BRIDGERLAND APPLIED TECHNOLOGY COLLEGE
BOARD OF DIRECTORS' MEETING
FEBRUARY 27, 2017, 4 P.M.
MAIN CAMPUS BOARDROOM
1301 NORTH 600 WEST, LOGAN, UTAH

MINUTES

Board Members Present
Ann Geary, Chair – Logan School District
Nini Anderson – Box Elder School District
  (via video conferencing)
Karen Hess, Vice Chair – Business and Industry
Jeffrey Packer – Business and Industry
Neil Perkes – Business and Industry
Dr. Scott Theurer – Business and Industry
Eric Wamsley – Rich School District

Board Members Excused
Taylor Adams – Utah State University
Brian Leishman – Business and Industry
David Brown – Business and Industry
Michael Madsen – Business and Industry
Roger Pulsipher – Cache School District

Bridgerland Applied Technology College
K. Chad Campbell, President
Wendy Carter, Vice President for Instruction
Troy Christensen, Vice President for Brigham City
John Davidson, Vice President for Instruction
Emily Hobbs, Assistant to the President
Lisa Rock, Controller
Jim White, Vice President for Student Services

Guests Present
Mike Liechty and Wes Marler

Item 1
Pledge of Allegiance & Welcome
Ann Geary 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
Approval of Minutes
ACTION: Motion was made by Nini Anderson for the approval of minutes from the November 21, 2016, Board meeting with the date correction; seconded by Scott Theurer. Motion carried.

Item 3
Introduction of New Utah College of Applied Technology (UCAT) Commissioner
Commissioner Report
Commissioner Woolstenhulme was unable to attend, so this item was tabled for a future meeting.

Item 4
Introduction of New Board Member
Taylor Adams was unable to attend, so this item was tabled for a future meeting.

Item 5
Audit Committee Report –
Audited Annual Financial Report for the Year Ended June 30, 2016
The BATC Audited Annual Financial Report for the year ended June 30, 2016, along with the Government Auditing Standards (GAS) report on internal control and the auditors required communications were provided for review. Eric Wamsley, Audit Committee member, reported that auditors from the Office of the Utah State Auditor participated in a conference call with the BATC Audit Committee prior to Board Meeting. Eric said the auditors expressed thanks and appreciation to the BATC Accounting Department for the professional way in which they participated in the audit. He noted that the department was very responsive to requests. Eric reported that the auditors issued a "clean," unqualified opinion on the audit report. There were no findings, no corrections, and the auditors said, "It was as good as we could hope for."

Wes provided the BATC Explanation of Changes in Net Position to assist the Board in better understanding the financial position of the College without GASB68.

ACTION: Motion was made by Karen Hess for acceptance of the Audited Annual Financial Report June 30, 2016; seconded by Jeff Packer. Motion carried.

Item 6
BATC Policy Manual Updates
President Campbell explained the following policy manual updates:

> **800.805 – Budget Request Procedures – Internal Departments**
> In preparation for the upcoming accreditation site visit and pursuant to both the addition of a new enterprise-wide information system, Jenzabar, and changes in the administrative structure at BATC, Policy 800.805 – Budget Request Procedures – Internal Departments needs to be updated for those changes. The position of Vice President for Finance was eliminated under the new administrative structure and replaced with the position of Controller. The revision to this policy reflects that change in structure and inserts the revised title.
>
> In addition, the implementation of Jenzabar provides department heads and other cost center managers with access to the budget vs. actual analysis information in real time over a secure internet portal. Before the new system was implemented, BATC's Accounting department provided budget vs. actual information to department heads in an Excel spreadsheet report on a monthly basis. The change to this policy reflects these improvements.
>
> **300.337 – Health and Safety Plan**
> BATC has acquired and implemented new equipment and software to lock down the facilities during an emergency situation and to provide mass notification to faculty, staff, and students. Accordingly, the BATC Health and Safety plan has been updated to reflect these additions.

Board members engaged in discussion regarding the policies with emphasis on lock downs and emergency notifications. They were appreciative of the advancements in security being made at the

College. In order for BATC to make school closure decisions quickly, Ann Geary suggested the school districts notify BATC of closures (e.g. snow days). If any school district chooses to stay open, BATC will typically do the same.

