Call to Order

Jim Groves, Chair, called the regular meeting to order at 9:09 a.m.

Roll Call

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

Approval of Minutes of Previous Meeting

3.1 Jim Cunningham’s motion to approve the minutes of the September 18, 2014 regular meeting as presented, carried unanimously by those who attended.

3.2 Jim Cunningham’s motion to approve the minutes of the October 16, 2014 regular meeting as amended, carried unanimously by those who attended.

3.3 Debbie Ahl’s motion to approve the minutes of the November 20, 2014 regular meeting as presented, carried unanimously by those who attended.

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 Chad Stiteler, Frank Powers, Linda Fossen, Dean Fulton, RaeLyn Axlund McBride, Marni Saling Mayer, Zoe Fraley and Robin Johnson. Melissa Mejia, was present representing BEA.

Introduction of Special Guests

ASBTC Executive Officers, Ryan Chapman, President, and Jason Halverson; Vice President, Mark O’Conner, ASBTC Advisor and others were present to review the proposed ASBTC 2014-15 Budget.

Recommendation for Action of the Board

6.1 Based on review and discussion during the Study Session, Debbie Ahl’s motion to approve the ASBTC 2014-15 Budget, was seconded by Kelly Espinoza. The budget was approved by Lisa Woo, Kelly Espinoza, Debbie Ahl and Jim Cunningham; Jim Groves voted not to approve the budget. NOTE: Trustees requested the ASBTC define a process for future budget development; formalize a Student & Activities Committee in compliance with RCW 28B.15.045; and, present quarterly budget updates to the Board of Trustees.

6.2 Following discussion, Debbie Ahl’s motion to elect Jim Groves as Board Chair for one year, carried unanimously.

6.3 Following discussion, Jim Cunningham’s motion to elect Kelly Espinoza as Board Vice Chair for one year, carried unanimously.
Communications and President’s Report

President McKeown expressed her appreciation to Chad Stiteler for helping the ASBTC develop their 2014-15 budget. He will continue to collaborate with ASBTC leadership to formalize the S&A Committee with the goal of bringing the Trustees a draft process to review in March 2015.

Congresswoman Susan DelBene recently visited BTC for the first time and had the opportunity to tour a number of industrial programs; additional legislators will be invited to visit campus in the next year. Trustees were reminded about the joint Legislative Reception scheduled to take place in Olympia on January 29th, in conjunction with the TACTC Winter Conference.

The Governor is expected to release his budget in the next week; both the House and the Senate will each release their version of a budget before anything is finalized. The system anticipates that Higher Ed will be asked to take a budget reduction. Jim Cunningham recently attended a TACTC Legislative Action Committee meeting where P-14 funding was emphasized. The consensus is that the system needs to communicate the State’s Paramount Duty and relay the fact that it also includes higher education – including “technical schools”. The draft BTC 2014-15 BTC Legislative Talking Points were briefly reviewed.

The department updates included in the Board packet were briefly reviewed. Chad Stiteler noted that the Maritime Heritage lease for the Perry Center has recently been approved by the City Council.

President McKeown briefly reviewed the Annual Student Survey Results included in the Board packet. This survey was conducted in spring 2014, and where available, national averages were included for comparison to BTC results.

The Board was updated on a potential IRS issues. A change in state law a number of years ago stated that colleges were no longer allowed to use student Social Security numbers as Student ID numbers for admission. However, the Federal IRS reporting system does require colleges to submit Social Security numbers when reporting on the tax form 1098-T. In the past, the IRS has allowed a blanket waiver so colleges would not be fined for not reporting these numbers. However, fines are now being implemented for the tax reporting year (2012) and the initial fine BTC was assessed with from the IRS was approximately $50,000. Through careful vetting of the data, Chad feels that the realistic risk exposure is closer to $12,000, which is approximately $100 per student; the anticipated fine for the 2013 reporting year is approximately $5,000. The IRS recently sent a letter stating they may considered waiving future fines if colleges show they put forth reasonable effort to minimize missing SSNs. Chad feels BTC has shown considerable effort in encouraging compliance with the IRS code and could prove reasonable cause to request a waiver.

