



**BRIDGERLAND
TECHNICAL
COLLEGE**
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**BRIDGERLAND TECHNICAL COLLEGE
BOARD OF DIRECTORS
INSTITUTIONAL ADVISORY COMMITTEE
JUNE 22, 2020, 4 P.M.
VIRTUAL MEETING**

MINUTES

Board Members Present

Neil Perkes, Chair – Logan Regional Hospital, Logan
Taylor Adams – Utah State University, Logan
Dave Brown – Western AgCredit, South Jordan
Jack Draxler – Draxler Appraisal Services, Inc., North Logan
Ann Geary, Past Chair – Logan School District, Logan
Monica Holdaway – Box Elder Chamber of Commerce, Brigham City
Nancy Kennedy, Vice Chair – Box Elder School District, Brigham City
Michael Madsen – Michael J. Madsen Construction, Garden City
Roger Pulsipher – Cache School District, Avon

Board Members Excused

Brian Hyde – Autoliv, Smithfield
Jeffrey Packer – All Pro Real Estate, Brigham City
Eric Wamsley – Rich School District, Laketown

Bridgerland Technical College Present

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

Guest(s)

Mike Liechty, Cache School District
Dr. Scott Theurer, Trustee Representative – Dentist, Logan
Monica Giffing and Presidential Scholarship Recipients and Parent(s)
Eric Petersen, UTECH Legal Counsel

Item 1

Welcome

Neil Perkes conducted the meeting and welcomed those in attendance. The meeting was called to order at 4 p.m.

Item 2

Presidential Scholarship Recipient Recognition

The BTECH Presidential Scholarship is a prestigious award recognizing high school seniors from across the intermountain west. Recipients of this scholarship demonstrate exceptional ability and accomplishment in a technical training area and have a sincere desire to enroll and complete training at BTECH. The following students were selected as recipients and were in attendance at the meeting with their parent(s):

- Evelyn Anderson – Welding Technology
- Janessa Gardner – Practical Nursing
- Savanna Kreiple – Animal Sciences
- Susanah Rowles - Drafting
- Olivia Trunnell – Cosmetology/Barbering

Monica Giffing, the BTECH Scholarship Specialist, introduced each student with a brief history and highlight. Each student took a moment to talk about their goals and thanked everyone for the opportunity to receive funding for their education.

Item 3

Consent Calendar Approval

- A. Minutes from the April 27, 2020, Board meeting** were available online for review and subsequent approval.
- B. 2020-2025 Strategic Plan & Mission Statement**
To review the Strategic Plan for the next year, a questionnaire was sent to faculty, staff, students, and Board members to gather input. Faculty and staff were emailed the plan and suggestions were discussed in the Faculty Senate meeting on May 12, 2020. Administration, with the direction of the President, evaluated all input and suggested the additions as outlined. Items no longer applicable were removed. These changes are designed for continual improvement and to fulfill the mission of the College. Included in the Strategic Plan is the Mission Statement, which was reviewed. No comments or suggestions were made.
- C. 2020-2021 Postsecondary Student Fees**
In accordance with the Utah System of Technical College (UTECH) Tuition and Fees Policy 204.8.1, the College received approval of fees for postsecondary students. These fees help offset the cost of training and may consist of required external industry certifications, exam fees, background checks, expendable supplies, consumable goods, technology, and lab expenses.
- D. Occupational Advisory Committee (OAC) List**
Occupational Advisory Committees are groups of individuals who represent business and industry to ensure students receive relevant instruction. In addition, OAC members may serve as guest speakers, conduct mock interviews, provide job placement opportunities, secure donations, volunteer at College events, etc. The College received approval of the OAC list provided.

ACTION: Ann Geary made a motion to approve the Consent Calendar items listed in Item 3. Dave Brown seconded. Motion carried.

Item 4

Training on Open and Public Meeting Laws

Every state has open meeting laws for accountability and transparency. These requirements are to be reviewed annually. Eric Petersen, UTECH Legal Counsel, provided the training. For more information, see Utah Code Title 52 – Chapter 04 – Open and Public Meetings Act.

Item 5

Fiscal Year (FY) 2020-2021 Operating Budget

Included for review was the FY 2020-2021 Operating Budget. The spreadsheet provided a comparison of the changes among FY15-16, 16-17, 17-18, 18-19, and 19-20. During the April 27, 2020, Board Meeting, a brief update on the 2020 General Session of the legislature along with HJR 301 – Urging Fiscal Responsibility were discussed. President Campbell presented the FY 2020-2021 operating budget, prepared using the “base” budget appropriation amounts. He noted the Legislature took action to reduce the College’s budget by 2.5 percent on Friday, so this budget does not reflect those recent changes. Health insurance premium increases were funded; but due to good experience ratings, the College’s insurance premiums will not go up. Gratefully, this will offset a portion of the budget cut. Budget reduction strategies are being discussed, which include voluntary attrition and a decrease in equipment and supply budgets.

The Health Sciences building project is officially on hold. There is still hope it will move forward with cash or bonding. The Division of Facilities Construction and Management (DFCM) is continuing with the selection of a program specialist and the Request for Proposal (RFP) process.

ACTION: Mike Madsen made a motion to approve the FY2020-2021 Operating Budget. Nancy Kennedy seconded. Motion carried.

Item 6

Policies and Plans Review

Although evaluated throughout the year, Administration coordinates a formal annual review of all Council on Occupational Education (COE) required plans and updates. This review has been in progress for a few months and has resulted in several suggested updates, which were outlined in the spreadsheet provided. Changes in laws and accreditation requirements prompt the majority of updates. Proposed changes were indicated with red and strikethrough. Plans not listed on this spreadsheet were evaluated, but no changes are suggested at this time. Board members were referred to the web site to see the full list of policies and plans.

President Campbell went through the Policies and Plans Review Sheet with the Board explaining the review process and touched on some of the changes in more detail.

Legislative and governance changes, such as SB 111, impact BTECH policies and plans. The College requested latitude to make minor changes to reflect updates to Utah Code.

ACTION: Taylor Adams made a motion to approve the changes as provided in the Policies and Plans Review as well as granting latitude to make minor edits due to the impact of SB 111 governance changes. Dave Brown seconded. Motion carried.

Item 7

Election of New Vice-Chair

The election of a new vice-chair, in accordance with Bridgerland Policy 103.4.2 Election of Officers, was conducted. Nancy Kennedy will rotate to chair, Neil Perkes will rotate to past chair, and Ann Geary will rotate off the Board due to the ending of her Board term.

ACTION: Nancy Kennedy, on behalf of the nominating committee, recommended Jack Draxler for vice-chair of the BTECH Board of Directors. Mike Madsen made a motion to accept the nomination. Ann Geary seconded. Motion carried.

Item 8

Board of Trustees Report

Trustee Theurer provided a brief update from the Utah System of Technical Colleges Board of Trustees. The new Utah Board of Higher Education will meet on July 1, 2020. Two members of this Board will be assigned to evaluate President Campbell in the future. More information will be available after that meeting.

Jack Draxler inquired about the College Access Advisors throughout the State. The existing advisors from 2019 are in place; however, the new advisors for this region were not funded due to budget cuts. Jack said it sounds like an excellent program, and the advisors are needed.

ACTION: Information item/pleasure of the Board.

Item 9

Information Items

A. COVID-19 Response

Effective June 1, BTECH campuses resumed student enrollment and face-to-face instruction. This instruction is provided in accordance with the current CDC and local health department guidelines.

B. 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
19-20 Qtr 2	2,257	25,378	176	19
19-20 Qtr 3	3,665	45,730	181	30
19-20 Qtr 4 Preliminary (Won't be final until June 30)	3,900	57,000	200	30

C. Stand-Alone Courses

- In accordance with USTC 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

Directors as an information item. The current schedule was included as a link and is always available online at btech.edu. New courses were available online as a link.

D. SB 111 – Higher Education Amendments

As discussed in April, this bill passed the Legislature and was signed by the Governor. Language from that bill includes renaming the Board of Directors to Board of Trustees. The College is prepared to transition to the new higher education governance.

E. Calendar/Happenings

- Calendar available at btech.edu/event-calendars
- Board Meeting Dates
 - August 24, 2020
 - November 16, 2020
 - January 25, 2021

ACTION: Information item/pleasure of the Board.

Item 10

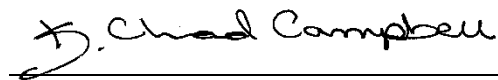
Recognition of Board Members with Expiring Terms

On behalf of faculty, staff, students, and Board members, Ann Geary and Dave Brown were recognized for their many years of service. Their contribution to the College has been tremendous, and they will surely be missed. Their terms end on July 1, 2020.

Item 11

Adjournment

Dave Brown made a motion to adjourn the meeting at 5:57 p.m. Ann Geary seconded. Motion carried.



*Minutes submitted by K. Chad Campbell, President
Prepared by Emily Hobbs, Chief of Staff*



Neil Perkes, Chair



**BRIDGERLAND TECHNICAL COLLEGE
BOARD OF DIRECTORS
INSTITUTIONAL ADVISORY COMMITTEE
JUNE 22, 2020, 4 P.M.
VIRTUAL MEETING**

AGENDA

[BTECH.EDU/ABOUT-US/GOVERNING-BOARD/BTECH-CAMPUS-BOARD-OF-DIRECTORS-MEETINGS](https://www.btech.edu/about-us/governing-board/btech-campus-board-of-directors-meetings)

Item 1

**Start Recording: State Date, Time, Place of Meeting, and Members Present
Pledge of Allegiance & Welcome**

Item 2

Presidential Scholarship Recipient Recognition

Neil Perkes, Board Chair

Monica Giffing, Scholarship Specialist

The BTECH Presidential Scholarship is a prestigious award recognizing high school seniors from across the intermountain west. Recipients of this scholarship demonstrate exceptional ability and accomplishment in a technical training area and have a sincere desire to enroll and complete training at BTECH. The following students have been selected as recipients and have been invited to attend the meeting with their parent(s):

- Evelyn Anderson – Welding Technology
- Janessa Gardner – Practical Nursing
- Savanna Kreiple – Animal Sciences
- Susanah Rowles - Drafting
- Olivia Trunnell – Cosmetology/Barbering

ACTION: Information item/pleasure of the Board.

Item 3

Consent Calendar Approval

A. **Minutes from the April 27, 2020, Board meeting** are available online for review and subsequent approval.

B. **2020-2025 Strategic Plan & Mission Statement**

To review the Strategic Plan for the next year, a questionnaire was sent to faculty, staff, students, and Board members to gather input. Faculty and staff were emailed the plan and suggestions were discussed in the Faculty Senate meeting on May 12, 2020. Administration, with the direction of the President, evaluated all input and have suggested the additions as outlined. Items no longer applicable have been removed. These changes are designed for continual improvement and to fulfill

the mission of the College. Included in the Strategic Plan is the Mission Statement, which is to be reviewed annually.

C. 2020-2021 Postsecondary Student Fees

In accordance with the Utah System of Technical College (UTECH) Tuition and Fees Policy 204.8.1, the College seeks approval of fees for postsecondary students. These fees help offset the cost of training and may consist of required external industry certifications, exam fees, background checks, expendable supplies, consumable goods, technology, and lab expenses.

D. Occupational Advisory Committee (OAC) List

Occupational Advisory Committees are groups of individuals who represent business and industry to ensure students receive relevant instruction. In addition, OAC members may serve as guest speakers, conduct mock interviews, provide job placement opportunities, secure donations, volunteer at College events, etc. The College seeks approval of the OAC list provided.

ACTION: Recommend approval of Consent Calendar items as provided in the agenda.

Item 4

Training on Open and Public Meeting Laws

Eric Petersen, UTECH Legal Counsel

Every state has open meeting laws for accountability and transparency. These requirements are to be reviewed annually. Eric Petersen, UTECH Legal Counsel, will provide the training. For more information, see Utah Code Title 52 – Chapter 04 – Open and Public Meetings Act.

ACTION: Information item/pleasure of the Board.

Item 5

Fiscal Year (FY) 2020-2021 Operating Budget

Chad Campbell, President

Included for your information and review is the FY 2020-2021 Operating Budget. The spreadsheet provides a comparison of the changes among FY15-16, 16-17, 17-18, 18-19, and 19-20. During the April 27, 2020, Board Meeting, a brief update on the 2020 General Session of the legislature along with HJR 301 – Urging Fiscal Responsibility were discussed. The FY 2020-2021 operating budget, prepared using the “base” budget appropriation amounts will be presented for discussion and approval. Budget reduction strategies, if any are required, will be discussed in general terms.

In addition to the discussion and subsequent approval of the proposed “appropriated” budget, a brief discussion of the other sources and uses of revenue at the College will also be provided.

ACTION: Recommend approval of the FY2020-2021 Operating Budget.

Item 6

Policies and Plans Review

Chad Campbell, President

Although evaluated throughout the year, Administration coordinates a formal annual review of all Council on Occupational Education (COE) required plans and updates. This review has been in progress for a few months and has resulted in several suggested updates, which are outlined in the spreadsheet provided. Changes in laws and accreditation requirements prompt the majority of updates. Proposed changes are indicated with red and strikethrough. Plans not listed on this spreadsheet were evaluated,

but no changes are suggested at this time. For your review, the complete list of policies and plans is available at <https://btech.edu/about-us/policies-2>.

Legislative and governance changes, such as SB 111, impact BTECH policies and plans. The College would like to request latitude to make minor changes to reflect updates to Utah Code.

Administration will be present at the meeting to address any questions or comments from the Board.

ACTION: Recommend approval of changes as provided in the Policies and Plans Review.

Item 7

Election of New Vice-Chair

Nancy Kennedy, Vice-Chair

The election of a new vice-chair, in accordance with Bridgerland Policy 103.4.2 Election of Officers will be conducted at this meeting. The nominating committee will nominate the candidate(s), and the chair will declare nominations open for any other nominations (providing the member nominated gives consent and the criteria of 1.1b have been confirmed.)

Following the nominations, including discussion by the Board, the election shall be conducted by hand vote. Each voting member will have one vote for vice-chair. The candidate receiving the most votes will become the new vice-chair.

ACTION: Vote to elect a vice-chair for the BTECH Board of Directors.

Item 8

Board of Trustees Report

Dr. Scott Theurer, Trustee Representative

A brief update from the Utah System of Technical Colleges Board of Trustees will be provided.

ACTION: Information item/pleasure of the Board.

Item 9

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ACTION: Information item/pleasure of the Board.

Item 10

Recognition of Board Members with Expiring Terms

Neil Perkes, Chair

On behalf of faculty, staff, students, and Board members, Ann Geary and Dave Brown will be recognized for their many years of service. Their contribution to the College has been tremendous and they will surely be missed. Their terms end on July 1, 2020.

Item 11

Adjournment



BRIDGERLAND
TECHNICAL COLLEGE



STRATEGIC PLAN
2020-2025



INTRODUCTION

Bridgerland Technical College (BTECH) provides industry driven, career education in an open-entry/open-exit, individualized, competency-based format. This unique format allows students to master required skills at his or her learning pace.

Bridgerland Technical College undergoes an annual strategic planning process in compliance with the Council on Occupational Education (COE) accreditation standards. Input is gathered from a variety of stakeholders including students, faculty, staff, board members, and occupational advisory committee members. The results provide insight for both opportunities and challenges facing the College in the next five years.

The Administrative Team, in coordination with the Faculty Senate Committee, analyzes the recommendations and identifies objectives and strategies while keeping the following Guiding Principles at the heart of the goal-setting process:

1. Promote & Improve Student Success
2. Build Relationships
3. Emphasize Data-Driven Management
4. Update and Modernize Facilities, Programs, and Equipment

This Strategic Plan was presented to faculty, staff, and Administration; reviewed for priorities, timelines, and costs; and presented to the Board of Directors for final adoption.

ADMINISTRATIVE TEAM


K. Chad Campbell

President


James White

Vice President for Student Services



Troy Christensen

Vice President for Brigham City



Wendy Carter

Vice President for Instruction



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MISSION

The mission of the Bridgerland Technical College is to deliver competency-based, employer-guided career and technical education to both secondary and post-secondary students through traditional and technology-enhanced methodologies. This hands-on technical education provides occupational education, skills training, and workforce development to support the educational and economic development of the Bear River Region.



VISION

Bridgerland Technical College has maintained a long-standing vision of education excellence. The College is committed to identifying and meeting the educational, training, and employment needs of both the students and the employers in the Bear River service region.

The College maintains core values of excellence, integrity, accountability, and value.

We envision a College...

- where instruction and all other activities are student centered
- that offers a comprehensive range of quality programs to prepare students for entry into high demand careers
- where strong relationships are developed with employers enabling training to be responsive to current needs
- that is a diverse community where achievement occurs without boundaries



OBJECTIVE #1: FINANCIAL RESOURCES & EFFICIENCIES

CURRENT AND PROJECTED FINANCIAL RESOURCES THAT PROVIDE A BASIS FOR INITIATIVES SPECIFIED IN THE STRATEGIC PLAN.

STRATEGIES

Administration will:

- determine College priorities for the next fiscal year
- train and assist department heads in developing budget requests to be submitted annually
- assist department heads in managing yearly budgets and accessing summary reports
- improve ease of evaluating budget reports by exploring Tableau capabilities
- repurpose existing resources to promote and improve student success
- improve quality and efficiency of instruction with program support staff
- expand the Business Resource Center into a new region-wide entrepreneurship center to increase economic development - funded through external contracts and grants

Instruction will:

- annually review program offerings in relationship to current career opportunities, projected industry need, location of program offerings, program length, course competencies, equipment needs, and fiscal impact to the College
- work closely with the Development Office to identify and pursue corporate donors and sponsors of BTECH programs

Budget Office, in connection with Administration, will provide resources annually to:

- identify operating budget request, capital improvement request, and capital development request needs and ideas annually through a strategic planning process, with emphasis on the following strategies:
 - maintaining, updating, and modernizing equipment
 - building makeover (e.g. floor coverings, paint, restroom updates, lighting)
 - evaluate office spaces to ensure efficiency and productivity as appropriate for job duties
 - HVAC system upgrades for both comfort and air quality
 - in conjunction with the facility audit, maintain and update facilities (e.g. roof, water issues, preventative maintenance, repairs, parking lots)
 - health and safety (e.g., cleanliness, ice management, water filters, locks, cameras)
 - engage an architect to help with facility master planning for the Logan Campuses (main and west buildings)

CHANGING LIVES

ONE STUDENT
AT A TIME



OBJECTIVE #1: FINANCIAL RESOURCES & EFFICIENCIES

CURRENT AND PROJECTED FINANCIAL RESOURCES THAT PROVIDE A BASIS FOR INITIATIVES SPECIFIED IN THE STRATEGIC PLAN.

(Continued)

STRATEGIES

- cooperate with **Vice Presidents and Associate Vice Presidents** in assisting Department Heads in managing yearly budgets through annual budget meetings **for instructional and non-instructional departments**
- prepare a mission-driven budget for board approval
- explore opportunities to purchase devices and software for an educational discount

Chief Development Officer will:

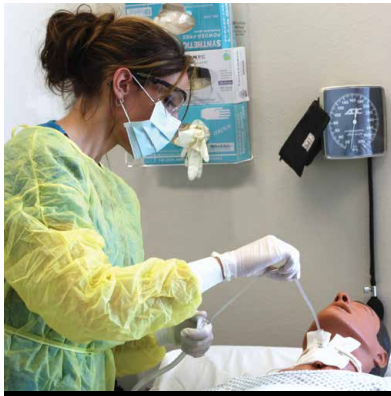
- explore outside donation opportunities from industry, Bridgerland foundation, alumni, etc., **in coordination with the Vice President for Instruction, Associate Vice Presidents, and Department Heads to identify and pursue donors and program sponsors**
- **explore alternate funding strategies to help offset any budget reduction that may occur as a result of unusual or unexpected downturns in the economy**

Department Heads will:

- explore concepts to reduce costs to students where applicable
- communicate cost center needs annually through budget meetings with Controller
- provide annual equipment requests

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ONE STUDENT
AT A TIME



OBJECTIVE #2: PROFESSIONAL PRACTICES

ENHANCE FACULTY/STAFF PROFESSIONALISM, ACHIEVEMENT, AND HEALTH AND SAFETY PRACTICES TO MEET ACCREDITATION STANDARDS

STRATEGIES

Administration will:

- identify faculty training opportunities
- improve communication with faculty and staff with regular meetings involving all personnel from the College
- improve compensation scale across the College
- evaluate the potential for new technical programs
- improve relationships and communication by providing support through regular visits to departments

Curriculum Design & Development/Contracts & Grants will:

- in conjunction with HR and Instruction, enhance the faculty orientation
- coordinate training and knowledge of professional opportunities for faculty and staff through collaborative meetings
- explore alternate funding strategies to help offset any budget reduction that may occur as a result of unusual or unexpected downturns in the economy

Instruction and Supervisory Staff will:

- set program improvement and performance goals
- utilize performance appraisals effectively
- participate in and document professional development opportunities

Marketing will:

- improve communication by promoting celebratory events at the College through Web site articles and digital monthly newsletters

Risk Management Committee will:

- update lockdown process and training, including notification and communication
- evaluate and improve campus health and safety (e.g., preventative and emergency procedure training, communication and forms, radios, sanitation, etc.)
- coordinate regular safety drills and training (e.g., fire, lockdown, earthquake, etc.)

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ONE STUDENT
AT A TIME



CHANGING LIVES

ONE STUDENT
AT A TIME

OBJECTIVE #3: ACCESS, OUTCOMES, & ACHIEVEMENT

REDUCE OR ELIMINATE ENROLLMENT BARRIERS, IMPROVE STUDENT ACCESS, AND INCREASE STUDENT PROFICIENCY AND ACHIEVEMENT BY ENSURING STUDENTS ARE CAREER READY

STRATEGIES

Administration will:

- evaluate the challenges and opportunities associated with online programs, make improvements, and add additional programs as appropriate
- explore additional stackable credential pathways with other universities/colleges across the state
- increase the pipeline of students entering the post-secondary certificate programs
- **explore the transition to credit-based courses as authorization permits**

Instruction will:

- increase focus and emphasize consistent soft skills in all programs and design programs to closely mimic existing work environments (e.g., professionalism, dress, hygiene, appearance, attitude, etc.)
- improve student orientation
- **expand program access and opportunities using a ‘flipped classroom’ model as authorization permits**
- get students working in the lab within the first week of class
- in cooperation with Student Services and Marketing, educate students on assistance available to overcome potential hurdles (internal and external to the College), such as financial aid, assessment, registration, enrollment, mental health, and early intervention
- be trained on available resources and successful communication strategies in working with sensitive issues
- improve and monitor Satisfactory Academic Progress (SAP)
 - improve efficiency of time clock
 - increase communication and student/instructor interaction
 - **coach students by identifying goals and providing resources and support for improvement**

Student Services will:

- continually improve communication processes with students (e.g., test results, enrollment processes, etc.)
- in cooperation with the intake committee, regularly evaluate current assessment standards, student intake procedures, and different enrollment models
- in cooperation with marketing personnel, improve high school retention efforts and relationships
- improve high school registration processes



OBJECTIVE #3: ACCESS, OUTCOMES, & ACHIEVEMENT

REDUCE OR ELIMINATE ENROLLMENT BARRIERS, IMPROVE STUDENT ACCESS, AND INCREASE STUDENT PROFICIENCY AND ACHIEVEMENT BY ENSURING STUDENTS ARE CAREER READY

(Continued)

STRATEGIES

- train instructors on enrollment and course registration processes to assist students with my.btech.edu
- evaluate program and department admission requirements (e.g., application process where appropriate, assessment requirements, pre-admission courses, etc.) to assist in improving withdrawal rates and reducing the number of non-graduates – “Better Inputs Make Better Outputs”

Financial Aid will:

- hire additional staff to provide more timely student aid
- train Student Success Advisors, Associate Vice Presidents, and instructional Department Heads for a consistent understanding of Financial Aid processes to help manage student expectations

Marketing will:

- evaluate my.btech.edu to maximize intuitive use, mobile readiness, and aesthetics
- identify bottlenecks or processes that can be improved to better help students navigate the enrollment process
- regularly meet with Department Heads and/or Instructors for program training to help the Student Success Advisors stay current
- assist graduating high school seniors and new prospective certificate-seeking students in getting started on the Financial Aid processes (e.g., FAFSA, scholarships, and other aid)

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OBJECTIVE #4: NEW TECHNOLOGIES

INCREASE NEW AND INNOVATIVE TECHNOLOGY PRACTICES

STRATEGIES

Faculty members will:

- expand opportunities for simulation and problem-based learning where students participate in groups to experience real world situations and learn through taking the role of both team leader and member, as appropriate
- increase proficiency in a variety of technology practices and delivery methods
- increase curriculum content and quality of courses in the learning management system to prepare for credit-based courses and accommodate the “flipped classroom” model as authorization permits

Information Systems will:

- evaluate and improve wireless access capabilities and speed
- utilize wireless authentication to control and improve security and access to BTECH networks
- implement policies and procedures to facilitate the utilization of student devices to reduce educational costs (e.g., textbooks, workbooks, resource materials, etc.)
- update classrooms and labs with more technology (e.g., smart board TV’s, tablet computers, WebX, overhead projection, touch screens, computers, sound systems, big screen monitors, and premier audio/video for multipurpose classrooms)
- implement software that enables site-to-site communication between campuses via individual computers using products like Cisco, WebEx, and Microsoft Teams
- broaden the document imaging system for programmatic student academic records
- explore technologies and identify resources to expand the ability for employees and students to work remotely
- implement single sign-on technologies to simplify access to systems
- update networking equipment to increase network speeds throughout the College and keep up with the changes and demands of a digital world

Curriculum Design & Development will:

- develop learning analytics using data from internal databases (e.g., Canvas, Tableau, Jenzabar)

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OBJECTIVE #5: PARTNERSHIPS & PATHWAYS

INCREASE CAREER ALIGNED EDUCATION OPTIONS AND SUCCESS THROUGH ENHANCED ADVISORY COMMITTEES, BUSINESS RELATIONSHIPS, AND EDUCATIONAL PATHWAYS

STRATEGIES

Instruction will:

- review advisory teams to expand representation of local business and decision making personnel and strengthen relationships with potential influencers such as former students, current students, high school teachers, etc.
- pursue more internship/externship opportunities for students
- evaluate and improve occupational advisory committees and include employers of students
- continue aligning BTECH high school and certificate-seeking curriculum eliminating duplication for a seamless transition
- prepare for an increased effort in state-wide articulation
- explore support for program completion (e.g., higher wages for graduates, non-traditional delivery of remaining courses, internship/externship opportunities, etc.)
- reach out to local business leaders in their respective industries to increase outreach and communication efforts for the College

Vice President for Brigham City, in cooperation with Administration and the Pathways Coordinator will:

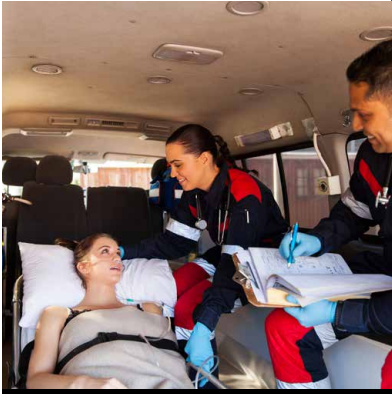
- improve functionality and student experiences with existing high school and post-secondary pathways
- explore additional public and private pathway partners
- improve the secondary to post-secondary pathways at the College
- ensure there is a signed articulation agreement between Bridgerland and all four CTE Directors in the Bear River Region on an annual basis

Marketing will:

- communicate advantages of technical education through strengthened partnerships, broadened communication, and public engagement (e.g., high school presentations, parent participation, fairs, College and Career Readiness Plans (CCRPs), counselor luncheons, Boys and Girls Clubs, 4H, after school groups, youth organizations, etc.
- research best practices for communication and resources for students, parents, educators, and industry partners
- work closely with high school Counselors and College Access Advisors to keep them current on BTECH offerings and pathways

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OBJECTIVE #5: PARTNERSHIPS & PATHWAYS

INCREASE CAREER ALIGNED EDUCATION OPTIONS AND SUCCESS THROUGH ENHANCED ADVISORY COMMITTEES, BUSINESS RELATIONSHIPS, AND EDUCATIONAL PATHWAYS

(Continued)

STRATEGIES

Chief Development Officer will:

- coordinate corporate and community relations
- engage and align more education partners with departments (at least one per department)
- enhance and increase financial support through partnerships
- provide recommendations for additional Bridgerland Foundation Board members annually
- coordinate with Administration between corporate/family foundation grant opportunities and state and federal funding applications as appropriate for internal review and submission to granting institutions

CHANGING LIVES

ONE STUDENT
AT A TIME



OBJECTIVE #6: FUNDING RESOURCES

MAXIMIZE LEARNING OPPORTUNITIES AND ASSETS THROUGH OTHER FUNDING RESOURCES

STRATEGIES

Contracts & Grants will:

- function as the liaison between department faculty members and available **program-specific** grant opportunities
- establish a communication method to articulate grant opportunities to faculty/staff and for faculty/staff to communicate program needs back to administration

President will:

- explore, in collaboration with the Chief Development Officer, ways to expand relationships/partnerships with industry experts

Instruction will:

- strengthen relationships with potential influencers such as **advisory members**, alumni, current students, high school teachers, **college access advisors**, **high school counselors**, etc.

Chief Development Officer will:

- develop a stewardship plan for all current donors and partners that support the College, from small to large contributions whether cash, gift-in-kind, or other
- **explore an alumni campaign to strengthen a long-term commitment to and communication with the College**
- connect students with donors **and donors with students** to showcase appreciation and impact of funds invested in Bridgerland students
- **in coordination with Administration and faculty, plan and carry out additional funding campaigns to support the completion of a new Health Sciences Building (e.g. equipment, landscaping, alternate projects)**

CHANGING LIVES

ONE STUDENT
AT A TIME



OBJECTIVE #7: AWARENESS

IMPROVE PERCEPTION AND AWARENESS IN THE VALUE OF TECHNICAL EDUCATION

STRATEGIES

Marketing will:

- increase targeted marketing through the use of social media, direct mail, etc.
- promote the College by highlighting programs, student successes, industry tips/tricks, and other topics of interest on popular modalities including Facebook, Pinterest, Instagram, YouTube, SnapChat, and Twitter
- lead efforts to recruit students uncertain of career direction
- prioritize College events being sensitive to fiscal responsibility and targeted outcomes

Vice President for Student Services will:

- expand promotion of CTE success with local school districts and counselors through annual counselor meetings; promotional topics may include: educational pathways, student success stories, expanded meeting locations, and how CTE can benefit all students, etc.

President, Vice President for Brigham City, and Chief Development Officer will:

- promote and improve awareness about the value of technical education
- increase departmental awareness and recruiting activities for scholarships using monies other than appropriated funds
- provide activities/events to thank scholarship donors and congratulate recipients
- provide activities/events to increase awareness of the value of technical education and offer resources/scholarship opportunities (e.g. single parents seminar, town hall meetings, open houses)

Instruction will:

- improve communication and awareness with students, parents, local counselors, high school teachers, faculty, and staff through personal interaction and class presentations
- engage former high school students in speaking of their experiences, careers, and success
- work with employers to get students job interviews, higher pay, and provide placement services to ensure employment

CHANGING LIVES

ONE STUDENT
AT A TIME



EVALUATION PROCESS

Bridgerland Technical College plays a pivotal role in the support of the area's economic growth and development. The availability of a highly skilled, competent workforce proves to be a major factor for business and industry to experience continued growth and technical advancement. The College has a strong history of emphasizing accountability to its students and the regional employers by making efficient use of public funds, striving to manage resources, and continually producing greater results.

Bridgerland will evaluate its institutional effectiveness in two phases. First and foremost, data will be collected from faculty, staff, students, and advisory members through a Strategic Plan Questionnaire and will be evaluated and summarized annually. Secondly, evaluation of the College's progress in implementing the strategies and objectives compared with desired results will be conducted and reported annually. Results of the evaluation will be used to identify successes, plan improvements, and contribute to annual updates and/or major redevelopment of the Strategic Plan as needed.

Collect Data • Evaluate • Improve



STRATEGIC PLANNING COMMITTEES

STRATEGIC PLANNING EXECUTIVE COMMITTEE

K. Chad Campbell, President
Wendy Carter, Vice President for Instruction
Emily Hobbs, Chief of Staff

FACULTY SENATE COMMITTEE

Adrienne O'Brien
Alex Baltodano
Anna Merrill
Bryan Davies
Callan Salmon
Chad Campbell
Colette Pulsipher
Doyle Peck
Ed Ball
Emily Hobbs
Frank Stewart
Hailey Ropelato
Jason Couraud
Jason Rindlisbacher
Jennifer Tenhoeve
Jesse Shaffer
Jim White
John Fullmer
John Krusi

Kandice Maughan
Kathryn Rawson
Kayleen Milligan
Kevin Cornia
Kyle Saunders
Laura Stones
Lisa Balling
Lisa Moon
Lisa Rock
Mark Alexander
Mason Lefler
Mike Nield
Paul James
Ranee Munns
Richie Calderwood
Scott Danielson
Sean O'Leary
Shanna Alger
Sterling Petersen

Steve Sweeten
Susan Curtis
Trent Stokes
Tricia Johnson
Troy Christensen
Vanessa Landon-Earley
Wendi Darley
Wendy Carter
Wes Chambers
Yvonne Manning

FY 2020-2021

		Total Tuition	General Fund 10 Fees (F1)	Expendable Fund 12 Fees (E1)	Computer & Technology Fund 14 Fees (R1)	TOTAL (Tuition + Fees)	External Fees Non-payment Plan	2020-2021 Total Cost	2019-2020 Total Cost	Description of fees
		\$ 2.00	\$ 10.00							
ANSC	Animal Sciences	1,200	90	200	45	\$ 1,535		\$ 1,535	\$ 1,535	Consumable supplies (gloves, vet wrap, catheters, syringes, gauze, vasoline, pet waste bags, etc.) Background check
APPE	Apprentice Electrician	\$ 360.00	270		45	\$ 675		675	\$ 675	
APPP	Apprentice Plumbing	\$ 360.00	270		45	\$ 675		675	\$ 675	
AUCL	Auto Collision	2,220	210	-	45	\$ 2,475		\$ 2,475	\$ 2,475	
AMAR	Automated Manufacturing	1,800	360	800	45	\$ 3,005		\$ 3,005	\$ 3,005	Supplies
AUTO	Automotive Service	1,200	100	-	45	\$ 1,345		\$ 1,345	\$ 1,345	
AUTA	Automotive Service II	1,200	80	-	45	\$ 1,325		\$ 1,325	\$ 1,325	
BLDG	Building Technology	1,920	110	65	45	\$ 2,140		\$ 2,140	\$ 2,140	Forklift certification, CPR/First Aid certification, OSHA fee
BTCH	Business Technology	1,920	180	6	45	\$ 2,151		\$ 2,151	\$ 2,151	Printing costs for Reference Manual course
CDLC	Commercial Drivers License (CDL)	600	1,930	250	45	\$ 2,825		\$ 2,825	\$ 2,825	DOT physical, temporary CDL learner permit, truck usage, and fuel
AMAC	Controls Engineering Technology	1,200	310	680	45	\$ 2,235		\$ 2,235	\$ 2,235	Fanuc industry certifications
COSB	Cosmetology/Barbering	3,200	1,210		45	\$ 4,455		\$ 4,455	\$ 4,455	Supplies/materials, not including state exam
CULR	Culinary Arts	1,800	120	219	45	\$ 2,184		\$ 2,184	\$ 2,184	Consumable goods and food safety manager certification

FY 2020-2021

		Total Tuition	General Fund 10 Fees (F1)	Expendable Fund 12 Fees (E1)	Computer & Technology Fund 14 Fees (R1)	TOTAL (Tuition + Fees)	External Fees Non-payment Plan	2020-2021 Total Cost	2019-2020 Total Cost	Description of fees
ITCY	Cybersecurity	1,200	90	449	45	\$ 1,784		\$ 1,784	\$ 1,435	Industry certification fees
DNTA	Dental Assisting	1,980	130	1,053	45	\$ 3,208		\$ 3,208	\$ 3,453	Supplies/kits, background check not included, large equipment needs
HVDD	Diesel	2,520	130	325	45	\$ 3,020		\$ 3,020	\$ 3,030	Fee for CDX software licensing
DRFT	Drafting	2,400	220	-	45	\$ 2,665		\$ 2,665	\$ 2,665	
ELEC	Electronic Engineering Technology	1,800	150	1,500	45	\$ 3,495		\$ 3,495	\$ 3,495	Industry certifications, drone equipment
EMSR	Emergency Medical Technician	280	424	286	45	\$ 1,035		\$ 1,035	\$ 1,035	Handbook, textbook, supplies, and class t-shirt. Does not include national testing fee.
	Emergency Medical Technician-Adv	280	354	356	45	\$ 1,035		\$ 1,035	\$ 1,035	Handbook, textbook, supplies, and class t-shirt. Does not include national testing fee.
FADV	Fashion Merchandising and Development	1,800	140	-	45	\$ 1,985		\$ 1,985	\$ 1,985	
FIRE	Fire and Rescue Services	1,720	990	1,295	45	\$ 4,050	\$ 755	\$ 4,805	\$ 5,055	Tuition includes most books, supplies, fees, EMT cost, and ax. Students must provide uniforms, steel-toed boots, and belt (cost not available).

FY 2020-2021

		Total Tuition	General Fund 10 Fees (F1)	Expendable Fund 12 Fees (E1)	Computer & Technology Fund 14 Fees (R1)	TOTAL (Tuition + Fees)	External Fees Non-payment Plan	2020-2021 Total Cost	2019-2020 Total Cost	Description of fees
HEOP	Heavy Equipment Operator	600	655	25	45	\$ 1,325	\$ -	\$ 1,325	\$ 1,325	Learner permit
HEOC	Heavy Equipment Operator/CDL	1,200	2,585	365	45	\$ 4,195	\$ -	\$ 4,195	\$ 4,195	DOT physical, temporary CDL learner permit, truck usage, and fuel
INFT	Information Technology	1,800	120	1,100	45	\$ 3,065		\$ 3,065	\$ 3,065	Industry certification fees
IDEA	Interior Design	2,400	150	200	45	\$ 2,795		\$ 2,795	\$ 2,805	Ink for printer, consumable supplies
MACH	Machining Technology	2,100	150	330	45	\$ 2,625		\$ 2,625	\$ 3,457	Consumable supplies
MEST	Master Esthetics	2,400	2,100	-	45	\$ 4,545		\$ 4,545	\$ 4,545	Supplies/materials, not including state exam
MEAT	Meat Services	1,800	60		45	\$ 1,905		\$ 1,905	\$ 1,905	
MDSN	Media Design	2,400	170	-	45	\$ 2,615		\$ 2,615	\$ 2,615	
MEAS	Medical Assisting	2,400	130	335	45	\$ 2,910		\$ 2,910	\$ 2,910	Supplies/kits, background check not included
CNAS	Nursing Assistant	200	10	190	45	\$ 445		\$ 445	\$ 445	Clinical instructor, supplies/kit, background check not included

FY 2020-2021

		Total Tuition	General Fund 10 Fees (F1)	Expendable Fund 12 Fees (E1)	Computer & Technology Fund 14 Fees (R1)	TOTAL (Tuition + Fees)	External Fees Non-payment Plan	2020-2021 Total Cost	2019-2020 Total Cost	Description of fees
EMPA	Paramedic	2,340	1,200	2,062	45	\$ 5,647		\$ 5,647	\$ 5,827	Does not include background check fee. Total cost of program includes books, supplies, uniforms, drug screens, immunizations, educational workshops, and graduation expenses.
PHRM	Pharmacy Technician	1,320	70	503	45	\$ 1,938		\$ 1,938	\$ 1,938	Background check, training license, and drug test
PHLB	Phlebotomy	120	10	320	45	\$ 495		\$ 495	\$ 485	not included
	Law Enforcement Officer	690	1,340		45	\$ 2,075	\$ -	\$ 2,075	\$ 2,045	Ammunition, role playing actors and DUI training
POLA	Basic Corrections Officer	300	30	-		\$ 330		\$ 330	\$ 400	
	Special Functions Officer	480	580	-		\$ 1,060	\$ -	\$ 1,060	\$ 1,000	Doesn't include test fee
NRSG	Practical Nursing	1,860	80	470	45	\$ 2,455		\$ 2,455	\$ 2,405	Not including background check fee. Total cost of program includes books, supplies, uniforms, drug screens, immunizations, educational workshops, graduation expenses.
REAL	Real Estate Pre-Licensure	240	222	-	45	\$ 507		\$ 507	\$ 507	
WBMO	Web & Mobile Development	1,800	120	-	45	\$ 1,965	\$ -	\$ 1,965	\$ 2,345	
WELD	Welding Technology	1,920	190	20	45	\$ 2,175	\$ -	\$ 2,175	\$ 2,175	American Welding Society Certification

Bridgerland Technical College
Occupational Advisory Committees June 2020

Program Name	Employer (Company) Name	Committee Member Name	Committee Member Title
Animal Sciences	North Cache Veterinary Service	Dr. Cliff Mitchell	Veterinarian
Animal Sciences	Canyon View Animal Health Center	Lindsey Bott	Lead Technician
Animal Sciences	Bridgerland Animal Hospital	Dr. Susan Benson	Veterinarian
Auto Collision	Don's Auto Body & Glass	Mike Anderson	Manager
Auto Collision	JC Auto, Inc.	Joe Arave	Owner
Auto Collision	Miller's Autobody	Jeff Miller	Owner
Auto Collision	Auto Body Paint & Supply	Bob Pierson	Sales Manager
Auto Collision	West Motor Company, Inc.	Jason Sharp	Shop Manager
Auto Collision	Wolford Auto Body	Tim/Tyler Wolford	Owner
Automated Manufacturing	Codale Electric Supply	Zach Andrus	Outside Sales
Automated Manufacturing	Schreiber Foods	Kevin Bales	Maintenance Manager
Automated Manufacturing	Fanuc	Justin Bodily	District Manager
Automated Manufacturing	SAE	Clay Carter	President
Automated Manufacturing	Fiero Fluid Power	Doug Damron	Territory Manager
Automated Manufacturing	Post Consumer Brands	Rocky Doty	Maintenance and Eliability Manager
Automated Manufacturing	Cytiva, Hyclone Cell Culture	Rod Housley	Facilities Engineer
Automated Manufacturing	Black Box Engineering	Zac Humes	President
Automated Manufacturing	Presto Products	Brent Painter	Manufacturing Excecutive
Automated Manufacturing	Nucor Steel - Utah	Chad Ransbottom	Roll Mill Process Engineer
Automated Manufacturing	Autoliv	Peter Rathjen	AOA Tech Support
Automated Manufacturing	TCR Composites, Inc.	Craig Schiffman	Director of Marketing and Sales
Automated Manufacturing	Casper's Ice Cream	Kyle Smith	President
Automated Manufacturing	Autoliv	Kenny Smith	Technical Support Supervisor
Automated Manufacturing	West Point Dairy Products	Bill Steffens	Maintenance Manager
Automated Manufacturing	Pepperidge Farm	Melissa Vanover	Training Coordinator
Automotive Service	Brent Allen Automotive	Jason Allen	President
Automotive Service	Associated Tire Stores	Scott Christoffersen	District Manager
Automotive Service	Young Honda	Jeremiah Davis	Service Manager
Automotive Service	Associated Tire Stores (Discount Tire)	Shawn Davis	VP of Sales and Operations
Automotive Service	Grease Monkey	Blake Denton	
Automotive Service	NAPA Auto Parts of Logan	Jeff Palmer	Owner/GM
Automotive Service	Les Schwab Tire Center	Nate Thies	Manager
Automotive Service	Young Toyota	Billy Toone	Service Manager
Automotive Service II	Master Mechanic Automotive Specialists	Tyson Anderson	Owner
Automotive Service II	Accurate Automotive	Mike Balls	Technician
Automotive Service II	A1 Automotive	Troy Hawker	Owner

Automotive Service II	Wilson Motor	Brad Jensen	Technician
Automotive Service II	Import Auto	Bryan Morgan	Owner
Automotive Service II	Aaron's Elite Auto Service	Aaron Rudie	President/Owner
Building Technology	Cache County Building Department	Paul Bernsson	Chief Building Official
Building Technology	ALC Construction	Aaron Crookston	Owner
Building Technology	Creekside Cabinets	Jason Crozier	
Building Technology	Bear River Cabinetry	Tom Dawson	Owner
Building Technology	Whitaker Construction Company	Rich Fullmer	Development Manager
Building Technology	Intermountain Wood Products	Bryan Myers	Industrial Sales
Building Technology	Willowbrook Cabinet, Inc.	Douglas Nielson	Owner
Building Technology	Baker's Cabinet Shop	Melvin Olsen	Owner
Building Technology	Deorative Woodowrk Company	Rich Ritchie	Sales
Building Technology	Burton Lumber	Steve Schvaneveldt	Sales
Building Technology	Sunroc	Ross Seamons	Sales
Building Technology	Woodsmith Construction	Daniel Smith	President
Building Technology	AXNT Wood Products	Rex Womack	Owner
Business Technology	Jone Simkins	Tyler Alleman	Tax Partner
Business Technology	Malouf	Brian Blotter	Director of HR
Business Technology	Conservice	Shauna Karren	HR Director
Business Technology	Utah State University	Jodi Morgan	HR Specialist
Business Technology	Community HOAM	Connie Seeholzer	Property Manager
Business Technology	Treasury Management/Business Payment	Steve Stacey	Northern Utah Market Manager
Business Technology	Lewiston State Bank	Robert Stephenson	Branch Operations Manager
Business Technology	Box Elder County Credit Union	Julie Bott	HR Manager
Business Technology	Hansen & Associates, Inc.	Joni Hardy	Office Manager
Business Technology	Brigham City Corporation	Heather Miller	
Business Technology	All Pro Real Estate	Kevin Packer	President
Business Technology	Willie Auto Parts and Supply Inc.	Joey Roche	Owner
Commercial Driver's License (CDL)	LW Miller Companies	Paul Barnard	Human Resources
Commercial Driver's License (CDL)	Geneva Rock Products	Gert Christensen	Manager
Commercial Driver's License (CDL)	Utah Department of Transportation	Alan Nielsen	
Commercial Driver's License (CDL)	Sharp Transportation	Zan Sharp	Owner
Commercial Driver's License (CDL)	Dairyway Transport	Todd Thornley	Owner
Controls Engineering Technology	Fanuc	Justin Bodily	District Manager
Controls Engineering Technology	Brenkman & Company LLC	Henk Brenkman	Owner/CEO
Controls Engineering Technology	SAE	Clay Carter	President
Controls Engineering Technology	S&S Worldwide	Nate Enri	Electrical Engineer
Controls Engineering Technology	Dynamic Automation Mechanical	Mike Lichfield	Controls Engineer & Owner
Controls Engineering Technology	Schreiber Foods	Alex Moore	Electronic Tech Team Leader
Controls Engineering Technology	Autoliv	Stuart Probasco	

Controls Engineering Technology	Nucor Steel - Utah	Chad Ransbottom	Electrical Engineer
Controls Engineering Technology	West Liberty Foods	Scott Ritter	Plant Engineer
Cosmetology/Barbering	Supercuts (Logan)	Krista Baker	Manager
Cosmetology/Barbering	Supercuts (Brigham City)	Jen Ballard	Manager
Cosmetology/Barbering	Sublime Salon	Susan Barto	General Manager
Cosmetology/Barbering	SmartStyle	Kathy Commander	General Manager
Cosmetology/Barbering	Reflections Inside and Out	Laurel Huston	Stylist and Mentor
Cosmetology/Barbering	Great Clips	Pepper Johnson	General Manager
Cosmetology/Barbering	My Fashion Revolution	Therina Simmons	Stylist
Cosmetology/Barbering	King Hair	Dave Smith	Owner
Cosmetology/Barbering	Wyatt's Barber Shop	Brent Wyatt	Owner
Culinary Arts	JBS Swift	Philip Chadburn	Food Service Manager
Culinary Arts	Great Harvest Bread Company	Lisa Clawson	Owner
Culinary Arts	Shamrock Foods	Hutch Daniels	Account Executive
Culinary Arts	Sabores	Ayla Garcia	
Culinary Arts	Iron Gate Catering	Jeremy Jones	
Culinary Arts	Scratch Concepts	Courtney Larsen	Executive Chef
Culinary Arts	US Foods	Robert Macrisss	Territory Manager
Culinary Arts	Sunshine Terrace	Sue Rock	Dietary Director/Chef
Culinary Arts	Lee's Marketplace	Bob Smith	Deli Manager
Culinary Arts	Food Services of America	Graeme Thompson	Sales Associate
Culinary Arts	Johnny O's Spudnuts	Mande Westenskow	General Manager
Culinary Arts	Malouf	Matt Wilkerson	Executive Chef
Cybersecurity	ICON Health & Fitness	Sean Dennis	IT Security Manager
Cybersecurity	TTM Technologies	Bryan Denson	Sr. Manager IT Security
Cybersecurity	Hill Air Force Base	Cody Duran	HR Specialist
Cybersecurity	Hill Air Force Base	Steve Karrick	Cybersecurity for Advanced Programs
Cybersecurity	BAE Systems, Inc.	Robert Morrill	Cybersecurity Manager
Cybersecurity	Fox Pest Control	John Peterson	IT Department Director
Cybersecurity	Pope Tech	Jame Pope	Partner
Cybersecurity	Hill Air Force Base	Tanisha Schulte	HR Specialist
Cybersecurity	IntersafeIT	Brandon Sriver	Regional Director
Cybersecurity	Cache Valley Bank	Dru Taylor	Chief Information Officer
Cybersecurity	Utah State University Research Foundation	David Winberg	Director, Special Programs
Dental Assisting	Aspen Dental	Justin Carter, D.D.S.	Dentist
Dental Assisting	Logan Canyon Dental	Jared Furgeson, D.D.S.	Dentist
Dental Assisting	Cache Valley Community Health Center	Kelli Klingler	Dental Assistant
Dental Assisting	Platinum Dental	Courtney Smith	Dental Assistant
Dental Assisting	Office of Dr. Gary Foster	Natalie Swenson	Office Manager
Dental Assisting	Logan Dental Associates	Lisa Wells	Dental Hygienist

Dental Assisting	Office of Dr. Travis Baldwin	Diana Zilles	Dental Assistant
Diesel	Valley Implement	Jay Atkinson	Service Manager
Diesel	Logan City Public Works Department	Mike Beckstead	Fleet Manager
Diesel	Super T Transport	Blake Foster	Shop Foreman
Diesel	Geneva Rock Products	Jim Greenwell	Equipment Superintendent North Area
Diesel	Kenworth Sales	Brian Hansen	Parts Manager
Diesel	Cache Valley Transit District	Jody Kimball	Operations Manager
Diesel	Whitaker Construction Company	Stan Mattson	Fleet Manager
Diesel	NAPA Auto Parts of Logan	Jeff Palmer	Owner
Diesel	Moonlight Diesel	Terry Thain	Owner
Drafting	Nucor Building Systems	Nathan Anderson	Detailing Group Lead
Drafting	Bair Design	Jay Bair	Owner
Drafting	Valley Structural Services, LLC	Steve Brumbaugh	Owner
Drafting	Reside Designs	Curtis Cooper	Drafting/Design Department Manager
Drafting	GoEngineer	Wade Cornia	Data Management Specialist
Drafting	Cunning & Associates	Norm Cunning	CEO/President
Drafting	Icon Health and Fitness	Drew Demler	Lead Engineer
Drafting	Soaring Eagle Zip Lines	Lori Elwood	Drafter
Drafting	Nucor Building Systems	Dale Hill	Detailing Group Lead
Drafting	Icon Health and Fitness	Brad Ellis	Lead Engineer
Drafting	Thermo Fisher Scientific	Dorian Jensen	Product Engineering Manager
Drafting	Nucor Building Systems	Trevon VanValkenburg	Detailing Group Lead
Electronic Engineering Technology	Autonomous Solutions Inc.	Robert Ashby	Software Engineer
Electronic Engineering Technology	Juniper Systems	Rusty Beckstead	Lead Technician
Electronic Engineering Technology	Automation Products Group, Inc.	Tom Gemar	Manufacturing Engineer
Electronic Engineering Technology	Juniper Systems	Doug Jensen	Production Manager
Electronic Engineering Technology	Campbell Scientific Inc.	Travis Kendall	Production Manager
Electronic Engineering Technology	Inovar Inc.	Mason Marcellus	Training Administrator
Electronic Engineering Technology	Inovar Inc.	Jef Nielsen	Process Engineering Manager
Electronic Engineering Technology	Juniper Systems	Adam Ostermiller	
Electronic Engineering Technology	Prismview	Greg Poulsen	Process Engineer/Maintenance Manager
Electronic Engineering Technology	Campbell Scientific Inc.	Larry Shirk	VP Manufacturing
Emergency Medical Technician	Tremonton Fire Department	Steve Batic	
Emergency Medical Technician	Brigham City Fire Department	Bryan Fawcett	
Emergency Medical Technician	Tremonton Fire Department	Doug Fuhriman	EMS Captain
Emergency Medical Technician	North Logan Fire Department	Jon Keller	Fire Chief
Emergency Medical Technician	Logan City Fire Department	Kyle Lindsay	Assistant Chief
Emergency Medical Technician	Rich County Emergency Services	Dale Stacey	EMT President
Fashion Merchandising and Development	Glo Mobile Tan & Rodan + Fields	Whitney Boudrero	Owner
Fashion Merchandising and Development	Downeast	Toni Brown	Store Manager

Fashion Merchandising and Development	The Buckle	Carley Buttars	Manager
Fashion Merchandising and Development	Lime Lush Boutique	Gina Combe	Buyer
Fashion Merchandising and Development	Sportsman	Mark Fjeldsted	President
Fashion Merchandising and Development	Studio 170 Salon & Spa	Sarah Hernandez	Hair Stylist
Fashion Merchandising and Development	Erin Holmstead Photography	Erin Holmstead	Professional Photographer
Fashion Merchandising and Development	Rue 21	Shannon Kefauver	Manager
Fashion Merchandising and Development	Kohl's	Julie King	Manager
Fashion Merchandising and Development	Petals & Promises Prom	Angie Mann	Owner
Fashion Merchandising and Development	Kylee Ann Photography	Kylee Maughan	Owner
Fashion Merchandising and Development	Panoramic Theatre Company	Chris Metz	President
Fashion Merchandising and Development	Old Navy	Heidi Tueller	Store Manager
Fashion Merchandising and Development	Maurices	Cassie Veater	Manager
Fire and Rescue Services	Brigham City Fire Department	Bryan Fawcett	
Fire and Rescue Services	Willard Fire Department	Kenneth Braegger	Fire Chief
Fire and Rescue Services	Cache County Fire District	Rod Hammer	Fire Chief
Fire and Rescue Services	Logan City Fire Department	Brad Hannig	Fire Chief
Fire and Rescue Services	North Logan Fire Department	Jon Keller	Fire Chief
Fire and Rescue Services	Utah State Fire Marshal's Office	Shane Maughan	Deputy State Fire Marshal
Fire and Rescue Services	Garden City Fire Department	Mike Wahlberg	Fire Chief
Heavy Equipment Operator	Komatsu Equipment Company	Joel Cook	Equipment Sales
Heavy Equipment Operator	Don C. Fisher Construction Inc.	Don Fisher	General Contractor
Heavy Equipment Operator	Utah LTAP	Dee Hadfield	Project Manager
Heavy Equipment Operator	Jack B. Parson Companies	Destrie Hansen	Concrete Sales
Heavy Equipment Operator	Century Equipment Company	Tyler Hill	Store Manager
Heavy Equipment Operator	Foxridge Develoment	Dan Hogan	Owner
Heavy Equipment Operator	LeGrand Johnson Construction	Emily Johnson	Office Manager
Heavy Equipment Operator	Rupp Construciton Company	Brett Rupp	Owner
Heavy Equipment Operator	Staker Parson Companies	Tammy Ward	Human Resource Manager
Heavy Equipment Operator	Whitaker Construction Company	Mike Whitaker	Owner
Heavy Equipment Operater/CDL	LW Miller Companies	Pau Barnard	HR Director
Heavy Equipment Operater/CDL	LeGrand Johnson Construction	Travis Cook	Transport Manager
Heavy Equipment Operater/CDL	Komatsu Equipment Company	Joel Cook	Equipment Sales
Heavy Equipment Operater/CDL	Don C. Fisher Construction Inc.	Don Fisher	General Contractor
Heavy Equipment Operater/CDL	Staker Parson Companies	Travis Meikle	Northern Utah Operations Manager
Heavy Equipment Operater/CDL	LW Miller Companies	Larry W. Miller	Owner
Heavy Equipment Operater/CDL	Rupp Construciton Company	Brent Rupp	Owner
Heavy Equipment Operater/CDL	Staker Parson Companies	Tammy Ward	Human Resource Manager
Heavy Equipment Operater/CDL	Whitaker Construction Company	Mike Whitaker	Owner
Information Technology	Rent Dynamics	Skyler Cain	Software Development Manager
Information Technology	Blue Rim Networks	Darren Child	Founder/CEO

Information Technology	City of Logan	Jeff Compton	Information Technology Manager
Information Technology	ICON Helath & Fitness	Tracy Cox	IT Manager
Information Technology	Utah State University	Kevin Grover	IT Network Team Manager
Information Technology	joshkirk.com	Josh Kirk	Owner
Information Technology	WI-FIBER	Ratha Leuk	Director, Customer Service
Information Technology	Fox Pest Control	John Peterson	IT Department Director
Information Technology	Inovar Inc.	Tom Sunderland	Director of IT
Information Technology	Cache Valley Bank	Dru Taylor	Chief Information Officer
Information Technology	Harris Research Inc.	Matthew Tippetts	IT Manager
Information Technology	Utah State University Research Foundation	David Winberg	Director, Special Programs
Information Technology	Storm Products, Inc.	Mike Chadwick	CIO
Information Technology	Autoliv	Mark Christensen	IT Manager
Information Technology	Hill Air Force Base	Cody Duran	HR Specialist
Information Technology	Hill Air Force Base	Kimberley Hanken	
Information Technology	Vulcraft	Connor Huff	PC Technician
Information Technology	Skywalker Holdings, LLC	Kamron Nelson	IT Manager
Information Technology	Hill Air Force Base	Tanisha Schulte	Human Resources Specialist
Information Technology	Hill Air Force Base	Alan Sorensen	
Information Technology	Air2Data	Brent Wilkinson	CIO/System Administrator
Interior Design	Cheney & Company Design	Jeri Cheney	Designer/Owner
Interior Design	Center Street Architects	Melle Dettennaer	Principal Interior Designer
Interior Design	Bennett's Paint	Ben Jenkins	Manager
Interior Design	Floor and Décor	Jo Palmer	Assistant Manager
Interior Design	Poulsen Finish & Décor	Jason Poulsen	President
Interior Design	Curate Company	Kent Ricks	Interior Designer/Owner
Interior Design	Visionary Homes	Ann White	Design Department Manager
Machining Technology	Zigg Design	Gordon Baker	Owner
Machining Technology	Paragon Medical	Mike Berkley	Business Unit Leader
Machining Technology	Reed's Precision Machine Shop	Shawn Bindrup	Owner/Operator
Machining Technology	MSC Industrial Supply	Broc Bryson	Branch Sales Manager
Machining Technology	Freeform Polymers	Lance Gates	Shop Manager
Machining Technology	DucWorks	Jakob Hales	Project Manager
Machining Technology	Northrop Grumman	Rick Jensen	TTS (Technical Team Support)
Machining Technology	Central Valley Machine	Bret Wursten	President
Master Esthetics	Onyx Salon	Katie Barrow	Esthetician
Master Esthetics	Sublime Salon	Susan Barto	Owner
Master Esthetics	Swy Esthetics	Summer Davis	Owner
Master Esthetics	Strive Salon and Boutique	Michelle Jensen	Owner/Esthetician and Nail Tech
Master Esthetics	Kerrl Salon	Chelsea Kerr	Owner
Master Esthetics	No Limits Studio	Ginger Rose	Manager

Meat Services	Smith's	Eric Burbidge	Meat Manager
Meat Services	JBS Swift Company	Phil Chadburn	Food Service Manager
Meat Services	Smith's	Brad Crouch	Meat Dept Manager
Meat Services	Davis Custom Meat Cutting	Brent Davis	
Meat Services	Lee's Marketplace	Matt Fuhriman	Meat Manager
Meat Services	Smith's Marketplace	Dentry Gosar	
Meat Services	Associated Foods	Clint Hoyt	Beef Buyer
Meat Services	Premium Meats	Doug Price	Owner
Meat Services	Macey's	Burke Thurgood	Meat Manager
Meat Services	Lee's Marketplace	Perry Tracy	Meat Manager
Media Design	Fowler Service	Paul Fowler	President
Media Design	Stokes Market	Lillie Graves	Graphic/Motion Designer
Media Design	Box Elder News Journal	Sean Hales	Managing Editor
Media Design	RR Donnelley	Lindsay Jensen	Composition Specialist
Media Design	Watkins Printing	Chantel Lind	Graphic Designer
Media Design	Prismview	Jake May	Senior Graphic Designer
Media Design	Sign Pro	Jeddie Merrill	
Media Design	Box Elder News Journal	Darrell Murphy	Graphic Designer
Media Design	Cover Up	Jason Nelson	Owner
Medical Assisting	USU Student Health Center	Judy Baldwin	Nurse Manager
Medical Assisting	Intermountain Budge Clinic	Tammy Selley	Student Coordinator
Medical Assisting	Cache Valley Women's Center	Ken Wade	Physician Assistant
Nursing Assistant	Sunshine Terrace Foundation	Margee Pavithran	Assistant Director of Nursing
Nursing Assistant	Maple Springs of North Logan	Kenzie Clark	Nursing Assistant
Nursing Assistant	Rocky Mountain Care	Cherie Hooton	Unit Manager
Paramedic	Bureau of EMS	Brett Cross	Director
Paramedic	Smithfield Fire Department	Jay Downs	Fire Chief
Paramedic	Brigham City Fire Department	Bryan Fawcett	Captain
Paramedic	Cache Valley Hospital	Kristi Hall	Clinical Educator
Paramedic	Logan City Fire Department	Kyle Llindsay	Assitant Chief
Pharmacy Technician	Reed's Pharmacy	Mike Conger	Pharmacist
Pharmacy Technician	Macey's	Tom Keele	Director of Pharmacy
Pharmacy Technician	Logan Regional Hospital	Spencer Crook	Director of Pharmacy
Pharmacy Technician	Lee's Market Place	Jake Nelson	Pharmacist
Pharmacy Technician	Smith's Marketplace	Jordan Dockstader	Pharmacy Technician
Pharmacy Technician	Walgreens	Sara Roberts	Pharmacy Manager
Phlebotomy	Budge Clinic	Barbara Price	Lab Tech Consultant
Phlebotomy	Cache Valley Hospital	Kjerstin Schick	POC Coordinator, Medical Technologist
Phlebotomy	Griphols, Biomat USA	Tyler Sriver	Director
Police Academy	Utah Highway Patrol	Cade Brenchley	Sergeant

