Development Request is approved, allowing for reprioritization of projects as needed. Mark Smoot seconded. Motion carried.

Item 8

FY 2024-2025 Student Enrollment & Outcomes

The institutional data stewards have been asked to submit the annual student enrollment and outcome information to USHE by predetermined dates each year. The data stewards are instructed to follow internal institutional processes, and USHE will accept the data as submitted. While the college is not required to have the enrollment data approved by the Board of Trustees, Renee Milne explained that there is value in making sure the data is available for the trustees' information and review.

Renee Milne provided the board with a brief overview of the attached year-end data submission. A report showing the FY 2024-2025 compared to FY 2023-2024 results was available for review.

During discussion, trustees considered ways to improve communication with parents about enrollment at the college. Jack suggested the education board members reach out through their respective boards to explore strategies for sharing information. Larry noted that back-to-school nights, parent–teacher conferences, and social media are useful avenues, though attendance at such events can be inconsistent. In conclusion, the Board reflected on the growth data and agreed that the college's current efforts are producing positive results.

Item 9

FY 2024-2025 Strategic Planning Evaluation Results

To provide a timely evaluation of progress toward achieving the objectives in the Strategic Plan, Administration created the Strategic Planning Evaluation Results document. This evaluation provides an opportunity for the college to celebrate successes and achievements primarily from January 2025 to July 2025. Emily Hobbs reviewed the document and highlighted the progress during the last six months.

Item 10

Declaration of Conflict of Interest

A form has been created subsequent to the approval of Policy 307 *Conflict of Interest*, which states, *"Employees and board members who are officers, directors, employees, or owners of a substantial interest in any business entity that is or may be involved in a transaction with the college shall disclose this information in a written disclosure statement before participating in any official capacity, if permitted, with respect to those transactions. Board members shall disclose this information annually. Employees and Board members shall submit a disclosure statement if their position or ownership interest in the business entity changes significantly."*

Board members were invited to complete the Board Member Disclosure Statement of Possible Conflict of Interest form. Emily Hobbs collected the forms and will ensure all board members are accounted for.

Item 11

Information Items

A. Custom Fit Report

The Custom Fit Director provided the following year-end report, highlighting the department's successful performance in FY24-25.

Fiscal Year	Trainees	Training Hours	Total Companies	New Companies in Region (Moved in within the last 3 yrs)
22-23 Qtr 4	4,537	80,262	215	14
23-24 Qtr 4	4,361	89,396	249	15
24-25 Qtr 4	4,261	76,829	272	27

B. 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 May 2025 was available as a link.

C. Calendar/Happenings

- Calendar available at btech.edu/event-calendars
 - September 29: Get the Scoop Marketing Event, 5-8 p.m., Logan Main/Health Sciences Buildings
 - October 22 & 23: Fashion Shows, 7:30 p.m., Event Center

- November 14: Law Enforcement, Basic Corrections Officer, and Special Function Officer Graduation, 6 p.m., BTECH Lecture Hall
- December 2: Firefighter Graduation, 5 p.m., BTECH Lecture Hall
- December 4: General Graduation, Time TBD, Logan High (Two Ceremonies)
- Board Meeting Dates
 - December 8, 2025 @ 4 p.m.
 - March 23, 2026 @ 4 p.m.
 - June 22, 2026 @ 4 p.m.

Item 12

Adjournment