



# 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 16, 2014

### ◆ Call to Order:

Meeting called to order by Vice-President Danielle at 3:17 p.m.

### ◆ Attendance:

Matt, Mike, Gagan, Danielle, Susan, Todd

Absent: Marlon (excused)

Advisors: Nicole, Malcolm & Linda

### ◆ Reading and Approval of Minutes:

January 14, 2014 minutes were approved. Todd motioned to approve, Mike seconded, and Gagan abstained. All others approved.

### ◆ Funding Requests:

Process Tech – Requested \$3000.00 for upcoming event “College of the Mainland” during Spring Break. There was a selection process and the top 10 Students were selected to attend. During this event they will participate in classes, earn 3 college credits and work in the field of their program. Total expense is approximately \$8000.000 which includes transportation, air travel, rental car, food, fuel and activities. The attendees have also been seeking donation from businesses in our community in the same filed. They have raised \$2600 so far. Todd made a motion to approve, Gagan 2<sup>nd</sup>, all others approved. They will present to senate on 1/22/14 and will report back after the event to senate.

### ◆ Monitor Request:

Danielle is waiting for a response on the monitor request discussed in the last minutes.

- ACTION – Danielle will provide details when she receives them.

### ◆ Coffee with Administrators:

Matt is still working on this.

- ACTION – Matt will provide details when she receives them.

### ◆ Policies and Procedures:

Voting Process – good work Matt and Todd on the new process. Please start using Canvas for future Policies and Procedures. Nicole commended the entire team for a very well organized, well run, professional senate meeting utilizing some of these new processes. It is always good to work plan out in advance. Also discussed was the need to create a policy regarding Senator Recalls and expectations.

**ACTION – Matt and Todd will start working on this policy/procedure over the weekend.**

◆ **Senator Badges:**

Once the budget is finalized further discussion around badges for each senator needs to be discussed. A small budget of \$500 would cover this for 2014.

**ACTION – Marlon to add to list of agenda topics that need to be tabled until budget is approved.**

◆ **Executive Meeting:**

Linda will step in as advisor for the February 13, 2014 meeting as Nicole and Malcom cannot be present.

◆ **Cafeteria Coverage:**

Seems to have slowed down but Todd & Matt are generally in the cafeteria during lunch to answer questions.

◆ **Agenda:**

It is apparent that action items from minutes are not always being followed up on. Please take the time to review and communicate with team so we all know what is going. Today there was no agenda for our meeting – we need to have a standing agenda that all of us can access.

**ACTION – Marlon to create agenda in advance in case he cannot be at meeting. Review of action items for past several meeting in order to make sure nothing has fallen through the cracks. Use canvas to post agenda topics.**

◆ **Budget:**

Mike is caught up on funding requests. Until the budget is approved he cannot complete his tasks. Training from Rachel has not happened with 7 appointments cancelled on her part but he will work with Linda and Gagan to finalize what he can prior to a budget being approved. He believes he can accomplish this in 1 week.

**ACTION – Mike will continue working on budget entries and spend time with Linda and/or Gagan as needed for training.**

◆ **ADN Program:**

Associate Nursing Degree is a new program, new senators and not meeting attendance requirements. Todd motioned to start this program at 100% for Quarter 2014. Gagan 2<sup>nd</sup>, Mike abstained. All others approved.

**ACTION – Gagan will adjust their attendance accordingly.**

◆ **Guest on Campus:**

Todd shared that “Rick Larsen” will be on campus a week from Friday – if you see him please introduce yourself

◆ **Student Rally:**

Student Rally is coming up. Suggestions for our team to focus on are Peer Mentoring, please don't discard other schools, and take the time to visit with other students. Transportation will be a 15 passenger van which Linda has set up to be rented. Add to next Senate meeting – if more people ask to come on trip names will be drawn. Susan confirmed that she cannot attend this rally.

**ACTION – Marlon to add to Senate Meeting agenda. Please let Marlon know if you will be attending.**

◆ **Executive Position:**

Director of Legislature –job description needs to be handed out at next Senate Meeting, encouragement to attend Executive Meeting so potential students can understand requirement. Danielle will present at next senate meeting.

**ACTION – Danielle will present at the next Senate meeting and gather handout information.**

✦ **Veterans:**

A request was made to cover more “Advertising” in the March issue and future issues of GI Jobs Todd made a motion to decline funding, Susan 2<sup>nd</sup>, all approved. Danielle will reply to the request on behalf of the board.

**ACTION – Danielle will respond on behalf of the board indicating that this request was declined.**

✦ **Martin Luther King:**

Todd shared the events around MLK Day in the community encompassing BTC, WCC and WWU. He encouraged everyone to participate. Fliers are posted throughout the school

✦ **Supplies:**

Linda will check into the cost of ASBTC Tablecloths for events.

**ACTION – Linda to research and let team know.**

✦ **Senator Packets:**

Great work on the Senator packets – for future packets Nicole will check and determine supplies and we will discuss inventory at a future meeting.

**ACTION – Nicole will check supplies, this information will help make a decision. Discussion needs to continue at next meeting.**

✦ **Human Rights Film Festival:**

Todd shared that movies will be shown at BTC from February 25 to 27. This needs to be shared at the Senate meeting.

**ACTION – Todd to share at next senate meeting.**

✦ **Leadership Conference:**

Please respond to Linda by Friday, January 17, 2014 if you plan on going (or not). Registration, hotels etc. need to be booked immediately. Susan had already sent to your calendars.

**ACTION – Everyone needs to respond to Linda so she knows who is going.**

✦ **Peer Mentoring:**

Danielle and Todd will be meeting this weekend to further discuss.

✦ **Classroom door to door:**

Next Tuesday and Wednesday team will go door to door and share information about ASBTC including Director of Legislature position. They will bring a description of the position along with a supply of handbooks and coupon books. Everyone needs to post their availability on canvas. Susan will create a discussion for responses.

**ACTION – Susan to post discussion canvas so everyone can post their availability. Todd will send an email to Nicole for distribution advising teachers that this event is planned.**

✦ **Board of Trustees Meeting:**

After much discussion about the BOT meeting today the board decided to do a secret vote to consider reducing the request for stipends to \$1100. Nicole and Malcolm counted ballots and this was approved. Other issues that need to

be addressed are monetary amount included in the constitution need to be removed. A stand-alone meeting needs to be set up for this.

**ACTION – A stand-alone meeting needs to be set up to work on this.**

◆ Adjournment

- Todd made a motion to adjourn, Mike 2nd, all others approved. Meeting adjourned at 5:15 p.m.

**Executive Meeting Minutes Approved By:**

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Susan Paull – Director of Administrative Affairs - Minutes

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Marlon Jennings –ASBTC President

Program:	.....
Senator:	.....
Instructor:	.....
Date:	.....