Police Academy	Logan City Police Department	Gary Jensen	Chief
Police Academy	Cache County Sheriff's Office	Chad Jensen	Sheriff
Police Academy	Utah State University	Earl Morris	Director of Public Safety
Police Academy	Box Elder County Sheriff's Office	Kevin Potter	Sheriff
Police Academy	Rich County Sheriff's Office	Dale Stacey	Chief Deputy
Practical Nursing	Budge Clinic	Dr. Nordell Brown, MD	Pediatrics
Practical Nursing	Cache Valley Hospital	Stacey Crandall	Director ER
Practical Nursing	Cache Valley Hospital	Kristi Hall	Communications Director
Practical Nursing	Logan Regional Hospital	Stephanie Tippetts	Case Manager - Surgical Care & Pediatrics Units
Practical Nursing	Rocky Mountain Care	Cameron Smith	Director
Practical Nursing	Sunshine Terrace Foundation	Konie Murray	MDS Coordinator
Practical Nursing	Sunshine Terrace Foundation	Danny Reilly	Director of Nursing
Real Estate	Adobe & Co. Real Estate LLC	Larry Bradley	Principal Broker
Real Estate	Youngblood Real Estate	Cindy Cumming	Realtor
Real Estate	Parker Real Estate Services PC	Vern Fielding	Associate Broker
Real Estate	Nixon & Nixon	Jack Nixon	Principal Broker & Owner
Real Estate	Parker Real Estate Services PC	Lance Parker	Real Estate Agent
Real Estate	RE/MAX EXCEL	Judith Sanchez	Principal Broker/Owner
Real Estate	Shurtleff & Associates	Kim Shurtleff	Principal Broker
Real Estate	Golden Spike Realty	Steven Taylor	Broker
Real Estate	Homebased Realtors	Scott Thompson	Principal Broker
Web & Mobile Development	EarthSoft, Inc.	Brian Bingham	
Web & Mobile Development	iFit CTO	Chase Brammer	
Web & Mobile Development	Rent Dynamics	Skyler Cain	Software Development Manager
Web & Mobile Development	ICON Health & Fitness	Tracy Cox	IT eCommerce Manager
Web & Mobile Development	joshkirk.com	Josh Kirk	Owner
Web & Mobile Development	Atomic Jolt	Bowen Masco	Software Engineer
Web & Mobile Development	Mountain West Web Design	Rick Montrose	President
Web & Mobile Development	Lazy One	Wade Olsen	Director of Marketing
Web & Mobile Development	Al's Sporting Good's	Jacob Oronoz	Online Marketing Manager
Web & Mobile Development	Fox Pest Control	John Peterson	Director of Information Technology
Web & Mobile Development	Pope Tech	John Pope	VP of Software engineering
Web & Mobile Development	Mareting A1	Rob Ratliff	SEO
Web & Mobile Development	Harris Research Inc.	Matthew Tippetts	IT Manager
Web & Mobile Development	EarthSoft, Inc.	Mathew Weaver	Chief Technical Officer
Welding Technology	Dutro Company	Eric Allen	Supervisor
Welding Technology	Logan Coach	Randy Austin	General Manager
Welding Technology	Baer Welding Co.	Brian Baer	Owner/President
Welding Technology	Bartlett Construction	Bob Bartlett	Expiditer
Welding Technology	Norco	Scott Bendawald	Account Manager

Welding Technology	HA Fabricators	Justin Bennett	Quality Assurance Manager/Safety Director
Welding Technology	RC Welding	Randy Christensen	Owner
Welding Technology	Great Basin Industrial	Samuel Coleman	Production QA/QC Manager
Welding Technology	Praxair	Don Fuller	Sales
Welding Technology	Airgas	Bret Miller	Assistant Manager
Welding Technology	Prismview	Todd Mund	Sheet Metal Supervisor
Welding Technology	Dutro Company	Wade Pierson	Welding Engineer
Welding Technology	T & M Manufacturing	Travis Scott	President

Motor Fuel	\$ 59,000	\$ -	\$ 59,000	\$ (15,000)	\$ 44,000	\$ -	\$ 44,000	\$ -	\$ 44,000	\$ -	\$ 44,000	\$ -	\$ 44,000
Educational Equipment	\$ 70,000	\$ 81,100	\$ 151,100	\$ 337,300	\$ 488,400	\$ 200,800	\$ 689,200	\$ 156,700	\$ 845,900	\$ 31,499	\$ 877,400	\$ -	\$ 877,400
Dues and Fees	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000
Postage	\$ 32,000	\$ -	\$ 32,000	\$ -	\$ 32,000	\$ -	\$ 32,000	\$ -	\$ 32,000	\$ -	\$ 32,000	\$ -	\$ 32,000
Public Relations	\$ 78,500	\$ -	\$ 78,500	\$ (6,500)	\$ 72,000	\$ -	\$ 72,000	\$ 6,500	\$ 78,500	\$ (78,500)	\$ -	\$ -	\$ -
Merchant Discounts/Bank Charges	\$ 11,000	\$ -	\$ 11,000	\$ -	\$ 11,000	\$ -	\$ 11,000	\$ -	\$ 11,000	\$ -	\$ 11,000	\$ -	\$ 11,000
Financial Aid	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ 8,000
Scholarships	\$ 114,500	\$ -	\$ 114,500	\$ -	\$ 114,500	\$ -	\$ 114,500	\$ -	\$ 114,500	\$ -	\$ 114,500	\$ -	\$ 114,500
Total Expenditures	\$ 13,657,000	\$ 783,200	\$ 14,440,200	\$ 1,348,900	\$ 15,789,100	\$ 1,172,500	\$ 16,961,600	\$ 1,481,645	\$ 18,443,245	\$ 123,560	\$ 18,566,805	\$ -	\$ -
Net Income	\$ 169,900	\$ (169,900)	\$ -	\$ -	\$ -	\$ (0)	\$ (0)	\$ 0	\$ 0	\$ (0)	\$ 0	\$ (0)	\$ 0

Plan/Policy Number	Name	Notes
PLANS		
Media Services PLAN 500a	Media Services Maintaining, Replacing, & Disposing of Equipment	Annual review of plan for Accreditation requirements and added clarification of processes.
Health/Safety PLAN 537	Health and Safety Plan	Annual review of plan for Accreditation requirements and added clarification of processes. Updated for Covid-19, UTECH Policy # 220, and SB134 Campus Safety Amendments
Privacy/Security PLAN 575	Information Systems (IS) Data Security Plan	Annual review of plan for Accreditation requirements and added clarification of processes. Updated for changes in Technology and guidance from the Office of the Utah State Auditor
Physical/Operation PLAN 590	Physical Facilities, Technology Infrastructure Operation and Maintenance	Annual review of plan for Accreditation requirements and added clarification of processes.
Retention PLAN 625	Student Retention Plan	Annual review of plan for Accreditation requirements and added clarification of processes.
Placement PLAN 691	Student Follow-up and Placement Plan	Annual review of plan for Accreditation requirements and added clarification of processes.
Student Personnel PLAN 693	Student Services Effectiveness Plan	Annual review of plan for Accreditation requirements and added clarification of processes.
Work-Based PLAN 695	Work-Based Activity Plan	Annual review of plan for Accreditation requirements and added clarification of processes. Added a section for clarification of "Off-Campus Work-Based Activities."
POLICIES		
303	Equal Opportunity	Updated list of protected classes.
305	Discrimination Complaints	Updated list of protected classes.
323	Employees with Disabilities	Minor revisions.
325	Employee Grievance - Benefits Eligible Employees	Reduced duplication. Added a reference to Policy 305 "Discrimination Complaints."
344	Use and Security of College Property	Minor revisions as per 2020 legislative bills.
360	Special Development Leave-Benefits Eligible Employees	Updated terminology of Administrative positions.
365	Sabbatical Leave-Faculty	Inactivate policy. Needs are met with Policy 360.
385	Hiring	Updated due to the addition of HR Processing software
Complete Revision 398	Reduction in Force - Benefits-Eligible Employees	Legal clarifications.
NEW! 543	Fall Protection Plan	New policy - OSHA requirements.
NEW! 545	Permit-Required Confined Space Entry Plan	New policy - OSHA requirements.

566	Hazardous Materials Hazard Communication Program	Realignment of responsibilities due to new Director of Facilities.
580	Procurement Policy and Procedures	Changed faxed to faxed or emailed.
604	Admissions, Enrollment, & Registration	Defined "Enrollee" and update to new technologies.
606	Tuition, Fees and Other Charges-Refund Policy-Return of Unearned Tuition, Fees, and Other Charges	Updates to Withdrawal dates and procedures
609	Student Rights and Responsibilities	Minor wording changes under student standards of conduct for two lines; harrassment and acceptable computer usage
690	Student Transfer	Student clarification and reduce duplication.
NEW! 810	Federal Grant Management	Identify roles and responsibilities for federal grant management to comply with Code of Federal Regulations 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and Proposal and Award Policies and Procedures (PAPPG).

NUMBER: 303

SUBJECT: EQUAL OPPORTUNITY

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 17, 2019

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303.1 – EQUAL OPPORTUNITY POLICY

Equal opportunity in employment and education is an essential priority for Bridgerland Technical College (BTECH) and one to which the College is deeply committed. The College is dedicated to providing an equal opportunity climate and an environment free from discrimination and harassment. In accordance with established laws, the College prohibits discrimination on the basis of race, color, national origin, religion (in three broad areas, affiliate with a certain religious organization, belief is a religious belief even though unaffiliated with organized religion, and finally non-believer), sex (including gender identity, sexual orientation, pregnancy and where sexual harassment becomes illegal), age (typically 40 or older), disability (ADA), genetic information, military status, or citizenship and immigration status, or for any other reason impermissible under applicable constitutional or statutory provisions. In addition, discrimination on the basis of sexual orientation for employees in all aspects of employment and students in academic programs and activities is prohibited.

303.2 – DISCRIMINATION COMPLAINT POLICIES AND PROCEDURES

Please refer to Policy 300.305 Discrimination Complaints and Policy 300.325 Employee Grievance for policies and procedures.

303.3 – RESPONSIBILITIES

303.3.1 – VICE PRESIDENTS, ASSOCIATE VICE PRESIDENTS, DEPARTMENT HEADS, AND SUPERVISORS

Vice Presidents, associate vice presidents, department heads, and supervisors are responsible for ensuring that their employment decisions, including hiring, dismissal, duties, and treatment during employment, comply with principles outlined in the above policy.

303.3.2 – EMPLOYEES

Employees are responsible for bringing to the attention of their supervisor, or any higher authority at the College, any employment decision felt to conflict with this policy.

NUMBER: 305

SUBJECT: DISCRIMINATION COMPLAINTS

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 17, 2019

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305.1 – POLICY

Bridgerland Technical College (BTECH) is committed to providing an environment free from harassment and other forms of discrimination. ~~based on race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, veteran's status, or genetic information. The College also prohibits discrimination on the basis of sexual orientation in employment and academic related practices and decisions.~~ This policy is in accordance with applicable federal, state, and local laws, orders and policies, which include, but are not limited to Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Executive Order 11246 (as amended); the State of Utah Anti-Discrimination Act; and others as applicable.

Bridgerland Technical College employees and students cannot, because of the basis of race, color, national origin, religion (in three broad areas, affiliate with a certain religious organization, belief is a religious belief even though unaffiliated with organized religion, and finally non-believer), sex (including gender identity, sexual orientation, pregnancy and where sexual harassment becomes illegal), age (typically 40 or older), disability (ADA), genetic information, military status, or citizenship and immigration status, refuse to hire, discharge, promote, demote, terminate, discriminate in compensation, or discriminate regarding terms, privileges, or conditions of employment or enrollment, against any person otherwise qualified. BTECH does not discriminate against anyone with a known bloodborne and/or infectious disease. Employees and students also cannot discriminate in the classroom, training labs, or in on/off-campus, college-sponsored events and activities.

Employees and candidates for employment will be treated on the basis of their ability to perform the essential job functions, with or without reasonable accommodations. Employees who require accommodation are responsible for disclosing disability-related information and requesting reasonable accommodation.

305.2 – PROCEDURES

305.2.1 – FILING A COMPLAINT

305.2.1.1 – Any BTECH employee or job applicant who feels he or she may have been the victim of discrimination, unfair employment practice, or sexual harassment may file a complaint with the President, Vice President for Instruction, Vice President for Student Services, any Associate Vice President, any department head, or the Controller within 30 calendar days of the last alleged occurrence.

305.2.1.2 – Any BTECH student or prospective student who feels he or she may have been the victim of discrimination, unfair academic practices, or sexual harassment may file a complaint with the President, Vice President for Instruction, Vice President for Student Services, any Associate Vice President, or any department head within 30 calendar days of the last alleged occurrence.

- (a) Alleged incidences of harassment or discrimination occurring outside the complaint timeline should also be brought to the attention of the applicable authority(s) (as described in 305.2.1.1 and 305.2.1.2 above) for review.
- (b) Complaints may be filed with the Utah Anti-Discrimination Department (UADD) in Salt Lake City, Utah, or the Equal Employment Opportunity Commission (EEOC) with regional offices in Phoenix, Arizona. These organizations will provide statutory time limitations.

305.2.1.3 – The complaint is discussed by the complainant (employee, student, job applicant) and the applicable authority(s) as described in 305.2.1.1 and 305.2.1.2 above. If the information given by the complainant is sufficient to establish that a potential violation of the law or this policy has occurred, the applicable authority will explain what options are available to address the alleged violation. The complainant will complete, sign, and date a written complaint

NUMBER: 305

SUBJECT: DISCRIMINATION COMPLAINTS

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 17, 2019

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form outlining the issues, facts, and circumstances surrounding the alleged discrimination/harassment.

- (a) A complaint is an allegation of discrimination/harassment. The purpose of investigating is to determine if discrimination/harassment has occurred. The applicable authority(s), or his or her staff, is committed to objectivity, reasoned thoughtfulness, and common sense in collecting and analyzing all available facts or situations are the same, and each investigation is conducted in an atmosphere of open-mindedness and fairness to all parties.
- (b) If information is brought to the applicable authority(s) and the person alleging discrimination/harassment chooses not to file a complaint, the applicable authority(s) may file a complaint if there is sufficient reason to believe that discrimination/harassment has occurred.

305.2.1.4 – An inquiry investigation is conducted and completed by the applicable authority within a reasonable time frame based on the facts and circumstances of the individual case following the filing of the complaint. The purpose of the inquiry/investigation is to gather the facts and substantiate or refute the complaint. The inquiry/investigation may include some or all of the following: collecting documents related to the case, interviewing persons having knowledge of the incident(s), or documenting the findings.

- (a) Due to the damage that could result to the career and reputation of any person falsely accused of discrimination/harassment, all inquiries/investigations and hearings surrounding such matters will be designed, to the maximum extent possible, to protect the privacy of and minimize suspicion toward the accused, as well as the complainant.
- (b) Retaliation against an individual who has made a complaint or has in any way participated in an inquiry/investigation is prohibited.
- (c) An investigation report is sent to the appropriate supervisor (typically a department head or Vice President).

305.2.2 – APPEALING A DECISION

305.2.2.1 – If the complainant or respondent is not satisfied with the outcome of the inquiry/investigation, he or she has the right to file a written appeal, outlining the specific issues, facts, or circumstances being appealed, to the President within ten (10) calendar days of the announcement of the outcome of the inquiry/investigation. The President, or his or her designee, will appoint an independent committee consisting of three (3) college employees who are independent of the original investigation and are at the highest levels on the organizational chart.

305.2.2.2 – The committee selected in 305.2.2.1 above will conduct a closed, informal hearing limited to complainant, respondent, witnesses, and appropriately involved personnel, including the appropriate Assistant Attorney General, and/or experts from the Utah Division of Risk Management, to examine the specific issues being appealed. The committee will present a written report of its findings, conclusions, and recommendations to the President within 45 calendar days of filing the appeal.

305.2.2.3 – The President will review the recommendations of the committee and may accept or modify them. The decision of the President is the final internal decision.

305.2.3 – USE OF INFORMAL METHODS

Nothing in this procedure should preclude using informal methods of compromise or settlement of disputes which are mutually agreeable to the interested parties.

305.3 – RESPONSIBILITY

305.3.1 – DEPARTMENT HEADS, ASSOCIATE VICE PRESIDENTS, VICE PRESIDENTS, PRESIDENT

Department heads, Associate Vice Presidents, Vice Presidents, and the President are responsible for providing advice and assistance in implementing this policy and for responding to complaints in the time frame outlined. All complaints will be investigated.

305.3.2 – INDEPENDENT COMMITTEE

The independent committee is responsible for responding to any written discrimination/harassment complaint appeal in a timely manner and to examine the issues being appealed. Within 45 days of a written appeal, the independent committee will provide the President with a written report of its findings and any recommendations.

305.3.3 – EMPLOYEES

All employees are responsible for supporting the equal opportunity philosophy by treating every employee and student as an individual and by developing and maintaining a climate of mutual respect.

NUMBER: 323

SUBJECT: EMPLOYEES WITH DISABILITIES

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011

PAGE 1 OF 2

323.1 – POLICY

Bridgerland Technical College (BTECH) is committed to equal employment opportunity and nondiscrimination as outlined in the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). The College ensures full right of access for persons with disabilities to all terms and conditions of employment, services, programs, and activities. Employees and candidates for employment will be treated on the basis of their ability to perform essential job functions, with or without reasonable accommodation.

Consistent with this policy, Bridgerland Technical College is dedicated to:

323.1.1 – recruit, hire, and promote on the basis of qualifications without discrimination;

323.1.2 – ensure that decisions affecting employees are made without discrimination including, but not limited to, decisions concerning compensation, benefits, job assignments, training, opportunities for advancement, and performance evaluation; and

323.1.3 – make reasonable accommodations, as necessary, to enable an otherwise qualified individual with a disability to successfully perform the essential functions of the job.

323.2 – DEFINITION

323.2.1 – Disability ~~DISABLED PERSON~~

~~Within the scope of this policy, the term disability includes:~~

~~Under the ADA, a person with a disability is defined as a person who:~~

- ~~1. has a **323.2.1.1** – any~~ physical or mental impairment that substantially limits one or more major life activities,
- ~~2. has **323.2.1.2** – a record of such an impairment; and/ or~~
- ~~3. is **323.2.1.3** – being~~ regarded as having such an impairment.

323.2.2 – OTHERWISE QUALIFIED

An “otherwise qualified” individual with a disability is defined as one whom either: “...with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.”

323.3 – PROCEDURES

Employees should contact the appropriate administrative authority (any Vice President) for advice and/or assistance in implementing this policy. Employees who require accommodation are responsible for disclosing disability-related information and requesting reasonable accommodation. Decisions regarding accommodation will be made in consultation with the employee, the supervisor, department head, ADA Coordinator, and appropriate individuals inside and outside BTECH. The Utah Department of Administrative Services, Division of Risk Management, requires that no requests for accommodation may be denied without consulting them and their specialist. Accordingly, BTECH's ADA Coordinator follows that requirement. Employees must be able to perform the essential functions of the job with or without reasonable accommodation. If reasonable accommodation does not ~~will not~~ enable the employee to perform the job adequately, the employee may be judged to be not qualified for the position. The reasonableness of any accommodation will be evaluated on a case-by-case basis.

All complaints related to issues of disability should be referred to the appropriate administrative authority (any Vice President) or the ADA Coordinator.

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SUBJECT: EMPLOYEES WITH DISABILITIES
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011
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323.4 – RESPONSIBILITIES

323.4.1 – DEPARTMENT HEADS AND SUPERVISORS

Department heads and supervisors are responsible for communicating this policy to employees within their department and ensuring that the policy is adhered to at all times. Department heads and supervisors will refer employees who disclose a disability or request accommodation to BTECH's ADA Coordinator.

323.4.2 – ADA COORDINATOR

BTECH's ADA Coordinator is responsible for documenting all requests for reasonable accommodation and maintaining confidential records on each contact. If an employee is determined to be a qualified person with a disability, the reasonableness of the request will be evaluated, or alternative accommodations will be explored. Decisions regarding accommodation will be made in consultation with Risk Management, the employee, and appropriate personnel within and outside the College.

323.4.3 – EMPLOYEES

Employees with disabilities are responsible for requesting reasonable accommodations. An employee who disagrees with the College's final determination concerning reasonable accommodation has the right to file a complaint following Policy 300.305 [Discrimination Complaints](#).

NUMBER: 325

SUBJECT: EMPLOYEE GRIEVANCE – BENEFITS-ELIGIBLE EMPLOYEES

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 19, 2017

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325.1 – POLICY

Bridgerland Technical College (BTECH) embraces the philosophy of fair and equitable treatment of all employees. Grievance procedures have been developed to assist employees in resolving problems. Employees will not be subject to intimidation or other negative treatment for initiating a grievance review.

Employees should attempt to resolve all grievances informally through their immediate supervisors or the next level of supervision. The formal review process should be used only when an employee has not received satisfactory resolution of his or her problem through informal methods.

The appropriate administrative authority serves as an advisor for procedural questions and will coordinate the grievance process to ensure time limits and procedures are followed according to the policy.

Employees will be given reasonable time off with pay during scheduled working hours to participate in the grievance process.

Problems or complaints regarding discrimination should follow Policy 300.305 Discrimination Complaints. ~~involving discrimination on the basis of race, color, religion, sex, national origin, age, disability, veteran's status, or sexual orientation are to be processed under, College policies regarding discrimination.~~

~~The formal procedures of this policy are not available to at will, non-benefits eligible employees.~~

325.2 – PROCEDURES

325.2.1 – GENERAL

Employees should discuss and attempt to resolve problems or complaints with their immediate department head, supervisor, or the next higher level of supervision. Employees and supervisors are encouraged to confidentially discuss any employment problems or questions pertaining to personnel policy and practice with the appropriate administrative authority. An employee whose complaint remains unresolved may file a grievance as described below.

325.2.2 – FORMAL PROCEDURES

325.2.2.1 – To initiate the formal grievance procedure, the employee must submit a written explanation of his or her complaints and a description of the completed informal procedure, including supervisory/management responses, to the appropriate administrative authority (any Vice President) within 30 days of the incident or issue.

325.2.2.2 – Within seven (7) working days of receiving the written grievance, the appropriate administrative authority (Vice President), or his or her representative, will coordinate the formation of a Hearing Committee, consisting of three (3) employees appointed by the appropriate administrative authority (the College President or any Vice President) and at least one (1) administrative representative appointed by the College President. The chair of the Hearing Committee will be designated by the College President. The chair will distribute copies of the written grievance to the Hearing Committee and any parties mentioned or involved in the grievance.

NUMBER: 325

SUBJECT: EMPLOYEE GRIEVANCE – BENEFITS-ELIGIBLE EMPLOYEES

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 19, 2017

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323.2.2.3 – Within a reasonable time period (usually 20 working days) from distributing the grievance, the Hearing Committee will hold a meeting with the employee, the person against whom the complaint is made, and any other witnesses or relevant parties. All parties have the right to be present during any oral statements considered by the committee and have access to any and all relevant information presented. Each side will present its perspective, which may include statements from relevant persons, and submit any information that supports its claim. Each party will also have the right to cross-examine witnesses, to present evidence and call witnesses in his or her own behalf, and to testify. Committee members have the right to ask questions during the meeting. The appropriate administrative authority (Vice President), or his or her designated representative, will act as an impartial coordinator of the meeting to ensure that all procedures are followed appropriately.

325.2.2.4 – Each party to the grievance has the right to attend any hearings or review processes, along with any witnesses who may be pertinent.

Only the parties relevant to the grievance procedure are permitted in the review process. Since this is an internal administrative review, there is no right granted to the respective parties to be represented by an advisor or counsel.

325.2.2.5 – Within a reasonable time frame (usually 14 calendar days) after the meeting, the Hearing Committee will prepare and submit to the College President a written summary of the hearing, including any arguments submitted by the parties, and a recommended solution.

325.2.2.6 – Within ten (10) working days of receiving the findings and recommendation, the College President will either:

- (a) ratify the Hearing Committee's findings and conclusions;
- (b) return the report to the Hearing Committee for reconsideration or clarification, in which case the Hearing Committee will reconvene and review the case. Within 15 working days, the committee will review the case, resubmit a recommendation to the College President, and the College President will render a final decision;
or
- (c) reject all or parts of the Hearing Committee's findings and conclusions, with stated reasons.

The College President's decision will be final and binding. A written copy of this decision will be submitted by the College President's Office within ten (10) working days of receiving the Hearing Committee's report to Human Resources, the employee with the grievance, the person against whom the complaint was made, the chair of the Hearing Committee, the immediate supervisors, and any relevant department heads.

325.3 – RESPONSIBILITY

325.3.1 – VICE PRESIDENTS, SUPERVISORS, DEPARTMENT HEADS

Vice Presidents, supervisors, and department heads are responsible for using the procedures outlined in this policy to address informal grievance issues with employees. In situations where formal grievance procedures are necessary, Vice Presidents, supervisors, and department heads are responsible for complying with procedures outlined and cooperating with the Hearing Committee to resolve the issue.

NUMBER: 325

SUBJECT: EMPLOYEE GRIEVANCE – BENEFITS-ELIGIBLE EMPLOYEES

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 19, 2017

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325.3.2 – HEARING COMMITTEE

The Hearing Committee is responsible for evaluating all formal grievances and for meeting with the employee or other relevant parties to determine how to resolve the issue. The Hearing Committee will provide their findings and recommendations in writing to the College President.

325.3.3 – COLLEGE PRESIDENT

The College President is responsible for appointing an administrative member to the Hearing Committee and for making a final decision after reviewing the findings and recommendations from the Hearing Committee.

325.3.4 – EMPLOYEES

Employees are responsible for working closely with supervisors and department heads to resolve grievances informally, if possible. If formal grievance procedures are necessary, employees are responsible for following all procedures according to this policy.

NUMBER: 344

SUBJECT: **PERSONAL** USE AND SECURITY OF COLLEGE PROPERTY

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011

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344.1 – POLICY

All property of Bridgerland Technical College (BTECH) should be safeguarded against possible loss or misuse. Bridgerland employees must take reasonable precautions to ensure the security of people, facilities, property, and vehicles. Because Bridgerland is open to the public, BTECH cannot be responsible for the loss of personal property. Safeguarding of College property becomes the responsibility of every employee.

344.2 – PROCEDURES

344.2.1 – BUILDINGS AND EQUIPMENT

All employees must turn off lights and equipment and lock office doors, outside doors, and windows at the close of office hours. As a general rule, when in doubt, lock up any area of the building that is not in official use at the time. It is the responsibility of each Department Head, instructor, staff, and/or employee to maintain a secure working area and to protect college property. Employees must take the responsibility to lock up after their use and to verify that their entire work areas are secure before leaving the area. It is important to note that it is not the intent of this policy for security to interfere with the normal operation and legitimate business needs of the College, but rather to take appropriate responsibility for the safeguarding of college property and equipment.

Bridgerland security procedures and staff will regularly do spot checks of individuals using Bridgerland buildings at night, weekends, and holidays to ensure only those authorized are in the buildings.

All employees who utilize college equipment in the performance of their jobs must operate such equipment safely and prudently, keep it properly maintained, and follow established procedures for equipment control and use within their respective departments. In addition, all college property and equipment should be treated with respect and handled in such a manner as to accomplish the task while appropriately caring for the equipment. Careless or destructive use of equipment by an employee may be subject to appropriate disciplinary action.

344.2.1.1 – PERSONAL USE

BTECH follows Utah laws relating to use of public property and public money (Utah Code 76-8) and does not allow use of college property or equipment for personal reasons. However, if the need arises, as stated in the law, it must be approved in advance by the President or their designee the employee's supervisor, and should be incidental in nature. BTECH maintains a philosophy that incidental, personal, non-commercial use of college property and equipment may be allowed when it is properly approved and will not interfere with the official use or needs of the College. The individual must reimburse any costs incurred by the College for personal use. Respective Department Heads should maintain an appropriate personal use, checkout mechanism to manage the location and responsibility for all equipment. Employees must not take/use BTECH property or equipment for personal reasons without obtaining the-respective-department-head's permission of the President or their designee. and without following the appropriate-checkout-procedures.

Employees should take all precautions in maintaining the highest reasonable level of security to protect BTECH property.

344.2.2 – SUPPLIES AND SERVICES

All property, supplies, and services purchased with Bridgerland funds should be used only for business operation of the College. Use for personal reasons must be approved in advance by the ~~employee's supervisor~~ by the **President or their designee** and should be incidental. The individual must reimburse any costs incurred for personal use to the College. **Employees will have the same access as the general public for College-related class projects.**

NUMBER: 344
SUBJECT: PERSONAL USE AND SECURITY OF COLLEGE PROPERTY
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011
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344.2.3 – TELEPHONE SYSTEM

The telephone system is provided for conducting official business. Local, toll, or long-distance use of the telephone system for personal reasons should be kept to a minimum and should only occur in cases of urgent need or emergency. The individual must reimburse costs incurred for personal telephone use to the College.

344.2.4 – KEYS

~~Administration~~ The College President and/or his or her official designee is responsible for maintaining Bridgerland's electronic and manual access control system. ~~The Maintenance Department is responsible for maintaining the traditional manual access control system and key management structure.~~ The issuance of any new key or modification of access rights for existing electronic keys requires completion of the Key Request/Change Form and the signature of the appropriate administrative authority. ~~(the respective department head and any two [2] Vice Presidents).~~

344.2.4.1 – There may be a charge assessed for each lost key and for each key not returned when an employee leaves employment with the College. ~~The charge will depend on the type of key that is missing. No new keys will be issued to any individual who has outstanding key charges. Where advisable, and with mutual agreement of the College President and the respective Department head, locks will be re-keyed when a key is lost or not returned upon termination. The individual responsible for the keys will pay re-keying costs in addition to the lost key charges. Departments will be responsible for the costs of non-returned keys and re-keying locks when staff members, or students who have been issued keys through their department, terminate and do not return their keys. As a general rule, students are not issued keys, with the exception of the Police Academy and Fire Recruit Academy students, who are given access to the weight/cardio equipment rooms.~~

344.2.5 – VEHICLES

All vehicles owned, leased, rented, or otherwise under the authorized control of Bridgerland are considered to be the College's vehicles. Employees who use Bridgerland vehicles must ascertain and assure that they are properly authorized and licensed to do so. Persons assigned responsibility for managing college-owned vehicles are responsible for assuring that they are maintained in a safe operating condition and are properly licensed and identified with an official decal.

Bridgerland maintains a motor pool from which vehicles may be checked out for authorized official travel. Official travel includes travel from hotel or motel for meals (reasonable distance) and to conferences or conventions if different from hotel or motel.

To operate a motor pool vehicle, an employee must meet specific requirements available from the motor pool. The driver must follow all appropriate procedures and guidelines, obey all statutes pertaining to the operation of a vehicle, and use caution and care. Personal use of motor pool vehicles is prohibited. ~~except where authorized by the Department Head and the appropriate administrative authority (any Vice President or the Campus President)~~ **If a situation arises that an employee would need temporary access to a BTECH vehicle for personal use, they would need to get approval from the President or their designee. Also see BTECH Policy 500.514 Vehicle Use.**

344.3 – RESPONSIBILITY

344.3.1 – DEPARTMENT HEADS AND ADMINISTRATIVE PERSONNEL

Department heads and administrative personnel are responsible for administering this policy to employees within their departments and coordinate the use and security of college property.

344.3.2 – EMPLOYEES

Employees are responsible for maintaining the highest level of security for Bridgerland buildings and property.

NUMBER: 360

SUBJECT: SPECIAL DEVELOPMENT LEAVE – BENEFITS-ELIGIBLE EMPLOYEES

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011

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360.1 – POLICY

Bridgerland Technical College supports the development of its human resources. The College staff may request a special leave with pay for developmental purposes. These leaves are not a right, but a privilege, and must be approved by the appropriate administrative authority (the President, ~~or the Vice President for Student Services~~, or the applicable Vice President ~~for Instruction~~.)

360.2 – PROCEDURES

An employee requesting special development leave with pay must negotiate the terms of the leave with the appropriate department head and be forwarded to the appropriate administrative authority (the College President, ~~or the Vice President for Student Services~~, or the applicable Vice President ~~for Instruction~~.) The agreement should stipulate the length of the leave and the agreed upon effect on rate of pay. The length of leave may not exceed one year. ~~, nor can the rate of pay exceed that provided in Section 300.365 of the Policy Manual.~~ The negotiated agreement must be approved by the appropriate administrative authority (the College President, ~~the Vice President for Student Services~~, and the applicable Vice President ~~for Instruction~~.)

360.3 – RESPONSIBILITIES

360.3.1 – DEPARTMENT HEADS, ~~VICE PRESIDENTS FOR INSTRUCTION~~, VICE PRESIDENTS, COLLEGE PRESIDENT

Department Heads, ~~Vice Presidents for Instruction~~, Vice Presidents, and the College President are responsible for evaluating special development leave requests and to ensure that the requested leave will enhance the potential of the employee to the College.

360.3.2 – EMPLOYEES

Employees are responsible for justifying requests for special development leave according to this policy.

NUMBER: 365

SUBJECT: SABBATICAL LEAVE – FACULTY

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011

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365.1 – POLICY

A sabbatical leave is a professional leave of absence with compensation for faculty members for a year or fraction thereof, as determined by the College; for the purpose of renewing, updating, and broadening the individual's teaching, research, or professional skills and knowledge. **In general, Bridgerland Technical College (BTECH) does not approve or regularly authorize sabbaticals.** The College President, however, may review the facts and circumstances of a particular application for sabbatical from a benefits-eligible employee and may elect to approve or authorize a sabbatical. Access to a sabbatical leave is not an entitlement and will only be approved in situations when the President has determined that there will be some significant long-term benefit to Bridgerland that is gained by the granting of a specific, rarely issued, sabbatical.

Credit toward sabbatical leave begins the day a benefits-eligible employee (instructional faculty only) begins employment as a benefits-eligible instructor. A sabbatical leave shall not be granted until a benefits-eligible employee has been continuously employed by Bridgerland for at least six (6) years. No more than one (1) sabbatical leave (total time equal to one (1) year) will be granted to any individual benefits-eligible employee while employed by Bridgerland.

A faculty member on sabbatical leave is eligible for advancement in rank but is not subject to any cost-of-living or general salary adjustments received by other faculty members of Bridgerland during the term of the sabbatical.

Faculty members are strongly encouraged to use sabbatical leave for advanced study or research at an institution with a distinguished reputation or for significant professional association with a reputable organization.

365.2 – PROCEDURES

365.2.1 – Application for Sabbatical Leave

Application for sabbatical leave shall be made by a written request giving justification, objectives, place, and other details of proposed activities during the leave period. Faculty members planning for sabbatical leave should consult with their department head or supervisor to determine that their plans are feasible before any commitments are made involving the individual or the College. After consultation with the Department Head or supervisor, the application for sabbatical leave shall be forwarded to the appropriate Vice President for approval. After approval at this level, the application shall be forwarded to the College President, who is the only final authority for approval of a sabbatical request.

Applications for sabbatical leave describing the proposed activity and specifying the personal, professional, and institutional benefits which will result shall be submitted to the President by February 14 each year, for sabbaticals planned for the following full fiscal or academic year. Applications for sabbatical leaves of shorter durations must be submitted to the President six (6) months prior to the beginning of the proposed leave.

365.2.2 – Sabbatical Leave and Scheduling

As far as possible, departmental schedules shall permit eligible faculty members to take sabbatical leaves. Departmental schedules shall minimize the disruption of departmental programs and activities caused by sabbatical leaves. Requests for leaves from faculty members of small or large departments shall receive equal consideration.

365.2.3 – Sabbatical Leave Compensation

Compensation for sabbatical leave shall be calculated as a portion of the monthly base salary for the months taken as sabbatical leave under the following schedule:

Twelve (12)-month sabbatical	80% monthly base salary
Two (2) calendar quarter sabbatical	80% monthly base salary
One (1) calendar quarter sabbatical	100% monthly base salary

A faculty member is covered by benefits while on sabbatical leave, providing the usual premium deductions, if any, for same are made from his or her salary.

365.2.4 – Sabbatical Leave and Other Employment

A faculty member who is on sabbatical leave may accept a fellowship, an assistantship, or professional employment in his or her field of specialization. Bridgerland shall not be obligated to pay more than that amount of sabbatical compensation, which, when added to the outside source of compensation, will equal 100 percent of the faculty member's full regular salary for the period of the leave, after adjustment for regional cost of living difference. If an allowance for transportation is provided by the outside source, the amount of this allowance will be disregarded in computing the contribution to be made by the College.

365.2.5 – Sabbatical Leave and Employee Benefits

A faculty member on sabbatical leave is covered by all employee benefits, except for the accrual of annual and sick leave. Annual leave is not earned and sick leave is not allowed to a faculty member while on sabbatical leave. However, any annual leave and/or sick leave accrued by a faculty member at the commencement of sabbatical leave will remain to the faculty member's credit until he or she returns to professional service for Bridgerland, after which, unused annual or sick leave shall be subject to the annual leave and sick leave provisions of Section 300.345 of the Policy Manual.

365.2.6 – Responsibilities Upon Return from Sabbatical Leave

Acceptance of a sabbatical leave binds the faculty member to return and to remain in the service of the College for at least two (2) full fiscal years. If the faculty member fails to return to the service of Bridgerland, he or she shall reimburse BTECH for the sabbatical leave salary received. At the conclusion of the sabbatical leave, a written report shall be presented to the department head or supervisor, Vice Presidents, and the College President.

365.3 – RESPONSIBILITIES

365.3.1 – Department Heads, Supervisors, Vice Presidents, and the College President

Department Heads, supervisors, Vice Presidents, and the College President are responsible for approving/disapproving sabbatical leave requests according to the provisions of this policy and ensuring that the requested leave is in the best interest of both the individual faculty member and the College.

NUMBER: 385
SUBJECT: HIRING
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 17, 2019
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385.1 – POLICY

The objective of the hiring process is to identify the best-qualified applicants, provide equal access for employment, and make an authorized selection of the candidate that best fits the needs of Bridgerland Technical College.

In most situations, hiring at Bridgerland is done based on a committee under the direction of the College President or the appropriate Vice President. The hiring process is subject to all other applicable personnel policies.

385.2 – DEFINITIONS

385.2.1 – BENEFITS-ELIGIBLE EMPLOYEES (LEVEL III)

The hiring process for the hiring of any benefits-eligible employee requires a committee of a minimum of three ~~two to three~~ ~~(2–3)~~ members, approved by the President or Controller and the appropriate Associate Vice President and/or Vice President. See the hiring procedures listed below for additional details.

385.2.2 – HOURLY FULL-TIME (LEVEL II) AND HOURLY PART-TIME (LEVEL I) EMPLOYEES

The hiring process for the hiring of hourly full-time and part-time and/or temporary non-benefits-eligible employees require a committee approved by the President or Controller and the appropriate Associate Vice President and/or Vice President. See the hiring procedures listed below for additional details.

385.2.3 – SUBSTITUTE EMPLOYEES

The initial hiring process for substitute employees requires a committee approved by the President or Controller and the appropriate Associate Vice President and/or Vice President. See the hiring procedures listed below for additional details.

385.3 – PROCEDURES

385.3.1 – AUTHORIZATION FOR POSITION ~~FORM~~

The first step in the hiring process is to complete a ~~Request for Position or Replacement Form~~ hiring requisition in the electronic hiring software. This requisition ~~form~~ is used to define the nature of the position and obtain the appropriate authorization to proceed with recruitment, interviewing, and selection. This requisition ~~form~~ also specifies the selection process, “new” or “replacement” position, committee members, budget to which the position will be charged and ~~duration of the employment agreement level classification.~~

385.3.2 – HIRING COMMITTEE RESPONSIBILITIES

The committee members will be asked to do the following:

- a. The committee will follow policies and the instructions on the ~~Request for Position or Replacement Form~~ requisition to fill vacancies within the institution.

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SUBJECT: HIRING

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 17, 2019

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- b. The applicable Department Head or their designee will be responsible for ~~accepting applications and resumes for job vacancies and will reviewing and processing applications and, if needed, providing software rights to forward the completed applications to~~ the respective committee members. All documentation ~~(e.g., resumes, applications, etc.) will accompany the appropriate hiring forms to~~ will be permanently maintained in the **document imaging software with limited access. Accounting Department.**
- c. Recruitment and advertising for open positions will be done in accordance with the instructions **on the hiring requisition. the Request for New/Replacement Position Form.** Generally, recruitment will be accomplished through **the electronic hiring software, which posts to a variety of modern job seeking tools such as employment search engines including, but not limited to, internal job announcements (including the Web page through the Department of Workforce Services, Indeed.com, social media, and/or through advertisements in the local newspapers of general circulation,** and other sources as determined at the time of recruitment. Advertisement and recruiting efforts may not begin prior to the ~~completion of the Request for New/Replacement Position Form~~ **approval of the hiring requisition.** All solicited resumes and job applications will be retained ~~the application file,~~ even if the applicants are not interviewed. However, even though the College will retain a copy of an employment application or resume, applicants must proactively reapply for any specific job. Bridgerland does not assume any responsibility to review the noncurrent applicant files.
- d. Each candidate must complete an **online** job application ~~and/or a resume~~ prior to being considered.
- e. The committee will formulate questions for use in the interview.
- f. The committee will review the job applications ~~and resumes~~ to identify a list of candidates to interview. The committee will arrange for and interview a **selected** list of candidates.
- g. The committee will make assignments to check and verify work or other references **prior to offering the position.**
- h. The committee will identify their selections in priority order. The purpose of the priority order is so that if one candidate declines an offer, the next person will already be identified. It is also acceptable for the committee to arrive at an answer of “none of the above,” which would result in the continuation of a search.
- i. The committee will return their selection results ~~using the Request for Approval to Hire Form,~~ along with **any interview notes, comments, and committee scores** ~~the job application and resume,~~ to the appropriate personnel in the Accounting Department. The appropriate personnel in the Accounting Department will verify the required approval signatures **and wage** have been obtained prior to proceeding to the next step in the hiring process.

385.3.3 – OFFER OF EMPLOYMENT

Upon appropriate approval of a candidate, ~~(Section 385.3.2.i. above),~~ an offer will be extended to the successful individual by the appropriate supervisor. ~~Designation of the appropriate supervisor is included on the Request for New/Replacement Position for Approval to Hire Form.~~

385.3.4 – NEW HIRE EMPLOYEES

New hire employees will ~~be sent an email to complete the meet with the appropriate personnel in the Accounting- Department to obtain and complete the appropriate~~ new employee **documents. packet of forms.** Bridgerland also requires ~~the individual, as a condition of employment, to submit to a criminal background investigation that will be processed along with I-9 verification. and new employee packet of forms.~~ This is accomplished with appropriate personnel in the Accounting Department. ~~forms must be returned to the payroll office in the Accounting Department~~ Prior to the first day of work ~~in their new position, the online documents must be~~ completed and include ~~The new employee packet consists of the employment agreement, W-4, I-9 (or its current replacement form), and the~~ direct deposit, **online employee portal access, background**

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SUBJECT: HIRING

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check, Privacy Act Statement, and policy review.

385.3.5 – NEW EMPLOYEE ORIENTATION

A new employee orientation will be facilitated by the appropriate personnel in the Accounting Department ~~and may include additional orientation from the respective Vice Presidents~~ in accordance with the new employee orientation checklist. It is the responsibility of the appropriate ~~supervisor personnel in the Accounting Department~~ to ensure new employees complete the ~~appropriate~~ steps outlined in the new employee orientation.

NUMBER: 398
SUBJECT: REDUCTION IN FORCE – BENEFITS-ELIGIBLE EMPLOYEES
APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011
PAGE 1 OF 2

398.1 – POLICY

This policy provides the terms and conditions for a reduction in force, including termination and recall, of staff members. A reduction in force could result from elimination of funds or the dissolution or reorganization of departments.

Nothing in this policy should be used to imply or construe a right to an expectation of continued employment for non-benefits eligible employees.

398.2 – DEFINITIONS

398.2.1 – REDUCTION IN FORCE (RIF) / LAYOFF

A reduction in force is the elimination of positions or hours and/or salaries reduced as required by circumstances that may include but not be limited to inadequate funds, budget constraints, grant expiration, change of workload, lack of work, departmental reorganization, or other business reasons.

398.2.2 – ELIGIBLE EMPLOYEE

An exempt or non-exempt employee who receives compensation for work or services from funds controlled by the institution (qualify for the full Level III benefits package) regardless of the source of the funds, the duties of the position, the amount of compensation paid, or the percent of time worked.

398.3 – PROCEDURES

398.3.1 – IDENTIFICATION OF STAFF MEMBERS TO BE TERMINATED

Employees may be terminated or their hours and/or salaries reduced as the result of a decision to effect a reduction in force without any demonstration or suggestion of incompetence, poor performance, or wrongdoing at the direction of the College President. This policy does not include termination for cause. For clarification of termination for cause, see BTECH Policy 300.399.

The identification of employees to be terminated due to a reduction in force will be based first on position elimination and essential duties within the College. After the positions to be eliminated are identified and if there is more than one incumbent in such a position, the basis upon which staff members to be terminated are selected based on critical job-related considerations.

Termination or salary reductions of personnel due to a reduction in force must not be based solely on impermissible grounds as defined in established laws and/or outlined in College policies. Reduction in force decisions will be managed so the numbers of special populations or protected classes of employees in the affected department are not disproportionately reduced. Such decisions will be made in consultation with the President and legal counsel if necessary.

398.3.2 – NOTIFICATION

The employee(s) affected by a reduction in force is notified in writing, by electronic or written notice.

398.3.3 – RECALL

Employees terminated due to a reduction in force may be recalled without advertising where the position from which the regular staff member was released becomes available within six months, and the position occurs within the organizational

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unit from which the regular staff member was released. Recall need not apply to part-time, temporary, or probationary staff members.

398.3.4 – EFFORT TO PLACE EMPLOYEE IN OTHER POSITION

Administrators are not required to seek out or otherwise identify employees who have been terminated through a reduction in force. Hiring administrators in other departments will interview the affected qualified employee for open positions at an equal or lesser position, as long as the affected, qualified employee applies for the position. Administrators are not required to hire such individuals, but affected individuals are given "right to first interview" status for six months from the date of termination. The affected individual may apply for higher-level positions, but will not receive "right to first interview" for those positions

398.3.5 – REDUCTION THROUGH CUTBACKS IN HOURS AND/OR SALARIES

If an administrator chooses to implement a reduction by cutting salaries and/or hours, the following rules apply:

398.3.5.1 – The administrator may apportion the cuts evenly among employees within the same employment classification and department, or

398.3.5.2 – the administrator may let reductions fall in the reverse order of continued service within the same employment classification and department, or

398.3.5.3 – the administrator may let such cuts fall according to critical job-related considerations, including appropriate and current certifications, licensures, education, training, and related experience.

398.3.5.4. – all require the approval of the President.

398.3.6 – REESTABLISHMENT OF POSITIONS

Reestablishment of a position which has been discontinued under a reduction in force action requires prior approval of the College President.

398.3.7 – NOTICE AND PAY IN LIEU OF NOTICE

When it is necessary to implement a reduction in force or to terminate an employee for reasons other than cause, affected employees will be given written notice of termination with a reasonable length of advance notice that is permissible under the circumstances. If the full required notice is not given, an employee may be given pay in lieu of notice on a full or partial basis. This alternative is only available at the discretion of the President or applicable Vice President.

NUMBER: 450

SUBJECT: FACULTY/STAFF PROFESSIONAL GROWTH AND DEVELOPMENT PLAN

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011, APRIL 23, 2018

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450.1 – PLAN

Bridgerland Technical College encourages and provides for faculty/staff professional growth and development in the following ways:

- (a) In-service training opportunities will be planned and provided annually at no cost to faculty and staff members.
- (b) Employees are encouraged to participate in professional organizations related to their work assignment as a means to promote current industry practices along with continued professional education and development.
- (c) Employees are encouraged to attend training and conferences provided by the Utah System of Technical Colleges.
- (d) Faculty are encouraged to maintain relationships with professionals from business and industry and attend conferences, seminars, or courses related to their program and/or accrediting/licensing/regulatory changes.

Reasonable costs associated with professional growth events will be charged to the respective department budget and require the use of an appropriately approved purchase order or an appropriately approved Travel Authorization and Reimbursement Form.

Documentation of professional growth participation will be tracked and kept on file at the College.

NUMBER: 500A

SUBJECT: PLAN -- MEDIA SERVICES AND MAINTAINING, REPLACING, & DISPOSING OF EQUIPMENT

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; APRIL 21, 2008; JANUARY 24, 2011; NOVEMBER 23, 2015; MARCH 10, 2017; JUNE 19, 2017, JUNE 18, 2018; JUNE 17, 2019

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARD 5

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500A.1 — SCOPE & AVAILABILITY

The College provides learning resources for all departments in support of all program areas at all locations, including online and hybrid courses and programs. **Media services (instructional supplies, physical resources, technology, and fiscal resources) are available to support the instructional programs offered by the College and ensure the achievement of desired student learning and program objectives. The institution's learning resources are comprehensive, current, and selected with faculty input and accessible to the faculty and students.**

500A.2 — EDUCATIONAL MATERIALS

The College has a comprehensive and relevant array of learning resources **and other materials** available to students. Each department maintains **current and relevant learning resources (such as reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio-visual materials; and equipment).** ~~of current and relevant information specific to their field of study~~ Media resources are kept current by department heads. ~~or his/her designee a designated departmental media liaison.~~ The College provides online media resources available for all students to access when applicable to their coursework. **Internet access (including wireless access points) to sites with educational and reference materials appropriate to program offerings are available.** ~~In addition, the College has a variety of eLearning libraries available to students online. These libraries provide a virtually infinite array of possibilities for students to access information throughout the United States.~~

500A.3 — PERSONNEL

Each department head ~~designates a departmental media liaison (which may be the department head) to be department head (or his/her designee)~~ is responsible for the implementation and coordination of its media resources. The department head ~~or designated media liaison~~ maintains and organizes departmental learning resources.

500A.3.1 — ROLES AND RESPONSIBILITIES

Essential duties and responsibilities include the following (other duties may be assigned to meet department needs):

- ~~(a) Organize library material, equipment, and facilities for effective and efficient utilization and circulation.~~ **Implement and coordinate media services in their respective program areas.**
- ~~(b) Plan, equip, and maintain adequate and appropriate equipment, media resources, and supplies facilities for the department.~~
- ~~(c) Keep learning collections current within the constraints of the annual departmental budget by purchasing quality print and non-print materials for the department.~~
- ~~(d) Provide an annual update of media resources and equipment to the respective departments (i.e., bookstore media, equipment accounting, etc.) Assist in conducting an annual inventory of library collection for the department and provide information to an assigned member of the Learning Resources Committee (Assessment & Learning Center Advisory Committee).~~
- ~~(e) Perform other duties as assigned by the department head.~~

500A.4 — ORIENTATION

Department heads orient and train new faculty on the availability and usage of media services and resources in their respective program areas. The College provides training and information through a variety of means (i.e., professional development, faculty

NUMBER: 500A

SUBJECT: PLAN -- MEDIA SERVICES AND MAINTAINING, REPLACING, & DISPOSING OF EQUIPMENT

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; APRIL 21, 2008; JANUARY 24, 2011; NOVEMBER 23, 2015; MARCH 10, 2017; JUNE 19, 2017, JUNE 18, 2018; JUNE 17, 2019

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARD 5

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and staff meetings, emails, webinars, etc.) Instructors provide orientation to students on the availability and usage of media resources in the respective program areas and are available on an as-needed basis to assist students. ~~New student orientation will include information about the learning resources available in each department. One-on-one training on current online learning resources for faculty and staff is available as needed.~~

500A.5 – FACILITIES ~~LEARNING SERVICES~~ AND TECHNICAL INFRASTRUCTURE ~~FACILITIES~~

The College provides instructional media (both print and non-print) to support students and faculty in meeting program objectives.

Department heads are responsible for organizing and maintaining their respective areas or facilities that may be required to support the storage and usage of the program's media materials.

While on campus, the College provides access to online resources to students through the use of laptops, student computer labs, and wireless Internet access ~~has eLearning libraries available to students online. This library provides a virtually infinite array of possibilities for students to access information throughout the United States.~~ The College's information systems department ensures that technology and instructional information management systems are integrated; provide ongoing analysis and planning of local network LAN/WAN operations; and make decisions for changes, upgrades, and new projects necessary to operate and maintain the internal technology infrastructure. Internet access and infrastructure backbone connectivity are provided and supported by the Utah Education and Telehealth Network (UETN) ~~data network. is maintained supported by the UETN, and is contracted throughout the state.~~ The majority of learning resources are located in the classrooms of the respective programs. Computer labs are conveniently located in several program areas. These labs have Internet access, allowing students to use online resources including, a state online library, Utah's Online Library, medical databases, newspapers, encyclopedias, periodical indexes, and other resources. The College, in cooperation with UETN, ensures that students have access to resources that are current, safe, and adequate to meet their program needs.

500A.5.1 – INVENTORY OF RELEVANT EDUCATIONAL MATERIALS

~~Individual departments will maintain a current inventory of resources. All media resources will be inventoried by the department heads and accounting staff annually.~~ Departments will assure that a variety of current and relevant educational materials, such as reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio-visual materials and equipment; Internet access; and other materials and equipment are available to help fulfill the institution's purposes and support their department. In cooperation with the College bookstore and accounting personnel, inventories of department resources and equipment are maintained. Faculty and students can access the list of required books and supplies on the College Web site.

500A.5.2 – REPLACEMENT

Department heads ~~and departmental media liaisons will~~ monitor and determine the media resource requirements and needs for their individual departments. ~~The designated media liaison or department head will help establish media learning resource needs for their department; and~~ In conjunction with the College's information systems department, department heads determine the best time frame for the replacement of computers and other media equipment. Inventory maintained within individual departments will be monitored and updated annually by department heads ~~who will work with the departmental media liaisons to upgrade and maintain libraries and media equipment.~~

NUMBER: 500A

SUBJECT: PLAN -- MEDIA SERVICES AND MAINTAINING, REPLACING, & DISPOSING OF EQUIPMENT

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; APRIL 21, 2008; JANUARY 24, 2011; NOVEMBER 23, 2015; MARCH 10, 2017; JUNE 19, 2017, JUNE 18, 2018; JUNE 17, 2019

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARD 5

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500A.5.3 — ONLINE AND HYBRID RESOURCES

Online and hybrid courses will be coordinated with administrative personnel and the respective instructional department(s). With additional support from UETN, the College's information systems and curriculum design and development departments will provide technical support as needed to assist with online courses.

500A.5.4 — ANNUAL BUDGET AND EMERGENCY PURCHASES

The annual budget for learning resources is administered by individual program department budgets. College resources are distributed to each department to support the purchase of professional journals, videos, media equipment, and all learning resources. The College's Purchasing Committee oversees large purchases that are distributed as needed. throughout the College. Emergency purchases and center college-wide purchases outside of departmental budgets are made through the College President, Controller, and the Purchasing Committee.

500A.5.5 — REPAIR AND MAINTENANCE

The College has an expense budget for the repair and/or replacement of equipment and supplies administered through each departmental budget. The College's information systems department and maintenance staff will work closely with the departments providing installation and set-up of new technology equipment, performing maintenance and repair, and facilitating an annual evaluation of technology resources. Technical problems will be reported to the College's information systems department through the work order system and a technician from the IS Department will assist with set-up, repair, and upgrades as required within a reasonable period of time to support continuous instruction. Instructors are responsible for overseeing the regular maintenance of the equipment in their classroom, and the department heads are responsible for their department resources. Equipment will be serviced regularly.

500A.6 — MEDIA SERVICES ADVISORY COMMITTEE RESPONSIBILITIES

The Media Services Committee meets annually to evaluate the effectiveness of media services. They utilize faculty/staff input and student survey results to modify and improve media resources services. Faculty and staff provide formal and informal feedback during meetings and training sessions and while collaborating with the Curriculum Design & Development Department. Students provide feedback through the instruction/program evaluation upon completion of their program. Results are discussed with the Media Resources committee to identify suggestions, goals, and priorities for improvements. ~~The Assessment & Learning Advisory Committee has the responsibility of working with the department head or departmental media liaisons to maintain current media information at the College. The advisory committee will meet a minimum of two times annually to discuss topics such as academic support and learning resources.~~

500A.7 — COPY CENTER AND COPYRIGHT

All copies made of a copyrighted publication must have a copy of the permission letter included (provided by the person requesting the copies). Copyright laws and College copyright policies (600.611) will be closely followed. All learning resources at the College will strictly adhere to all copyright laws.

500A.8 — ANNUAL EVALUATION AND IMPROVEMENT

Students at all campus locations, and through online/hybrid courses, will be surveyed upon completing requirements for

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SUBJECT: PLAN -- MEDIA SERVICES AND MAINTAINING, REPLACING, & DISPOSING OF EQUIPMENT

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; APRIL 21, 2008; JANUARY 24, 2011; NOVEMBER 23, 2015; MARCH 10, 2017; JUNE 19, 2017, JUNE 18, 2018; JUNE 17, 2019

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARD 5

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graduation to evaluate both program instruction and College services. The information provided by the student evaluations will be used by administration to evaluate the need for additional learning resources and school-wide performance **annually**. Summary results of student surveys will be provided to the department heads in their annual employee evaluation.

Faculty and staff have opportunities to provide feedback and input during meetings and training sessions and while collaborating on curriculum development, projects, tasks, and issues.

Occupational advisory committee members evaluate current program resources, identify future needs, and give recommendations annually.

500A.9 – MAINTAINING EQUIPMENT AND REPLACING OR DISPOSING OF OBSOLETE EQUIPMENT

The College is organized into relatively autonomous departments or cost centers for purposes of budgeting and management of those budgets. Each department head is responsible for maintaining the equipment in his/her respective department along with replacing and/or disposing of obsolete equipment. **Department heads work closely with advisory members to ensure the College is using relevant and up-to-date equipment and equipment meets required safety standards.** The College's accounting department maintains a list of equipment by department, which is reviewed with each respective department head on an annual basis.

Maintenance and repair of existing equipment are completed by the respective department head or instructor, by the College's maintenance department, or by an external vendor or contractor as needed and determined by the respective department head.

Requests for new equipment, replacement, or upgrade of equipment are submitted to the controller and/or associate vice president so resources can be pursued, or budget allocations can be made in a prioritized manner.

Disposal of equipment is accomplished through transfer to another department within the College or by permanent disposal. Either method is communicated to the **College's** accounting department using the current forms.

NUMBER: 537

SUBJECT: HEALTH AND SAFETY PLAN

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017, APRIL 23, 2018, NOVEMBER 19, 2019

SOURCE(S): UTAH SYSTEM OF TECHNICAL COLLEGES, POLICY 220; STATE OF UTAH, CAMPUS SAFETY AMENDMENTS, SB 134; **COUNCIL ON OCCUPATIONAL EDUCATION (COE), STANDARD 6; UTAH FIRE AND RESCUE ACADEMY ACCREDITATION; WORKERS' COMPENSATION**

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537.1 – PURPOSE

The College takes reasonable precautions to ensure the health and safety of its employees, students, and guests; **maintain readiness in cases of including** sickness, accidents, and **emergency health care needs**; and safety of facilities, equipment, and other property. The College accepts the responsibility for leadership in health and safety issues, for effectiveness and improvement, and for providing the necessary safeguards to ensure a safe and healthy environment.

The College shall maintain the right to require, **by a health care/mental health professional**, physical examinations and testing of employees when questions of health and safety arise, which are directly job-related. Examinations and diagnostic tests required by the College will be at no expense to the employee.

537.2 – PLAN EVALUATION AND DISTRIBUTION

The College subscribes to recognized standards for health, safety, fire protection, and other incidents. It is the responsibility of employees, supervisors, administrators, and all other persons in authority to provide for safety in the environment and operations under their control.

This plan is evaluated/revised with input from employees and students on an annual basis. The College's administrative staff review the strategic planning survey results at least annually and make improvements to health and safety concerns as necessary. **This plan is distributed to employees and is available to students.**

537.2.1 – COLLEGE PROGRAMS

The College develops and implements safe programs consistent with the best practices for activities and institutions of this type through the Risk Management Committee in conjunction with the advice and recommendations of State Risk Management. All programs strive to reduce risks to employees, students, and guests continuously, and to improve the prevention of illnesses and injuries. To accomplish these tasks, the College shall require the full cooperation of all employees, students, and guests.

537.2.2 – ~~ILLNESS~~ SICKNESS, ACCIDENTS, AND EMERGENCY HEALTH CARE NEEDS

Employees, students, and guests have primary responsibility for their own personal health and safety **in regards to sickness, accidents, and emergency health care needs.** In addition, employees are required to participate in all safety, health, and accident prevention programs directly related to their job responsibilities and work environment.

Employees, students, and guests who develop fever or symptoms of an illness should stay home to prohibit spread of disease. In the event of a wide-spread outbreak, the College will follow the guidance provided by the Center for Disease Control (CDC), the state of Utah, and the Bear River Health Department. Common precautions include:

- **Stay home if you are ill**
- **Wash hands often with soap and water for at least 20 seconds**
- **Use an alcohol-based hand sanitizer**
- **Cover mouth with tissue or sleeve (not in your hands) when coughing or sneezing**

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- Avoid touching nose, eyes, and mouth
- Clean and disinfect frequently

537.2.3 – FOOD SERVICES ~~PERSONNEL~~

Employees within the food services related departments are required to obtain a food handler's permit from their ~~Bear River local~~ health department within 14 days of entering or engaging in the manufacturing, preparation, or handling of food or drink. ~~This permit must be renewed every three (3) years from the date of issue.~~ As per the requirements of the program, employees may obtain a Food Safety Manager certificate. The College follows guidelines of the state of Utah by renewing permits/certificates.

Students enrolled in the meat services related program will obtain a permit before graduation from the program in preparation for employment. Students enrolled in the culinary arts related program are encouraged to get a food handler's permit; as part of program requirements, adult students are required to obtain the Food Safety Manager certificate within 30 days of starting the program.

537.2.4 – PLANT OPERATIONS

Applicants, who have received offers of employment for positions entailing potential exposure to hazardous chemicals or materials, or requiring heavy physical exertion, may be required to obtain a physical examination prior to beginning employment. Employees may be required to obtain and keep a current Commercial Driver License (CDL), if necessary, as a condition of employment.

537.2.5 – HAZARDOUS AREAS

The Occupational Safety and Health Administration (OSHA) was established in 1972 to protect people's health and safety while at work. Standards are split into various categories of work, including construction, and general industry. Since a state-run OSHA program covers the College, there are additional regulations above and beyond the federal OSHA rules. These regulations may be found at the Utah Labor Commission's Web site. The purpose of all these standards is to provide the minimum requirements for the workplace that will provide a reasonably safe and healthy work environment. Our goal is to work with employees and students to ensure they have a healthy and safe work environment that allows them to perform their work and do so in compliance with the applicable safety and health regulations.

537.2.6 – ~~WORKPLACE~~ THREATS OR ACTS OF VIOLENCE

Threats or acts of violence, bodily harm, or physical intimidation by employees, students, or ~~visitors~~ guests will not be tolerated and may be grounds for immediate dismissal or removal (either temporary or permanent) from the premises. When this type of behavior is exhibited, the College reserves the right to request an evaluation by a health care/mental health professional to determine fitness for duty/training. Likewise, threats or intimidation of employees in the workplace by individuals outside the College will not be tolerated.

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537.3 – ~~SYSTEM~~ PROCEDURE FOR REPORTING AND INVESTIGATING ACCIDENTS AND INCIDENTS AFFECTING HEALTH AND SAFETY

Employees are required to immediately report any college-related sickness, accidents, or emergency health care needs ~~injury, or illness~~ to their supervisors and the Controller's Office. The Controller's Office requires employees, or their department head or immediate supervisor, to complete required forms for all work-related accidents or injuries within a reasonable time (generally within 24 hours) after the accident.

The College uses four communication forms: Incident Report Form, Critical Incident Student Letter, Student Accident Form, and a Blood and Other Potentially Infectious Materials Exposure Form (OPIM).

An Incident Report Form should be completed for any incident of accident, injury, or illness.

If the incident involves a student, a Critical Incident Student Letter is given to the student detailing instructions, should the student need financial assistance. **The Student Accident Form is provided upon a student's request for financial assistance.**

For an incident involving bodily fluids or dirty needle sticks, a Blood and Other Potentially Infectious Materials Exposure Form (OPIM) is completed.

Any potentially dangerous situations must be reported immediately to the College President, any Vice President, any department head, or the Controller's office. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled, and the results of investigations will be discussed with them. College personnel will actively intervene at any indication of a possibly hostile or violent situation.

The Critical Incident Review Committee critically reviews all reported incidents for trends and/or associated methods for injury reduction. Suggestions for Health and Safety Plan improvement are forwarded from this committee to the Risk Management Committee.

537.4 – CAMPUS HEALTH AND SAFETY RESOURCES

537.4.1 – EMERGENCY RESPONSE BOOKLETS

Emergency Response Booklets are available in offices, classrooms, and labs throughout the building with steps for sickness, accidents, emergencies, and/or other campus safety concerns.

