

**BRIDGERLAND APPLIED TECHNOLOGY COLLEGE
CAMPUS BOARD OF DIRECTORS' MEETING
AUGUST 24, 2015, 4 P.M.
MAIN CAMPUS BOARDROOM**

MINUTES

Board Members Present

Brian T. Leishman, Vice Chair – Business and Industry
Dave Brown – Business and Industry
Ann Geary – Logan School District
Karen Hess – Business and Industry
Carrie Ann Johnson – Box Elder School District
Jeffrey S. Packer – Business and Industry
Roger D. Pulsipher – Cache School District
Dr. Scott L. Theurer – Business and Industry
Dr. David R. Woolstenhulme – Utah State University

Board Members Excused

Michael J. Madsen, Chair – Business and Industry
Eric Wamsley – Rich School District

Bridgerland Applied Technology College

K. Chad Campbell, Campus President
Wendy Brog, Vice President for Instruction
Troy Christensen, Vice President for Brigham City Campus
John Davidson, Vice President for Instruction
Emily Hobbs, Assistant to the President
Jim White, Vice President for Student Services

Welcome & Pledge of Allegiance

Brian Leishman conducted the meeting and welcomed those in attendance. The Pledge of Allegiance was recited.

President Campbell informed the Board that a Web page has been created at www.batc.edu for the agenda, attachments, and minutes. In an effort to reduce printing, large documents will be available online. Board members were encouraged to bring electronic devices to future meetings. President Campbell provided a demonstration of the new Web page and navigation to the online documents.

Approval of Minutes

Motion was made by Ann Geary for the approval of minutes from the April 20, 2015, and June 22, 2015, Board meetings; seconded by Karen Hess. Motion carried.

Utah Cluster Acceleration Partnership (UCAP) Grant-Round III

The Automated Manufacturing and Robotics Program was substantially benefitted by the second round of Utah Cluster Acceleration Partnership (UCAP) approved grants during the Fiscal Year (FY) ended June 30, 2015. John Davidson informed the Board that Bridgerland Applied Technology College (BATC) received \$100,000 during FY2015 to supplement legislative appropriations to begin the implementation of Robotics at the Brigham City Campus. In FY2014, BATC started what is anticipated to be a four-to five-year manufacturing initiative that includes the development of new program content areas such as Robotics and Composites, along with expanding and updating existing programs. The development also

includes Automated Manufacturing, Electrical Engineering Technology, Information Technology, Machining, Welding, Drafting, and more. The project is very successful and BATC's responsiveness to the business and industry demand has been well received.

Recently, BATC was awarded a \$300,000 UCAP partnership grant for FY2016. This partnership is among BATC, all area school districts, and Utah State University (USU). The grant will be used to: (1) expand the STEM Robotics Academy pilot program, (2) enhance BATC's Automated Manufacturing and Robotics program, and (3) fund equipment for the shared USU/BATC Composites lab at the Brigham City Campus. Because the funding is half of the requested amount, BATC's focus in FY2016 will be to continue developing the Automated Manufacturing and Robotics Program at the Brigham City Campus. The partnership with the Bear River Region School Districts and USU, for this project, is still progressing.

The full grant applications are available online and were projected for viewing. The Board had the opportunity to watch a short, informational BATC STEM Robotics video produced for legislators. The Board was pleased with the video and Jeff Packer noted the impressive branding displayed. The specialty area has over 100 high school students enrolled, which was more than anticipated. John Davidson said Engineering students at Utah State University are taking some of the Automated Manufacturing & Robotics courses. The additional courses will add value to their degrees and likely higher wages.

BATC Health Sciences and Technology Building – Feasibility Study

The Fiscal Year (FY) 2017 Capital Development Request, outlined by the State Building Board, included a required Feasibility Study. A download of the full Feasibility Study for the new Health Sciences and Technology Building is available online at: batc.edu/about-us/governing-board/board-meetings. The architectural rendering of the new building along with its placement on the BATC Campus Master Plan was projected and explained. The rendering is a draft and changes are anticipated.

Because the timeline for the development of this Feasibility Study was short, anticipated updates and modifications will occur throughout FY2016 and be submitted for the FY2018 request cycle. Board members were asked to review the study and provide suggestions for improvement. The BATC Health Sciences and Technology Building has been prioritized “#2” for capital development projects by the UCAT Board of Trustees, following the “#1” priority of the Mountainland Applied Technology College (MATC).

Ann Geary informed BATC of two complications with Bridger Elementary (of close proximity). First, the geothermal system was installed backwards, so it ended up costing more and using more electricity. Second, there were complications with the soil/land. BATC should ensure the land is not wetland/wet meadow. Wendy Brog said the architect at Design West addressed the issue in the Feasibility Study, but BATC will need to look into it further.

BATC Organizational Chart – In Transition

The transition associated with the retirement of Dr. Richard L. Maughan has created minor restructuring of BATC's Organizational Chart. A copy of an updated chart was provided and reviewed. Among other changes, President Campbell noted that the 'associate' was dropped from John Davidson's and Wendy Brog's job titles, so they are now vice presidents. Two new positions were added in the Accounting department and job duties have been adjusted.

BATC Authorized Check Signers on Bank Accounts

Dr. Richard L. Maughan and the Chair of BATC's Campus Board of Directors, Mike Madsen, have been the authorized check signers on all BATC bank accounts. With the retirement of Dr. Richard L. Maughan, it has become necessary to update the "authorized check signers" list. For Internal Accounting Control reasons, BATC would like to have "authorized check signers" be members of the Board.

Motion was made by Jeff Packer to approve Brian Leishman, Scott Theurer, Dave Brown, and Mike Madsen as BATC Authorized Check Signers on Bank Accounts; seconded by Roger Pulsipher. Motion carried.

Fiscal Year (FY) 2015 Enrollment, Completion, & Cost Report

The process for certifying the membership hours and head count has been modified, within the last year, at the request of the UCAT President. The campus president, vice president of student services, and the vice presidents of instruction conducted a careful review of the FY2015 Enrollment, Completion, and Cost Report and certify, to the best of their knowledge, the report meets the criteria in the state statute and UCAT Policy. Jim White outlined the Board's main criteria to approve, which is the following:

1. To complete and verify accuracy as of July 31, 2015.
2. Comply with UCAT policy.
3. Reflect activity that is consistent with the core missions of the Utah College of Applied Technology (UCAT), the Bridgerland Applied Technology College (BATC), all applicable statutes, and all UCAT and BATC policies.
4. Finalize BATC and UCAT FY2015 reporting of all Enrollment, Completion, and Cost Report(s) (except for certificate-seeking, non-completers whose statuses change in the December Placement Update, due to re-enrollment or placement in related employment, as provided in Policy 205.6.1.2(b) and 205.6.3).

A copy of the campus certified data was provided electronically to the Board at the meeting for review and approval. Jim White explained the methodology used to prepare, review, and verify the membership hour data. BATC documented a decline in membership hours and student headcount, but an increase in overall certificates. The employment rate is very low, so administrators are not alarmed by the decline. Ann Geary inquired about the new enterprise system, Jenzabar, and the accuracy of the data. President Campbell believes it is more accurate, but the process is slow as the new system is learned and data is verified. Although there are no serious concerns for any one program at this time, administrators will continue to find ways to improve completion and student success. Jeff Packer would like to see the students who don't find success at Utah State University find a career through training at BATC.

Motion was made by Scott Theurer for approval of the Fiscal Year (FY) 2015 Enrollment, Completion, & Cost Report; seconded by Carrie Ann Johnson. Motion carried.

Fiscal Year 2017 Strategic Planning - Capital Improvement Request

Capital Improvement requests are designed to make major improvements or repairs to existing state buildings. As part of some changes being implemented at the State of Utah's Division of Facilities, Construction, and Management (DFCM), the Capital Improvement Request process is done slightly different for FY2017 requests.

Chad explained that a Strategic Planning questionnaire is distributed yearly to faculty, staff, and students to gather information for the identification of needs and priority of Capital Improvement requests. Each Board member received a copy of BATC's FY2017 Capital Improvement Requests spreadsheet. This document is a template provided by DFCM to accommodate the improvement request process and represents a summary listing of the respective projects. The projects listed have been identified by a combination of processes that include a facility condition assessment conducted by DFCM and the Strategic Planning process internal to BATC as stated.

Even though the DFCM Improvement Process required this list to be submitted on August 1, 2015, BATC would like Board approval for these projects to authorize BATC's staff to complete these projects as funding from DFCM becomes available.

Motion was made by Jeff Packer for the approval of the Fiscal Year 2017 Strategic Planning - Capital Improvement Request; seconded by Dave Brown. Motion carried.

Strategic Planning – Fiscal Year (FY) 2017 Operating Budget Request

Each Board member received a copy of the preliminary Fiscal Year (FY) 2017 Operating Budget Request (Building Blocks) for FY2017 for review. President Campbell described each line item. This draft list has been submitted to UCAT as a "draft" compilation of BATC's budget needs and represents our best assessment of the current and immediate priorities of BATC. The budget is based on input from the Strategic Planning process and administrative analysis. It is likely substantial "trimming" of this list will occur during the coming months in preparation for the 2016 General Session of the Utah State Legislature. Discussions of the appropriate size or amount of the request are in progress with the UCAT President and Presidents' Cabinet.

Motion was made by David Woolstenhulme for approval of the Fiscal Year (FY) 2017 Strategic Planning Operating Budget Request (Building Blocks); seconded by Roger Pulsipher. Motion carried.

Board Chair Update

No update was given due to the absence of Mike Madsen.

Other Items of Business

- *Picture for UCAT*
The picture was postponed and will be scheduled for another day.

- *Performance Measure Funding*

President Campbell informed the Board that UCAT is in the process of developing a Performance Measure Funding strategy for distribution of “reward” money for successful performance. BATC is in the process of setting goals that will be used to measure successful performance. It is anticipated the money will be used to improve performance for subsequent years. This strategy is still in discussion and more information will be available at a later date.

Next Meeting Date

The next Board meeting will be Monday, November 23, 2015, at 4 p.m.

Adjournment

The meeting adjourned at 4:55 p.m.