ACTION: Motion was made by Jeff Packer to approve policies 800.805 and 300.337; seconded by Neil Perkes. Motion carried.

Item 7
Fiscal Year (FY) 2016 Enrollment, Completion, & Cost Report Final Certification
Jim White reported that the FY15-16 Enrollment, Completion, & Cost (ECC) Report, as of July 31, 2016, was approved by the BATC Board of Directors in the August 29, 2016, Board meeting. As provided in UCAT Policy 205.11.2, BATC continued to track outcomes of FY15-16 certificate seeking students after the end of the fiscal year and provided a follow-up data submission in December. Additional non-graduate/early-hire completers and re-enrolled students were reported. Completion rates for certificate-seeking students have been recalculated. The BATC President along with both Vice Presidents for Instruction and the Vice President for Student Services have certified that the submitted follow-up data comply with all applicable statutes and policies, and have verified that the updated completion rates are accurate, to the best of their knowledge. The final certification was submitted to UCAT January 5, 2017, as required by UCAT Policy.

The Office of the Commissioner of Technical Education has reviewed, accepted, and approved the follow-up data submission for BATC. The report details the final completion rates, certificate totals, and cost rates reflecting the certified follow-up data for BATC.

Item 8
BATC Program Overview
A virtual tour of BATC programs was provided by Wendy Carter and John Davidson. This overview was designed to inform Board members about the broad range of program offerings available at BATC. In future Board meetings, BATC will highlight individual programs and some of their respective successes and challenges. Health, Composites, Logan Campus – West, Information Technology, and "highly technical programs" were among the suggestions from Board members to highlight/tour first. Jeff Packer mentioned that with some departments it will be adequate to bring a presentation and some will be better seen in person such as drones. Board members expressed interest in visiting Brigham City. An open house for the remodels in Brigham City will be forthcoming, so a visit to the campus at that time seems logical.

Item 9
FY 2018 Budget Request
President Campbell presented a copy of the UCAT FY17-18 Budget Request, along with the detailed request amounts for BATC. A discussion of the upcoming general session of the legislature, along with these budget request priorities for UCAT and BATC was provided. Although the funding received will not be enough for all of the College needs, we will do the best we can. A brief summary of the Governor's Budget Recommendations for FY17-18 is provided below.

Governor's Budget Recommendations

- 2% Cost of Living Adjustment
- 8% Estimate for Health Insurance
- $500,000 (UCAT Wide) for Program Expansion (BATC Estimated Share $500,000/$16,000,000 * $2,044,000 = $65,000)
- $1.0 Million One-time Equipment (BATC Estimated Share = $160,000)
- Capital Development - No new buildings for FY18. Note: FY19 should be a banner year for buildings. All construction bonds will be paid off and there should be a lot of one-time money for building in FY19.

College	Need	FTE	Salary & Benefits	Current Expense	Ongoing Equip	Total
BATC	Mfg & Aerospace Initiative	2.50	262,000	25,000	50,000	337,000
BATC	Brigham Expansion	3.50	366,800	200,100	-	566,900
BATC	AM STEM	4.50	436,300	40,000	50,000	526,300
BATC	Paramedic	2.50	173,800	40,000	50,000	263,800
BATC	Computer Replacement	-	-	-	200,000	200,000
BATC	Capital Equipment	-	-	-	150,000	150,000
	BATC Totals:	13.00	1,238,900	305,100	500,000	2,044,000

Item 10
FY 2018 Proposed Tuition and Differential Tuition Rates
Proposed Tuition Increase

As directed by the new Utah College of Applied Technology Commissioner of Technical Education, the BATC Board of Directors discussed the general tuition rate for the upcoming year. BATC faculty, staff, and administration recommend a $.05 increase in tuition from the combined Tier I and Tier II tuition rate of $1.85 per membership hour to $1.90 per membership hour.

UCAT is working toward eliminating the need for a Tier I and Tier II tuition rate by allowing each applied technology college in the system to propose their own tuition rate as opposed to having the rates be uniform across the system. Regardless of the outcome of the Tier I and Tier II discussion, BATC administration would like to recommend the Board approve a total rate for tuition of $1.90 for FY17-18.