537.4.2 – FACULTY, STAFF, AND STUDENT HEALTH CLINIC

Because of the short-term nature of the training at the College, student health insurance and clinic are not available. Students are referred to local hospitals, clinics, and health care providers.

537.4.3 – SELF-INSURANCE

It is the intent of Bridgerland Technical College (BTECH) to see that the students attending classes at the College have

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limited medical coverage in case of school-related accidents. The College administers a self-insurance plan, which provides limited coverage for students who have completed registration procedures with the Student Services Office.

This coverage is designed to provide a limited accident insurance supplemental benefit for school-related accidents that supplements the student's own medical insurance coverage. In cases where the student or student's family does not have coverage, this plan will cover reasonable medical expenses up to \$1,000 per incident. If another plan already covers the student, the plan will cover the number of disallowed charges and/or the deductible from the student's other coverage up to \$1,000 per incident.

Employee insurance coverage assistance is available at the College's office of human resources.

537.5 – RESPONSIBILITY OF COLLEGE PERSONNEL

537.5.1 – SUPERVISORS AND DEPARTMENT HEADS

Supervisors and department heads are responsible for being continuously cognizant of the health and safety needs of their employees and initiate necessary prevention measures to control health and safety hazards associated with activities under their direction.

537.5.2 – RISK MANAGEMENT COMMITTEE

The Risk Management Committee is responsible for monitoring working conditions, evaluating potential health and safety hazards, and assists with investigating accidents and injuries, in conjunction with State Risk Management.

537.5.3 – CRITICAL INCIDENT COMMITTEE

It is the responsibility of the Critical Incident Committee to regularly review all accidents and provide an in-depth analysis of all incidents occurring at the College.

537.6 – CAMPUS SAFETY AMENDMENTS

Under the direction of the Utah System of Technical Colleges by authority of the state of Utah, the College develops Campus Safety Plans and Training that comply with all federal and state laws, applicable accreditation standards. Specifically, it addresses covered offenses, which include sexual assault, domestic violence, dating violence, and stalking.

537.6.1 – PLAN REQUIREMENTS

1. The College is committed to providing an environment free from acts of sexual misconduct that fosters the respect and dignity of all members of the community. All forms of sexual assault and misconduct interfere with this mission. Policies and procedures related to covered offenses can be found on the College website (btech.edu). Additional information may be found in the College's Annual Campus Security and Safety Report available in the Consumer Information section of the College website, or from student services **office staff**.

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2. Institution and community resources for a victim of a covered offense may be found on the College Students/Resources Web page (i.e., crisis hotline, community counseling, family services, and victim/survivor services).
3. Confidentiality rights of a victim shall be protected throughout all steps of the reporting and response process by all College personnel who may have an incident reported to them, except where otherwise provided by law. The measures the College takes to ensure victim confidentiality include having confidential locked files and trained investigators.
4. The College informs the campus community of a crime that presents a threat to the campus community by using a campus alert system that sends voice, text, and email messages to students, faculty, and staff.
5. Availability, locations, and methods for requesting the assistance of security personnel on the College's campuses can be found in the Emergency Response booklet posted in offices, classrooms, and labs throughout campus.
6. For incidents that occur off-campus, 24-hour support is available through local law enforcement agencies or statewide through the SafeUT app, website, or direct line.
7. The College's efforts related to increasing campus safety, including efforts related to the institution's increased response in providing services to victims of a covered offense, that have been made in the preceding 18 months, and that the College expects to make in the upcoming 24 months:

Accomplishments

- Everfi contracts secured which provide mental health education
- Mental Health training provided by community partners
- Investigator training attended to better respond to covered offenses
- Employee emergency notification and response training
- Regular testing of the lockdown and fire alarm systems

Goals

- Continued review of campus safety in conjunction with the College's resource officer
 - Continued training for better awareness and response
8. The College coordinates and communicates with institution resources and organizations, including community law enforcement. The College utilizes communication capabilities through SafeUT, the statewide school safety and crisis line.
 9. The College coordinates with local law enforcement or community resources, including coordination related to a student's safety at an off-campus location. Campus security is available through community law enforcement.
 10. The College does not currently have student organizations as defined by the Utah System of Technical Colleges, so no campus safety training for student organizations is required.

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537.6.2 – POSTING AND UPDATING

At a minimum, the College's safety plan is posted on the College's Web site; and hard copies can be obtained at each College campus. The plan is annually reviewed with input provided by students, employees, and other stakeholders, and is updated as necessary. See section 537.2.

537.6.3 – SAFETY TRAINING CURRICULUM

The College has developed a campus safety training curriculum that addresses awareness and prevention of covered offenses, including information on institution and community resources for a victim of a covered offense, bystander intervention, and sexual consent. The College has contracted with Everfi to provide training to prevent covered offenses, encourage bystander intervention, and obtaining sexual consent. This training is provided to students, faculty, and staff yearly.

537.6.4 – STUDENT ORGANIZATIONS

The College does not currently have student organizations as defined by the Utah System of Technical Colleges, so no campus safety training for student organizations is required.

537.6.5 – RESOURCE IDENTIFICATION

The College utilizes the resources as identified by the Utah System of Technical Colleges.

537.6.6 – ANNUAL REPORTING

The College shall report annually to the Office of the Commissioner on the implementation of this policy.

NUMBER: 543

SUBJECT: FALL PROTECTION PROGRAM

APPROVAL DATE OF LAST REVISION:

SOURCE(S): OSHA 29 CFR 1910.28, 29 CFR 1910.29, R23-14-4

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543.1 – PURPOSE

The purpose of this policy is to provide information regarding access to campus building roofs. This policy is intended to supplement OSHA's Fall Protection requirements as found in 29 CFR 1910.28 and 29 CFR 1910.29. This program is also in place to satisfy R23-14-4 of the Utah Administrative Code.

The College will comply with above listed current standards.

543.2 – SCOPE

This policy applies to all employees who may reasonably expect to require limited access to the rooftops of selected college buildings in the course of their work but are NOT engaged in activities that require application of the OSHA's Fall Protection Program. For roof access requiring fall protection, please ask the Risk Management Committee Chair for equipment and training to be in compliance.

Only authorized employees are permitted to have limited access to the rooftops of college buildings. Access by others is not permitted. The college specifically prohibits students from being on the roof of any building.

543.3 – COMPONENTS

543.3.1 – AUTHORIZATION

The Director of Facilities, or their authorized representative, must authorize employees to gain limited access to selected rooftops for legitimate purposes. Access falls into three categories:

- a) Employees with the need for regular roof access that are trained according to the standards of the Fall Protection Program. Training for fall protection and roof access will be provided on a regular basis.
- b) Administration and security personnel but their use will be limited to emergencies.

Emergency Exemption: While security personnel must comply with this policy in the course of normal operations, they are exempt during emergencies and may provide access to authorized technical personnel and first responders as needed.

- a) All other authorized employees requesting periodic roof access who have submitted a work order.
- b) Contractors as necessary.

543.3.2 – HAZARD DETERMINATION

The Director of Facilities will be responsible for reviewing requests for limited roof access. Criteria for review will include:

- (a) The purpose for the access is limited to; legitimate maintenance or security/emergency purposes, and activities necessary to the school's operations;
- (b) The activity being conducted will not cause damage to college property, or present unreasonable hazards to those involved;

543.3.3 – FALL PROTECTION PROGRAM EXEMPTION

The requirements of the Fall Protection Program need not be applied for limited rooftop access so long as the following

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SUBJECT: **FALL PROTECTION PROGRAM**

APPROVAL DATE OF LAST REVISION:

SOURCE(S): OSHA 29 CFR 1910.28, 29 CFR 1910.29, R23-14-4

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criteria are met:

- (a) The area is accessed through a viable doorway or hatchway that does not require special measures (i.e., a safety harness);
- (b) The area being accessed is flat and safe to walk on in all weather conditions, and purposefully designed for occasional use by workers for maintenance activities.
- (c) The area being accessed does NOT come within six horizontal feet of the roof's outer edge or other location presenting a potential fall distance of greater than four vertical feet (i.e., from a higher portion of a flat roof to an adjacent lower portion) NOTE: before work operations commence, movable plastic or metal post flag barriers shall be installed six feet away from the leading edge of the roof as a warning system.
- (d) The work area is currently protected by a parapet or other solid barrier at least 39 inches in height.
- (e) A movable metal guardrail system shall be installed to protect a hatch opening from accidental falls.

Authorized employees should operate using the "buddy system" whenever possible when accessing rooftops. All other circumstances involving roof access require application of the Fall Protection Program.

543.3.4 – FALL PROTECTION SYSTEMS

Any work procedures with at least a 48 inch fall hazard necessitating close proximity of a worker will require one of the following fall protection methods:

- (a) The use of a full body harness with a rip-stop lanyard and a tie-off point capable of at least 5,000-pound shock load;
- (b) Placing a scaffold against the leading edge of a building that provides a fall potential of 47 inches or less from the edge to the floor of the scaffold planking;
- (c) Providing a guardrail system with vertical posts that can withstand at least 200 pounds of side force, a top rail of a nominal height of 42 inches, +/- 3 inches, and a mid-rail for the guardrail system half way up to the top rail from the working surface.
- (d) The use of an articulated lift will require the use of a full body harness and tie-off, even when the lift is being moved from one location to another.
- (e) Workers will stand on the floor of a scissor or articulated lift at all times. Ladders, buckets for standing, and guardrail use to rise to a higher level is prohibited.

543.3.5 – TRAINING

The College will provide fall protection training that will include the following:

- (a) How to properly don and doff a full body harness
- (b) The process of inspecting a body harness and lanyard for damage
- (c) College policies and procedures related to fall protection

NUMBER: 543

SUBJECT: FALL PROTECTION PROGRAM

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SOURCE(S): OSHA 29 CFR 1910.28, 29 CFR 1910.29, R23-14-4

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- (d) Open hatch fall protection guarding and security
- (e) Various fall protection methods that will comply with OSHA fall protection regulations
- (f) How to properly operate a scissor or articulated man-lift

Records of all fall protection training will be kept on file.

NUMBER: 545

SUBJECT: PERMIT-REQUIRED CONFINED SPACE ENTRY PLAN

APPROVAL DATE OF LAST REVISION:

SOURCE(S): OSHA 29 CFR 1910.146

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545.1 – PURPOSE

This plan is to complying with the OSHA Confined Space Standard 29 CFR 1910.146 requirements for practices and procedures to protect employees in general industry from the hazards of entry into permit-required confined spaces.

545.2 – PERMIT-REQUIRED CONFINED SPACES

Confined space is defined as an area that:

- Is large enough and so configured that an employee can bodily enter and perform assigned work; and
- Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry.); and
- Is not designed for continuous employee occupancy.

The College Director of Facilities conducts hazard evaluation of College facilities. The confined spaces are identified and tracked in the work order system on an annual preventative maintenance (PM) schedule.

545.3 – PREVENTING UNAUTHORIZED ENTRY

To ensure unauthorized employees do not enter confined spaces, danger signs are posted, or by any other equally effective means, of the existence and location of and the danger posed by the permit spaces.

545.4 – SAFE PERMIT SPACE ENTRY PROCEDURES

The Director of Facilities or work supervisor is responsible for authorizing entry for work in College permit-required confined spaces. The file of access permits and related documents are kept in the document imaging system.

Procedures for preparing, issuing, and canceling entry permits include the following elements:

- Before entry begins, the entry supervisor identified on the permit shall sign the entry permit to authorize entry.
- The completed permit shall be made available at the time of entry to all authorized entrants by posting it at the entry portal to confirm that pre-entry preparations have been completed.

The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit. The entry supervisor shall terminate the entry permit when the entry operations covered by the entry permit have been completed; or a condition that is not allowed under the entry permit arises in or near the permit space.

College employees who have current authorization to work in or near permit spaces include, maintenance and construction personnel with authorization to inspect, install, clean, and repair affected areas and/or equipment.

545.5 – PRE-ENTRY & EVALUATION

Before an employee enters the space, the internal atmosphere shall be tested, with a calibrated direct-reading instrument, for oxygen content, for flammable gases and vapors, and for potential toxic air contaminants, in that order. The Director of Facilities and any employee who enters the space shall be provided an opportunity to observe the pre-entry testing required by 29 CFR 1910.146.

NUMBER: 545

SUBJECT: PERMIT-REQUIRED CONFINED SPACE ENTRY PLAN

APPROVAL DATE OF LAST REVISION:

SOURCE(S): OSHA 29 CFR 1910.146

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545.6 – EQUIPMENT

The College provides appropriate equipment to all employees who work in or near permit-required confined spaces according to [29 CFR 1910.146](#).

545.7 – DUTIES: AUTHORIZED ENTRANTS

Duties and responsibilities of authorized entrants:

- a. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- b. Use equipment as required.
- c. Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space as required.
- d. Alert the attendant whenever the entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or the entrant detects a prohibited condition.
- e. Exit from the permit space as quickly as possible whenever an order to evacuate is given by the attendant or the entry supervisor, the entrant recognizes any warning sign or symptom of exposure to a dangerous situation, the entrant detects a prohibited condition, or an evacuation alarm is activated.

545.8 – DUTIES: ATTENDANTS

Duties and responsibilities of attendants:

- a. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- b. Be aware of possible behavioral effects of hazard exposure in authorized entrants.
- c. Continuously maintain an accurate count of authorized entrants in the permit space and ensures that the means used to identify authorized entrants.
- d. Remain outside the permit space during entry operations until relieved by another attendant.

545.9 – DUTIES: ENTRY SUPERVISORS

Duties and responsibilities of entry supervisors:

- a. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
- b. Verify, by checking the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.
- c. Terminate the entry and cancels the permit as required by paragraph (e)(5) of this section.
- d. Verify that rescue services are available and that the means for summoning them are operable.
- e. Remove unauthorized individuals who enter or who attempt to enter the permit space during entry operations.
- f. Determine, whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

545.10 – TRAINING PLAN

The College conducts permit-required confined space training for personnel whose work may confined space entry. Evidence of training is kept in the document imaging system.

NUMBER: 545

SUBJECT: PERMIT-REQUIRED CONFINED SPACE ENTRY PLAN

APPROVAL DATE OF LAST REVISION:

SOURCE(S): OSHA 29 CFR 1910.146

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545.11 – RESCUE & EMERGENCY SERVICES

The College utilizes local emergency services to perform rescue services in the event of a confined space incident.

545.12 – MULTIPLE EMPLOYER ENTRY PROCEDURES

When outside employers/contractors perform work in College confined spaces, College personnel shall inform the contractor the workplace contains permit spaces and that entry is only allowed through compliance with this plan.

545.13 – POST-OPERATIONS PROCEDURES

Upon completion of work in a confined space, the permit is cancelled by recording all information required on the permit, including all entrants, time, and specific duties performed in the repair or installation.

545.14 – REVIEW PROCEDURES

The College reviews this plan on a regular basis.

545.15 – ENFORCEMENT

Supervisors and individuals in Human Resources reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this plan.

NUMBER: 545

SUBJECT: PERMIT-REQUIRED CONFINED SPACE ENTRY PLAN

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CONFINED SPACE ENTRY PERMIT

LOCATION: _____ DATE: _____

Description of confined Space: _____ TIME: _____

Purpose of Entry: _____ EXPIRATION: _____

Person in Charge of Work: _____

Authorized Entrant (s): _____

Attendant: _____ Backup Person: _____

Successfully Completed Training Yes No (Circle One)

Yes No (Circle One)

Successfully Completed First Aid Yes No (Circle One)

Yes No (Circle One)

SPECIAL REQUIREMENTS

HAZARDOUS WORK

Lockout De-Energize
Lines Broken – Capped or blanked
Ventilation
Purge – Flush & Vent
Secure Area

YES	NO

Burning
Welding
Brazing
Open Flames
Non Sparking Tools
Burning/Welding Permit
Other

YES	NO

HAZARDS EXPECTED

Corrosive Material
Hot Equipment
Flammable Materials
Toxic Materials
Drains Open

YES	NO

Cleaning (Ex: Chemical or water lance)
Non-Spark Producing Operations
Spilled Liquids
Pressure Systems
Other

YES	NO

VESSEL CLEANED

Deposits _____

Method _____

Inspection _____

Neutralized with _____

Fire Safety Precautions: _____

PERMIT VALID FOR 8 HOURS ONLY. ALL COPIES WILL REMAIN AT JOBSITE UNTIL JOB IS COMPLETED.

NUMBER: 545
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PERSONAL SAFETY

	YES	NO		YES	NO
Respirators			Lighting (Explosive Proof)		
Protective Clothing			Communications		
Head, Hand, & Foot Protection			Buddy System		
Shields			Standby Person		
Lifelines			Emergency Egress Procedures		
Full Body Harness			Emergency Escape Retrieval Equipment		
Fire Extinguishers					

TEST(S) TO BE TAKEN

	Permissible Entry Level	Reading and Time						
% of Oxygen	19.5% to 23.5%							
Carbon Monoxide	+35 PPM							
Hydrogen Sulfide	+10 PPM * 15 PPM							
Sulfur Dioxide	+ 2 PPM * 5 PPM							
Ammonia	* 35 PPM							
Hydrogen Cyanide	(Skin) * 4 PPM							
Lower Flammable Limit	Under 10 %							

* Short-term exposure limit: Employee can work in the area up to 15 minutes.
 + 8 hr. Time Weighted Avg.: Employee can work in area 8 hrs (longer with appropriate respiratory protection).

Note: Continuous/periodic tests shall be established before beginning job.
 Any questions pertaining to test requirements contact Safety Office or the Industrial Hygienist.

INSTRUMENTS USED: _____ **CALIBRATION DATE:** _____

Communication Style: (Verbal, Radio, Tapping, or etc.)

Remarks: _____

Test Performed By: _____

SIGNATURE

AUTHORIZATIONS:

Entry Supervisor: _____

Entry and Emergency Procedures Understood:

Attendant _____
 Rescue _____
 Telephone _____

NUMBER: 566

SUBJECT: ~~HAZARDOUS MATERIALS~~ Hazard Communication Program

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 19, 2017; APRIL 23, 2018; JUNE 17, 2019

SOURCE(S): UOSH and 29 CFR 1910.1200

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566.1 – PURPOSE

It is the purpose and intent of Bridgerland Technical College (BTECH) that each department takes reasonable and appropriate precautions to ensure students and employees remain safe from accident or injury. **This document is intended to address the issue of classifying the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees in compliance with OSHA 29 CFR 1910.1200.** ~~This includes providing students and employees with a thorough safety orientation prior to class participation and continuing instruction to promote safety. Every reasonable effort should be made to ensure training of equipment, chemicals, and other potentially hazardous areas that are used by students and staff to minimize the risk of accident and injury.~~

566.2 – INTRODUCTION

In order to comply with **Utah Occupational Safety and Health (UOSH)** and **29 CFR 1910.1200**, the following written Hazard Communication Program (HCP) or (HazCom) is to be implemented for all personnel and contractors within the College.

All departments/facilities of the College are included within this program. The written program, consisting of a Hazardous Chemical List, Safety Data Sheets (SDS), container labeling requirements, and training procedures, is available online. The Risk Management Committee Chair will maintain an electronic copy of the Hazard Communication Program, all SDS, and each department's chemical inventory list.

Department heads **and employees** are responsible for ensuring that the Hazard Communication Program is followed. ~~current and enforced.~~ The electronic copy of this program is to be made available to all employees upon hiring, and a copy will be supplied to any employee upon request.

The Risk Management Committee ~~Chair~~ is responsible for maintaining the Hazard Communication Program. The Hazard Communication Program will be updated whenever a new hazard is introduced into the College and will be reviewed annually. ~~by the Risk Management Committee.~~

566.3 – CONTAINER LABELING

Department heads are responsible for ensuring that all chemical containers entering their workplace are properly labeled with:

- (1) Chemical identity
- (2) Hazard warnings
- (3) Name and address of chemical producer, importer, or other responsible party
- (4) Target organs (optional)

Any hazardous material received should be returned to the supplier unless it is properly labeled and accompanied by a Safety Data Sheet (SDS). If there is no SDS included, contact the supplier **to have one provided.** ~~and have one sent faxed to you.~~

Any department who receives a new chemical must forward a copy of the SDS to the Risk Management Chair for **digital storage.** ~~archiving and file a copy in their respective area.~~

If the chemical is to be transferred into a secondary container, the **employee department head** will ensure that the new container is properly labeled with either a copy of the original manufacture label or a "right-to-know" label, which identifies:

NUMBER: 566

SUBJECT: ~~HAZARDOUS MATERIALS~~ Hazard Communication Program

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 19, 2017; APRIL 23, 2018; JUNE 17, 2019

SOURCE(S): UOSH and 29 CFR 1910.1200

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- (1) Name of the chemical
- (2) Hazardous warning
- (3) First-aid procedures

Individuals using hazardous materials will ensure that all secondary containers are labeled and that those labels are not removed or defaced. As labels become illegible; they are to be immediately replaced.

~~The Risk Management Committee will review the labeling system annually and update as required.~~

The ~~Risk Management Committee~~ Director of Facilities will ensure all pipes containing hazardous chemicals are labeled and identified properly and will inform employees of the hazards associated with chemicals contained in pipes within the work areas.

566.4 – INVENTORY

~~The Risk Management Committee will ensure a master list of all hazardous chemicals used in each department is on file.~~

Department heads must ensure an inventory list of all chemicals used in their department is on file with the Risk Management Chair and through the online employee portal.

566.5 – SAFETY DATA SHEETS (SDS)

An SDS provides safety information about the chemicals in use at any Bridgerland Technical College facility. The Risk Management Chair will maintain the master file.

Each department shall have a Safety Data Sheet for each hazardous chemical in their department available online. The SDS for each department will be available online for all employees and upon request for all students.

When ordering a new chemical, the department head will ensure that an SDS is requested and issued upon delivery of chemicals. No chemicals may be used unless an SDS is on file with the Risk Management Chair and available online.

~~Department heads~~ Employees will review incoming SDS for health and safety information. Employees/students are responsible for reading and complying with all applicable SDS before they begin using a new chemical. ~~They will pass on any new information to applicable employees/students.~~

The Risk Management Chair is responsible for reviewing incoming data sheets for new and significant health and/or safety information and will ensure new information is given to the applicable employees/students.

566.6 – STAFF AND STUDENT TRAINING

It is in the best interest of the College to have all staff trained for potential hazards in their individual department. This will help keep other staff and students away from potential accidents and injuries. The following is a basic list used to help train students and staff. The list is basic and should not be limited to the following:

- (1) Know what is potentially hazardous before starting.
- (2) Know of the different situations that may cause accidents or injuries.
- (3) Know where the SDS (Safety Data Sheets) file is kept.

NUMBER: 566

SUBJECT: ~~HAZARDOUS MATERIALS~~ Hazard Communication Program

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 19, 2017; APRIL 23, 2018; JUNE 17, 2019

SOURCE(S): UOSH and 29 CFR 1910.1200

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- (4) Know what information the Safety Data Sheets provide.
- (5) Know the Hazard Communication Standard (HazCom) set by OSHA.

566.7 – ACCIDENTS/INJURIES

In case of accident or injury ~~during class~~, the instructor should be notified immediately. ~~He or she will render aid or secure medical assistance and guidelines from 500.537 Health and Safety Plan followed. as required and file a complete accident report with the Accounting Department within 24 hours.~~

NUMBER: 575

SUBJECT: INFORMATION SYSTEMS (IS) DATA SECURITY PLAN

APPROVAL DATE OF LAST REVISION: MARCH 24, 2011; MARCH 1, 2012; NOVEMBER 23, 2015; JUNE 19, 2017, APRIL 23, 2018

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARD 6; FEDERAL TRADE COMMISSION

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575.1 – PURPOSE

Computers at the College, which are connected to the Internet, are at risk of being compromised as a result of unauthorized access into resources and confidential data stored on, or transmitted through, the network. Data housed on the network must be protected from security breaches, vulnerabilities, and loss. The purpose of this plan is to protect the privacy, safety, and security of the data contained within the technical infrastructure of the institution's networks and prevent the loss of information that is critical to the operation of the College.

575.2 – DEFINITIONS

Compromise: A vulnerability that has been found and exploited by an unauthorized user.

Critical Institutional Data (CID): Any information that is generated or acquired, stored, and required for the continued function of the College, including, but not limited to: academic records, employment records, financial records, schedules, etc. CID is owned by the College (except for information that is PSI, see below).

Information Systems Resource (IS Resource): A resource used for electronic storage, processing, or transmitting of any data or information, as well as the data or information itself. This includes, but is not limited to, electronic mail, local databases, externally accessed databases, CD-ROM, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any wire, radio, electromagnetic, photo optical, photo electronic, or other facility used in transmitting electronic communications, and any computer facilities or related electronic equipment that electronically stores such communications.

LAN: Local Area Network is a computer network that connects computers and devices in a limited geographic area, such as a school.

Network Scanning: Any systematic attempt to communicate with a class of network addresses via a particular port or protocol to ascertain which computers respond (a first step to identify and exploit vulnerabilities).

Network Traffic Patterns: Information about the source, destination, protocol, port, and bandwidth of network packets.

Private Sensitive Information (PSI): Any information that might result in a loss to its owner if the information was obtained by someone with unknown trustability or malicious intent. PSI includes, but is not limited to, the owner's name combined with a social security number, birth date, access passcodes, academic record, medical history, and/or financial matters. PSI is owned by the named individual, not the College.

Server: A computer used to provide information and/or services to multiple users.

Vulnerability: Lack of a security barrier to unauthorized access or use.

WAN: Wide Area Network is a computer network that covers a broad area.

NUMBER: 575

SUBJECT: INFORMATION SYSTEMS (IS) DATA SECURITY PLAN

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SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARD 6; FEDERAL TRADE COMMISSION

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575.3 – ~~POLICY~~ PRIVACY STATEMENT

The College must take measures to protect PSI and CID that are housed, processed, or transmitted using College resources. All computers and other IS Resources utilized to display, process, store, or transmit PSI or CID ~~are must be~~ maintained ~~solely~~ by the ~~institution and contractual arrangements~~. ~~College's IS personnel~~.

575.4 – ROLES AND RESPONSIBILITIES

The ~~information systems department oversees the College's information technology and computer systems and~~ provides leadership in the management and application of educational information and CID for the College. The ~~CIO department~~ ensures that instructional information management and technology systems are integrated, provides ~~direction and~~ ongoing analysis and planning of LAN/WAN operations, directing decisions for changes, upgrades, and new projects to facilitate the changing needs of the College.

Specialists within the department provide technical and administrative support for the network. ~~The Information Systems Specialists install, upgrade, and maintain the campus network infrastructure and other systems and resources; maintain adequate knowledge of existing hardware and software in use to maximize efficiency of the network and users' utilization of them, and provide written documents that evaluate network information on periodic intervals. Specialists work under the direction of their supervisor and have day-to-day operational responsibility for data capture, maintenance, and dissemination.~~

The ~~College uses the~~ Utah Education and Telehealth Network (UETN) data ~~infrastructure, center~~ which connects people and technologies with a secure, advanced, and stable network, and provides the service environment (backbone) for members of the statewide research and education consortium. ~~The Utah Education and Telehealth Network (UETN) is funded through annual state appropriations, E-rate reimbursements from the Federal Communications Commission's Universal Service Fund, and from local, state and federal grants.~~ The College's data center is located in a secure environment with temperature control, fire protection, and backup power.

575.5 – BACKUP PROCEDURES

~~AS/400 – No backup after Feb 2013. No new data entered. Complete backups are stored both on-site and off-site.~~

~~All other College Servers~~

All server backups are done on an infrascale disc array appliance. A secondary appliance is at a separate College location and used for offsite backup. All the backup data is replicated and synchronized on both devices after the nightly backups are executed.

Full, differential, incremental, and archive drive backups are maintained. ~~Backups are retained as follows:~~

- ~~• Full backups – 6 months~~
- ~~• Differential backups – 1 month~~
- ~~• Incremental backups – 14 days~~
- ~~• Archive drive – rotated monthly with a set of two drives. Contains all backups for one month period. Inactive drive is stored off-site.~~

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575.6 – ~~PRIVACY, SAFETY, & SECURITY~~ ~~SERVER AND INFORMATION SECURITY, NETWORK MONITORING, AND VULNERABILITY SCANNING~~

- Servers housed at the College are located behind secure doors, with limited access.
- Hardware and software firewalls are configured to block access to the Intranet from the outside. Antivirus and antispyware software is used on all servers and workstations.
- The College follows the principle of least privilege, meaning access to data through files and software is only given to those who need it as a requirement to perform their work.
- Users are required to change their password frequently. Password setting includes a minimum length, password history (to eliminate reuse of recent passwords), and lockout after multiple invalid login attempts.
- ~~every 150 days and must maintain multiple at least two passwords.~~
- ~~The Utah Education and Telehealth state network (UETN) used by the college.~~ The UETN monitors network traffic patterns and probes ports of computers by conducting networking scanning to identify vulnerable and compromised computers on the network. This monitoring occurs 24 hours per day and seven days per week. ~~and 365 days per year.~~ All computers and communications devices connected to the network are subject to this monitoring. ~~Vulnerabilities or compromised machines are identified and e-mail notifications are sent to both the CIO and information systems specialists daily.~~ Compromises and other security breaches are resolved immediately to protect the network resources.
- Internally, the segregation of networks is implemented to ensure that access to information systems is only allowed to users and devices approved by the institution.

575.7 – ~~COMPUTER SYSTEMS, NETWORK RELIABILITY, AND EMERGENCY BACKUP~~ ~~DISASTER RECOVERY PROCEDURE~~

The College's computer systems and network equipment are all running on battery backups and are on the building's emergency generator, ensuring ongoing availability in case of power failure.

In the event of a disaster, the College ~~has methods to protect itself against a potential~~ loss of data processing equipment or loss of data. ~~including total loss of equipment or data, the following procedures outline~~ College has methods in place to protect itself against: ~~loss of data processing recover the data and access to it. Methods include:~~

In the event of a loss of data processing equipment, Bridgerland has contractual agreements with networking equipment suppliers for urgent replacement. Bridgerland's networking equipment is covered by the original equipment manufacturer and includes next day replacement. Bridgerland's server equipment is covered by next day replacement by original manufacturer if devices are still under warranty. For devices that are no longer under the original manufacturer warranty, device warranties are purchased through 3rd parties. These 3rd party warranties also include next-day device replacement as part of the contract.

To protect itself from data loss, Bridgerland has implemented a system for continuous backup of its data daily in multiple locations. ~~Bridgerland backs up its data daily onsite and then again at an offsite location. sis backed up to the Infracore 1500 backup device. An offsite copy of the backups is copied and store to a second infracore device in our Brigham City Campus.~~ This document will address ~~total loss of equipment and data.~~ Obviously, ~~Only the portions of this document that apply to the equipment/data lost need to be addressed.~~

The procedure for replacing the loss of data processing equipment and/or data loss is as follows:

1. Obtain and replace any defective equipment ~~(see list of vendors below)~~
2. Connect/configure network hardware as required
3. Load operating system/software as required
4. Restore data from the backup appliance ~~(see Backup Procedure document attached)~~
5. Contact technical support as required ~~(see list of support vendors below)~~

NUMBER: 575

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SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARD 6; FEDERAL TRADE COMMISSION

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Servers:

- AS/400 Computer
- ADMIN server
- AMS server
- APPS server
- BCC server
- BUS server
- DEPT server
- DLS server
- DRAFT2 server
- ISC server
- ISM server
- ISV server
- JDB2 server
- JTS server
- JWEB server
- TEL server
- ELearn Streaming Server
- Tableau server
- ATWO server

Network hardware:

- Cisco 3750, 3750G and 3750 X switches
- Cisco 560 Switch
- Cisco 3650 switch
- Cisco 2970 switch
- Cisco 2960 switch
- Cisco 2950 switch
- Cisco ASA 5250 firewall
- Cisco ASA 5255 firewall
- Cisco 5508 Wireless Controller
- iBoss model 14500 content filler
- Infracore 2500 Backup device
- Synology RS815 NAS system

**Note: a copy of all Cisco configuration files are on the off-site backup archive drive (\\admin\IS\$\ciscobackupfiles).