BTC is scheduled for their compliance audit at the end of January 2015; Trustees should anticipate being asked to meet with auditors at some point during their three weeks on campus.

President McKeown, Frank Powers and RaeLyn Axlund McBride will appear before the Northwest Commissions on Colleges and Universities (NWCCU) Board on January 8, 2015. At this meeting, BTC’s evaluation and status will be reviewed and determined.

While Instruction did not have a written report, VPI Frank Powers briefly shared Instruction highlights including continued and expanded faculty involvement in decision making including the addition of a Solutions Task Force using Compression Planning, and development of a VPI Advisory Committee to discuss issues/problem solving with faculty.

President McKeown announced that Camille Gatza has been hired as the new HR Executive Director and will begin January 7th. She will be available to help support Trustees in the Presidential Search process.
The Board briefly discussed the upcoming Presidential Search process and next steps. Following discussion, Kelly Espinoza’s motion to delegate to Jim Cunningham and Debbie Ahl the authority to identify and hire an external search firm utilizing WIPHE language existing in current state contracts, not to exceed $45,000, was seconded by Lisa Woo and approved by roll call vote. A future special session of the Board of Trustees will be scheduled to continue discussion on the search process.

**BEST update:** Melissa Mejia mentioned that Diana Kanda’s would be retiring on December 15th after working at BTC for 25 years. Trustees asked Melissa to express to her their congratulations and will also send a letter on behalf of the Board of Trustees.

**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 **Thursday, January 15, 2015**; a Study Session will begin at **8:15**.

**Executive Session**

In keeping with RCW 42.30.110, the Board recessed into executive session at 11:18 a.m. for approximately thirty minutes to discuss issues covered under RCW 42.30.110(1)(g). Action may be taken in open session based on discussion.

**Adjournment**

Mr. Groves officially adjourned the December 11, 2014 meeting of the Bellingham Technical College Board of Trustees at 11:45 a.m.

______________________________  _________________________
Jim Groves, Chair                  Patricia McKeown, Secretary
Board of Trustees                   Board of Trustees
Call to Order

The special meeting was called to order at 9:00 a.m. by Jim Groves, Chair.

Roll Call

Trustees present: Jim Groves, Jim Cunningham, Debbie Ahl, and Kelly Espinoza.

Bellingham Technical College Staff Present

Patricia McKeown, President (via conference call); Ronda Laughlin, Assistant to the President; Kerena Higgins, Assistant Attorney General. Also present were: Frank Powers, Linda Fossen, Chad Stiteler, Marni Saling Mayer, Camille Gatza, RaeLyn Axlund McBride. BEA representatives included Don Anderson, Welding instructor; Holly Kennedy, Nursing instructor; Danielle Newton, English instructor; and Greg Rehm, CNET instructor.

Introduction of Special Guests

Laura Saunders, Association of Community College Trustees (ACCT) Search Consultant was present to answer questions regarding services and support offered by ACCT.

Purpose of Meeting

Trustees reviewed a tentative Presidential Search process and draft timeline; briefly reviewed key findings found in numerous reports including those from The Aspen Institute; discussed key attributes desired in the next BTC President; and, had a brief discussion regarding the roles and responsibilities of the Board of Trustees during the search process and the Presidential Search Advisory Committee (PSAC).

Next steps include obtaining feedback from faculty, staff and students on the key attributes desired in the next BTC President. Jim Cunningham and Debbie Ahl will facilitate an open forum on Wednesday, January 21 from 11:00-1:00 pm; they will also attend the faculty meeting on the same day at 3:15.

Adjournment

Mr. Groves officially adjourned the January 9, 2015 Special Meeting of the Board of Trustees at 12:20 p.m.