



# ASBTC

## Executive Meeting

Associated Students of Bellingham Technical College

*Striving for Student Success*

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

### MINUTES

February 05, 2014

- ◆ **Call to Order:** by President Marlon at 3:12 pm.
- ◆ **Attendance:**

Executives:	Todd, Marlon, Gagan, Mike
Advisors:	Malcolm, Nicole
Prospective Candidates:	Ryan Chapman, Rachel Honeycutt, Chris Schwitter, Samuel Davis
- ◆ **Reading and Approval of Minutes:**

Jan 30 minutes motion to approve—first motion Gagan, second motion Todd. All in favor.
- ◆ **Funding Requests:**

  - ◆ **Accounting** – Request for \$308 to attend AFWA speaker dinners for 7 students on Feb 18 and Mar 18. Cost of meal is \$22 per head. Attendance is 100%.  
Motion to approve—first motion Mike, second motion Todd, G abstained.
  - ◆ **Accounting** – Request for \$511 for annual AFWA membership for 7 students.  
Motion to approve—first motion Mike, second motion Todd, G abstained.
  - ◆ **Mechanical Engineering** – Request for \$1000 to pay external instructor, Craig Brown, for providing introductory software training on the Catia program to 10 students. The training will be held on four days of March 10, 17, 24, and 31 on BTC campus in the Mechanical Engineering Lab.  
Motion to approve—first motion Mike, second motion Todd. All in favor.
- ◆ **Discussions:**

  - ◆ **Resignations**—Motion to accept official resignations from Susan, Theo, and Matt and open positions for election.  
Motion to approve—first motion Todd, second motion Mike. All in favor.  
G also suggested that the term ‘Removal’ indicates forced removal or termination and therefore may NOT be used against voluntary resignations/step-downs. Appropriately, ‘*Accept Official Resignation*’ should/will be used in instead.
  - ◆ **Prep BOT Meeting**—Marlon will be the point of contact for rescheduling the prep. BOT meeting time. Currently, the meeting is scheduled for Tuesday, Feb 18 from 3:00 – 4:00 pm.
  - ◆ **Document preparation and Delivery for BOT**—Gagan will be printing the required documents and delivering them to Rhonda’s office on Friday, Feb 7 before noon. The constitution is currently with Assistant Attorney General and awaiting return before the end of this week.

**ACTION: Marlon to email G revised copy of the Constitution. Mike to email G revised Budget.**

- ◆ **Canvas Training –**  
ACTION –Marlon to follow up of the schedule.
  - ◆ **Leadership Cords –** The color of the cords suggested to be a combination of Orange and Emerald Green, per the color chart provided by Kathleen Wanous, Regalia Product Coordinator.  
Motion to approve—first motion Todd, second motion Mike. All in favor.  
ACTION—Marlon to coordinate with Linda and place the order.
  - ◆ **Campus Coalition Meeting –** Marlon awaiting response from Anne Russell.
  - ◆ **(AGENDA ITEM) Policies and Procedures—**Volunteers required to participate in the existing committee for further development of Policies and Procedures. Mike will be chairing this committee until Director of Legislation is elected.  
Motion to approve—first motion G, second motion Mike. All in favor.  
ACTION—Marlon to make announcement, inviting volunteers for this committee, in the following senate meeting.
  - ◆ **Budget for Danish Exchange—**senators voted on allocating \$4000 towards the Danish exchange program. Budget to be revised to include this change.  
Motion to approve—first motion Todd, second motion G. All in favor.  
ACTION—Mike to email the appended Budget to Linda Fossen, Debra Jones, Rhonda and copying ASB team on this correspondence.
  - ◆ **(AGENDA ITEM) Informal Breakfast with BTC faculty, staff, and Administrators—**Proposal to organize this breakfast in Winter quarter for 250 members with budget not to exceed \$1000. Stephanie Lafave will be the point of contact to book SettleMeyer hall.  
ACTION—Marlon to obtain a quote from Chef Mark. G to email Rhonda asking for a convenient date/time for all.
  - ◆ **Graduation Celebration 2013-14—**Suggestion to establish a standing committee to plan this event in SettleMeyer hall on June 24, 2014. The budget allocated for this event is \$1500 which will be used towards eats (Cake and punch) and entertainment. The deadline for preparation is Mar 24, 2014. Nicole also suggested giving away chocolate necessities with BTC logo. Pending further discussion.  
Motion to create Commencement Planning Committee chaired by one executive office—first motion Todd, second motion Mike. All in favor.
  - ◆ **Human Rights Film Festival**  
ACTION—Todd to distribute flyers in the following senate meeting.
  - ◆ **Temporary Interim Executive Roles—**Being short-staffed, executives have been temporarily assigned the following duties until elections:-  
Todd responsible for taking executive attendance and senate meeting minutes  
Mike responsible for printing minutes and ballots. Also to act as the voting officer in senate  
Gagan responsible for helping Marlon with Agenda preparation, taking executive meetings, uploading minutes to the website.
- ◆ **Adjournment:**
- ◆ Mike made a motion to adjourn, G 2nd, all in favor. Meeting adjourned at 5:03 p.m.

#### Executive Meeting Minutes Approved By:

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Gagan Kaur – Director of Administrative Affairs - Attendance

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Marlon Jennings –ASBTC President