Support contacts:

IBM hardware support IBM 800-426-7378
AMX 949-675-3147
software support AMX 949-675-3147

Hewlett Packard hardware support Valcom 801-262-9277 Ken
hardware vendor Valcom 801-774-0527 Jeff

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~~Infrascale backup total support ——— Infrascale 801-263-5116~~

~~iBoss ——— hardware support 858-568-7051 ext. 3~~

~~Cisco ——— hardware support Cache Valley Electric 801-631-5330 Derek~~

575.8 – RISK MITIGATION

The College stores a large amount of data (both digital and hard copy), which includes personal, non-personal, sensitive, and confidential information. Care is taken to protect this data to ensure that it is not changed (either accidentally or deliberately), lost, or stolen. The College has data breach insurance for protection in the event of a data breach.

575.9 – ACCEPTABLE COMPUTER USE AGREEMENT

All persons (students, staff, and faculty) are expected to review the College's computer use agreement document and agree to its terms ~~sign its accompanying Application for Computer Use~~ prior to engaging in computer activity at the College.

575.10 – TECHNOLOGY PROTECTION MEASURE

An internet filtering device is in place and functioning at all times that blocks or filters internet access by all users to obscene and/or pornographic materials. This device also monitors the Internet activity of users.

575.11 – INTERNET SAFETY

The College does not allow minors access to inappropriate and objectionable internet materials and prohibits access to unlawful and harmful online activities. Access to personal information of minors is restricted.

The College hosts minor age students from local area high schools for a portion of the school day. It assumes that proper education about appropriate online behavior, including cyberbullying awareness and interacting on social networking sites and chatrooms, is being conducted, as required by law, at those high schools.

NUMBER: 580

SUBJECT: PROCUREMENT POLICY AND PROCEDURES

APPROVAL DATE OF LAST REVISION: SEPTEMBER 15, 2008; JANUARY 24, 2011; JANUARY 26, 2015; JUNE 17, 2019

SOURCE(S): UTAH STATE PROCUREMENT CODE (TITLE 63G, CHAPTER 6)

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580.1 – INTRODUCTION AND PURPOSE

The Bridgerland Technical College (BTECH) Procurement Policy and Procedures are designed to assist BTECH procurement agents (any employee who is involved in the process of procurement) to comply with the requirements of the Utah State Procurement Code as outlined in Title 63G, Chapter 6a of the Utah Annotated Code. The underlying purposes and policies of the procurement code are to ensure transparency in the public procurement process; to ensure the fair and equitable treatment of all persons who participate in the public procurement process; to provide increased economy in state procurement activities; and to foster effective broad-based competition within the free enterprise system.”

To the extent that it is reasonable and practical for specific procurement, the use of State Contracts or cooperative purchase agreements is strongly encouraged and will always be considered as satisfying the bid requirements.

580.2 – POLICY

BTECH purchasing agent(s) (any employee involved in initiating a Purchase Order) are encouraged to follow the procedures outlined below to facilitate departmental procurement needs.

580.2.1 – MULTIYEAR CONTRACTS

Purchases and/or RFP's must comply with the multiyear contracts provision of the Utah Code, Title 63G, Chapter 6a Part 12 Section 1204.

580.3 – PROCEDURES

The following is an *outline* for purchasing activities. As such, it is a procedural *pattern* which, when followed, should result in the best product being obtained at the lowest possible prices. Even though it is written in a step-by-step form, it does not preclude the use of good judgment and/or common sense.

Preliminaries:

- (1) BTECH maintains a conflict of interest disclosure form and a process designed to identify potential related party transactions between the institution and its employees. Employees are required to complete a “Disclosure Statement of Possible Conflict of Interest Form” for all reasonably foreseeable potential conflicts of interests. This form includes the names of the parties involved as well as a description of involvement.
- (2) The process of budget checking is centralized, meaning that all persons needing a Purchase Order must obtain them from the Accounting Office. A budget check is first performed to ensure that proper funds are available before the Purchase Order is issued. Each department head has access on the Internet portal to the budget for their respective program in order to review actual amounts posted to their planned budget. The Internet portal compares the annual budget with the year-to-date activity and provides the budget variance, which is designed to assist them in managing their budget.
- (3) BTECH has created a Purchasing Committee to evaluate the procurement transactions to ensure no single individual has the authority to approve purchasing decisions above the minimum thresholds outlined in section 580.3 (2) below. The Purchasing Committee authority does *not* involve either (1) judgments as to the departmental needs (as assessed by the department head) or (2) the availability of departmental funds required for the purchase. The Purchasing Committee's *sole* responsibility is to ensure compliance with the spirit of BTECH's Procurement Policy and Procedures.

NUMBER: 580

SUBJECT: PROCUREMENT POLICY AND PROCEDURES

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SOURCE(S): UTAH STATE PROCUREMENT CODE (TITLE 63G, CHAPTER 6)

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Process:

- (1) Department head determines needs and develops a cost estimate (formal or informal depending on the need).
- (2) Purchase Order threshold testing:
 - (a) If a Class Project or Auxiliary Purchase:

Procurement thresholds identified in section (2)(b) above are not required for purchases related to Class Projects or Auxiliary Enterprises (for example, Bookstore or Cafeteria). These departments sell to the outside public and are not funded by appropriations. Departments are expected to use good judgment by following procurement principles to obtain the best pricing and terms.

- (b) If a Non-Custom Fit, Non-Class Project, or Non-Auxiliary Purchase:

\$0-\$3,000	no bid required
\$3,000-5,000	two (2) telephone or Internet quotes required (include documentation with Purchase Order) no Purchasing Committee approval required
\$5,000-\$50,000	three (3) written bids required and approval by at least two (2) current members of the Purchasing Committee
\$50,000 +	three (3) written bids required and approval by a majority of the current members of the Purchasing Committee

Note: Items purchased on a state contract are not required to have a minimum number of bids as outlined above because they already satisfy such requirements. The state contract number must be noted on the Purchase Order.

- (c) If a Custom Fit Purchase:

Generally, the procurement thresholds identified in section (2)(b) above apply to Custom Fit procurement except in instances when (1) the Custom Fit Program is selecting vendors to provide contract training for Custom Fit clients, and/or (2) when Custom Fit is reimbursing its clients for training costs incurred by the company pursuant to a Custom Fit Training Agreement. In these instances, the specific training needs of the client will carry substantial weight in the procurement process. Because of the proprietary nature of some company-specific training needs, the procurement of that training will be accomplished through negotiations between the BTECH Custom Fit representative and the company contact in an effort to arrive at the most economical decision while still securing the most appropriate training to meet the specific company needs. It is assumed that the Custom Fit client company will perform their own due diligence in identifying the appropriate source of training for their specific needs because of their substantial participation in the cost of such training. Accordingly, additional flexibility beyond the thresholds identified in items (2)(b) above will be considered appropriate within the Custom Fit Program in the two circumstances identified earlier in this paragraph. The Custom Fit Director will consult with the Purchasing Committee Chair to determine when additional flexibility is acceptable.

NUMBER: 580

SUBJECT: PROCUREMENT POLICY AND PROCEDURES

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SOURCE(S): UTAH STATE PROCUREMENT CODE (TITLE 63G, CHAPTER 6)

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- (d) If a purchase on a Federal or State grant:

If the purchase is a Federal or State grant expenditure where the amount of the purchase order is greater than \$25,000, the prospective vendor must not be debarred from working with federal contracts or grants. BTECH will check to ensure the vendor is not debarred by going to the following link and searching on the vendor name.

This link (www.sam.gov) is the “search records” tab of the SAM - System for Award Management website.

- (3) The department head issues the purchase order and accumulates all of the bidding documentation. When the purchase is completed by delivery and the department head is satisfied with the results, the Purchase Order is ready to be paid. The department head then submits the supporting documentation along with the appropriate copy of the Purchase Order to the Accounting Department with the appropriate boxes and blanks completed.

580.4 – BIDDING STEPS

580.4.1 – INSTRUCTIONS TO BIDDERS

- (1) Each bidder must submit a signed, written bid indicating comprehension and compliance with the bid specifications by the date and time so specified by BTECH.
- (2) Each bidder shall submit bids for all items listed on the specification where ever possible. Preference will be given to bidders who are bidding all items specified.
- (3) Substitutions or “equivalent to” bids must contain documentation with the bid showing how the substitution meets or exceeds the specifications in order to be considered.
- (4) Bids shall include all labor and materials, equipment, shipping, unloading, and freight inspections unless otherwise noted on the bid specification sheet. The intent of the bid documents is to include all costs necessary for proper and complete installation of the items bid. Suppliers are to abide by and comply with the true intent and meaning of all specifications and drawings taken as a whole and are not to avail themselves to the detriment of the work, through any manifestly unintentional error or omission, should any exist. All minor details of the work that are not indicated or specifically mentioned but are obviously necessary for the proper operation of the item, shall be considered as incidental and as being part of the work.
- (5) BTECH reserves the right to (1) purchase greater quantities of items at the quoted prices in a bid, and (2) purchase only specific items contained within a bid at the quoted prices.
- (6) All equipment/furnishings shall be guaranteed, in writing, free of materials and manufacturing defects for a minimum period of one (1) year from the date of final acceptance unless a shorter time is previously approved by the BTECH purchasing committee. Repair or replacement of such defects, to the satisfaction of the department head, shall be completed at no additional cost and within a reasonable time agreed upon by the department head.
- (7) BTECH is a division of the state of Utah and is, therefore, exempt from sales tax. A copy of the BTECH Sales Tax Exemption Certificate will be provided upon request.
- (8) All bids must be sealed. Bids that are faxed or emailed will be sealed by the College personnel receiving the bid documents BTECH FAX operator. Bids should be sent to the attention of the person indicated on the bid specifications appropriate department head with the address or FAX number indicated.

NUMBER: 580

SUBJECT: PROCUREMENT POLICY AND PROCEDURES

APPROVAL DATE OF LAST REVISION: SEPTEMBER 15, 2008; JANUARY 24, 2011; JANUARY 26, 2015; JUNE 17, 2019

SOURCE(S): UTAH STATE PROCUREMENT CODE (TITLE 63G, CHAPTER 6)

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- (9) Bids may be withdrawn prior to the time fixed for opening. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened.
- (10) Specifications, proposal forms, and other information are on file for examination at BTECH.
- (11) The contract documents are complimentary, and what is called for by any one shall be as binding as if called for by all.

580.4.2 – EVALUATION

- (1) All bids will be evaluated on the basis of the bid specifications; consequently, only bids complying with bid specifications will be considered.
- (2) If the Purchasing Committee cannot reach a conclusion regarding the “equivalent to” product(s), the program’s advisory committee members may be asked to make the final determination or the item may be rebid.
- (3) All bids will be evaluated on the basis of a price/quality scoring matrix as designed by the department head.
- (4) BTECH reserves the right to accept or reject any bids and reserves the right to waive any technicalities or formalities in any bid or in the bidding process.
- (5) Evaluation results are available upon request within a reasonable period of time. Prices are considered proprietary and, therefore, not disclosed.

580.5 – PURCHASE/DELIVERY

- (1) A Purchase Order for the items covered by this proposal shall be initiated by BTECH as soon as possible following the bid opening date. The Instructions to Bidders and General Conditions are considered binding on the Purchase Orders issued.
- (2) A penalty of up to 10 percent of the item cost may be assessed per day (\$100 maximum per day) as liquidated damages against a Supplier default if Supplier is found to be negligent in fulfilling the terms of the Purchase Order. Liquidated damages will be decided upon and assessed by BTECH.
- (3) In the event of a Manufacturer/Supplier default or failure to perform according to the terms and conditions of the Purchase Order resulting from this proposal, BTECH reserves the right to procure the articles or services agreed to from other sources, and the Manufacturer/Supplier shall be liable and responsible for any difference in cost between the Purchase Order and the open market price that may be incurred by BTECH.
- (4) All deliveries by suppliers shall be coordinated with the department head.

NUMBER: 590

SUBJECT: PHYSICAL FACILITIES, TECHNICAL INFRASTRUCTURE, OPERATION AND MAINTENANCE PLAN

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION (COE), STANDARD 6

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590.1 – PURPOSE

College Administration, Risk Management, Information Systems, Curriculum Design & Development, **Maintenance, and Custodial** departments are responsible for establishing procedures for the efficient operation and maintenance of **physical facilities**, equipment, and technical infrastructure, including distance education.

The purpose of the plan is to:

- evaluate the adequacy and improvement of all physical facilities, technical infrastructure, **and distance education infrastructure**
- **guide the ongoing operation and maintenance of all physical facilities, technical infrastructure, and distance education infrastructure**
- direct activities associated with planning and financing the physical facilities and technical infrastructure of the College

590.2 – DEFINITIONS

DIVISION OF FACILITIES CONSTRUCTION & MANAGEMENT (DFCM) – the building manager for all State-owned facilities responsible for:

- all aspects of construction and maintenance of State buildings;
- assisting the Utah State Building Board in Developing its recommendation for Capital Development Projects and allocating capital improvement funds;
- overseeing all non-higher education and non-judicial branch leases; and
- controlling the allocation of State-owned space.

INSTITUTIONAL OPERATING BUDGET – the financial plan for the College that quantifies the outgoing expenses and incoming revenues for a specific time period.

STATE OF UTAH, CAPITAL DEVELOPMENT PROJECTS – a category of capital projects that are eligible for a legislative appropriation including:

- remodeling, site, or utility project with a total cost of \$2,500,000 or more;
- new facility with a construction cost of \$500,000 or more; or
- Purchase of real property where an appropriation is requested to fund the purchase.

STATE OF UTAH, CAPITAL IMPROVEMENT PROJECTS – a category of capital projects eligible for funding from appropriations for capital improvements made annually to the Division of Facilities Construction and Management (DFCM) for:

- remodeling, alteration, replacement, or repair project with a total cost of less than \$2,500,000;
- site and utility improvement with a total cost of less than \$2,500,000; or
- new facility with a total construction cost of less than \$500,000.

STRATEGIC PLANNING FOR CAPITAL IMPROVEMENTS/CAPITAL DEVELOPMENT PROJECTS

The College participates in a strategic planning process driven by the vision and commitment of **faculty, staff, students, and community members stakeholders** of the region served. As part of this strategic planning process, capital improvement and capital development projects are **categories** included **within the strategic plan designed** to identify major alterations, repairs, or improvements to buildings and any major land, building, or facility acquisitions or construction needs. Data collected during the strategic planning process is reviewed and evaluated for planning capital improvement and development projects.

UTAH EDUCATION TELEHEALTH NETWORK (UETN) – State agency established by the Utah State Legislature to coordinate telecommunications technology for public and higher education.

NUMBER: 590

SUBJECT: PHYSICAL FACILITIES, TECHNICAL INFRASTRUCTURE, OPERATION AND MAINTENANCE PLAN

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION (COE), STANDARD 6

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UTAH STATE BUILDING BOARD – the policy board to assess and prioritize the State’s capital facility needs; to advocate high-quality facilities that are safe and economical; and to oversee the planning, design, construction, and maintenance of the State’s capital facilities.

590.3 – ~~ONGOING OPERATION AND MAINTENANCE PLAN~~ ELEMENTS OF THE PLAN

590.3.1 – PERSONNEL

ADMINISTRATION

The College President is responsible for assembling a well-trained administrative staff and faculty. **The College president is also responsible** for organizing the College in such a way that it will receive maximum service from each in achieving the objectives and operating within the policies of the College.

MAINTENANCE AND CUSTODIAL SERVICES

Ongoing, day-to-day, administrative, maintenance, and custodial services operations are also included in the strategic planning process to identify alterations, repairs, or improvements for the physical facility and technical infrastructure (including distance education). Surveys have been developed and disseminated to faculty, staff, students, advisory committees, and board members for input on physical facility improvements.

~~The Maintenance Department is in charge of~~ **The facilities personnel oversees the** upkeep and repair of the Logan Campus - Main and Logan Campus - West facilities and complies with all DFCM policies and procedures for state-owned institutions. Each department within the two facilities is responsible for maintaining its own specialized equipment, laboratories, and supplies.

The Brigham City Branch Campus is not owned by the College but rather by the state of Utah’s DFCM. The College is a tenant in the facility on a rent-free basis, but the College pays an operation and maintenance fee to DFCM. Accordingly, all maintenance, upkeep, and repair issues for that facility are the responsibility of DFCM. However, each department remains responsible for maintaining its own specialized equipment, laboratories, and supplies.

INFORMATION SYSTEMS AND CURRICULUM DESIGN & DEVELOPMENT

The chief information officer for the College provides direction and ongoing analysis and planning of the technical infrastructure, directing decisions for changes, upgrades, and new projects to facilitate the changing needs of the College.

The associate vice president for educational innovation is responsible for the administration of the learning management system software and any technical teaching tools that may be licensed by the College, ~~within the scope of the College.~~

RISK MANAGEMENT

The Risk Management Committee is a group of administrators, faculty and/or other staff, equal in authority, appointed to provide consultation, discussion, and recommendations/solutions relating to the ongoing operation and maintenance of the College’s physical facilities.

590.3.2 – EQUIPMENT AND SUPPLIES

Each department within the College is responsible for maintaining its own specialized equipment, laboratories, and supplies.

NUMBER: 590

SUBJECT: PHYSICAL FACILITIES, TECHNICAL INFRASTRUCTURE, OPERATION AND MAINTENANCE PLAN

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION (COE), STANDARD 6

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590.3.3 – RELEVANT STATE LAW AND APPLICABLE FEDERAL CODES AND PROCEDURES

As a State agency, the College is required to comply with all federal codes and procedures, unless State law is more restrictive, then State code/procedure will apply.

590.4 – ONGOING OPERATION AND MAINTENANCE OF PHYSICAL FACILITIES

590.4.1 – INTERNAL COMMUNICATION

WORK ORDER SYSTEM

Employees of the College may submit a work order to the maintenance/custodial department when needs/problems arise for emergency alterations, repairs, or improvements for the physical facility. Issues from the work order system are then prioritized and resolved using the budgeted funds of the affected department, maintenance, information systems, or result in a Capital Improvement Order or Request emergency maintenance fund request with through DFCM.

Process:

- ~~1. Faculty/staff identify need/problem and report.~~
- ~~2. Faculty/staff report verbally or by email to their department head for entry into the MapCon College's work order system~~
- ~~3. Department head sends email to receptionist to enter request into MapCon the work order system~~
- ~~4. MapCon Work order reports are generated for review. A work order number is assigned and the request is disseminated to the appropriate department (maintenance/custodial) to be completed.~~
- ~~5. Appropriate department responds to the request and resolves the need/problem or completes a Capital Improvement/Development or Emergency Fund Request.~~

RISK MANAGEMENT SELF-INSPECTION SURVEY REPORT

To keep abreast of each facility's needs, a Risk Management Self-Inspection Survey Report Form is completed yearly. The self-inspection survey process begins in November and is completed by May of the following year. Administration and maintenance personnel prioritize needs/problems presented as a result of this report and Operation and Maintenance budgeted funds may be used, or Capital Improvement Order Request may be submitted to DFCM.

~~590.5~~ 590.4.2 – LEGISLATIVE REQUESTS

CAPITAL DEVELOPMENT REQUEST

The College submits a Capital Development Request for new building construction or acquisition projects to DFCM each year. Needs are identified and prioritized by administration through strategic planning and then approved by the College governing board. These requests go through a process outlined by the state of Utah. ~~the Campus College Board of Directors Trustees, the state of Utah higher education governing board, the Utah System of Technical Colleges (USTC) Board of Trustees, the State Building Board, and ultimately to the Utah State Legislature.~~

Process:

- ~~1. College Administration identifies, through strategic planning and work order system processes, requests for Capital Development.~~
- ~~2. Requests are then presented to the Board of Directors for modification/approval.~~
- ~~3. Finalized request for funds are submitted to DFCM.~~
- ~~4. Request is then presented to and prioritized by the State Building Board.~~
- ~~5. Legislature prepares, approves, and funds their Capital Development priorities.~~

NUMBER: 590

SUBJECT: PHYSICAL FACILITIES, TECHNICAL INFRASTRUCTURE, OPERATION AND MAINTENANCE PLAN

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION (COE), STANDARD 6

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CAPITAL IMPROVEMENT REQUEST

The College has developed a Capital Improvement Request list that summarizes improvements and repair recommendations to prioritize new funding requests for the yearly DFCM Capital Improvement Request process. Capital Improvement funds are intended to take care of existing building and existing infrastructure. Needs are identified and prioritized by Administration through strategic planning and the work order system processes. These requests are approved by the College governing board and go through a process outlined by the state of Utah. Overall, approximately 80 percent of the capital improvement project requests come from the highest priority projects listed in DFCM's Condition Assessment reports. The balance of project requests (20 percent) may come from needs identified by agencies and institutions where the project is not on DFCM's Condition and Assessment Reports.

Process:

1. Administration identifies, through strategic planning and work order system processes, requests for Capital Improvements.
2. Requests are prioritized and presented to the Board of Directors for modification/approval.
3. Finalized request for funds are submitted to DFCM.
4. DFCM assembles and prioritized requests and prepares recommendation for how these funds should be allocated to projects for all state entities.
5. Allocation of funds is approved by the State Building Board, generally in April for the subsequent fiscal year.

EMERGENCY FUND

DFCM maintains a small Emergency Fund for the unexpected failure of key components and systems at state-owned buildings. The State Emergency Fund Policy outlines the guidelines for eligibility requirements for DFCM's Emergency Fund. Requests for emergency funds must be submitted in writing to DFCM.

Process:

1. Unforeseen and unexpected project is identified, along with components and systems vital to the operation and use of the facility.
2. A written emergency fund request is submitted to DFCM for review and approval.

590.65 – TECHNOLOGY ONGOING OPERATION AND MAINTENANCE OF TECHNICAL AND DISTANCE EDUCATION INFRASTRUCTURE PLAN

The information systems department ensures that technology and instructional information management systems are integrated; provide ongoing analysis and planning of LAN/WAN operations; and make decisions for changes, upgrades, and new projects necessary to operate and maintain the internal technical infrastructure.

Internet and infrastructure backbone connectivity is provided by the Utah Education and Telehealth Network (UETN) data network, is maintained by the UETN, and is contracted throughout the state. The learning management system provider maintains a Disaster Recovery Plan and Procedures to recover from disasters affecting its production operations for distance education infrastructure.

NETWORKING SERVICES

The UETN provides and maintains the wide area broadband and digital TV networks; Internet access; network support and security monitoring; and broadcast and Internet filtering. The UETN network infrastructure carries high-speed data and real-time applications, including video to communities throughout the state. Network staff research, design, build, monitor, and contract with multiple Utah service providers across the state. The UETN supports personnel and continuously tracks, reports, and manages Internet, data, and video traffic for the College. The UETN's security detects attacks on the network, identifies miscreant tools and trends, and mitigates infrastructure vulnerabilities. The College employs competent Information Systems personnel that provide ongoing analysis, planning, maintenance, and security of the LAN/WAN operations.

NUMBER: 590

SUBJECT: PHYSICAL FACILITIES, TECHNICAL INFRASTRUCTURE, OPERATION AND MAINTENANCE PLAN

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION (COE), STANDARD 6

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LEARNING MANAGEMENT SYSTEM (LMS)

The UETN, working with the College and other Utah institutions, licenses and supports a learning management system software that manages online components (e.g., textbooks, instructional videos, grade books, interactive quizzes, etc.), of in-person and online classes.; ~~a shared platform for information sharing and collaboration~~

INTERACTIVE VIDEO CONFERENCING (IVC)

The UETN provides high quality, high definition, interactive video conferencing system for public education, higher education, and many state government offices. Through legislation, the UETN continually monitors the technical infrastructure and makes updates, changes, or repairs required without requests from the College.

BIG BUY

Computer and audio-visual equipment purchases are coordinated with the information systems staff, and a “Big Buy” framework is utilized to facilitate large-scale purchases of new computers. A rotation system is employed that provides equipment to departments with higher hardware/software needs and “hand-me-downs” to departments with lower needs.

Process:

- ~~1. Information system personnel e-mails department heads to obtain computer and audio-visual equipment requests.~~
- ~~2. Requests are received and evaluated by the Big Buy committee.~~
- ~~3. Recommendation for purchase is submitted to the accounting department for approval.~~
- ~~4. Funding amount is identified and committee prioritizes requests based on the available funds.~~
- ~~5. If state/government contract is not used, a Request for Quotation (RFQ) is submitted.~~
- ~~6. A purchase order is placed using best price vendor or state/government contract.~~
- ~~7. Equipment is configured and installed upon receipt.~~

590.6 – PLAN AVAILABILITY & EVALUATION

The plan is made available to students, instructional faculty, staff, and administration on the College Web site. This plan is evaluated on an annual basis and revised as needed.

NUMBER: 604

SUBJECT: ADMISSIONS, ENROLLMENT, & REGISTRATION

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; MARCH 2, 2009; JANUARY 24, 2011; NOVEMBER 23, 2015; NOVEMBER 21, 2016; JUNE 19, 2017; JANUARY 22, 2018; JUNE 18, 2018; JUNE 17, 2019

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604.1 – PURPOSE

Bridgerland Technical College (BTECH) offers a variety of programs/courses for post-secondary, secondary, and short-term students. Students must adhere to the requirements as outlined in this policy to admit, enroll, and register for programs/courses.

604.2 – DEFINITIONS

Admissions: The first stage in the process of attending the College. Students must fill out the online Admissions Form and submit the form. This step is only used to set a student up in the database and to ensure student's records are not duplicated.

Enrollee: A person who is admitted to the institution and attends classes in pursuit of completing a program for a minimum time period as specified by institutional policy. (For purposes of measuring outcomes, an institution does not have to report a student as an enrollee if the institution refunds 100% of any tuition and fees that the student may have paid.)

Enrollment: Upon processing of the admissions form, certificate-seeking students will receive additional pre-enrollment information. Once all program pre-enrollment requirements (e.g., programmatic assessment) are met, students will visit with a Student Services representative to establish a program start date, hours of attendance, and payment options. Enrollment for secondary students seeking training at the College is completed after authorization from the students' high school is received.

Registration: The process in which a student becomes an active participant in a course. Tuition and fees are generated at the time of registration and can be accomplished either online or in person.

604.2.1 – ENROLLMENT OBJECTIVES

- **Basic Skills:** A student who is enrolled in basic instruction areas such as reading, language arts, and mathematics necessary for student success in a chosen career and technical education or job-related program.
- **Career Advancement:** A student who registers for course(s) that are part of an accredited program designed to enhance existing knowledge and skills necessary for career advancement. Students must be employed in a related field.
- **Certificate-Seeking (post-secondary):** A student who is not a secondary student who is enrolled in an approved program and who has indicated an intent to earn a program certificate.
- **Continuing Education:** Supplemental mission-related training offered to meet student and employer needs for career or continuing education, but also allow students to expand their knowledge in subjects of interest.
- **Personal Interest:** A student who is enrolled for personal interest reasons that are unrelated to a career.
- **Secondary:** A student currently enrolled in high school completing career training provided by the College.

604.3 – POLICY

Any student who has a technical career objective and a high school diploma or its recognized equivalent (e.g. GED) is eligible to enroll in a certificate program following the procedures below.

NUMBER: 604

SUBJECT: ADMISSIONS, ENROLLMENT, & REGISTRATION

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; MARCH 2, 2009; JANUARY 24, 2011; NOVEMBER 23, 2015; NOVEMBER 21, 2016; JUNE 19, 2017; JANUARY 22, 2018; JUNE 18, 2018; JUNE 17, 2019

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604.4 – PROCEDURES

Most post-secondary certificate programs/courses at the College will operate on an open-entry/open-exit basis and most secondary courses will operate on an open-entry basis. This means students may enroll at any time during the year, on a space-available basis. In addition to post-secondary and secondary programs/courses, students may choose to enroll in continuing education, personal interest, and basic skills short-term courses generally offered during the four calendar quarters each year.

College admissions and/or course registration can be accomplished either online or in person at the Logan and Brigham City campuses.

604.4.1 – CERTIFICATE-SEEKING (POST-SECONDARY)

To be enrolled in a Post-Secondary, Certificate-Seeking program, a student must:

1. have a high school diploma or its recognized equivalent (e.g. GED)*
2. complete an Admissions Form, either online or in person
3. complete additional programmatic requirements (i.e., academic assessments, preadmission courses, certifications, etc.) of the chosen program (if applicable)
 - a. Some programs may allow students to waive the academic assessments with an ACT (with a minimum score of 17) or SAT (with a minimum score of 930) within four years of date of enrollment
 - b. Secondary students who successfully complete two trimesters, or one semester, or 90 hours of coursework leading to a certificate with a B grade or higher may waive the academic assessments or preadmission courses unless they are required for a competitive application program. For this to apply, the student must enroll in the post-secondary certificate program attended during high school within one year of secondary graduation.
- ~~4. be invited to participate in student orientation~~
5. meet with a Student Services representative to enroll in the chosen certificate program, choose a designated start date (typically the first Monday of each month as outlined in the public calendar), and make arrangements for payment
6. register for courses either online or in person as directed by the program faculty; as each course is completed, students will continue registering for the next course(s) until all required courses are completed

Students receiving financial aid will need to provide evidence of sponsorship at the time of registration.

*Potential students who do not have a high school diploma or its recognized equivalent may:

1. take and pass the GED test, which is available at the College **OR**
2. enroll in the [Academic Learning](#) GED Preparation Course and take and pass the GED test.

604.4.2 – SECONDARY

Prior to enrollment at the College, a secondary student should receive counseling at their high school to ensure the student is enrolling in an appropriate program, has the aptitude to succeed in the program, and understands the requirements of their program of choice.

NUMBER: 604

SUBJECT: ADMISSIONS, ENROLLMENT, & REGISTRATION

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; MARCH 2, 2009; JANUARY 24, 2011; NOVEMBER 23, 2015; NOVEMBER 21, 2016; JUNE 19, 2017; JANUARY 22, 2018; JUNE 18, 2018; JUNE 17, 2019

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To be enrolled for high school courses, a student must:

1. complete the online High School Admissions Form
2. visit with their high school counselor about attending; students must be at least 16 years of age and authorized to attend by their counselor or their designee*

The enrollment will be generated by the Student Services Office at the College for the beginning of each trimester/semester with information provided by their high school counselor

Students are required to follow the program rules established by their instructor as well as the general rules outlined on the College Web site.

Registration for secondary students during a regular school day is performed at the students' high school. Secondary students seeking short-term training outside of a regular school day must first follow the Secondary admissions procedures outlined in this policy and then register in person at the Logan or Brigham City campus.

Secondary students that are residents of the State of Utah may attend tuition free. Some courses have fees that students are responsible to pay.

*Exceptions for secondary students younger than age 16 may be granted with the written permission from the CTE Director, high school counselor, and/or successful completion of the College programmatic assessment(s).

604.4.3 – CONTINUING EDUCATION, PERSONAL INTEREST, BASIC SKILLS

To be enrolled as a student seeking these courses, a student must:

1. complete the Admissions Form, either online or in person, in Student Services
2. choose course(s) and complete online registration
3. pay all tuition and fees at the time of registration
4. pay a late fee if registering after the first day of class

~~Registration is conducted four times per year for short-term courses. A brochure is mailed to every mailing address in the College service region and available on the Web site with a schedule of programs and courses offered with costs and times. Tuition and fees for short-term courses are to be paid, or arrangements for payment made, prior to students attending the courses.~~

604.4.4 – CAREER ADVANCEMENT

To be enrolled as a student seeking Career Advancement training, a student must:

1. complete the Admissions Form, either online or in person, in Student Services
2. provide documentation of employment and that current employment is related to the program of study
3. pay all tuition and fees at the time of registration

Enrollment as a career advancement student is on a space available basis. Courses taken will be determined through advisement with program instructional staff.

