



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

January 10, 2014

◆ Call to Order:

Meeting called to order by Vice-President Marlon at 3:12 p.m.

◆ Attendance:

Todd, Matt, Danielle, Marlon, Susan, Gagan, Mike

Advisors: Nicole, Malcolm

Danielle stated that all executive board was in good standing.

◆ Reading and Approval of Minutes:

January 6, 2014 minutes were approved. Gagan motioned to approve, Todd seconded. All approved.

◆ Funding Requests:

- ◆ **Accounting** – Susan presented a funding request in the amount of \$176.00 for 8 students to attend the January dinner meeting of the Accounting and Financial Women’s Alliance. Mike motioned to approve, Danielle 2nd, Susan and Gagan abstained (as they are attending), all others approved. In order to rush the payment there will be an executive meeting on Monday, 1/13/14 at 11:00 a.m. in the Cafeteria to approve these minutes.
 - **ACTION** – Susan will get signatures as needed and pass on to Linda for payment. She will also request an invoice for this event to pass on to Linda. Susan to send meeting to outlook calendars.
- ◆ **Auto-Tech** – Following up on the request from Auto-tech for a monitor in there training area Danielle is going to get a quote and sizes/dimensions. She will follow up with Marlon so he can provide details to Dan Beeson.
 - **ACTION** – Danielle get quotes, follow up with Marlon. Marlon follow up with Dan.
- ◆ **Practical Nursing** – Rosemary, Practical Nursing Student attended the meeting to request funding to assist with testing and nursing certificates. The first request was for \$500 to assist 9 students with the Washington State Licenses. Susan made a motion to approve, Danielle 2nd, all other approved. The next request was to assist 9 students with the Practical Nursing Testing in the amount of \$1800.00. Susan made a motion to approve, Danielle 2nd, all others approved. This is pending signatures and presenting to Senate on January 15, 2014.
- ◆ **ACTION** – Marlon to add to agenda for 1/15/14. Nurses to present and get signatures as required.
- ◆ **Executive Board Meeting** – Todd made a motion that the dinner for this meeting should not exceed \$200.00, Mike 2nd, all others approved.

◆ Discussions:

- ◆ **Coffee** – Discussion continued about providing coffee (on a specific day) during the winter quarter to students. A specific goal needs to be determined for this event. Motion made by Susan to table until the first week of February at which point there will be further discussion, Mike 2nd, 1 abstained, all others approved.
 - **ACTION** – Susan to create task reminder for Marlon to add to agenda in early February.
- ◆ **Coffee with Administrators** – Further discussion around inviting administrative staff to meet with ASBTC. Matt will send Stephanie an email to get calendar details in order to set this up.

