Call to Order

The special meeting was called to order at 8:15 a.m. by Jim Groves, Chair.

Trustees Present

Jim Groves, Jim Cunningham, Debbie Ahl, and Lisa Woo. Kelly Espinoza arrived after roll call.

Bellingham Technical College Staff Present

Ronda Laughlin, Assistant to the President; Kerena Higgins, Assistant Attorney General; and, Camille Gatza.

Special Guests

Laura Saunders, Association of Community College Trustees (ACCT) Search Consultant; Laurie Savona, ACCT Search Consultant participated via conference call.

Purpose of Meeting

Under RCW 42.30.110 (1)(g) the Board of Trustees entered into executive session at 8:16 a.m. for approximately one hour to review the qualifications of applicants for public employment; and, to discuss presidential contracts and compensation. Action may be taken in open session at the May 21, 2015 regular meeting as a result of discussion during executive session.

The May 21, 2015 Special Meeting of the Board of Trustees officially adjourned at 9:43 p.m.
Regular Meeting  
May 21, 2015

Call to Order

Jim Groves, Chair, called the regular meeting to order at 9:50 a.m.

Roll Call

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

Approval of Minutes of Previous Meeting

3.1 Jim Cunningham’s motion to approve the minutes of the April 16, 2015 regular meeting as presented; second by Debbie Ahl; the motion carried unanimously.

3.2 Jim Cunningham’s motion to approve the minutes of the May 5, 2015 special meeting as presented; second by Kelly Espinoza; the motion carried unanimously.

3.3 Debbie Ahl’s motion to approve the minutes of the May 12, 2015 regular meeting as presented; second by Jim Cunningham; the motion carried unanimously.

3.4 Jim Cunningham’s motion to approve the minutes of the May 13, 2015 regular meeting as presented; second by Debbie Ahl; the motion carried unanimously.

Proposed Agenda Changes

Move the ASBTC Representatives to the beginning of the agenda so they can provide an update to their year-to-date budget and students can return to class.

Move Chad Stiteler, VP of Administrative Services, report earlier on the agenda so that he can facilitate a BTC Funding Coffee Talk at 11:15.

Trustees also accommodated the request made by Tony Kuphaldt to provide the BEA update early in the agenda so that he could return to supervise his class.

BEA update:

- Instrumentation students attend the Shell Instrumentation Student Games at the Southern Alberta Institute of Technology (SAIT) in Calgary, Alberta. Four students, plus two student helper/observers and one faculty advisor (Tony Kuphaldt) participated in activities designed as a collaborative competition between students from schools across western Canada and the United States. BTC has been invited to bring two teams to next year’s event.

- Jason Kefover confirmed that Trustees had received the email sent late last night regarding the search. Trustees appreciated the information and have communicated with BTC’s ACCT Search Consultant. At this time, the information provided has been vetted and does not appear to be an issue. The Board continues its deliberation of candidates while in-depth reference and background checks are being done.
Bellingham Technical College Staff Present

Patricia McKeown, President; Ronda Laughlin, Assistant to the President; Kerena Higgins, Assistant Attorney General. Also present were Chad Stiteler, Dean Fulton, Camille Gatza, Marni Saling Mayer, RaeLyn Axlund McBride, Mark O’Conner, and Rod Taylor, new Associate Dean. Jason Kefover, Electro Mechanical Technology instructor and Tony Kuphaldt, Instrumentation/Control Technology instructor, were both present representing the BEA.

Introduction of Special Guests

ASBTC Executives: Binh Nguyen, Director of Finance; Liz Hancock, Director of Communications; Samuel Davis, Director of Legislation; and, Robert Jobin, Director of Administrative Affairs, Attendance were all present. Both Liz Hancock and Binh Nguyen reviewed the year-to-date ASBTC budget status, as of 5.15.2015. Trustees expressed their appreciation to the ASBTC executive team for the depth of information provided. Clarification was given on the Program/Tiered Funding budget; in addition, Trustees requested regular updates similar in format to what the College provides to Trustees monthly. Chad Stiteler, VP of Administrative Services offered to provide assistance and guidance.

Recommendation for Action of the Board

None.

Communications and President’s Report

Chad Stiteler briefly reviewed the Operating Funds Budget Status report for month ending April 30, 2015. Both revenue and expenditures continue to trend as expected. Food Services revenue is up compared to last year primarily due to catering revenue resulting from Settlemyer Hall rentals. Enrollment for spring quarter is showing an increase over last year; currently (as of 5.01.2015) State FTE is up +8.2%; all FTE is up +10.9%; program headcount is up +10.0%; and all headcount up +6.2%; Pre-program headcount is up +3.0%.

The legislature is not expected to have their budget passed so BTC anticipates a second 30-day special session. The state revenue forecast has been increased by $106 million for the 2013-15 biennium and by $309 million for the 2015-17 biennium which may help legislators agree on a budget. If the legislature has not passed a budget, beginning July 1st the College will begin to utilize its reserves to operate. An initial 2015-16 budget proposal is expected to be provided to Trustees for review prior to the June 18, 2015 regular meeting; a continuing budget resolution may be needed if the legislature does not approve a budget by June 30, 2015.

President McKeown and members of the BTC Foundation have scheduled a meeting in early June to meet with representatives from Morse Steel to continue preliminary discussion regarding a possible public/private partnership.

WACTC Presidents are scheduled to take action on the allocation model recommendations at their meeting on May 28th. Debbie Ahl expressed the Board’s appreciation Patty’s participation and efforts on this committee and the insight and information she provided.
RaeLyn Axlund McBride reviewed the draft revisions to the BTC Core Themes. Revisions are a shift in language and not intent, changing Core Theme 2 from *Excellence* to *Continuous Improvement*. The Board will be asked to formally approve the revisions at their June meeting.

The department updates included in the Board packet were briefly reviewed and discussed.

**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, June 18, 2015**; 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 11:16 a.m. for approximately forty minutes to continue discussion on the qualifications of applicants for public employment; discuss presidential contracts and compensation. RCW 42.30.110(b)(g). Action may be taken in open session based on discussion in executive session.

The Board reconvened into open session at 12:05 Debbie Ahl's motion to authorize the Board Chair to enter into negotiations with Dr. Kimberly Perry for the position of President of Bellingham Technical College to include salary and other compensation and benefits allowable under state law, contingent on background check, was seconded by Kelly Espinoza, and approved unanimously by roll call vote.

**Adjournment**

Mr. Groves officially adjourned the May 21, 2015 meeting of the Bellingham Technical College Board of Trustees at 12:10 p.m.

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