A table showing the history of tuition rate increases at BATC was provided along with BATC's "Notice of Proposed Tuition Increase for 2018" as required. Board members discussed and agreed that some of the rationale for proposing a $.05 per hour increase is based on moving toward a regular, systematic annual increase each year going forward rather than having large increases one year and then little or no increase another year. The $.05 increase represents a 2.7 percent increase over the previous year. Jeff Packer suggested that as tuition increases, emphasis should be given to scholarships and tuition waivers to aid students.

ACTION: Motion was made by Eric Wamsley for approval of the FY 2018 Proposed Tuition Increase of $.05; seconded by Jeff Packer. Motion carried.

Differential Tuition Rates

President Campbell provided a "draft" letter to UCAT requesting the renewal of a differential tuition rate for the Farm and Ranch Management and Academic Learning programs. Differential tuition rates for these two programs have been in existence for many years; however, UCAT Policy 204.6 (6.4) dictates that differential tuition rates must be approved by the UCAT Board of Trustees on an annual basis. Accordingly, with the consent and recommendation of BATC's Board of Directors, this letter will be finalized and forwarded to the UCAT Administration and Board of Trustees for their subsequent approval.

ACTION: Motion was made by Karen Hess to approve the proposed Differential Tuition Rates; seconded by Eric Wamsley. Motion carried.

Item 11

Nominations for UCAT Board of Trustees Member

Effective June 30, 2017, Dr. Scott Theurer's term on the UCAT Board of Trustees will expire. Dr. Theurer is still eligible for two more four-year terms. The BATC Board of Directors was tasked with nominating two business and industry members to represent BATC. The governor will select from the two nominees. Dr. Scott Theurer and David Brown were nominated by the Board at the April 4, 2016, meeting.

ACTION: Motion was made by Jeff Packer to nominate Dr. Scott Theurer as first choice and David Brown as second choice nominees for the UCAT Board of Trustees; seconded by Eric Wamsley. Motion carried.

Item 12

BATC Updates & Calendar Items

President Campbell provided the following updates:

- Legislature
  - It is "too early to tell" and looking better every day. Chad explained SB 238 – Higher Education Governance Revisions. If passed, UCAT will become Utah System of Technical Colleges and BATC will become Bridgerland Technical College (with respective changes to all UCAT colleges). In addition, the UCAT colleges will become bodies corporate and the ATC representatives for the UCAT Board of Trustees will no longer be voting members on the Board of Directors.
  - Chad explained SB 117 – Higher Education Performance Funding. If passed, future income tax revenue will be set aside to promote growth and appropriations will be applied to ATCs based on performance.
- BATC calendar available at batc.edu/community/event-calendar
  - VEX Robotics Competition – January 27, 2017 (report)
  - Beaver Mountain Ski Night – February 10, 2017, 5-9 p.m. Pre-purchase tickets at the BATC Bookstore by Feb. 6. Dinner provided.
  - High School Scholarship Applications Due – February 28, 2017
  - Short-Term Class Registration Begins – March 20, 2017
  - Closed for Spring Break – April 3-7, 2017
  - Spring Fashion Show – April 20-21, 2017, 7:30 p.m.
  - Free Start Summer Scholarship Applications Due – May 1, 2017
  - Career Days – May 3-4, 2017
- 2017 Board Meeting Dates
  - April 24
  - June 19

- o August 28
- o November 20

Item 13
UCAT Board of Trustees Report
Dr. Scott Theurer reported that the Board of Trustees will soon be selecting a new college president within the UCAT system. He reported that finalists will be interviewed, in a closed meeting environment, by the Board of Trustees and the respective Board of Directors. A person will be designated to report to the Board of Trustees. The meeting will then move to an open session for announcement of the new president.

President Campbell is due for a president evaluation, which will be reported in a closed session to the Board of Trustees in May. The review team consists of Ann Geary, Karen Hess, Dr. Scott Theurer, one additional UCAT Board of Trustee member, and the Commissioner.

Dr. Theurer thanked BATC for hosting the Board of Trustees March 23. Board members were invited to attend the meeting.

Item 14
Other Items of Business

Item 15
Next Meeting Date & Adjournment
The next Board meeting will be Monday, April 24, 2017, at 4 p.m. The meeting adjourned at 6:11 p.m.