NUMBER: 606

SUBJECT: WITHDRAWALS, REFUNDS, AND RETURNS – TUITION, FEES, AND OTHER CHARGES

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; APRIL 21, 2008; JULY 1, 2009; JANUARY 24, 2011; NOVEMBER 23, 2015;
JUNE 19, 2017; JUNE 17, 2019

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARD 7

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606.1 – PURPOSE

Programs and courses are designed to simulate an actual work experience to ensure student success in their chosen career path. Part of that experience is students learning personal responsibility. This policy, by design, requires students to take responsibility for their individual financial decisions while attending school. Students are responsible to budget all of their financial resources, including any Title IV aid, to ensure that tuition, fees, and other charges they generate (or are generated on the student's behalf) are paid for promptly by either the student or by some other source.

606.1.1 – TITLE IV AID (PELL GRANT)

In addition to the information provided here, Title IV aid (Pell Grant) recipients may be subject to the Withdrawal and the Return of Title IV Funds policy found in Section 700. While this policy (606) may determine the charges the student will be responsible for after withdrawing, it will not affect the amount of Title IV aid the student has earned under the Title IV return calculation. Please review Policy 700.732 Withdrawal and the Return of Title IV Funds carefully to fully understand how any Title IV aid a student is scheduled to receive may be impacted by withdrawal from the College.

606.2 – POLICY

Bridgerland Technical College's (BTECH) refund policy will comply with the Utah System of Technical Colleges (UTECH) refund policy and the requirements of the Council on Occupational Education. This policy treats all students in a fair and equitable manner in assessing tuition, fees, and other institution charges and in return (repayment) of unearned tuition, fees, and other institution charges to students in a timely manner.

CERTIFICATE-SEEKING PROGRAMS AND SHORT-TERM COURSES MUST PAY COURSES

Students enrolling in **certificate-seeking programs** are charged only for the courses in which ~~hours have been completed by the student they have registered~~. Tuition, fees, and other institution charges are considered "earned" by the College when the generated charges are no longer eligible for a refund. Students in certificate-seeking programs should consult with their respective instructor(s) to ensure enrollment in appropriate course(s). By enrolling and registering for courses, the student accepts full responsibility for payment of all charges.

Students who do not commence class or who withdraw from a certificate-seeking program on or before the 10th calendar day following their entry date into the program are entitled to 100 percent refund of tuition and fees charged; students who withdraw thereafter are entitled to no refund. Exceptions to the 10th calendar day rule will be considered in situations of extraordinary circumstances on a case-by-case basis and as a means of correcting registration mistakes.

For students enrolling in **must pay short-term courses**, charges are generated and payment is expected at the time of enrollment. Return (repayment) of unearned revenue for short-term classes will be made as follows: 100 percent will be refunded for withdrawal within five working days from the first scheduled class, and none thereafter. For courses with lengths less than five days, 100 percent will be refunded prior to the beginning of the first class period, and none thereafter. Exceptions may be granted on a case-by-case basis by College officials.

606.2.1 – REFUNDS FOR STUDENTS WHO WITHDRAW ON OR BEFORE THE FIRST DAY OF CLASS

Return (repayment) of unearned revenue for students who withdraw on or before the first day of class will be handled in accordance with policy above. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date. Not more than \$100 in tuition and fees for a student who withdraws on or before the first day of class will be retained by the institution.

NUMBER: 606

SUBJECT: WITHDRAWALS, REFUNDS, AND RETURNS – TUITION, FEES, AND OTHER CHARGES

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; APRIL 21, 2008; JULY 1, 2009; JANUARY 24, 2011; NOVEMBER 23, 2015;
JUNE 19, 2017; JUNE 17, 2019

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARD 7

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606.2.2 – REFUNDS FOR CLASSES OR PROGRAMS CANCELLED BY THE INSTITUTION

One hundred percent of the tuition and fees collected in advance of the start date of a class or program cancelled by the institution will be refunded. The refund shall be made within 45 days of the planned start date.

606.2.3 – REFUNDS FOR STUDENTS ENROLLED PRIOR TO VISITING THE INSTITUTION

Students who have not visited the College campus prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

606.2.4 – REPAYMENT TERMS

Refunds, when due, shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student. Refunds, when due, shall be made without requiring a request from the student.

~~**606.2.X EXCEPTION GUIDELINES FOR CASE-BY-CASE EXCEPTIONS**~~

~~In instances where students enroll in courses and/or programs as described in 606.2.1, 606.2.2 above, campus officials will regularly provide an exception to the standard refund policy for students who have only attended the first and/or second class period and then withdraw from the class. In this circumstance, it would be considered appropriate to refund the full 100 percent, or a prorated amount, depending on the facts and circumstances surrounding the individual request.~~

606.3 – DETERMINATION THAT A STUDENT HAS WITHDRAWN

When a student ceases attendance (drops or withdraws) from **all** his/her courses in a certificate-seeking program, the student is considered a withdrawal from the College. **The withdrawal date will be recorded in the student information system as the last date of the students documented attendance.**

A student is considered to have withdrawn, and a withdrawal date will be recorded for reasons including:

- The student officially withdraws from the College
- The student unofficially withdraws from all courses
- The student completes graduation requirements
- The student provides notification of intent to withdraw
- The student fails to return from an approved Leave of Absence
- The student has ten consecutive school days without attending any courses
- The student is suspended or violates terms of probationary contract

The College shall determine the date of withdrawal no later than 14 calendar days after the students last date of documented attendance in a certificate-seeking program, or no later than 14 calendar days after the planned return date from an approved Leave of Absence for which a student fails to return.

606.4 – STUDENT WITHDRAWAL PROCEDURES

A student officially withdraws from a certificate-seeking program at the College by completing the withdrawal form on the student

NUMBER: 606

SUBJECT: WITHDRAWALS, REFUNDS, AND RETURNS – TUITION, FEES, AND OTHER CHARGES

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; APRIL 21, 2008; JULY 1, 2009; JANUARY 24, 2011; NOVEMBER 23, 2015;
JUNE 19, 2017; JUNE 17, 2019

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARD 7

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portal. Students who apply for graduation are considered an official withdrawal for purposes of Department of Education. Prior to officially withdrawing, students should consult with the College's student service's office **and** -- for students receiving Title IV funds, the financial aid office, to learn the financial consequences associated with withdrawal. **Withdrawal made without the submission of the withdrawal form is considered an unofficial withdrawal.**

Students who do not commence class or who desire to withdraw from short-term courses must contact student services or utilize the student portal. Student services and accounting will then begin the process for eligible refunds according to this policy.

606.5 STUDENT SERVICES AND ACCOUNTING OFFICES WITHDRAWAL PROCEDURES:

Upon a student's withdrawal the student service's office together with the accounting office will analyze the student's accounts receivable subsidiary 11 accounts and make an analysis of the earned and unearned charges in the account, including any Title IV overpayment or post withdrawal disbursement as determined by the financial aid office. Students will be notified by the accounting office of any balance owed to the College. In addition, the student service's office may provide at the request of a student considering a withdrawal, an estimate of how much may be owed by the student or available as a refund.

The student's subsidiary 11 account balance and associated transaction details are available on the student portal. The College recommends that students pay careful attention on a regular basis to the charges, payments, scholarships, and other transactions posted to their student account so that potential mistakes, incorrect charges, or missing payments can be quickly identified and resolved.

606.6– PROCESSING CHARGES, REFUNDS, AND RETURNS, INCLUDING TITLE IV FUNDS

Tuition, fees, and other charges are posted to the student accounts receivable account when generated and become the responsibility of the student. Students receiving Title IV aid funds may choose whether to have Title IV aid funds disbursed directly to them or have funds applied to his or her student's accounts receivable account to assist with covering charges. All students are responsible to pay any and all charges correctly posted to his/her account through whatever means or sources of income are available to the student, including, but not limited to, personal resources, Title IV aid, scholarships, veteran benefits, or others.

Students enrolled in certificate-seeking programs may set up a payment plan. This plan represents a contract equal to the total estimated cost to enroll in and complete the students' chosen program of enrollment with convenient expected monthly payments. The amount is based on an estimated cost for tuition and fees and generally does not include the cost of any textbooks or other educational supplies or materials. A minimum payment may be required for some programs. Students may instead choose the "pay as you go" option.

At the time of withdrawal from a certificate-seeking program, the correctly adjusted student account balance will be returned (repaid) to the student or collected from the student depending on whether the account has a credit or debit balance. In addition, any Title IV funds previously disbursed to the student that are determined to be "unearned" will be added to the student's accounts receivable balance and will be returned to, or collected from, the student based on the account balance. Return (repayment) of any unearned revenue will be made to students within 45 days from the date the institution determines the student has withdrawn.

For students enrolling in short-term courses, charges are generated and payment is expected at the time of enrollment. Refund (repayment) checks for withdrawal from short-term courses may take 2-3 weeks for processing.

NUMBER: 609

SUBJECT: STUDENT RIGHTS AND RESPONSIBILITIES

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 17, 2019

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609.1 – POLICY

The training environment at Bridgerland Technical College (BTECH) is in an ideal atmosphere where respect for all individuals exists. The College has established fair and equitable student standards and conduct to assist students in achieving employment readiness. Students are expected to conduct themselves in an appropriate manner acceptable at an institution of higher learning.

609.2 – STUDENT STANDARDS & CONDUCT

The College attempts to simulate, as closely as possible, on-the-job working conditions in preparation for the placement of students. Students not complying with such conditions may be disciplined or suspended for the following reasons:

- a) Not meeting the satisfactory progress requirements.
- b) Failure to pay fees or take responsibility for making arrangements for payment.
- c) Not maintaining academic ethics and honesty, including but not limited to: cheating; plagiarism; giving, selling, or receiving unauthorized course or test information; and infringing on copyright laws.
- d) Excessive “tardies.”
- e) Annoying “clowning around,” or otherwise disturbing other students or the instructor.
- f) Refusal to purchase or use required training resources (books, supplies, safety equipment, etc.) Students who need assistance with funding should visit with their department head and financial aid.
- g) Lack of cooperation.
- h) Rude, discourteous behavior including, but not limited to excessive or abusive profanity.
- i) Horseplay in class. Horseplay around machinery will not be tolerated. Students will be removed from class immediately.
- j) Gross untidiness or neglect of personal hygiene.
- k) Dress not conforming to industry standards for safety and appearance.
- l) Physical harm to others or threat of physical harm to others and dangerous or abusive usage of tools and materials.
- m) Destruction of school property.
- n) Theft of property belonging to the school or others.
- o) Use of, possession of, or trafficking of controlled substances or drug related paraphernalia (illegal drugs) in class or on the premises.
- p) Possessing, using, selling, or attempting to sell any firearm, facsimile of a firearm, knife, explosive or firework device, chemical weapons, flammable materials, martial arts weapons, or other instruments including those which can eject anything, or any other dangerous object which, when used as a weapon, can inflict bodily harm on or around school property or at school activities or functions.
- q) Frequent or fragrant willful disobedience of proper and legal authority by word or action.

NUMBER: 609

SUBJECT: STUDENT RIGHTS AND RESPONSIBILITIES

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 17, 2019

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- r) Not complying with college policy regarding sexual harassment. ~~the Sexual Harassment Policy.~~
- s) Failure to adhere to the school's policies regarding acceptable computer use ~~Acceptable Use Policy~~ (i.e., inappropriate computer use).
- t) Failure to stay current on payment plans and/or course payments.
- u) Failure to pay debts owed to the College including, but not limited to: tuition, fees, collections costs, and attorney fees for which they are liable.
- v) Falsification of the time clock.

609.2.1 – CHILDREN

The College values students and the role family plays in the students' support systems. In addition, it is the College's responsibility to create an environment conducive to study and work for all students, faculty, staff, and visitors. Minor children may be disruptive to the learning environment, and due to the industrial nature of educational experiences may be subject to safety risks. Consequently, the College does not allow minor children who are not enrolled in coursework or participating in organized instructional activities to be present in classrooms, laboratories, or at work-based activities where training occurs.

609.2.2 – SERVICE ANIMALS

Service animals provide invaluable assistance to their handlers and are used to assist in performing tasks for the benefit of the disabled (such as guide dogs or signal dogs). Service animals are welcome on campus. Individuals who require the use of a service animal should make a request for accommodation with the ADA Coordinator.

When it is not obvious what service an animal provides, only limited ADA approved inquiries are allowed. Staff may ask two questions: 1) is the dog a service animal required because of a disability, and 2) what work or task has the dog been trained to perform.

If a service animal is restricted from certain areas (i.e., food service areas), the ADA Coordinator will assist in evaluating reasonable accommodations for the owner. Service animals must be supervised directly and controlled by a harness, leash, or tether unless these devices interfere with the animal's work or if an individual's disability prevents the use of these devices. In this case, control must be maintained by voice, signal, or other effective means. If a particular service animal is out of control and the handler does not take effective action to control it, or if it is not housebroken, that animal may be prohibited from the College.

Advice for how to have a positive interface with a service animal at the College can be obtained from the ADA Coordinator.

609.2.3 – PETS, EMOTIONAL SUPPORT, COMPANION, OR THERAPEUTIC ANIMALS

Pets and support animals may pose health and safety risks to students, faculty, and staff as well as being disruptive to the learning environment. Personal pets are not permitted at the College except when receiving services from students in programs that train veterinary assisting/technologist professionals. Emotional support, companion or therapeutic animals may be allowed with permission from a Campus Review Committee and documented in the student's permanent file. If a particular animal is out of control and the handler does not take effective action to control it, or if it is

NUMBER: 609

SUBJECT: STUDENT RIGHTS AND RESPONSIBILITIES

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 17, 2019

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not housebroken, that animal will be prohibited from the College.

609.3 – PROCEDURES

The College encourages direct conflict resolution between faculty and students whenever concerns arise. Students who violate policy may face disciplinary action including, but not limited to, warnings, probation, suspension, or dismissal by a responsible employee or campus security authority. Depending on the violation, criminal penalties may be pursued through local and/or state authorities. Students have the right to appeal disciplinary decisions through the Student Grievance Policy 600.608. Violation(s) of the Student Standards and Conduct should be reported to College instructor(s), department head, or administrative personnel.

NUMBER: 600.615

SUBJECT: GRADES/RATINGS AND COURSES

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005, JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017

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615.1 – POLICY

All training at the [College Utah System of Technical Colleges \(USTC\)](#) is *competency-based*. Competency-based education is learner-centered, allowing students to progress as skills and competencies are mastered. Grades and/or ratings are assigned for each completed course to communicate a student's accomplishment to other institutions and employers.

615.2 – PROCEDURES**615.2.1 – GRADING**

In the open-entry/open-exit format, the grading term starts on a student's first day of class and ends on the last day. Instructors monitor completion time and evaluate student competency in accordance with industry, employer, and certification standards. Student grades/ratings are calculated based on his or her work for an entire course. All students are expected to attain competency and maintain a satisfactory level of progress.

In competency-based education, a combination of course grades and/or course ratings may be given. The establishment of a grading/rating policy, therefore, is the direct and sole responsibility of the program instructor within the following guidelines:

- all grades/ratings must be fairly given and must represent a student's actual accomplishments;
- grades/ratings may only reflect on a student's classroom performance and must be free of the instructor's biases or personal feelings about the student;
- students who exhibit similar performance in the classroom should receive like grades/ratings;
- grading/rating standards and criterion should be readily available to students; and
- grading/rating standards and practices should be consistent within any given program.

615.2.2 – CHANGE OF GRADE/RATING

In the event that a student feels a grade/rating is unfair, he or she has the right to request a change of grade/rating. Students are encouraged to begin by discussing the grade/rating with the instructor. Should that fail to yield a satisfactory result, the student may take the matter to the instructor's supervisor. In the event that an agreement cannot be reached at that level, the student may consult with the Vice President for Instruction, Associate Vice President for Instruction, or Vice President for Student Services. If all efforts to resolve the situation at the local level have failed, the student is permitted to forward the matter to the President for consideration.

Changes in grades/rating shall be the sole responsibility of the instructor subject to the procedure outlined above. Necessary forms and other documentation may be obtained from the Student Services Office.

615.2.3 – INCOMPLETE GRADES

In a competency-based, open-entry/open-exit system, students are not assigned a grade/rating before successful completion of a course. However, a student may request an 'I' (incomplete) grade when, for reasons beyond his or her control, the coursework cannot be completed. A grade of 'I' (incomplete) may be recorded if the reasons for the incomplete grade request are acceptable to the instructor and the student is passing the course at the time of the request. In awarding an 'I' grade, an instructor must specify the requirements for completing the work, the date the work is to be completed, and a default letter grade should no further work be submitted.

NUMBER: 600.615

SUBJECT: GRADES/RATINGS AND COURSES

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005, JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017

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615.2.4 – DROP AND WITHDRAWAL GRADES

An action taken by a student to discontinue enrollment in a course before the refund deadline (Policy 600.606) has expired is considered a 'drop.' When a course is dropped before the refund deadline, the course is stamped as a dropped course from the student record and does not appear on the academic transcript.

An action taken by a student to discontinue enrollment in a course after the refund period has expired is considered a 'withdrawal' and may appear on the transcript with either a 'W' or 'F' grade.'

615.2.4.1 – ~~FULL-TIME PROGRAMS~~ CERTIFICATE-SEEKING AND SECONDARY COURSES

Students who, in the opinion of the instructor, have completed a substantial portion of a course and failed to achieve the course objectives are awarded a grade of 'F.' Students who, in the opinion of the instructor, failed to provide sufficient evidence for evaluation of academic performance are awarded a grade of 'W.'

615.2.4.2 – ~~SHORT-TERM COURSES~~ BASIC SKILLS, CONTINUING EDUCATION, AND PERSONAL INTEREST COURSES

Students who wish to withdraw prior to 50 percent of the elapsed course time will be awarded a grade of 'W.' Students withdrawing after 50 percent of the elapsed course time will be awarded a grade of 'F.'

615.2.5 – REPEATING A COURSE

By virtue of the [USTC's](#) open-entry/open-exit, competency-based model, students are permitted to remain in a course until they attain the required level of competency, subject ~~of course~~ to the requirement of maintaining satisfactory **academic progress for the program**. Students who do not maintain satisfactory progress levels or do not achieve minimum competency grades/ratings may be required to repeat a course. Students may repeat a course but can only earn clock hours once for any given course (except in cases where the faculty designate a course as one that can earn clock hours more than once). When a student repeats a course, the lower grade/rating is excluded from the transcript calculations.

NUMBER: 625

SUBJECT: STUDENT RETENTION PLAN

APPROVAL DATE OF LAST REVISION: APRIL 23, 2018; JUNE 17, 2019

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARD 10

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625.1 – PLAN

Bridgerland Technical College's purpose is to educate individuals for entry-level employment. The College believes individuals are better served if they are able to graduate with a complete credential. The College also understands students may encounter a variety of barriers that may limit their success and contribute to a decision to withdraw. To assist students during challenging times and increase the likelihood of graduation, the following retention services are in place:

625.2 – ~~PROCEDURES~~ RETENTION RESOURCES

625.2.1 – ACADEMIC

- Instructional faculty are dedicated to student success and expected to meet regularly with students regarding academic performance. Faculty are available to assist students with program questions, converse with them on attendance and satisfactory academic progress, as well as identify risk factors for potential withdrawal with associated solutions.
- Students who identify as needing additional academic support may be referred for assessment and/or to a learning center where individual remediation is available in basic skills such as math, reading, study habits, test-taking skills, etc.
- Student success advisors are available to assist students who wish to explore transferring into a different career training program.

625.2.2 – Finance FINANCIAL

- The College has a variety of financial aid options for existing and potential students which are kept current on the College web site.
- Students are referred to supporting agencies in instances where additional resources beyond educational financial assistance are needed (e.g., food, childcare, heating assistance, transportation, etc.)

625.2.3 – Personal INDIVIDUAL

- Each student is assigned a faculty member at program ~~start~~ acceptance who is dedicated to student success and available to refer students to appropriate resources.
- For students with disabilities, an ~~Americans with Disabilities Act~~ (ADA) Coordinator is available ~~at the College~~.

625.3 – ~~Retention~~ EVALUATING EFFECTIVENESS AND SHARING RESULTS

- Student, faculty, advisory members, and board members provide input ~~on student retention~~ through use of the College strategic planning process, which includes topics such as, faculty/staff professionalism, barriers to student success, withdrawal reduction strategies, and others. Completed survey results are ~~reviewed~~ evaluated annually by the administrative staff and then shared with department heads.
- Students are additionally asked to complete an instruction/program evaluation survey which includes questions on College services, instructor performance, program content, and retention services. Completed survey results are reviewed annually by the administrative staff and then shared with department heads.
- Program outcome data, along with withdrawal rates, ~~at a minimum~~ are evaluated annually by administration to identify areas of concern. ~~Any changes~~ Outcome data are communicated to the faculty and staff electronically or during faculty senate meetings, faculty and staff meetings, during professional development meetings and/or

NUMBER: 625

SUBJECT: STUDENT RETENTION PLAN

APPROVAL DATE OF LAST REVISION: APRIL 23, 2018; JUNE 17, 2019

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARD 10

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during the annual ~~summer~~ planning conference for the College. ~~as a minimum on an annual basis.~~

NUMBER: 690

SUBJECT: STUDENT TRANSFERS, ARTICULATION & OTHER AGREEMENTS

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017; JANUARY 22, 2018

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARD 2 COUNCIL CHECK SHEETS

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690.1 – POLICY

Students may receive recognition for completing a course in their program of study preceding enrollment in that course. The College has identified the following transfer types:

690.1.1 – BETWEEN PROGRAM TRANSFER OF STUDENTS WITHIN BRIDGERLAND TECHNICAL COLLEGE (BTECH)

A between program transfer occurs when a student transfers from one program into another program at the same college. Whenever it is deemed that a student desires to transfer or is not enrolled in the proper program, the staff will work with the student to find a more suitable occupational area. A student may transfer into a different program within Bridgerland Technical College on a space available basis as long as they meet the admission requirements of the new program.

Students should work with the appropriate instructor or department head of the new program to evaluate previous course completions and to request the transfer of relative courses to the new program. Instructors should report transferred hours and courses to the student services office. Evaluations, requests, and reporting should occur within the first 30 days of the student's enrollment in the new program.

690.1.2 – TRANSFER OF STUDENTS FROM OTHER INSTITUTIONS UTAH SYSTEM OF TECHNICAL COLLEGES TO BTECH

Due to the competency-based nature of BTECH, student transfers from other institutions the Utah System of Technical Colleges (USTC) system or from other institutions of higher education will occur seamlessly with an official transcript as long as the student meets the admission requirements of the new College's program and/or regional campus. Transfer of the acquired competencies and skills will occur after review by and/or demonstration to the new program appropriate College instructor(s).

Review of transcript or demonstration of competencies must be made, and transferred hours and courses should be reported to Student Services prior to, or within the first 30 days of, the student's enrollment in the new program.

690.1.3 – TRANSFER OF CREDITS FROM HIGHER EDUCATION TO BTECH

Due to the competency-based nature of BTECH, student transfers from a higher education system other institutions will occur as long as the student meets the admission requirements of the new program and/or regional campus. Students who wish to transfer and request course credit or advanced placement credit earned at other institutions into a program shall provide official transcripts and any other required records and reports for evaluation to the appropriate program instructor or department head, prior to program enrollment. Transfer of the acquired competencies and skills will occur after review and/or demonstration to the program instructor(s). Instructional staff shall provide a summary of course credit to be transferred to the Student Services Office.

Review of transcript or demonstration of competencies must be made, and transferred hours and courses should be reported to Student Services prior to, or within the first 30 days of, the students' enrollment in the new program.

Students should request transfers, submit transcripts or other required records, and/or demonstrate competencies prior to or immediately upon enrollment in the program. Instructional staff shall review requests, evaluate submissions or demonstrations, and report transferred hours or credit summaries to the student services office within the first 30 days of the student's enrollment into their program. Documentation showing competency attainment (i.e. projects, tests, etc.) shall be maintained in the student's program file.

NUMBER: 690

SUBJECT: STUDENT TRANSFERS, **ARTICULATION & OTHER AGREEMENTS**

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017; JANUARY 22, 2018

SOURCE(S): **COUNCIL ON OCCUPATIONAL EDUCATION, STANDARD 2 COUNCIL CHECK SHEETS**PAGE 2 OF 2

690.1.4 – TRANSFER *To Another Institution of Higher Education*

Students may request transfer credit for courses **completed at BTECH** that are equivalent to courses at the receiving institution. Acceptance of course credit will be determined by the accepting institution. ~~See applicable policies of the Utah State Board of Regents and the respective Utah Institutions of Higher Education.~~

690.1.4.1 – ARTICULATION & OTHER AGREEMENTS

Agreements between BTECH and other schools may exist to allow course credit earned at one institution to be **accepted or transferred to another institution**. The College currently has the following articulation and contractual agreements:

- AAS Pathway at Utah State University
- Practical Nurse **pathway graduate** to Registered Nurse **program student at with** Weber State University

690.2 – PROCEDURES**690.2.1 – AWARDING OF COMPETENCY TO BRIDGERLAND TECHNICAL COLLEGE**

Due to the competency-based nature of BTECH, students may demonstrate **competency** mastery to instructional staff for **appropriate advanced** placement within a program. Awarding of course competencies will occur through the "transfer" process after review and/or demonstration to program instructional staff ~~and communicated to the Student Services Office within the first month of attendance~~. Courses requiring state/federal certificates or licensure with required hours of participation are not eligible for course challenge.

For course **competency** mastery consideration after the first month **of enrollment**, the student must prove competency through challenge or skill demonstration. Course(s) for which course competency is granted shall apply toward the occupational certificate requirements. Full course hours will be awarded only for registered courses and students will receive a passing (P) grade. Course practicums and on-the-job training (off-College work experience) cannot be challenged. Failed challenges shall not be recorded on a student's transcript.

690.2.2 – AVAILABILITY OF INFORMATION

By posting this policy on its website the College assures that information regarding the transfer of students between programs within the institution, the transfer of students from other institutions, and the criteria established by the institution regarding the transfer of credit earned at other institutions, is available to prospective students prior to enrollment.

NUMBER: 691

SUBJECT: STUDENT FOLLOW-UP, PLACEMENT SERVICES, AND PROGRAM EFFECTIVENESS PLAN

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017, APRIL 23, 2018; JUNE 17, 2019

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARDS 3 & 10; 3RD PARTY ACCREDITATION STANDARDS

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691.1 – PLAN INTRODUCTION

The mission of the College is to deliver competency-based, employer-guided career and technical education to both secondary and post-secondary students through traditional and technology-enhanced methodologies. This hands-on technical education provides occupational education, skills training, and workforce development to support the educational and economic development of the Bear River Region.

Every effort is made to ensure that instructors and staff in the training programs and support services are qualified and dedicated to providing a worthwhile experience for every student enrolled at the College.

This plan has been established to ensure that follow up is systematic and continuous. Program effectiveness is evaluated through student follow-up and completion, placement services, and licensure exam pass rates, and follow up provides feedback to instructors and staff. The information gathered using this plan will be used constructively to assist administration, department heads, faculty, and staff in ensuring that follow up is systematic and continuous, and to demonstrate that the College is following the plan for placement services.

691.2 – RESPONSIBILITY FOR COORDINATION OF FOLLOW UP ACTIVITIES AND PLACEMENT SERVICES

Job placement services assistance and follow-up activities for students are the direct responsibility of their respective instructors and department heads. Student services provide additional assistance.

691.2.1 – COMMUNICATION NETWORK

A communication network exists between student services staff, administration, department heads, businesses, and industries throughout the College's service area in the coordination of job placement services. The exchange of information among these groups is identified throughout this plan.

~~Once notification is received by Student Services that a certificate seeking student has completed or left a program, the following procedures are implemented:~~

- ~~(a) Department heads turn in a Training Outcome Form at the time of a student's graduation or withdrawal from a program indicating the current employment status of the student.~~
- ~~(b) Students who were seeking employment at the time of graduation or withdrawal will have their name given to a Student Services representative who follows up with the student via telephone, text message or email to obtain employment data.~~
- ~~(c) In cooperation with Student Services, department heads attempt to contact students with unknown outcome data. A report of outcome status for all students is available regularly to improve outcome accuracy.~~

~~Department instructors track their students or participate in the placement process, and are responsible for completing the Training Outcome Form. Completed forms are submitted to Student Services for processing following the procedures listed above. Student Services personnel ensure there is a Training Outcome Form submitted for each student and will follow up on any student who is not contacted by the department.~~

~~In addition, students who cannot be contacted with three phone, text and/or email attempts are sent a letter requesting the follow-up information. Included with the letter is a Training Outcome Form, instructions on how to complete the form, and a self-addressed, stamped return envelope for use by the student.~~

~~If a student does not have a phone and/or email, a letter, a Training Outcome Form, and a return envelope and~~

NUMBER: 691

SUBJECT: STUDENT FOLLOW-UP, PLACEMENT SERVICES, AND PROGRAM EFFECTIVENESS PLAN

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017, APRIL 23, 2018; JUNE 17, 2019

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARDS 3 & 10; 3RD PARTY ACCREDITATION STANDARDS

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~~instructions are sent approximately ninety days after the student's exit date.~~

691.3 – EMPLOYMENT OPPORTUNITIES/COUNSELING

The College Web site provides students with a listing of employers and employment opportunities through modern job-seeking tools such as employment search engines. Additionally, students are provided resources specific to the job-seeking process for the industry in which they trained.

~~use the 'post a job' feature on the College website. Posting is provided as a resource for employers, advisory members, and most importantly, graduating students.~~

691.4 – COUNSELING OF STUDENTS

Instructors provide counseling and additional support in the job-seeking process and obtain accurate outcome results from graduates. Program instructors are invested in student success and stay in ~~close~~ contact with students post-graduation. As a result, ~~training~~ outcome forms are updated and provided to student services personnel for inclusion in the student's permanent record and program outcome reporting.

691.5 – COLLECTION OF INFORMATION AND EVALUATION OF DATA

691.5.1 – GRADUATION COMPLETER SATISFACTION SURVEY AND PROGRAM EFFECTIVENESS

Each certificate-seeking student completing a program is asked to complete an instructor/program evaluation survey. Each student is asked to complete the survey through an emailed ~~survey~~ link, but may also be asked to complete it by their instructor or student services personnel upon exiting the program. This survey focuses on program effectiveness for various modes of delivery and relevance to job requirements. It includes questions on instruction, facilities, and overall satisfaction with the training received at the College. These surveys are collected and monitored by the administrative assistant for instruction.

Once the forms are collected, the data is reviewed, and a yearly summary report is generated for each program. The information developed from the responses will be used by College administration to evaluate and improve the quality of program outcomes and ascertain how students view the instructors and facilities. These reports are disseminated by **electronic means** to the appropriate department head for further evaluation and action.

691.5.2 – EMPLOYER SATISFACTION SURVEY AND PROGRAM EFFECTIVENESS

To determine program effectiveness in relation to job requirements **and assess the level of satisfaction with the education received**, student services personnel will send a follow-up questionnaire to all employers identified as hiring one or more **completers** students in a training-related position. ~~during the student follow-up procedures~~. The returned questionnaires are reviewed by student services personnel and filed for review by administrators for ~~the purpose of~~ program evaluation and action. A summary of evaluation results is disseminated by electronic means to the appropriate department head for further evaluation and action.

691.5.3 – TRAINING OUTCOME, COMPLETION, AND PLACEMENT FORMS

~~Once notification is received by Student Services that a certificate-seeking student has completed or left a program, the following procedures are implemented:~~

Communication of student outcomes occurs through the use of a training outcome form. ~~When the training Outcome Form Completed~~ forms are submitted to the student services department who reviews the information and **resolves** any data

NUMBER: 691

SUBJECT: STUDENT FOLLOW-UP, PLACEMENT SERVICES, AND PROGRAM EFFECTIVENESS PLAN

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017, APRIL 23, 2018; JUNE 17, 2019

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARDS 3 & 10; 3RD PARTY ACCREDITATION STANDARDS

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confusion. When the review is concluded, various data elements from the form are entered into the student information system in the student's data file. The student information system data file can then be used to generate the elements for the Council on Occupational Education (COE) Annual Report and other reports requested by College administration regarding placement information. After the information is entered into the student information system, forms are scanned into the ~~optical-scanning system~~ document imaging system.

