

### ❖ Call to Order:

Meeting called to order by President Marlon Jennings at 3:15 p.m.

### ❖ Attendance:

Malcolm, Susan, Rachel, Danielle, Marlon, Matt, Todd, Scott (late). Also Michael Sparks from Process tech joined us as he is interested in the ASBTC Director of Finance position.

### ❖ Reading and Approval of Minutes:

Minutes were approved with one minor change. Approved – Todd, Seconded – Susan, All approved.

### ❖ Funding Requests:

- **M-Tech** – Darryl Knutson requested on behalf of the program \$150.00 for the entry fee to the Spark's Museum. Driving own vehicles. Susan made motion to approve, Todd seconded, all approved. Encourage Darryl to share with senate after their field trip.
- **Nursing programs** – original request submitted combined all programs. Need documents for each program. Todd made motion to deny original request, Susan seconded. All approved
- **LPN** – submitted new paperwork for their program. Pinning of students in December. \$700 request. Gagan made a motion to approve, Todd seconded, all approved. Will present at Senate meeting on Wednesday. Note – Todd and Marlon met with nursing students on Tuesday to review the expectations of Senate and programs.
- **LPN/RN** - submitted new paperwork for their program. Pinning of students in December. \$700 request. Scott made a motion to approve, Todd seconded, all approved. Will present at Senate meeting on Wednesday. The bridge program needs 2 reps and 1 alternate.
- **ADN** – don't have a representative at this time.

### ❖ ACTION – Danielle and Marlon to get representative for ADN

- Title 9 Workshops - \$25.06 for travel expenses. Line item for Malcolm.
- **Pathfinders** – April Hinkle-Johnson from AmeriCorps – working at BTC as the “Veteran Student Navigator” presented information about training student Mentors to be support to students that are having difficult times incorporating with Gay Straight Alliance. To this conversation Todd share a handout from Green River Community College. He requested that board review and stated that we need to provide a Safe Zone and that bullying applies to all. The peer mentorship program is an excellent student retention tool, reduces peer dropout rates. We need to offer training programs and



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resources. No person should be left behind. Currently there are 5 peer mentors for the Veterans program. Todd requested \$499.00 in marketing supplies to start working on this project which also includes LGQBT. This is a Diversity Line item so no need to vote. Supplies will include stickers and other resources.

- ❖ ACTION – Todd will begin ordering supplies, Marlon, April and Malcolm will work on a training plan and keep the team posted. Todd to announce at next senate meeting. Deadline to have this up and rolling is January 8, 2014. All executives to review training meeting.
  - Danielle – attendance is good for Executives.
  - Susan – Suggested before asking board to vote on something make sure they have been given all of the information for clarity. Suggested we do calendaring well in advance so we know when we are expected to be available. Sudden changes to the calendar can cause us to not be available and then we won't meet our goal of attendance. Shared the spreadsheet outlining other schools and their stipends. Need more information – please remember to submit this information to Susan
- ❖ ACTION – Susan to do calendaring on Outlook and include board. Marlon will provide dates of all events. Executives to continue researching school financial and submit to Susan.
  - Scott – Clubs that are up and running include: CNET Server Club, Veteran's Club, HVAC Club, Rad Tech. The paperwork has all been submitted. Policies and Procedures Committee needs to get set up. Chris Petersen (Electrician) would like to be on this committee. A rough outline needs to be created. Scott should be the chair.
- ❖ ACTION – Scott to research other schools Policies and Procedures including how have they done this? He is to report at the next meeting. After Thanksgiving he will set up meetings for once a week. Marlon to put on Senate Meeting Agenda.
  - Todd – Student Success Initiative – has appointment with Patty next Tuesday at 1:00 p.m. regarding LGBTQ. Gay Straight Alliance, next meeting on Wednesday at 3:00 p.m. Executive “Midnight Society” meeting at 9:00 a.m. on Sunday, November 24 at Barkley “Woods Coffee”. Not mandatory. Discussion regarding offering a room for LGQBT led to discussion on offering a room of prayer for Muslim students. After much discussion the board determined they will convert the conference room in the Student Center to a prayer room and find another location for LGQBT.
- ❖ ACTION – Gagan to set up rules for the prayer room and post them. Marlon will have facilities clean the carpet. Todd will find an alternative room for the other programs. Todd made motion to approve, Danielle seconded, all approved.
  - Gagan – Shared a letter from Brady Martin indicating his resignation from Senate due to his recent interactions in meetings with Executives, as well as, how Senate meetings were held.
- ❖ ACTION – Marlon to provide Gagan a date to add Brady to the agenda. Gagan will then invite Brady on behalf of board to an Executive Meeting to further discuss.

[E] = Excused Absence    [U] = Unexcused Absence    [P] = Present



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- Gagan suggested attaching timelines/deadlines to any given project or task to enable progress tracking, follow-up, and minimizing slips."
- **Marlon** – E-Books – Marlon contacted Chris Crosser and is waiting to hear back. Marlon and Malcolm met with President's from BTC, WWU, WCC and discussed the following topics: Transgender Issues, LGBTQ, Joint Campus Fundraising and support to the City for the Riot, Legislative Rally Day, Bellingham Police and Sheriff. Possible \$2500 donation could be made for riot along with other schools supporting as well.
- ❖ **ACTION – Marlon to review RCW. Further discussion needed, Marlon to add to next meeting agenda.**
  - Job Corp – no response yet
  - Budget – Marlon shared the current budget. Still needs more work and clarifications to board. For those that are going to the meeting on Sunday please review for further discussion.
- ❖ **ACTION – Marlon to continue working on budget and add to the next meeting agenda.**
- ❖ **OTHER BUSINESS:**
  - Todd mentioned that Basic Academic Skills Education Students will be joining Senate.
  - Malcolm suggests that we work as a team when responding to emails. They should be coming on behalf of the Executive Board, with a uniform consensus and a point of contact (the rep that is responsible for the question at hand).
- ❖ **Adjournment**
  - Todd made a motion to adjourn, Danielle seconded, all approved.

### Executive Meeting Minutes Approved By:

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Susan Paull – Director of Administrative Affairs - Minutes

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Marlon Jennings –ASBTC President

