



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 24, 2014

◆ Call to Order:

Meeting called to order by President Marlon at 3:16 p.m.

◆ Attendance:

Todd, Marlon, Susan, Gagan, Mike

Advisors: Nicole, Malcolm

◆ Reading and Approval of Minutes:

January 23, 2014 minutes were approved. Gagan motioned to approve, Todd seconded. All approved.

◆ Discussions:

- ◆ **Graduation Cords** – Orange cords were selected.
 - ACTION – Marlon will let Linda know.
- ◆ **Tablecloth** – Gagan reported that the cost to have the BTC Logo added to the blue tablecloth will be no more than \$100 and closer to \$50.
 - ACTION – Gagan will work with Linda to get this done.
- ◆ **Canvas Training** – Marlon has contacted Stu regarding training for Exec. Currently Stu is out of town.
 - ACTION – Marlon will report back once he hears from Stu.
- ◆ **Director of Legislative Affairs** – Once this position is filled he/she will track attendance of Execs until a VP is elected. Until that time Todd will track attendance.
 - ACTION – Todd will track attendance of VP's at this time.
- ◆ **Budget Amendments** – The team worked together to amend the budget. Line #33 was change from 7 Execs at \$1500 to 7 Execs at \$750, Line #36 was change from 7 Execs at \$1500 to 7 Execs at \$1100, and Line #39 was change from 7 Execs at \$1500 to 7 Execs at \$1100. Mike to get a meeting set up for Marlon and he to discuss further stipends/retro. With changes contained in these minutes Gagan motioned to approve budget, Todd 2nd, all others approved.
 - ACTION –Mike to get a meeting set up and coordinate with Marlon.
- ◆ **Constitution, Polices/Procedures & Budget** – Team acknowledged that the completion of all of the documents/processes need to be completed by the end of spring quarter. Including per capita for programs which could include creating tiers 1, 2 & 3. Execs need to indicate to BOT that this is a priority and being worked on. Marlon will follow up with Debra to get information/data to help identify program sizes.
 - ACTION – Marlon to set up future meeting to work on this. Marlon will contact Debra regarding class sizes.
- ◆ **Communications to Admin Support for VP's** – Nicole and Malcolm suggested that Execs copy them on any communications to VP Administrative Support so they are in the loop.
 - ACTION – All execs to make sure they copy Malcolm & Nicole as stated above.
- ◆ **Danish Students** – Todd made motion to add \$1500 under the line item for the Danish Students, Susan 2nd, Gagan abstained, all other approved.

- ACTION – Marlon to add to the budget.
- ◆ **Automotive Monitor** – No additional costs for a monitor in the automotive program. Marlon will work with Craig to get ordered and installed.
 - ACTION – Marlon to work with Craig to get this ordered and installed.
- ◆ **Dental Assisting** – With regards to an email that Gagan received from Dental assisting requesting funding but not meeting attendance guidelines she will create a reply to outline attendance and financial requirements and copy the team prior to sending for feedback.
- ◆ ACTION – Gagan will create a draft response for team to review, once approve she will send.
- ◆ **Constitution/Policies/Procedures** – team reviewed and changed constitution to reflect changes requested by BOT. Todd motioned to approve, Susan 2nd, all others approved.
- ◆ ACTION – Marlon to get these revised documents to the appropriate people.
- ◆ **Alternates** – Team discussed doing something for Alternate Senators, possibly a pizza day. To be discussed further at another meeting.
 - ACTION – Marlon to add to a future agenda.
- ◆ **Coffee with VP’s-** In preparation for VP coffee visit on Wednesday, Mike and Marlon will arrange tables on Tuesday afternoon and Marlon will create a list of updates on ASBTC Activities. Susan to send to calendars.
 - ACTION – Mike & Marlon to set up tables, Marlon to create a list for discussion, Susan to send to calendar.
- ◆ **Agendas** – Marlon will create an agenda for the next senate meeting which will include constitution, election, and budget. Todd will be the electoral officer and will prepare ballots. He also needs time to speak at this meeting.
 - ACTION – Marlon to create agenda as outlined. Todd to prepare for election.
- ◆ **Vice President Position** – Announcement will be made regarding the open position of VP. Gagan will create a handout outlining this position and duties.
 - ACTION – Marlon to add to agenda, Gagan to create handout.

◆ Adjournment

- ◆ Todd made a motion to adjourn, Mike 2nd, all others approved. Meeting adjourned at 5:00 p.m.

Executive Meeting Minutes Approved By:

Susan Paull – Director of Administrative Affairs - Minutes

Marlon Jennings –ASBTC President

Program:

Senator:

Instructor:

Date: