



**BRIDGERLAND  
TECHNICAL  
COLLEGE**

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

**MARCH 23, 2026, 4 P.M.  
1301 NORTH 600 WEST, LOGAN, UTAH**

**MINUTES**

**~ DRAFT ~**

**Board Members Attendance**

Jennifer Avery – Logan Regional Hospital, Logan  
Karina Brown – North Logan  
Matt Chowning – Paragon Medical, Smithfield  
Kathy Christiansen – Cache County School District, Smithfield  
Monica Holdaway – Box Elder Chamber of Commerce, Brigham City  
Nancy Kennedy – Box Elder School District, Brigham City  
Richard Lamb – Rich School District, Garden City  
Kacie Malouf – Utah State University, Millville  
Renee Milne, VP for Student Services (Virtual)  
Paul Nelson – Northrop Grumman, Providence  
Mark Smoot – Entrepreneur/Owner, Garden City

**Board Members Excused**

Lisa Clawson – Great Harvest Bread, Paradise  
Jack Draxler – Draxler Appraisal Services, Inc., North Logan

**Bridgerland Technical College Attendance**

K. Chad Campbell, President  
Brandi Gittins, VP for Administrative Services and Chief Financial Officer  
Emily Hobbs, Administrative Chief of Staff  
Lisa Moon, Executive VP and Chief Instructional Officer  
Jennifer Tenhoeve, Director of Continuing Education  
Wes Marler, Controller

**Guest(s)**

Jeremy Shaw, USHE  
Kim Ziebarth, USHE  
Becky Quay, Logan School District

**Item 1**

**Welcome & Pledge of Allegiance**

Paul Nelson conducted the meeting and welcomed those in attendance. The meeting was called to order at 4:05 p.m. The Pledge of Allegiance was recited.

**Item 2**

**Approval of Minutes**

**ACTION:** Motion was made by Kathy Christiansen for the approval of minutes from the December 8, 2025, Board meeting. Richard Lamb seconded. The motion was carried unanimously.

**Item 3**

**Welcome New Board Member**

Kacie Malouf was appointed by the Governor and confirmed by the Senate on December 30, 2025, to serve as a new member of the BTECH Board of Trustees. Kacie replaced John Ferry, who reached the end of his term and was recognized in June 2025. She is the Utah State University Board of Trustees representative on this board. Kacie provided a brief introduction so we could get to know her better. Each attendee had an opportunity to introduce themselves.

**Item 4**

**Audit Committee Report – Audited Annual Financial Report for the Year Ended June 30, 2025**

The Bridgerland Technical College Audited Annual Financial Report for the year ended June 30, 2025, along with the Government Auditing Standards (GAS) report on internal control and the auditors' required communications were available for review. Mark Smoot, Audit Committee member, reported in place of Jack Draxler and Lisa Clawson, who were excused from the meeting. He reported that auditors from the Office of the Utah State Auditor participated in a video conference call with the Audit Committee meeting prior to the board meeting. There were no findings, no misstatements/corrections and no recommendations. Mark explained that the college implemented the new GASB Standard 101, Compensated Absences, which updates the accounting and reporting of accrued employee leave benefits. The implementation required a comparative set of financial information, and no issues were identified. He shared that the auditors expressed appreciation for the college and were very complimentary of the staff. Mark congratulated the Accounting department and thanked them for their hard work.

**ACTION:** Mark Smoot made a motion to accept the Audited Annual Financial Report for the year ended June 30, 2025. Monica seconded. Motion carried unanimously.

**Item 5**

**Audit Committee Report – USHE Internal Audit on Course and Program Fees**

In compliance with USHE Policies R517 Course and Program Fees and R567 Internal Audit Program, the Utah System of Higher Education (USHE) Internal Audit team recently completed a Course and Program Fees Audit. The results were presented to the Audit Committee prior to the meeting. Mark Smoot reported that this was the first time this audit has been conducted at the college. He noted that USHE has performed similar audits at other institutions across the state, and Bridgerland Technical College's results were very strong overall.

The audit included minor comments related to fund balances, noting that in some cases, not all fee revenue collected was expended within the fiscal year. It was explained that course and program fees are established based on annual estimates, and adjustments are made at year-end. As a result,

maintaining a modest fund balance is preferable to ending with a deficit. Additional comments emphasized the importance of proper coding to ensure that revenue is appropriately matched with related expenses. Board members expressed appreciation for the diligence and attention to detail demonstrated by the staff and thanked them for their work.

### **Item 6**

#### **Tuition**

Brandi Gittins reported that in accordance with USHE Policy R510 Tuition, and after careful review of current college budget projections, enrollment trends, and operational needs, BTECH is not proposing a tuition rate increase at this time. Therefore, the proposed tuition rate will remain at \$95 per credit for FY 2026-2027. She explained that the college does not charge General Fees, as defined by the Utah System of Higher Education.

### **Item 7**

#### **Course and Program Fees**

##### **Post-secondary Students**

In accordance with the Utah Board of Higher Education's Policy R517 *Course and Program Fees*, the BTECH Board of Trustees shall at least annually review the recommendations of the institution's course and program fee committee for requests to establish, revise, or repeal course and program fees. Brandi Gittins presented the proposed postsecondary student fees, which were provided for the board's information and review. She explained that the pink highlight marks fees that increased, blue indicates new fees, and yellow indicates a fee decrease.

It was discussed that the Utah Board of Higher Education has established Financial Value as a strategic priority. To support that priority, institutions and boards of trustees should consider the impact course and program fees have on the cost of attendance.

In addition to board-approved tuition, institutions may assess course-based and program-based fees. Course and program fees may be instituted to cover direct costs essential to the educational outcomes for specific course or program offerings. These fees often include materials that cannot be purchased by individual students or for which bulk purchases reduce the cost to students (i.e., course materials, tooling, uniforms, laundry, testing, off-site instructional activities, supplies used in instruction; instructional equipment; student licensure and certifications; maintenance of laboratory equipment, computer software, subscriptions, etc.)

##### FY 26-27 Post-secondary Students Course and Program Fees

##### **Secondary Students**

Brandi Gittins reported on the proposed secondary student fees, which were provided for the board's information and review. She explained that the yellow highlighted fields indicate changes. Course offerings with the associated fees will be available online after July 1. School district representatives on the BTECH Board of Trustees are encouraged to notify the board of education president of their respective districts of the approved fee schedule. In addition, Student Services will provide the approved fee schedule to each public high school and the charter/private schools in the geographic area served by the college.

### FY 26-27 Secondary Students Course and Program Fees

**ACTION:** Karen Cronin made a motion to approve the course and program fees for post-secondary and secondary students for FY 2026-2027. Richard Lamb seconded. Motion carried unanimously.

#### **Item 8**

##### **Program Review and Changes**

Lisa Moon reported that the college continues to move forward with the Utah Board of Higher Education Initiative of aligning technical certificate programs across the State of Utah. Faculty representatives meet annually to create and/or modify program names, lengths, and descriptions. Lisa explained the proposed changes as included for Board information and review, with an effective implementation date of July 1, 2026:

- Automotive Maintenance and Light Repair: renamed program from Automotive Service
- Automotive Technology: renamed program from Automotive Service II and length change range from 660 hours/22 credits to 900 hours/30 credits – to be determined by USHE program alignment
- Commercial Driver's License – Class A (added hyphen): Renamed from Commercial Driver's License Class A
- Construction Technology: New CIP Code change to 46.0415
- Cosmetology: length change to 1250 hours/33 credits
- Dental Assisting: length change to 810 hours/26 credits
- Therapeutic Massage: length change to 600 hours/18 credits

Once approved by the Board of Trustees, application for final approval will be forwarded to the Council on Occupational Education (COE).

Kim Ziebarth noted that Lisa Moon serves as the chair of the USHE Chief Instructional Officers Committee and thanked her for her exceptional leadership and efforts in program alignment.

#### BTECH Program List FY 26-27

**ACTION:** Monica made a motion to accept the programs and changes as outlined. Karen Cronin seconded. Motion carried unanimously.

#### **Item 9**

##### **Legislative Update**

President Campbell provided the following update regarding the 2026 General Session of the Legislature:

##### **Operating Budget**

President Campbell requested support to prepare the FY 2026-2027 Operating Budget utilizing the following appropriated funding in accordance with the budget request approved by this board and the Utah Board of Higher Education before the session:

- Compensation and benefits – \$980,900 funded

- Approximately 2.5% for Labor Market Adjustments (COLA) (\$427,100)
- Approximately 11.8% for health insurance adjustments (\$553,800)
- Approximately 4.9% for dental insurance adjustments (included with Health)
- Performance measure funding – \$302,400 funded
- Capacity (formerly growth funding) – \$422,900 funded
- One-time equipment – not funded in 2026 session

In addition, the college seeks support to prepare the budget with a cost-of-living adjustment under the direction provided by the commissioner. Merit increases, if any, will be funded through internal efficiencies.

Discussion items included the following:

- President Campbell noted that if health and dental insurance rates come in below the budgeted amount, the excess funds could be used productively (for example, merit increases).
- In response to a question about maintaining the same health insurance across Utah institutions for cost savings, it was explained that changing plans could significantly reduce benefits. The Commissioner's Office is currently conducting a system-wide study to determine future direction. It was also noted that the college is confident that health insurance premiums, while maintaining a robust network of providers, will come in lower than the amount allocated by the legislature.

#### **Capital Budget**

- **Capital Development**
  - Main Building Remodel (Phase I - Automation and Controls) \$3,810,300
- **Capital Improvement**
  - Main Building HVAC – Boiler Replacement \$531,175
  - Logan Campus – Landscaping Irrigation System \$281,662
  - West Building – Chiller Replacement \$366,395
  - Main Building – Chilled Water System (design only) \$138,948

#### **Bills of Interest:**

The Utah State Legislature considered 170 bills the Commissioner's Office identified as having potential impacts on higher education in general. Accordingly, there are too many to discuss as part of the Board Meeting. In a preliminary analysis of these bills, BTECH Administration identified the following small list as those most likely to have the greatest impact on the college (excluding Appropriations bills):

- **HB 204 – Higher Education Student Belief Accommodation (Rep. Mike Petersen)**
  - ...requires public institutions of higher education to reasonably accommodate a student's objection to a required examination or assignment if the student requests an accommodation for reasons of the student's religion or conscience and if providing the accommodation would not create a fundamental alteration of the course...
  - Jeremy Shaw noted that the college should expect to have a new policy for religious accommodations. President Campbell suggested a template be given to all of the technical colleges to be used. Jeremy agreed and would prefer this approach.

- **HB 352 – Higher Education Alignment (Rep. Karen Peterson, Sen. Evan Vickers)**
  - Requires the Utah Board of Higher Education to organize USHE institutions into regions that include at least one degree-granting institution and one technical college to facilitate more seamless collaboration through horizontal and vertical integration.
- **HB 508 – State Facility Modifications (Rep. Walt Brooks, Sen. Don Ipson)**
  - Establishes the Higher Education Appropriations Subcommittee as the subcommittee to hear and prioritize requests for state funding of capital facility projects within USHE.
  - Increases the maximum project cost threshold (from \$100,000 to \$1,500,000) under which a state entity may directly supervise the design and construction of a state facility.
- **SB 152 – Public and Higher Education Collaboration (Sen. Michael McKell, Rep. Val Peterson)**
  - Requires the Utah State Board of Education (K-12) and the Utah Board of Higher Education to establish and implement a process for disclosing grades 7-12 student data to UBHE and the Office of the Commissioner of Higher Education to support secondary student engagement in college and career readiness programs and facilitate easier access to higher education admissions and financial aid.
  - Requires Local Education Agencies (LEAs) to inform parents of their right to opt out of sharing this information with higher education entities.
  - Jeremy Shaw noted there are legal ramifications that still need to be addressed (FERPA).
- **SB 216 – Higher Education Performance and Enrollment Funding (Sen. Ann Millner, Rep. Karen Peterson)**
  - Establishes a process and formula for determining certain enrollment-based funding for USHE institutions.
  - Establishes new performance metrics and goals for performance-based funding specific to institutional roles and missions.
- **SB 240 – Higher Education Institutional Governance (Sen. Chris Wilson, Rep. Karen Peterson)**
  - Consolidates and reorganizes general duties of boards of trustees for institutions of higher education.
  - Clarifies the relationship between trustees and the institutional president, including requirements that the president consult with the board of trustees when exercising authority to control and manage the institution's budget and finances...
  - Defines the authority of the board of trustees over institutional internal audits...
  - Paul Nelson emphasized the importance of this bill and the Board of Trustees' role in guiding the institution. He noted that everyone has a role and a voice and encouraged members to feel empowered in their responsibilities.

**ACTION:** Karen Cronin made a motion to recommend approval for the college to prepare the budget as outlined above. Richard Lamb seconded. The motion carried unanimously.

**Item 10**

**Strategic Planning Annual Progress Report**

Administration developed the Strategic Planning Annual Progress Report to provide a timely evaluation of progress toward achieving the objectives outlined in the Strategic Plan. This evaluation includes data from FY 2024-2025 and highlights accomplishments achieved primarily between January 2025 and January 2026.

New this year, the report was revised in both format and presentation. It was expanded to incorporate additional data points that were presented to the legislature to better inform this board. Because this data is reported annually, the Strategic Planning Annual Progress Report will now be issued on an annual basis rather than biannually. Emily Hobbs reported on the progress toward the Strategic Plan objectives, and Lisa Moon followed with additional highlights and achievements.

**Item 11**

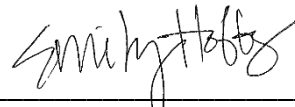
**Information Items**

- 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. BTECH Investment Report.
- B. Calendar/Happenings**
  - Calendar available at [btech.edu/event-calendars](http://btech.edu/event-calendars)
  - March 30-April 3: Closed for Spring Break
  - April 22 & 23: Fashion Show @ 7:30 p.m., BTECH Business & Innovation Building, Rm 300
  - May 6 & May 7: Career Days, BTECH Main Building (see email for details)
  - June 12: General Graduation @ 5:30 or 7:30 p.m., Logan High School
- C. Board Meeting Dates**
  - June 22, 2026 @ 4 p.m.
  - August 24, 2026 @ 4 p.m.
  - December 7, 2026 @ 4 p.m.

**Item 12**

**Adjournment**

Karen Cronin moved to adjourn the meeting at 6:12 p.m.



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Emily Hobbs, Administrative Chief of Staff