Call to Order

Jim Groves, Chair, called the regular meeting to order at 9:15 a.m.

Roll Call

Trustees present: Jim Groves, Jim Cunningham, Lisa Woo and Kelly Espinoza

Approval of Minutes of Previous Meeting

3.1 Lisa Woo’s motion to approve the minutes of the March 26, 2014 regular meeting as presented, carried unanimously.

Proposed Agenda Changes

None.

Bellingham Technical College Staff Present

Patricia McKeown, President; Ronda Laughlin, Assistant to the President; Kerena Higgins, Assistant Attorney General. Also present were Debra Jones, Linda Fossen, Dean Fulton, Liz Cunningham, Tami Willett, Nicole Piscopo and Tony Kuphaldt. Susan Fuller was present representing BEST; Danielle Newton, English instructor and Diana Davidson, Nursing instructor were present representing BEA.

Introduction of Special Guests

President McKeown introduced James Kivett, Civil/Geomatic Engineering student, and Russell Logsdon, Process Technology student – both were recipients of the 2014 All-USA Academic Team award. Each student was congratulated by the Trustees for their accomplishments.

Recommendation for Action of the Board

None.

Communications and President’s Report

The Operating Funds Budget Status Report, as of March 31, 2014, reflects the approved revised 2013-14 budget. Tuition revenue continues to be lower as a percent YTD due to the fact quarter started one week later this year. Currently (as of 4.4.14) State FTE down -5.3%; all FTE is down -48%; program headcount down -1.6%; and all headcount down -3.7%. Equipment/Software expenditures are higher as a result of the Boards approval at the March 26, 2014 Board meeting to increase spending for priority Project Budget instructional equipment purchases.
President McKeown gave a brief update to the request to the SBCTC Aerospace FTE. A “Program Approval Request” (PAR) was submitted to the SBCTC requesting the approval for BTC to proceed with further planning of the proposed professional-technical program Engineering Technology (AAS-T) degree. This degree will incorporate mechanical engineering, electromechanical engineering, and composites. The SBCTC has endorsed a new Composites and Process Engineering AAS-T program for BTC. This program prepares students to be competitive in the manufacturing industry or transfer to a Bachelor’s degree. Through a combination of classroom theory, hands-on lab practice, and real industry application, students will gain a broad knowledge across the spectrum of composites and processes in the manufacturing industry. Both of these proposed programs will enhance the request for aerospace FTE.

An op-ed was published in the Bellingham Herald as a follow-up to the recent Manufacturing Summit held at Bellingham Technical College on March 4th. In addition, a follow-up meeting to discuss collaboration, access/pathways, DTA’s and STEM is scheduled for May 12th with Whatcom County Superintendents.

BTC will be participating in the next Alcoa Community Advisory Board meeting on May 1. A topic of discussion will be non-traditional careers for women and the potential STEM opportunities have for high-paying careers in manufacturing.

Technical College President's and staff will be meeting at BTC on April 22 from to discuss grant processes and other technical college issues.

BTC is hosting the Manufacturing and Industrial Technology Career Fair, April 17th (today) from 10:30-12:30. Trustees are invited to attend following the Board meeting. Approximately 24 companies are represented and will be highlighting career pathways and openings. Flint Hills Resources, owned by Koch Industries, has two refineries based out of Corpus Christi, TX sent a team of 6 (3 from HR and 3 technical supervisors) to be on the BTC campus April 16-17. Their visit included a presentation to students and faculty about their refineries and career opportunities. Over 50 students and faculty attended this presentation. They interviewed nearly 40 students while on campus, both first and second year students. They hope to have second year students apply and spark interest in first year students. Their visit also included tours of all BTC manufacturing programs. Flint Hills was thrilled about their visit to BTC and is already planning on visiting again next year.

The department updates included in the Board packet were briefly reviewed, no additional clarification was needed.

Faculty/BEA update:

- Diana Davidson, Nursing instructor, gave a brief update and summary to the DOL Building Nursing Pathways $2.7 million grant received last year. This grant provides essential RN training to workers impacted by the Trade Adjustment Act (TAA), veterans and others seeing nursing careers in the medically underserved communities of NW Washington.
- Tony Kuphaldt, Instrumentation & Control Technology instructor, recently took 4 students on a trip to the Southern Alberta Institute of Technology (SAIT) in Calgary, Alberta. The students participated in the Shell Instrumentation Student Games which is designed as a collaborative competition between students from schools across western Canada and the United States. Students from 6 educational institutions competed in the games, BTC was the only US school represented. Mixed teams completed a series of 4 instrumentation/automation tasks. Tasks areas ranged from on-line flow measurement calibration, control valve maintenance and calibration, electrical circuit design
and soldering, online process control, among others. BTC finished in the top 3 of the 6 teams and students found the experience to be very informational and a wonderful networking opportunity.

**Classified/BEST update:** Susan Fuller, BEST representative, gave an update to recent BEST activities:

- On March 27th, Meridian Middle School students came to BTC for a campus tour. Four B.E.S.T. members in Student Services volunteered to serve as tour guides. The request came from one of the recruiters, and these four members jumped at the chance to assist and did a great job showing off the campus to the middle school students!
- Several B.E.S.T. members will attend the 2014 Washington State Student Services Commission conference in Tacoma at the end of this month. The theme of the conference is Champions of Hope: Creating Community, Fostering Success, Transforming Lives.
- B.E.S.T. members Wendy Riedy from Facilities, Program Office Coordinator Stella Gardiner, and Dawn Hawley and Sallie Davis from the Library have continued to participate in the Collaboration and Commitment meetings with Faculty, Administration, Teamsters, and Exempt Staff

**Comments from Individual Members of the Board of Trustees**

None.

**Comments from the Audience**

None.

**Unscheduled Business**

None.

**Date of Next Regular Board Meeting**

The next regular Board of Trustees meeting for Bellingham Technical College is scheduled for **Wednesday, May 14, 2014; Trustee will have lunch at the Café Culinaire following the meeting.**

**Executive Session**

In keeping with RCW 42.30.110, the Board recessed into executive session at 10:01 a.m. for approximately one hour to discuss personnel issues (RCW 42.30.110(1)(g)). No action was taken. The Executive Session adjourned at 10:59 a.m.

**Adjournment**

Mr. Groves officially adjourned the April 17, 2014 meeting of the Bellingham Technical College Board of Trustees at 11:02 a.m.

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Jim Groves, Chair                 Patricia McKeown, Secretary
Board of Trustees                 Board of Trustees