Call to Order

Jim Groves, Chair, called the regular meeting to order at 9:00 a.m.

Roll Call

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

Approval of Minutes of Previous Meeting

3.1 Debbie Ahl’s motion to approve the minutes of the December 18, 2013 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 and Malcolm Oliver. Also present: Nicole Piscopo, ASBTC Advisor; Marlon Jennings, ASBTC President; Todd Cadwell, ASBTC Director of Student Advocacy and Matt McCarrell, current Chair of the Policy and Procedures Committee. Mary Curran, Nursing instructor and Jeanne Young, Instrumentation and Control Technology instructor were present representing BEA.

Introduction of Special Guests

Marlon Jennings, ASBTC President, and Todd Cadwell, Director of Student Advocacy reviewed the revised ASBTC Constitution/Bylaws. Following discussion, the Board of Trustees felt the Constitution and Bylaws needed additional revisions; Trustees also recommend the Executive Officers stipend was too high of an increase (from 750 to 1500) without adequate information to support the increase.

Recommendation for Action of the Board

6.1 The ASBTC Constitution/Bylaws will be revised based on Trustee suggestions and feedback. The Board of Trustees will consider approval at the February 19, 2014 Board meeting.

6.2 The complete draft Institutional Master Plan was distributed to Trustees and will be reviewed for Board approval at the February 19, 2014 Board meeting once all Trustee have an opportunity to review the entire draft plan.
Communications and President’s Report

President McKeown reviewed the process to date on the development of the College Climate Survey. Trustees provided feedback regarding the draft custom questions; suggestions will be incorporated in the final survey that will be completed by BTC employees February 18-March 7.

The Café Culinaire begins their Winter Quarter Buffet’s Friday, January 17. A table has been reserved in President McKeown’s name. If Trustees are interested in attending or inviting a guest, they were asked to provide the date so availability can be determined.

Welding recently passed the American Welding Society program audit, and is now an Internationally Accredited Testing Facility. This accreditation will allow students the opportunity to test to nationally recognized Industry Standards. BTC and Bates Technical College are the only two colleges in the state with this facility accreditation.

Tentatively, the February Board Study Session will focus on Programs. Mary Curran will check if the Nursing Simulation lab can be available for a tour; President McKeown will contact additional program faculty for availability.

Debra Jones briefly reviewed the Operating Funds Budget Status Report ending December 31, 2013. Tuition revenue continues to be lower as a percent YTD due to the fact winter quarter started one week later this year. Although enrollment for Winter quarter continues to be lower than anticipated, FT enrollment has not decreased at the same rate as PT enrollment resulting in a less significant decrease in tuition revenue. Currently (as of 1.13.14) State FTE down -9.6%; all FTE is down -9.3%; program headcount down -4.2%; and all headcount down -2.0%. Trustee will be presented with a mid-year budget adjustment at their March 20, 2014 meeting.

Project Budget Presentations took place on December 19th from 9-3 pm. This year 20 requests were submitted totaling over $962,000; in addition, the Technology Budget committee presented requests totaling over $236,000. At this time, approximately one third of the proposals (some only partially funded) have been approved (approximately $359,000). As the year progresses, the Project Budget pool will be evaluated again with the hope of approving additional projects with unused funds.

Linda Fossen, VP of Student Services briefly reviewed the efforts in process for increasing enrollment. Highlighted was the soft launch of the Customer Relationship Management (CRM) system on December 19, 2013. This tool will help the college capture contact information to increase communication abilities with prospective students. Utilizing CRM will allow staff to track prospective student interactions with BTC through email, event attendance, and the VIP page which is a web-based student information portal.

The BTC Foundation is scheduled to conduct their annual Planning Retreat on Friday, February 31st. The Foundation will be redefining their Strategic Priorities and Initiatives for the next three years.

Comments from Campus Constituents

Mary Curran announced she and Jason Kefover, Electro-Mechanical Technology instructor, are the new co-Presidents of the BEA, effective immediately.

- The DOL grant is providing additional support as well as supplemental instruction and will result in increased retention/completion.
- Through the HEET grant, BTC and WCC will provide SIM lab collaboration allowing students from each college to experience labs on both campus.
Comments from Individual Members of the Board of Trustees

Trustees shared their enthusiasm regarding BTC’s Hot Foot Team receiving a Gold Medal at the Oregon State Hot Food Team competition in December. On Tuesday, January 21st the Hot Food Team will compete in the Washington State Competition in Tukwila, WA.

Trustees also acknowledged the fact that eight BTC Practical Nursing graduates were admitted to the new RN to BSN program at WWU.

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, February 19, 2014 at 9:00. A tentative Study Session is scheduled and will begin at 8:15.

Executive Session

In keeping with RCW 42.30.110, the Board recessed into executive session at 11:35 a.m. for approximately forty-five minutes to discuss personnel issues and real estate issues with legal counsel (RCW 42.30.110(1)(b)(g)). No action was taken in executive session. The Executive Session adjourned at 12:19 p.m.

Adjournment

Mr. Groves officially adjourned the January 16, 2014 meeting of the Bellingham Technical College Board of Trustees at 12:20 p.m.

Jim Groves, Chair
Board of Trustees

Patricia McKeown, Secretary
Board of Trustees