Call to Order

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

Roll Call

Trustees present: Jim Groves, Debbie Ahl and Lisa Woo.

Approval of Minutes of Previous Meeting

3.1 Debbie Ahl’s motion to approve the minutes of the February 19, 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, Carol Lager, Linda Fossen, Dean Fulton, Liz Cunningham and Christopher Zwolenski. Melissa Mejia was present representing BEST; Mary Curran was present representing BEA.

Introduction of Special Guests

None.

Recommendation for Action of the Board

6.1 Consideration for Approval of Tenure Faculty Appointments for:
   Barry Potter, Process Technology: motion to approve by Debbie Ahl, approved unanimously

   Consideration for Approval of Continued Probationary Faculty Appointments for:
   Matthew Hancock, Welding Technology (2nd year): motion to approve Debbie Ahl, approved unanimously
   Danielle Newton, English/Communications (1st year): motion to approve by Debbie Ahl, approved unanimously
   Sarah Patterson, Welding Technology (1st year): motion to approve by Debbie Ahl, approved unanimously
   David Rangel, Math (1st year): motion to approve by Debbie Ahl, approved unanimously
6.2 Following discussion at the earlier study session regarding the proposed revised 2013-14 College operating budget, Debbie Ahl’s motion to approve Resolution 14-01, Adopting the Revised 2013-14 College Budget, carried unanimously by roll call vote. *It was noted that the revised budget has a variance of $286,263 additional spending from the reserve fund. This variance can be contributed primarily to two components: 1.) increased salary and benefit costs related to Collective Bargaining agreement contract settlements and, 2.) increased spending for priority Project Budget instructional equipment purchases. The original budget approved on 8.28.2013 estimated that $96,453 would be spent on Collective Bargaining agreements; actual estimated expenses will be $266,614 for a variance of $170,161. In addition, the Board approved funding an additional $175,000 for equipment and program needs.*

**Communications and President’s Report**

The Operating Funds Budget Status Report, as of February 28, 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 3.14.14) State FTE down -7.6%; all FTE is down -9.0%; program headcount down -1.2%; and all headcount down -3.5%.

Christopher “Kip” Zwolenski, Interim Director of Academics and Basic Skills, briefly reviewed the memo included in the Board packet explaining the accreditation process the College will need to follow in order to provide an Intensive English Language Program (IELP). Following discussion, Debbie Ahl made a motion to provide Board of Trustee support for BTC to proceed with the process of applying to the Northwest Commission on College and Universities to make a minor change to the College’s accredited status in order to add an Intensive English Language Program. The motion was seconded by Lisa Woo and approved unanimously.

President McKeown gave a brief update to the “high demand aerospace enrollments” discussed at last month’s Board meeting. The SBCTC has limited the number of programs eligible for these aerospace FTE to two – compared to four as originally stated. BTC is looking at creative options and is continuing to proceed with this request.

BTC hosted a Manufacturing Summit on March 4th. The focus of the Summit was industry, education, & policy leaders working together to close the skills gap. Approximately 120 representatives of industry, education (high schools and colleges) and policy leaders worked together to identify strategies and action steps to increase the number of graduates for the manufacturing workforce. President McKeown has submitted an Op-Ed to the Bellingham Herald as a follow-up to the summit; the College is also in the process of planning a local event to coincide with National Manufacturing Day, October 3rd.

The proposal for renovation and expansion of J Building was submitted to the SBCTC at the end of February. This request anticipates capital funding over two biennia with design funding appropriated in the 2015-17 budget and construction funding appropriated in 2017-19. The project is proposed to be 97% funded by state appropriation and 3% by local funds over two biennia. The BTC Foundation has committed to raise a minimum of $500,000 in local funds to support the renovation/expansion. A grant has been submitted to Phillips 66 requesting $250,000; the College would recognize this gift by renaming Building J the *Phillips 66 Engineering, Technology and Science Building.*
The BTC Foundation is in the process of determining a date in late August for a Board Social. Trustees were invited to respond with their availability with the hope that many could attend.

BTC will have a team in the Whatcom Literacy Councils Trivia Bee this Friday, March 28th at Bellingham High School. BTC’s team includes Dean Fulton, Kip Zwolenski and Gabriel Mast who will represent BTC as the "Technically Skilled Trio". Doors open at 6 pm, and the actual Bee runs 7 pm to 9 pm. Tickets can be purchased at the door for $10. Note that there is a "cheer award" for the group in the audience that does the best job supporting their team. Trustees were invited to attend.

BTC is scheduled to submit a Seven Year Self-Evaluation Report to Northwest Commission on Colleges and Universities prior to an accreditation site visit on October 20-22. The College is in the process of completing this Seven Year report; Trustees will be given updated reports to review prior to the evaluation.

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

Mary Curran, BEA President, gave a brief update:
- On Monday, March 24th the last group of Practical Nurses graduated – 9 were pinned; in addition, 20 RN’s were pinned. The Nursing SIM/Skills lab is still in the process of installing new equipment. The new technology has been very helpful to students as they transition to clinical and the work environment; comments from nurses in the field is that students are coming more prepared.
- Faculty and the VPI have met to share ideas on faculty meeting collaboration. Future meetings will include more participation from faculty to include a sharing of different instructional strategies and other mutual topics of interest and importance.
- Union meetings have begun to have more structure and communication is being worked on. Consistent Board reports will be a topic going forward. Trustee suggestions included program updates re: certifications/accreditations and new instructional strategies.
- Representatives from BEA, BEST, Teamsters, Exempt and Administrators met for the first time March 25th to discuss Commitment and Collaboration on campus. The purpose of this taskforce is to address campus climate and what can be done to move forward. Topics discussed included trust, forgiveness and fun.

Melissa Mejia, BEST President, mentioned the BEST unit is encouraging more involvement by members in activities and committees on campus, including a rotation of members to attend Board meetings.

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

Jim Groves and Lisa Woo both attended the Manufacturing Summit, March 4th and were impressed with the attendance and content shared. Ronda was asked to upload information distributed at the Summit to Dropbox.

**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 Thursday, April 17, 2014; a study session will be held from 8:15-9:00 a.m.

Executive Session

In keeping with RCW 42.30.110, the Board recessed into executive session at 10:23 a.m. for approximately forty-five minutes to discuss personnel issues (RCW 42.30.110(1)(g)). No action was taken. The Executive Session adjourned at 10:47 a.m.

Adjournment

Mr. Groves officially adjourned the March 26, 2014 meeting of the Bellingham Technical College Board of Trustees at 10:48 a.m.

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