



ASBTC

Associated Students of Bellingham Technical College

Striving for Student Success

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

EXECUTIVE MEETING MINUTES

December 13, 2013

❖ Call to Order:

Meeting called to order by President Marlon Jennings at 3:09 p.m.

❖ Attendance:

Scott, Rachel, Danielle, Gagan, Susan, Marlon, Mike, Matt and Todd

Advisors: Nicole, Malcolm

❖ Reading and Approval of Minutes:

December 5, 2013 minutes were approved. Todd motioned to approve, Gagan seconded. Scott & Rachel abstained, all others approved.

December 6, 2013 minutes were approved with minor changes. Todd motioned to approve as amended, Scott seconded. Rachel abstained. All others approved. A "draft" copy of these minutes was provided to Linda until it could be corrected.

❖ Funding Requests:

- **Wipes for Library** – a request was submitted to fund hand wipes for the library. \$150.00 a year is the maximum budget for this and they generally are requested twice a year (\$75.00 per request x 2). Danielle motioned to approve, Scott seconded, Todd opposed, all others approved.
- **Original request from Ruby Butterworth** – funding that was originally requested is no longer needed. Another source is helping with Ruby's original request. Basic Academic Skills is now funding the original request.

❖ Old Business

- **Briceno Family** – Danielle gave an update. Some financial donations have been made at WECU for this family.
- **PTK Toy Drive/Family Support** – Danielle mentioned that she has had conversations with a few BTC Students that are in need of help for their families over the holidays. She is working with them and directing in the right direction to help them.

❖ New Business

- **Preparing for BOT Meeting** – Susan requested that everyone help ASAP compiling the financial/stipend information for the Community and Technical Colleges in WA State. This information needs to be available for the BOT when we are submitting our request for a Stipend increase. Nicole split the list up so each rep would have a minimal amount to research. Also in preparing for this meeting Susan requested that everyone send her information on activities/events/advocacy etc. that they have been involved in during Fall Quarter so a summary can be provided for the BOT Meeting.
 - **ACTION** – Everyone to focus on collecting this information and providing it to Susan. Also send Susan updates for the summary. Susan to put details together for pre-BOT meeting on Tuesday.
- **Attendance** – Executive Board attendance is meeting the requirements per Danielle.
- **Meeting with Debra Jones, BTC CFO** – Marlon and Mike gave a report on their recent meeting with Debra. This meeting included discussions around Introductions, Budget, Tutoring (Line Item), Preparing for BOT Meeting and Stipend changes, per capita structure to fairly distribute funds for programs.

- **ACTION – Marlon will bring these recommendations for the pre-BOT planning meeting.**
- **Danish Exchange Students** – Further information was received about the Danish Exchange students and it appears that there needs to be a budget for this again. It had been removed from the Budget that was submitted for the BOT meeting. After much discussion the executive board agreed that the message to the BOT is that we do have the budget and funds can be reallocated but at this point but we have not received a request to assist with this. We would also suggest that the school consider meeting ASBTC up to \$2000.00. Needs to be further discussed at pre-BOT meeting.
 - **ACTION – Marlon to add to agenda for pre-BOT meeting on Tuesday.**
- **Nursing Program** – Mary Curran joined the meeting as a guest to discuss issues around “Accreditation” for the Nursing Students. Currently BTC is not accredited with the National League of Nursing. The school is working on getting this accreditation but it is a long process and will take some considerable time. There are lots of rumors about this issue and Mary wanted to give the ASBTC Executives more details so they could further understand. She encouraged that if anyone is discussing this issue with one of the students to please direct them back to the Director of Nursing. Encourage them to take the proper chain of command. Provide them with the point of contact for their program, be advocates but do fact checking. It is our obligation to listen, get the facts straight. All faculty information is on the website. The nursing students then joined the meeting (Mary was dismissed) and shared their concerns. They feel that this information should have been provided to them before they entered the program at BTC. Their concerns centered around future employment, that this should have been transparent and that all the facts were not provided, most of them having been attending BTC for several years. In closing the Executive Board suggested that they as a group request a meeting with their Director (Cindy) and if that is not helpful request a meeting (as a group) with Carol Lager, VP of Instruction. Nursing students were encouraged to come back and give the board an update.
- **Policies and Procedures** – Scott emailed a rough draft of the policies and procedures to the board. Todd, Scott, Matt, Mike and Chris Peterson are on the committee to work on this. Scott said it is his intention to have a meeting once a week when the next quarter begins. Nicole suggested a meeting happen sooner with the core group to get this rolling. Also included in this discussion should be creating packets for students/senators with information.
 - **ACTION – Scott to set up meetings for this. Begin working on ASAP. Resend draft to all of board for review.**
- **Forms** – Gagan has updated the student funding form with the new letterhead. It was suggested that a place for a PO# and student rep contact (alternate email) and phone number added.
 - **ACTION – Gagan will update as requested.**
- **Canvas** – Everyone should have access to canvas and it was suggested to begin storing documents there. Especially documents that students may need that may be delayed from being posted on website (example – Minutes). Documents from Angel need to be archived to Canvas. Gagan will identify which documents and request that Pavel do this. Susan will upload all of the minutes.
 - **ACTION – Gagan will work with Pavel on this. Susan will upload minutes (future and past) so they are accessible to all.**
- **Certificates** – Thanks went out to Gagan for presenting and/or distributing the certificates. They were well received. Some great stories from instructors were heard and a suggestion was made that this be shared at the BOT meeting.
 - **ACTION – Marlon to include in pre-planning BOT meeting agenda for further discussion.**
- **Leadership Retreat** – Marlon announced that there will be a leadership meeting/retreat on Friday, December 20, 2013 from 1 p.m. to 5:00 p.m. (please come early) at Cascade Pizza. Some agenda items will include Leadership Cords, Graduation Night, and spring activities. There was also a request that was reviewed to provide a monitor for Auto-Tech – Todd made a motion to discuss at retreat, Susan seconded. All others approved. Director of Communications also will be the source for sending information to the existing monitors to update students. Also

to be included in discussion is offering coffee on the first day of winter quarter - \$100.00 budget – Marlon to add this to the agenda for the retreat as well.

▪ ACTION – Marlon will make sure all of these discussions/details will be on the agenda for the retreat.

➤ **Senate Meeting** – Malcolm requested that for the next senate meeting on January 15, 2014 we have a guest for 40 minutes discussing title IX issues – the budget for this is \$300 for ASBTC.

▪ ACTION – Marlon to add this to the agenda for next senate meeting

➤ WACTSCA – Matt will be participating in the Regional meeting on December 16 (via Skype). He will bring updates to our next meeting.

❖ Adjournment

➤ Todd made a motion to adjourn, Scott seconded, all approved. Meeting adjourned at 5:11 p.m.

Executive Meeting Minutes Approved By:

Susan Paull – Director of Administrative Affairs - Minutes

Marlon Jennings –ASBTC President

Program:
Senator:
Instructor:
Date: