Call to Order

Jim Groves, Chair, called the regular meeting to order at 8:15 a.m.

Roll Call

Trustees present: Jim Groves, Jim Cunningham, Debbie Ahl, Lisa Woo and Kelly Espinoza (arrived after roll call)

Approval of Minutes of Previous Meeting

4.1 Debbie Ahl’s motion to approve the minutes of the January 16, 2014 regular meeting as presented, carried unanimously.

Executive Session

In keeping with RCW 42.30.110, the Board recessed into executive session at 8:16 a.m. for approximately forty-five minutes to discuss personnel issues (RCW 42.30.110(1)(g)). No action was taken in executive session. The Executive Session adjourned at 9:02 a.m.

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, Carol Lager, Linda Fossen, Dean Fulton and Nicole Piscopo, ASBTC Advisor. Mike Massey, CNET instructor, was present representing BEA.

Introduction of Special Guests

Marlon Jennings, ASBTC President, was present to answer questions and provide clarification to the revised Constitution/Bylaws and revised 2013-14 ASBTC Budget. Other ASBTC leadership present included: Ryan Chapman, Vice President; Michael Sparks, Director of Finance; and Gagan Kaur, Director of Administrative Affairs.

Recommendation for Action of the Board

7.1 Jim Cunningham’s motion to approve the revised ASBTC Constitution/Bylaws with minor edits noted in Article 8 and Article 17, was seconded by Debbie Ahl and approved unanimously.

7.2 Debbie Ahl’s motion to approve the revised 2013-14 ASBTC Budget was seconded by Jim Cunningham and approved by roll call vote. Jim Groves, Board Chair clarified the increase to ASBTC Executive compensation is effective Winter quarter.
7.2 Following discussion, Debbie Ahl’s motion to approve the revised Institutional Master Plan was seconded by Kelly Espinoza and approved unanimously.

**Communications and President’s Report**

A statement of support was made by Debbie Ahl expressing Board of Trustee approval and consensus for the current *BTC Core Themes and Goals* and noted they align well with the Strategic Plan.

Debra Jones briefly reviewed the Operating Funds Status Report ending January 31, 2014. Trustees were reminded the amount showing in the *Contribution to (Depletion of) Reserve* does not reflect the budget adjustment previously approved by the Board to accommodate the overall impact related to the contract settlements. This amount – along with additional mid-year adjustments – will be reflected in the *revised* 2013-14 budget presented to the Board of Trustees at their March 2014 meeting.

As a result of campus interest and request, Debra Jones is currently conducting *Coffee Talks* to explain the Budget/Reserve process. Approximately 30 staff/faculty expressed an interest in learning more about the budget/reserve process; the first *Coffee Talk* resulted in only six attendees. Documents distributed and reviewed with attendees include: *The Three Stages of the Budget Process; Budget History of State Allocations and Grants/Contracts; Financial Results/Outlook* (All Staff Opening Day PowerPoint presentations since 2005) and *the Reserve and Contingency Fund Policy*. Debra briefly reviewed these documents with Trustees.

During the November 2013 special aerospace legislative session EHB 2088 was passed. The bill made an appropriation of $8 million dollars to increase “high demand aerospace enrollments” which translates to approximately 1000 Aerospace FTE (at $8000/FTE) for the CTC system. BTC is in the process of preparing a proposal – utilizing its Strategic Plan and Strategic Enrollment Plan – to hopefully submit a request for approximately 100 of these high demand aerospace FTE. The final parameters for this request are not finalized so BTC’s proposal will be guided by whatever rules are developed. BTC has a number of existing programs that may require expansion for capacity; in addition, the College has strong faculty and industry support to develop a Plastics Engineering Manufacturing (Composites) program (implemented fall 2015). BTC is also researching the expansion of two DTA/MRP’s connected to existing program content including Associate in Mechanical, Civil, Aeronautical, Industrial and Materials Science Engineering and Associate in Computer Engineering and Electrical Engineering.

Bellingham Technical College is hosting a NW Manufacturing Summit scheduled for March 4th from 7:30-12:00 p.m. in Settlemyer Hall. This is an occasion for industry, education, and policy leaders to identify strategies to address the skills gap, and to create pathways for high school graduates for careers in manufacturing. In addition, BTC will take this opportunity to gather information to expand capacity in its cluster of manufacturing programs. One of the featured speakers for the Summit is Jennifer McNelly, President of The Manufacture’s Institute.

Following discussion, Jim Cunningham made a motion to approve up to a maximum of $500,000 to provide backfill funding to make up the difference to the Foundations Capital Engineering/STEM Campaign (J Building) if their goal of raising $500,000 is not met. A transfer of funds in this amount will be made from the college local dedicated fund 148 to the college local capital fund 147 to create a Capital Reserve for the purpose of backfill funding. The motion was seconded by Debbie Ahl and approved unanimously by roll call.
Comments from Individual Members of the Board of Trustees

None.

Comments from the Audience

None.

Unscheduled Business

None.

Adjournment

Mr. Groves officially adjourned the February 19, 2014 regular meeting of the Bellingham Technical College Board of Trustees at 10:15 a.m.

Special Executive Session

In keeping with RCW 42.30.110, the Board recessed into special executive session at 10:20 a.m. for approximately two hours to discuss personnel issues (RCW 42.30.110(1)(g)) with representatives from both BEA and BEST. Representatives from both unions left at 12:10 p.m.; Trustees remained in executive session to continue discussing personnel issues. No action was taken in Executive Session. The Executive Session adjourned at 12:28 p.m.

Date of Next Regular Board Meeting

The next regular Board of Trustees meeting for Bellingham Technical College scheduled for Thursday, March 20, 2014 at 9:00 is cancelled and rescheduled for Wednesday, March 26, 2014; a Study Session will begin at 8:30.

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