- ACTION – Matt to contact Stephanie and get dates/times and report back to board.
- ◆ **Canvas** – Linda updated board that the budget will not be moving to Canvas due to confidentiality issues. It will now move to the ASBTC files electronically instead.
 - ACTION – Linda will let board know when this has been done.
- ◆ **Policies & Procedures** – Matt ran through the procedures that he and Todd had created for the new Policies and Procedures Manual with regards to the Voting process. In order to identify senators suggested using “red” cards that can be held up to confirm voting rights. Program names need to be printed on cards. A 2nd voting officer will need to assist at the attendance table to hand these out. Voting officers will rotate with the exception of President and Director of Administrative Affairs (minutes). When there is an election and ballots are required the number of ballots will match the number of red cards handed out. Plan to start on January 15, 2014.
 - ACTION – Matt and Todd to make sure these details are updated in the manual. Gagan to order supplies and prepare for implementation on 1/15/14. Danielle will be the first voting officer
- ◆ **Peer Mentoring** – Todd suggested that board start encouraging/mentoring students for next year’s board. Encourage attending meetings, trips and events. Marlon and Todd will announce at the 1/22/14 senate meeting. Also Gay Straight Alliances needs to get up and running.
 - ACTION – Marlon to add to agenda for 1/22/14 and Todd/Marlon to prepare for this topic.
- ◆ **Web Access** – Matt is now set up to have access to the web for updating and making changes.
- ◆ **Senator Welcome Package** – A discussion around making some “Senator Welcome Packages” which would include checklists, HR Paperwork, confirmation of Constitution (read) would be very helpful to new Senators. These will be handed out to all Senators at the beginning of each quarter, as well as, when a new Senator is added during the quarter. Gagan and Danielle will work on this project.
 - ACTION – Gagan and Danielle will have the packets ready for the 2nd meeting of the quarter on 1/22/14.
- ◆ **Letter from Todd** – Todd presented a well written letter to the board outlining the fact that his GPA has slipped and his intentions to bring it back up in winter quarter and how he will achieve this. There were no issues or concerns regarding this from the rest of the board.
- ◆ **First Aid Training** – Todd suggested that First Aid Training should be resource at BTC. Further discussion on this topic should be added to a future agenda.
 - ACTION – Marlon to add to a future executive meeting agenda.
- ◆ **Winter Quarter Meetings** – Danielle made a motion to approve winter quarter meetings for Thursdays at 3 to 5 p.m., Gagan 2nd, all others approved. Matt will not be able to attend these meetings, Susan is going to see if she can get a meeting that she has with her new position at BTC changed to another day/time. Nicole cannot do meeting on February 13, 2014.
- ◆ ACTION – Susan to send to all calendars and attempt to get her previously schedule Thursday meetings changed.
- ◆ **Leadership Opportunity** – Training will be last week of January but Nicole is still waiting to get a confirmed day/time.
- ◆ **Graduation** – Marlon will research colors of cords and put information on canvas. Plans need to begin for Graduation. A separate committee should be formed.
 - ACTION – Marlon to post information canvas and add to agenda for further discussion and the creation of a sub-committee for this.
- ◆ **Student Rally-** Todd made a motion to get a 15 passenger van for the student rally in Olympia, Danielle 2nd, one abstained, all others approved. Todd will drive, Matt will be his co-pilot.
 - ACTION – Todd will work with Linda to get the van reserved.
- ◆ **Agendas** – If you want something to be added to the agenda remember to let Marlon know. If you don’t submit a topic there is chance it won’t be discussed because of time constraints.
 - ACTION – Board to remember to submit agenda topics to Marlon.

- ◆ **ASBTC Duties** – It was suggested that board try to cover 2 hours a week of time in the office, as well as, between 11 and 12 in the cafeteria at the ASBTC Table. Todd is going to do Tuesday & Thursdays.
 - **ACTION** – Executive board should try to cover in the ASBTC for 2 hours a week and cafeteria between 11 and noon.
- ◆ **Issues in ASBTC area** – A sign needs to be posted to no one should be lying down or sleeping in the ASBTC Student area. There have been issues around this, mostly regarding one student. Malcolm is aware who he is and will talk to him.
 - **ACTION** – Malcolm will discuss with student, Marlon to make a sign.
- ◆ **Communications** – Reminder to all of the board, check your communications, it’s your duty.
- ◆ **Meeting Update** – Marlon mentioned that after he met with Rhonda about the constitution there were 3 minor changes. These have been clarified and/or changed as discussed. Debra suggested that more details be added regarding financial information of other schools. Marlon and Mike will get this information ASAP to add to the list in preparation for BOT meeting and to submit prior to the appropriate people. Preparation for the BOT Meeting – information needs to show results/performance. Danielle will add questions that we need to prepare to answer on Canvas. A possible prep meeting needs to be set up for Tuesday.
 - **ACTION** – Danielle to post questions on canvas, Marlon and Mike to finalize researching schools, Marlon needs to share the preparation details of this meeting so team can determine if they need to have pre-planning meeting on Tuesday. If so Susan will send to calendars.
- ◆ **Budget** – Mike made mention to the large reserve in the budget. Future discussion needs to happen to determine how to best utilize these funds. Also a discussion on how best to spread the Program funds to make it beneficial for all students (per capita)
 - **ACTION** – Marlon to add to agenda for the next meeting.
- ◆ **Future events** – Marlon to add to canvas so we can look forward and determine what we need to be focusing on at our meetings and when. Todd made a motion to order a big desk calendar to add events to, Matt 2nd, all others approved.
 - **ACTION** – Marlon will request that Linda order a calendar and add information to canvas as well.
- ◆ **Team work** – Malcolm reminded the team that we all need to work as a team, communicate, ask for help, and document our time.
- ◆ **Adjournment**
 - ◆ Danielle made a motion to adjourn, Mike 2nd, all others approved. Meeting adjourned at 7:22 p.m.

Executive Meeting Minutes Approved By:

Susan Paull – Director of Administrative Affairs - Minutes

Marlon Jennings –ASBTC President

Program:
Senator:
Instructor:
Date: