



BRIDGERLAND
TECHNICAL
COLLEGE

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**BRIDGERLAND TECHNICAL COLLEGE
BOARD OF TRUSTEES
INSTITUTIONAL ADVISORY COMMITTEE
NOVEMBER 16, 2020, 4 P.M.
VIRTUAL MEETING**

MINUTES

~ DRAFT ~

Board Members Present

Nancy Kennedy, Chair – Box Elder School District, Brigham City
Jack Draxler, Vice Chair – Draxler Appraisal Services, Inc., North Logan
Taylor Adams – Utah State University, Logan
Lisa Clawson – Great Harvest Bread, Paradise
Monica Holdaway – Box Elder Chamber of Commerce, Brigham City
Brian Hyde – Autoliv, Smithfield
Jeffrey Packer – All Pro Real Estate, Brigham City
Neil Perkes – Logan Regional Hospital, Logan
Michael Madsen – Michael J. Madsen Construction, Garden City
Eric Wamsley – Rich School District, Laketown
Larry Williams – Logan School District, Logan

Board Members Excused

Roger Pulsipher – Cache School District, Avon

Bridgerland Technical College Present

K. Chad Campbell, President
Wendy Carter, Vice President for Instruction
Troy Christensen, Vice President for Economic Development
Emily Hobbs, Chief of Staff
Lisa Rock, Controller
Frank Stewart, Chief Development Officer
Jim White, Vice President for Student Services

Guest(s) Present

Dr. Scott Theurer, Trustee Representative – Dentist, Logan

Item 1

Welcome & Pledge of Allegiance

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

Item 2

Consent Calendar Approval

- A. **Minutes from the August 24, 2020, Board meeting** were available online for review and subsequent approval.
- B. **2020-2021 Strategic Planning Tri-Annual Highlights**
To provide timely evaluation of progress toward achieving the objectives in the Strategic Plan, Administration created the 2020-2021 Strategic Planning Tri-Annual Highlights document. This evaluation document provides an opportunity for the College to celebrate successes and achievement primarily for the July 2020 to October 2020 timeframe.
- C. **Nursing Assistant Approval for Hybrid Delivery Method**
Prior to COVID-19, the Utah Nursing Assistant Registry (UNAR) required nursing assistant curriculum to be provided in a traditional face-to-face format. However, the recent pandemic brought with it an extreme increased demand for CNAs at a time when face-to-face program delivery was suspended. As a result, UNAR has now approved nursing assistant curriculum to be more flexible, including using modern distance delivery methodologies. Bridgerland Technical College gained approval to expand the Nursing Assistant program delivery methods to be both Traditional and Hybrid as defined by the Council on Occupational Education. The required Council on Occupational Education Mini Form was available as a link.

ACTION: Jack Draxler made a motion to approve the Consent Calendar items: (A) Minutes from the August 24, 2020, Board meeting, (B) 2020-2021 Strategic Planning Tri-Annual Highlights, and (C) Nursing Assistant Approval for Hybrid Delivery Method. Neil Perkes seconded. Motion carried.

Item 3

Introduction of New Board Members

Lisa Clawson, Paul Nelson, and Larry Williams were appointed by the Governor and confirmed by the Senate to serve as new members of the BTECH Board of Trustees. Introductions were completed.

Lisa Clawson is co-owner of the Great Harvest Bread Company and has served on the BTECH Culinary Arts Occupational Advisory Board. Her expertise as a business owner will benefit the Board as she represents the Creative Development & Style and Food Services industry sector.

Paul Nelson is the Chief Technical Strategist, Tech Fellow, for Northrop Grumman Enterprise Services. He is responsible for digital architectures, roadmaps, strategy, and execution toward a simplified Northrop Grumman digital ecosystem footprint for digital product development, delivery, and sustainment. He is replacing Dave Brown and represents the Computers/Software industry sector.

Larry Williams was appointed by the Logan School District, replacing Ann Geary as their BTECH representative. His extensive experience as a teacher in technical education will be valuable to the mission as he represents education for the College.

Item 4

Policy Updates

Changes in laws and accreditation requirements prompt the majority of updates to policies and plans. Policies with updates were identified on a spreadsheet and provided as a link (attached). Proposed changes were indicated with red and strikethrough. Administration was present at the meeting to address questions and comments from the Board. The following policy changes were reviewed by Jim White with discussion by the Board:

Policy 339	Sexual Harassment
Policy 603	Social Security Numbers
Policy 604	Admissions, Enrollment, & Registration
Policy 607	Nondiscrimination
Policy 612	Sexual Misconduct
Policy 615	Gradings/Ratings and Courses
Policy 650	Student Records
Policy 692	Student Records Access Procedures

ACTION: Brian Hyde made a motion to approve the policies as provided in the Policy Updates. Mike Madsen seconded. Motion carried.

Item 5

Notification of FY 2021-2022 Secondary Student Fees to Education Providers

The High School Course Offerings booklets, which include the current secondary student fees schedule were provided as links. These booklets will be provided to all secondary education providers in the Bear River Region and, once approved, will be available on Bridgerland's Web site at www.btech.edu/students/high-school-students. Each school district representative on the College Board of Trustees is required by USHE Policy #204.8.2.2 to provide written notification of the approved fee schedule to the Board of Education President of their respective districts. Jim White reviewed the minimal fee changes, which were outlined in green.

The Board discussed the new Machining Technology partnership with NASA Hunch, where high school students have the opportunity to participate in the design and fabrication of real-world parts for NASA.

ACTION: Monica Holdaway made a motion to approve the Secondary Student Fee Schedule and agreement (where applicable) to notify the Board of Education President of their respective districts. Taylor Adams seconded. Motion carried.

Item 6

Utah Board of Higher Education (UBHE) Report

Dr. Scott Theurer provided the following brief update from the Utah Board of Higher Education:

- The BTECH Health Sciences building remains the top priority of UBHE.
- All 16 institutions will align their Strategic Planning goals to accomplish the Strategic Plan goals of UBHE, which have been identified as the following:
 - Access - equity, diversity, and inclusion
 - Completion
 - Affordability
 - Workforce Alignment & Economic Impact
- Trustees were encouraged to use their delegated authority to approve policies, tuition, fees, etc., as they have done throughout the year. The UBHE Delegation of Duties and Responsibilities document was provided as a link.

President Campbell provided the following brief update:

- BTECH submitted the Operating and Capital Budget Request following the August 2020 Board Meeting and UBHE took action on it in their October 2020 meeting. President Campbell reviewed the budget and noted BTECH's share is \$475,000 for growth and capacity. The compensation equity request was excluded.
- The General Student Fees Policy is not yet applicable to technical colleges; but in anticipation that this will apply in the future, it is unlikely the College would have general fees of substance.
- Tuition and fees increase requests should be kept to a minimum. The Board of Trustees should review each request to ensure that the College adequately justifies the need for an increase by providing an adequate description, exploring other funding sources, and addressing the students' access and affordability. BTECH is not actively requesting an increase.

Item 7

Information Items

A. Custom Fit Training Department – Year to Date

Fiscal Year	Trainees	Training Hours	Total Companies	New Companies
19-20 Qtr 1	1,488	11,802	140	18
20-21 Qtr 1	1,078	9,498	134	11

B. Stand-Alone Courses

- In accordance with USHE Policy 200, Section 5.1.2, courses not part of an approved certificate shall be approved by the Chief Instructional Officer and reported to the College Board of Trustees as an information item. The current schedule is included as a link and is always available online at btech.edu. Please see the link for one new course.

C. Board of Trustees' Duties and Responsibilities

- To ensure the Utah System of Higher Education is efficient, effective, and delivers world-class instruction and research, the Utah Board of Higher Education and institutional boards of trustees must align responsibility and authority. The Board of Higher Education has established responsibilities and authorities for the Board, the boards of trustees, presidents, and the Commissioner. This file was available as a link.

D. Calendar/Happenings

- Graduation: December 1-3, 2020
- Calendar available at btech.edu/event-calendars
- Board Meeting Dates
 - January 25, 2021
 - April 19, 2021
 - June 21, 2021

Item 8

Adjournment

Jack Draxler made a motion to adjourn the meeting at 5:07 p.m. Motion carried.