



ASBTC

Executive Minutes

Associated Students of Bellingham Technical College

Striving for Student Success

Contact: asbtc@btc.ctc.edu | 360.752.8357 | Campus Center (CC) Room 300

MINUTES

December 6, 2013

❖ Call to Order:

Meeting called to order by President Marlon Jennings at 3:14 p.m.

❖ Attendance:

Nicole, Scott, Danielle, Gagan, Susan, Marlon, Mark, Todd, Mike, Matt & Malcolm

Absent: Rachel (excused).

❖ Reading and Approval of Minutes:

Minutes were approved with minor corrections. Approved – Gagan, Seconded – Danielle, Todd & Scott abstained, all others approved.

❖ Funding Requests:

- **Civil Engineering** – Jessica Amos requested \$499.00 on behalf of her program. These funds are for 1st and 2nd year students to attend an all-day AutoCAD class in Bellingham. It will be a very valuable learning experience, as well as, offering the students to Network with local companies in the area. A purchase order will be provided in order for the students to attend as there will be a delay in payment due to the timing. Todd made motion to approve, Danielle seconded, all approved. Jessica was advised to get the paperwork completed including having her Dean and Advisor sign off.
- **Donut funding request** – Sherrie Anderson, assistant to Dean Gabe sent an email inquiring into possible reimbursement for the donuts that Gabe delivered to students in his program. ASBTC had just recently funded and delivered donuts to all students as well. During this event the Deans were invited to participate as well. Todd made a motion to decline reimbursement, Danielle seconded and all others approved.
 - **ACTION – Marlon will respond to the email and explain the decision and how it was made.**

❖ New Business

- **Brady Martin, former Senator**– Brady attended the meeting on a request from the Executive Board in order to discuss the reason for his resignation from Senate. Brady discussed the elections and constitution and how he wanted to be heard. The board explained their position on all of his concerns. Brady was encouraged to re-consider but he declined. Malcolm requested a follow up meeting with Brady, not to discuss what was included in this meeting but just to spend some time with him.
 - **ACTION – Malcolm will reach out to Brady to set up a time to meet with him.**
- **Elections** – There needs to be a process for elections to assure a smooth, seamless process. Determine that this needs to be included in the Policies and Procedures and will be added to the task forces agenda.
 - **ACTION – Scott and Todd will add to their agenda for Policies and Procedures.**
- **Briceno Family** – Recently a young mother was involved in a hit and run which involved a BTC Student who was later charged. She is in critical condition in a Seattle Hospital. On behalf of BTC the executive board would like to

help the family out this Christmas season and Danielle is heading up this movement. She will be creating flyers to announce what BTC ASBTC will be collecting including where financial donations can be made and toy donations. This will be handed out at the next Senate meeting.

- **ACTION – Danielle to create flyer, research the best way to make donations and present at the next Senate meeting.**
- **Attendance** – Executive Board attendance is meeting the requirements. Danielle and Gagan will be putting together the report to present to Robyn Johnson (HR) for stipend payments due January 10, 2014
 - **ACTION – Danielle and Gagan to put together report.**
- **Calendar** – Susan requested getting all of the dates of expected events and meetings that we are knowledgeable about at this time. She will then send to all calendars.
 - **ACTION – Nicole and Marlon will send Susan the details of the events.**
- **Board of Trustees Meeting** – Marlon indicated that he along with Mike and/or Rachel and Scott will be attending the next meeting. This is an open meeting and all executive board is encouraged to attend. Susan suggested a pre-planning meeting for this. All approved this idea and a meeting for BOT planning was set for 12/17/11 at 11 a.m. Marlon and Danielle will be meeting with Rhonda on Monday to present budget and constitution. 17 copies of each have been printed to hand out.
 - **ACTION – Susan to send meeting invite to executive board. Marlon will have all information that will be presented for all to review and prepare for.**
- **Minutes/Forms** – Gagan recently created a new template for ASBTC forms and documents – it was suggested that this document be used for all future meeting minutes. All other standing ASBTC need to be updated.
 - **ACTION – Gagan to send final “approved” template to Susan to begin using. Gagan will update all other forms and documents.**
- **Voting Members** – Several suggestions were made regarding voting members and how to identify them. It was determined that this also needs to be included in the Policies and Procedures process
 - **ACTION – Scott and Todd to add to agenda for the Policies and Procedures meeting.**
- **Recognition** – Gagan suggested the certificates be presented to Senate that meets 100% attendance per quarter. One certificate for the program and one for the rep(s). This will show appreciation and encourage their attendance in the future. Nicole found a ream or so of paper that can be used for this making the cost minimal for printing. It was also suggested to check with instructors to confirm that senators are reporting to their programs. Gagan will create the certificates since she has access to attendance stats. Susan made a motion to approve, Todd seconded. All approved.
 - **ACTION – Gagan will create certificates and present at Senate meeting.**
- **Director of Communications** - Executive board discussed the advantages of re-titling the position of WACTCSA to Director of Communications Director, incorporating WACTSA into the job description. Also in the job description will be scheduling senate speakers which will then be deleted from the Vice President Job description. Revisions will need to go to Senate. Gagan made a motion approved, Scott seconded, all others approved.
 - **ACTION – Scott to review documents as needed. Marlon to add to Senate meeting agenda. Will then be presented to BOT meeting in January.**
- **Meeting with BTC President** – Danielle and Marlon shared an update on their recent meeting with Patti. They offered Patti a standing invitation to attend all Executive and Senate Meetings. Included in their discussion with Patti were the following topics: Constitution, Budget, Per Capita funding for student programs, Prayer rooms (pilot). Marlon also suggested that a member of ASBTC Executive Board attend the BOT meetings on a monthly basis and present what ASB has been doing. President or VP will always attend, this is an open meeting so all others are encouraged. Danielle mentioned that Patti was very receptive about the suggestion of per capita for programs with a minimum amount. Patti recommended that they meet with Debra to establish FTE’s and determining per capita amounts/minimums. Marlon and Danielle are meeting Debra at 4:00 p.m. on Monday, December 9, 2013. Executives also determined that a quarterly update on activities be created and presented at

the end of each quarter to the BOT. All executives to provide information to Susan and she will also pull details from the minutes of all meetings that quarter.

▪ ACTION – Marlon and Danielle to meet with Debra. Susan to create quarterly update and all others to provide her with information on events/communications etc. that they have been involved in during the quarter.

➤ Student Advocacy – after a situation with a meeting that one of the Executives recently had with a staff member it was suggested that the buddy system be used which means having two people in a meeting. Danielle made a motion to approve, Todd seconded, all others approved.

▪ ACTION – When setting up a meeting all Executive Board Rep. will request a 2nd person from the board to attend the meeting.

➤ 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.

❖ Adjournment

➤ Todd made a motion to adjourn, Danielle seconded, all approved. Meeting adjourned at 4:59 p.m.

Executive Meeting Minutes Approved By:

Susan Paull – Director of Administrative Affairs - Minutes

Marlon Jennings –ASBTC President

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| Program: | |
| Senator: | |
| Instructor: | |
| Date: | |