- (a) ~~Department heads turn in a Training Outcome Form~~ **Instructors track their students, participate in the placement services process, and are responsible for completing the training outcome forms** at the time of a student's graduation or withdrawal from a program. **Completed forms indicate the current employment status of the student and are submitted to student services for processing. Student services personnel ensure a training outcome form is submitted for each completer and will aid department personnel in the following-up process.**
- (b) Students who were seeking employment at the time of graduation or withdrawal will have their name given to a student services representative who follows up with the student via telephone, text message, or email to obtain employment data.

Students who cannot be contacted with three phone, text, and/or email attempts are sent a letter requesting the follow-up information. Included with the letter are a training outcome form, instructions on how to complete the form, and a self-addressed, stamped return envelope for use by the student.

If a student does not have a phone or email, then a letter, training outcome form, and return envelope and instructions are sent approximately 90 days after the student's exit date.

- (c) In cooperation with student services, department heads attempt to contact students with unknown outcome data. A report of outcome status for all students is available **and regularly evaluated** to improve outcome accuracy.

~~Department instructors track their students or participate in the placement process, and are responsible for completing the Training Outcome Form. Completed forms are submitted to Student Services for processing following the procedures listed above. Student Services personnel ensure there is a Training Outcome Form submitted for each student and will follow up on any student who is not contacted by the department.~~

~~In addition, students who cannot be contacted with three phone, text and/or email attempts are sent a letter requesting the follow up information. Included with the letter is a Training Outcome Form, instructions on how to complete the form, and a self-addressed, stamped return envelope for use by the student.~~

~~If a student does not have a phone and/or email, a letter, a Training Outcome Form, and a return envelope and instructions are sent approximately ninety days after the student's exit date.~~

If it is determined, through the follow-up process, that a student has gained instruction-related employment or is continuing his/her education, follow-up will be considered complete for that student. If it is determined during the follow-up process that a student is unavailable or has an unknown status, he/she will no longer be tracked. If contact is made with an "unavailable/unknown" status student's relative, a request **is made** for the student to contact ~~Student Services~~ **the College** ~~is made~~ should his/her status change in any manner.

691.5.4 – LICENSURE EXAM PASS RATES

If licensure is required for employment, the College collects licensure pass rates from the licensing entity. Licensure information is provided electronically to college personnel and is included in the COE Annual Report.

NUMBER: 691

SUBJECT: STUDENT FOLLOW-UP, PLACEMENT SERVICES, AND PROGRAM EFFECTIVENESS PLAN

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017, APRIL 23, 2018;
JUNE 17, 2019

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION, STANDARDS 3 & 10; 3RD PARTY ACCREDITATION STANDARDS

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691.6 – MAINTENANCE OF PLACEMENT RECORDS ~~RETENTION~~

Once data is transferred to the student information system for outcome reporting, training outcome records are digitally scanned into the ~~optical scanning system~~ document imaging system and maintained as part of the student's confidential student record. Scanned documents are maintained on a secure, access restricted, and backed-up network.

691.7 – ~~USE OF~~ EVALUATION OF COMPLETER INFORMATION

Placement and follow-up information is used to evaluate the level of program satisfaction with the education received and improve the quality of program outcomes. Programs with completion, placement, and/or licensure rates below accreditation benchmarks undergo a thorough review to identify issues impacting successful student outcomes. Improvement plans will be created and implemented, when applicable, to improve outcome data in conjunction with mandated accreditation requirements.

691.8 – EVALUATION OF RESULTS / DISSEMINATION OF OUTCOME DATA

Year-to-date outcome information is made available to department personnel through the use of a report provided electronically. ~~Annual program outcomes are discussed with the administrative team in staff meetings.~~ Careful attention is given to programs with the potential to fall below minimum accreditation benchmarks. Department heads have real-time access to a completion, placement and licensure report and receive correspondence from student services throughout the year to strengthen outcome data. Summary program outcome data submitted to COE is provided to department heads in their annual employee evaluation process. Additionally, outcome data is available by program on the College website.

691.9 – PLAN EVALUATION & AVAILABILITY

This plan is reviewed annually by faculty and College administration. The plan is revised as necessary and made available to instructional faculty, staff, and administration on the College Web site.

NUMBER: 693

SUBJECT: STUDENT SERVICES PERSONNEL EVALUATION EFFECTIVENESS PLAN

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017; JUNE 17, 2019

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693.1 – PLAN RESPONSIBILITIES FOR COORDINATION

The Vice President for Student Services is responsible for the coordination and evaluation of services provided by yearly evaluation of the student services department. This includes services relating to registration, financial aid, testing, and other aspects of student services. The purpose of the evaluation is to ensure that the service needs of the public, students, staff, and faculty are being met efficiently and professionally and that each individual who enters the department feels that every effort has been made to provide accurate and current information that meets the registration needs of each student. This plan will be used to determine the effectiveness of those services provided.

693.4 – EVALUATION COUNSELING OF STUDENTS

The college provides counseling services to students in multiple ways. The student success advisors meet with prospective students and provide advising and assistance to aid the student through the enrollment process. As students enter their chosen program, a faculty advisor is assigned to continue the counseling process.

693.2 – DETERMINING/DOCUMENTING EFFECTIVENESS OF STUDENT SERVICES PERSONNEL

To determine the effectiveness of the personnel services provided in the student services department, the Vice President for Student Services will review use the following resources of information and will make necessary adjustments as the data warrants:

- (a) The results of the instruction/program evaluation survey will be reviewed. ~~The survey includes data elements relating to registration, financial aid, testing, and other aspects of Student Services.~~
- (b) All formal complaints filed during the school year will be reviewed to determine if any student service functions were involved. Recommendations will be made to take corrective action as needed. ~~within the Student Services Department.~~
- (c) An ongoing review of all applicable data reporting will be made to determine any weaknesses or inconsistencies within the scope of the student services responsibility.
- (d) The Vice President for Student Services is responsible for completing the Council on Occupational Education (COE) Annual Report and will use this document in the evaluation process. ~~for Student Services Personnel.~~

693.3 – DISSEMINATING RESULTS PERFORMANCE EVALUATIONS

The Vice President for Student Services is responsible for completing a performance appraisal Performance Appraisal Form for all student services personnel. The appraisals are conducted in a formal meeting with each employee individually. During the appraisal process, the concerns of the employee and the Vice President for Student Services are discussed. ~~results of the student services evaluations are provided to the staff for review and discussion.~~ If necessary, pertinent information is used to improve the services provided. The form is signed by the employee and the Vice President for Student Services. A copy is given to the employee, and a copy is submitted to the Accounting/Controller's Office human resources office for inclusion in the employee's personnel file.

693.5 – PLAN EVALUATION & COMMUNICATION

~~This plan is reviewed annually by the Vice President for Student Services. Any changes to the plan are communicated to the faculty and staff on an annual basis.~~

This plan is reviewed annually by faculty and college administration. The plan is revised as necessary and made available to

NUMBER: 693

SUBJECT: STUDENT SERVICES ~~PERSONNEL EVALUATION~~ EFFECTIVENESS PLAN

APPROVAL DATE OF LAST REVISION: AUGUST 15, 2005; JANUARY 24, 2011; NOVEMBER 23, 2015; JUNE 19, 2017; JUNE 17, 2019

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instructional faculty, staff, and administration on the College web site.

Specific suggestions on improving the effectiveness of student services will be discussed in performance appraisals as applicable.

NUMBER: 695

SUBJECT: WORK-BASED ACTIVITY PLAN & AGENCY AGREEMENT

APPROVAL DATE OF LAST REVISION: NOVEMBER 23, 2015; JUNE 19, 2017, OCTOBER 17, 2017

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION STANDARD 2, 3RD PARTY ACCREDITATION STANDARDS

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695.1 – PLAN

All training at Bridgerland Technical College is *competency*-based. Competency-based education utilizes hands-on experiences allowing students to master skills required for successful employment. Work-based activities, including internal lab opportunities and/or external externship/clinical opportunities, provide real or simulated job experiences. These experiences are an integral part of learning at the College. Work-based activities are utilized to provide a continuation of classroom learning where real-world projects, provided by the public, solidify previous learning. Programs that use work-based activities as part of the program will follow this written, instructional work-based activity plan.

Council on Occupational Education Definition – Work-Based Activities are defined as: “structured learning activities conducted in supervised work settings external to the institution or in a setting that involves the public (for example: clients who are served by the institution in cosmetology clinical or automotive technology settings) that are components of educational programs (e.g., externships, internships, clinical experiences, industrial cooperative education, and similar activities). These activities must be planned with at least two objectives.

Objectives:

1. To provide students with opportunity to develop and apply a ‘real-world’ work experience using the knowledge and skills they attained in their program of study; and,
2. To provide the institutions with objective input from potential employers or customers of program graduates.”

695.2 – EXPECTATIONS OF ALL PARTIES

695.2.1 – COLLEGE RESPONSIBILITIES

The College shall be responsible for the implementation and operation of the work-based components of its programs. Neither the College nor any program participant shall interfere with or adversely affect the operation of the Cooperating Agency, facility, or the performance of services therein.

All work-based activities conducted by the institution will be **coordinated and** supervised by the department head or his/her qualified designee. If not the department head, it is his/her responsibility to designate the person with appropriate qualifications who will function as the work-based activities supervisor. Responsibilities shall include, but not be limited to the following:

The College will:

- a. maintain liability insurance, provided by Risk Management
- b. maintain worker’s compensation on the student
- c. award applicable hours for activities/work performed, not to exceed the maximum hours available
- d. be solely responsible for the grading of students
- e. shall require students to dress in accordance with dress code and personal appearance standards of the Cooperating Agency

The Department Head/Designee will:

- a. function as the liaison for the College, student, and externship/clinical site
- b. approve work-based activities
- c. orient students to work-based experiences
- d. ensure students have the necessary qualifications
- e. provide evaluative tools
- f. continue oral and written communication regarding safety, student performance and evaluation, attendance, and assignments and other pertinent information

NUMBER: 695

SUBJECT: WORK-BASED ACTIVITY PLAN & AGENCY AGREEMENT

APPROVAL DATE OF LAST REVISION: NOVEMBER 23, 2015; JUNE 19, 2017, OCTOBER 17, 2017

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION STANDARD 2, 3RD PARTY ACCREDITATION STANDARDSPAGE 2 OF 5

- g. resolve issues, concerns, or behavioral problems in a timely manner as reported by the On-site Employer Representative
- h. designate an on-site employer representative (where applicable) responsible for guiding and overseeing the students learning experiences
- i. evaluate the final performance of the student in cooperation with the On-Site Employer Representative (where applicable)

695.2.2 – STUDENT RESPONSIBILITIES

For participation in work-based activities, programs may have additional criteria. However, at a minimum students will:

- a. be in good standing (i.e. **satisfactory demonstrated good** attendance, **good** work habits, **good** attitude, and **professionally appropriate** appearance)
- b. possess the skill and ability to perform the work required
- c. be approved by the program instructor or department head
- d. pay all required tuition and fees (if applicable)
- e. conform to all policies, regulations, and requirements of the employer
- f. adhere to the College Code of Conduct
- g. display integrity and adhere to work confidentiality requirements
- h. agree to maintain a good work ethic in all areas pertaining to the job

695.2.3 – EXTERNSHIP/CLINICAL SITE RESPONSIBILITIES

Work-based activities (e.g., externships, internships, clinical experiences, industrial cooperative education, and similar activities) provide an important role in the education of the student. External sites expand opportunities for “real-world” experiences. In becoming a work-based site, each business agrees to:

- a. admit students without discrimination (race, sex, creed, or national origin)
- b. orient students to expectations and standards
- c. provide a safe work environment and necessary training
- d. provide work projects that contribute to the student’s learning experience and related to the student’s program of study
- e. agrees to coordinate rotation and assignment schedules
- f. allow visitations by applicable faculty to observe student work and verify student progress
- g. comply with state and federal employment laws
- h. identify an On-site Employer Representative
- i. ensure the On-site Employer Representative possess appropriate qualifications
- j. ensure that students are provided an appropriate educational experience and are not used in place of other paid personnel
- k. provide all required employment benefits if the student is paid (ongoing employment is not a guarantee once the work-based activity is completed)

695.2.3.1 – ON-SITE EMPLOYER REPRESENTATIVE RESPONSIBILITIES

The work-based activity plan will designate an On-site Employer Representative (when applicable) responsible for guiding and overseeing the students’ learning experiences and participating in the students’ written evaluations.

The On-site Employer Representative must:

- a. possess appropriate qualifications
- b. be an employee of the work site
- c. supervise and evaluate students’ learning experiences and performance (if applicable)

NUMBER: 695

SUBJECT: WORK-BASED ACTIVITY PLAN & AGENCY AGREEMENT

APPROVAL DATE OF LAST REVISION: NOVEMBER 23, 2015; JUNE 19, 2017, OCTOBER 17, 2017

SOURCE(S): COUNCIL ON OCCUPATIONAL EDUCATION STANDARD 2, 3RD PARTY ACCREDITATION STANDARDS

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- d. provide on-the-job assistance/instruction as needed by the student
- e. evaluate student progress in meeting objectives established for the work-based activity
- f. complete necessary evaluations and forms
- g. keep student information, including performance evaluations, confidential
- h. provide feedback to the College regarding student performance
- i. contact Department Head or his/her designee if a student's performance is unsatisfactory

695.3 – COORDINATION, EXPERIENCES, COMPETENCIES, AND EVALUATIONS

695.3.1 – OFF-CAMPUS WORK-BASED ACTIVITIES

Off-campus work-based activities/experiences are coordinated at the programmatic level. The Department Head/Designee works in conjunction with the student and Employer/On-site Employer Representative to determine dates of participation and/or a schedule for learning experiences.

Competencies are established at the onset of all work-based experiences and detailed in programmatic documentation. Programs establish preset competencies based on curricula or may develop individualized competencies to achieve specific student learning objectives and career goals.

Evaluation is an integral part of work-based activities. The Department Head/Designee is responsible to provide evaluative tools that assess the student's abilities to apply knowledge and skills in a 'real world' work experience. Evaluative tools are utilized to assist in determining student and programmatic effectiveness in meeting objectives, competencies, and desired outcomes.

695.3.2 – ON-CAMPUS WORK-BASED ACTIVITIES

On-campus work-based activities are structured learning activities conducted in a supervised work setting internal to the institution involving the public (for example: clients who are served by the institution in cosmetology clinical or automotive technology settings). The on-campus work-based activities will be **coordinated** and supervised by a designated employee/instructor.

The On-campus Supervisor must:

- a. possess appropriate qualifications
- b. must be an employee of the College
- c. supervise and evaluate the students' learning experiences and performance (if applicable)
- d. provide on-the-job assistance/instruction as needed by the student
- e. evaluate student performance
- f. complete necessary evaluations and forms
- g. keep student information, including performance evaluations, confidential
- h. contact Department Head or his/her designee if a student's performance is unsatisfactory
- i. facilitate customer evaluation of student performance



This Work-based Activity Affiliation Agreement is made and entered into by and between **Bridgerland Technical College** (“College”) and the company identified below (“Externship/Clinical Site”). All parties entering into this agreement agree to the both the terms identified in the **College Work-based Activity Plan (College Policy 695) and the items listed below.**

(Cooperating Agency Name)

(Address)

(Phone)

Safety - The safety of students is of the utmost importance to both the Externship/Clinical Site and the College. This should be maintained by providing a supervised, safe working environment at all times. Both the Externship/Clinical Site and the College shall be protected in accordance with the law (exclusive remedy) as it relates to claims for personal or property damage.

Withdrawal of Program Participants - The Externship/Clinical Site may immediately remove, from the premises, any student who poses an immediate threat or danger to personnel.

The Externship/Clinical Site may request the withdrawal or dismissal of a student or other program participant from the facility when his or her work-based experience performance is unsatisfactory, or his or her behavior is disruptive or detrimental to the Externship/Clinical Site. In such event, said program participant’s participation in the program shall immediately cease.

Indemnification – The Externship/Clinical Site further acknowledges that the College is a governmental entity under the Governmental Immunity Act of Utah. Nothing in the agreement shall be construed as a waiver by the College of any protections, rights, or defenses applicable to the College under the act. It is not the intent of the College to incur by contract any liability for the operations, acts, or omissions of the other party or any third party; and nothing in the agreement shall be so interpreted or construed. Without limiting the generality of the foregoing, and notwithstanding any provisions to the contrary in the agreement, any obligation of the College in the agreement to indemnify or defend contained in the agreement are subject to the act.

Insurance – The College is insured through its participation in the Utah State Risk Management Fund. Nothing in the agreement shall require the College to carry different or additional insurance, and any obligations of the College contained in the main agreement to name a party as additional insured shall be limited to naming such party as additional insured with respect to the College’s negligent acts or omissions. If the College is called upon to defend, indemnify, or hold harmless the Externship/Clinical Site, a defense shall be provided by the Utah State Division of Risk Management through its contracted Assistant Attorneys General.

Independent Contractor – The parties hereby acknowledge that they are independent contractors, and neither the College nor any of its agents, representatives, students, or employees shall be considered agents, representatives, or employees of the Externship/Clinical Site. In no event shall this agreement be construed as establishing a partnership, joint venture, or similar relationship between the parties hereto. The College shall be liable for its own debts, obligations, acts, and omissions, including the payment of all required withholding, social security, and other taxes or benefits. The provisions of this article shall survive expiration or other termination of this agreement regardless of the cause of such termination.

Non-Discrimination – There shall be no discrimination on the basis of race, color, national origin, religion (in three broad areas, affiliate with a certain religious organization, belief is a religious belief even though unaffiliated with organized religion, and finally non-believer), sex (including gender identity, sexual orientation, pregnancy and where sexual harassment becomes illegal), age (typically 40 or older), disability (ADA), genetic information, military status, or citizenship and immigration status in either the selection of students for participation in the program, or as to any aspect of the clinical training; provided however, that with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself preclude the student’s effective participation in the program.

Confidentiality – The College and all program participants agree to keep strictly confidential and hold in trust all confidential information of the Externship/Clinical Site. The aforementioned shall not disclose or reveal any confidential information to any third party without the express prior written consent of the Externship/Clinical Site. The College shall not disclose the terms of this agreement to any person who is not a party to this agreement, except as required by law or as authorized by the Externship/Clinical Site. Unauthorized disclosure of confidential information or of the terms of this agreement shall be a material breach of this agreement and shall immediately terminate this agreement upon written notice to the College. The provisions of this article shall survive expiration or other termination of this agreement regardless of the cause of such termination.

Termination – It is unnecessary to renew the terms of this agreement unless formal changes are made and approved by the Bridgerland Technical College governing board ~~Board of Directors~~. The term of this agreement shall commence starting _____ and shall remain in effect until terminated in writing by either party.

Except as otherwise provided herein, either party may terminate this agreement at any time without cause upon at least thirty (30) days’ prior written notice, provided that all students currently enrolled in the program at the Externship/Clinical Site at the time of the notice of termination shall be given the opportunity to complete their program at the Externship/Clinical Site. Such completion shall not exceed three (3) months.

Program

College Signature

Date

Employer Representative Signature

Date

Employer Representative Title

NUMBER: 810

SUBJECT: FEDERAL GRANT MANAGEMENT

APPROVAL DATE OF LAST REVISION:

SOURCE(S): [CODE OF FEDERAL REGULATIONS 2 CFR 200 UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS](#), [PROPOSAL & AWARD POLICIES & PROCEDURES GUIDE \(PAPPG\)](#)

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810.1 – POLICY

Bridgerland Technical College is responsible for providing the technical support and knowledge necessary to optimize current utilization of grant funding, obtaining the additional external funding and resources necessary to carry out the College's strategic goals, and ensuring complete fiscal and program accountability for all grant-funded projects.

The College refers to resources, rules, and guidelines provided by federal awarding agencies in addition to the Code of Federal Regulations 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

810.2 – PROCEDURES

810.2.1 – ROLES AND RESPONSIBILITIES FOR FEDERAL GRANT MANAGEMENT

The principal investigator (PI) and the accounting department have important roles in the successful management of federal grant awards.

810.2.1.1 – PRIMARY RESPONSIBILITIES OF THE PRINCIPAL INVESTIGATOR

- a) Identify funding sources
- b) Review program guidelines
- c) Prepare and submit technical proposals, including scope of work and budget justifications
- d) Coordinate with the accounting department (proposal/budget preparation, revision of budgets)
- e) Work with human resources to hire personnel
- f) Review and approve timesheets for personnel
- g) Comply with time and effort reporting requirements
- h) Follow all terms and conditions of the grant award
- i) Ensure expenses are necessary, reasonable, allocable, and allowable
- j) Monitor budget versus actual by expense category
- k) Track performance and financial expenditures
- l) Monitor subawards/subrecipients
- m) Prepare and submit applicable grant reports
- n) Work closely with the federal awarding agency from start to finish
- o) Meet other requirements as provided by the federal awarding agency

810.2.1.2 – PRIMARY RESPONSIBILITIES OF THE ACCOUNTING DEPARTMENT

- a) Work with the principal investigator ongoing (proposal/budget preparation, revision of budgets)
- b) Review program guidelines and restrictions
- c) Setup grant awards
- d) Revise budgets
- e) Record financial transactions
- f) Comply with time and effort reporting requirements
- g) Review expenditures and associated documentation
- h) Monitor budget versus actual by expense category
- i) Prepare and submit requests for reimbursement
- j) Provide financial reports to principal investigator
- k) Meet other requirements as requested by the principal investigator and federal awarding agency

NUMBER: 810

SUBJECT: FEDERAL GRANT MANAGEMENT

APPROVAL DATE OF LAST REVISION:

SOURCE(S): [CODE OF FEDERAL REGULATIONS 2 CFR 200 UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS](#), [PROPOSAL & AWARD POLICIES & PROCEDURES GUIDE \(PAPPG\)](#)PAGE 2 OF 2

810.2.1.3 – FISCAL RESPONSIBILITIES OF THE COLLEGE

The College's fiscal software provides a mechanism to account for general ledger transactions for grants to ensure expenditures are tracked by budget line category, compared to budgets, and accounted for separately from other organizational activity. Key components and processes:

- a) Grants are recorded in a separate fund with a specific cost center assigned. An additional "project code" is utilized for grants to ensure that expenses are kept separate from other organizational expenses and are easily accessible for review. Expenditures are coded by revenue source.
- b) For various date ranges, the budget screen displays all general ledger accounts line-by-line with "Actual" and "Budget" columns, along with the variance between the two columns. This aids in reconciliation and monitoring.
- c) Look-up screens and reports provide the ability to drill down to the individual transactions by date range, which can then be traced to the original source documents in document imaging software.

A shared network folder accessible to the Accounting Department is utilized to store the applicable documents for each grant (i.e., proposal, award letter, and any other pertinent documents). Document imaging software is used to store documentation related to detailed expenditures (i.e., invoices, purchase orders, personnel forms, timesheets, etc.).

The College prefers to administer grants on a request for reimbursement basis, rather than receiving the funds upfront. As such, the Accounting Department prepares and submits requests for reimbursement of expenditures using the prescribed method of the federal awarding agency. Certain awards use electronic drawdowns, and funds are not drawn in advance of actual expenditures (unless specifically directed by the federal awarding agency).

810.2.2 – ALLOWABLE AND UNALLOWABLE COSTS

The College works to ensure expenditures on federal grants are necessary, reasonable, allocable, and allowable as governed by the specific grant restrictions and 2 CFR 200.400-475 (Subpart E).

Allowable costs vary with each grant and may include items such as salary and fringe benefits, travel, supplies, equipment, and participant support. Unallowable costs include those limited by grant restrictions and those listed in federal regulations, as found in 2 CFR 200.420-475 "Provisions for Selected Items of Cost," which guides various cost categories as well as strictly prohibits costs such as alcohol, entertainment, bad debts, etc. Meals and coffee breaks are also unallowable under federal guidelines except for instances where the meals are part of travel or a conference (i.e., working lunches). See 2 CFR 200.432, 2 CFR 200.438, and 2 CFR 200.474 for additional information on the charging of certain types of costs generally associated with conferences supported by federal grants.

Federal grants are monitored closely from start to finish by the applicable principal investigator, department head, respective vice president or associate vice president for instruction, and accounting department. This process includes multiple stages of review and approval for each grant expenditure to ensure that expenses are necessary, reasonable, allocable, allowable, and conform to grant rules and restrictions. Preliminarily, the principal investigator will review and approve each grant expense. A second review of expenditures is completed by the accounting department prior to submitting a request for reimbursement to make sure all of the costs are allowable and appropriately documented.

810.2.3 – PAYROLL CHARGES AND TIME AND EFFORT REPORTING

The College refers to institutional policies, grant guidelines and restrictions, and 2 CFR 200.430 in relation to payroll charges and time and effort reporting on federal grants.

NUMBER: 810

SUBJECT: FEDERAL GRANT MANAGEMENT

APPROVAL DATE OF LAST REVISION:

SOURCE(S): [CODE OF FEDERAL REGULATIONS 2 CFR 200 UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS](#), [PROPOSAL & AWARD POLICIES & PROCEDURES GUIDE \(PAPPG\)](#)PAGE 3 OF 3

810.2.3.1 – PAYROLL CHARGES

Compensation for personal services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under federal awards, including, but not necessarily limited to salaries and fringe benefits. The College works to ensure such compensation is reasonable for the services rendered and allowable by the federal awarding agency.

The College is committed to utilizing federal funds to supplement program activities, rather than supplant such activities. Supplanting funds is an improper use of federal funds to pay for ongoing activities that are budgeted with state funds that have been appropriated or allocated for the same purpose. As such, existing employees already funded with state funds as their primary work assignment who work on federally funded projects may be approved to perform extra hours above and beyond their state-funded position (also referred to as "extra-service compensation" or "overload pay"). Such hours constitute a separate position and may be recorded on an hourly employee timesheet as specified below. Employees not already funded by state funds may be compensated on an hourly or salary basis using a combination of funding sources, including up to 100 percent with federal funds.

810.2.3.1.1 – STANDARDS FOR DOCUMENTATION OF PERSONNEL EXPENSES

Charges to federal awards for salaries and wages are based on records that accurately reflect the work performed. Specifically, the records:

- a) Are supported by a system of internal control, which provides reasonable assurance that the charges are accurate, allowable, and properly allocated.
- b) Are incorporated and maintained as part of the official records of the College.
- c) Reasonably reflect the total activity for which the employee is compensated.
- d) Allow employee effort to be reported to multiple funding sources.
- e) Comply with established policies and procedures of the College.

810.2.3.1.2 – FEDERAL GRANT FORMS USED FOR EMPLOYEES

- a) **Employment Agreement:** This form establishes each position that an employee accepts that is paid with federal funds along with the general account number and project code/grant number.
- b) **Annual Memorandum:** This form requires the employee to sign each fiscal year indicating his/her understanding of federally funded positions (i.e., that all hours reported and paid by federal funds are for that position only and not included in any other positions and are within the guidelines of the grant).
- c) **Time and Effort Certification Report (or Approved Equivalent):** This form is used by employees when hours are charged to federal awards. The form is utilized for each payroll period to report and pay for the hours worked per day on a grant-by-grant basis, along with the tasks accomplished under the grant guidelines. The project code/grant number is listed for proper general ledger coding and tracking. The employee is responsible for accurately recording work hours and submitting his/her timesheet each payroll period. The employee signs indicating his/her understanding of federally funded hours paid (i.e., that all hours reported and paid by federal funds are for that position only and not included in any other positions and are within the guidelines of the grant). The timesheet is thereafter approved and signed by the principal investigator, vice president or associate vice president for instruction, and controller. Time and effort reporting procedures are detailed below.

All completed forms are scanned in document imaging software for future retrieval by those in the accounting department who administer human resources and payroll.

NUMBER: 810

SUBJECT: FEDERAL GRANT MANAGEMENT

APPROVAL DATE OF LAST REVISION:

SOURCE(S): [CODE OF FEDERAL REGULATIONS 2 CFR 200 UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS](#), [PROPOSAL & AWARD POLICIES & PROCEDURES GUIDE \(PAPPG\)](#)

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810.2.3.2 – TIME AND EFFORT REPORTING

Effort reporting is a process mandated by the federal government to verify that salary charges to, or cost-shared on, federally funded projects are accurate and reflect the actual level of work performed. Effort reporting is required by all employees whose salaries are charged directly to federal funds, as well as for reporting committed cost-sharing. Effort reporting is not required for employees paid on hours recorded on timesheets.

Employees should recognize that payroll distributions and time and effort certification reports are not synonymous. Payroll distributions allocate an employee's salary; whereas, the time and effort report allocates an employee's effort. Effort is the portion of time spent on a particular activity, expressed as a percentage of the employee's total activity for the College. It is the method of certifying to the federal awarding agency that the effort required as a condition of the award has actually been completed.

Effort reporting is intended to ensure that individuals confirm "after-the-fact" for effort expended on federally funded activities. Salary distribution and effort may not be the same month by month, but by the end of the fiscal year, they shall be in alignment. All necessary adjustments shall be made such that the final amount charged to the federal award is accurate, allowable, and properly allocated.

The employee, principal investigator, and the accounting department work closely together in the initial budget phase, throughout the year, and at year-end in order to budget, allocate, and then provide "after-the-fact" time and effort compliance. The time and effort certification report is located on the timesheet agreement and is generated by the principal investigator and the accounting department, listing the effort percentages and salary charges. The form is thereafter signed/certified by the employee, principal investigator, vice president or associate vice president for instruction, and controller.

Effort reporting must be completed and certified at least semi-annually (minimally for July 1-December 31 and January 1-June 30). Certification shall be completed within 60 days after the end of each period being reported.

AMARZO 0190 02 LC



BRIDGERLAND
TECHNICAL COLLEGE

New Course Form

Name of Course: Robotics 2 Teacher Training

Class Max: 30

Starting Date: 7/13/2020

Ending Date: 7/16/2020

Total Course Hours: 32

Days Taught: M T W Th F S

Location: Logan Room # 1919 Time: 8:00am-4:00pm

Form(s) of Advertising: Website Radio Brochure email Other: _____

Reporting Code:

Mission Related—Job Upgrade (J) Mission Related—Continuing Education (2) Non-Mission Related—4FUN

Delivery Method:

Face-to-Face Broadcast Interactive Audio/Video Online Electronic Media
 Correspondence Blended Lock-Step

Instructional Type:

Regular Classes without lab Regular Classes with incorporated lab Lab Supervision at Remote Sites
 Individualized Instruction Conference and Workshops Other

Cost Per Student:

Tuition: \$64.00

Fees (Fund 10): \$20.00

Fund 12: \$116.00

Total: \$200.00

Tuition Will Be Paid By:

Student

Company/Organization*

*If Company/Organization

Instructor Information:

Name: Matt Fuller

Company Name _____

Address _____

Responsible Person _____

Required Textbook(s):
Title: _____
ISBN: _____
Price: \$ _____

Ed Ball Ed Ball
Department Head

Catherine Ball
VP for Students Service or Registrar

Paul
Associate VP for Instruction/or VP Instruction

AMAR: 0150-01-UG



BRIDGERLAND
TECHNICAL COLLEGE

New Course Form

Name of Course: Robotics 1 Teacher Training

Class Max: 30

Starting Date: 7/6/2020

Ending Date: 7/9/2020

Total Course Hours: 32

Days Taught: M T W Th F S

Location: Logan Room # 1919 Time: 8:00am-4:00pm

Form(s) of Advertising: Website Radio Brochure email Other: _____

Reporting Code:

Mission Related--Job Upgrade (J) Mission Related--Continuing Education (2) Non-Mission Related--4FUN

Delivery Method:

Face-to-Face Broadcast Interactive Audio/Video Online Electronic Media
 Correspondence Blended Lock-Step

Instructional Type:

Regular Classes without lab Regular Classes with incorporated lab Lab Supervision at Remote Sites
 Individualized Instruction Conference and Workshops Other

Cost Per Student:

Tuition: \$64.00

Fees (Fund 10): \$20.00

Fund 12: \$216.00

Total: \$300.00

Tuition Will Be Paid By:

Student

Company/Organization*

*If Company/Organization

Instructor Information:

Name: Matt Fuller

Company Name _____

Address _____

Required Textbook(s):
Title: _____
ISBN: _____
Price: \$ _____

Responsible Person _____

Ed Ball Ed Ball
Department Head

Sheena Boody
VP for Students Service or Registrar

Paul
Associate VP for Instruction/or VP Instruction