



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

June 19, 2014

➤ **Call to Order:** Meeting called to order by President Marlon Jennings at 3:12 pm.

➤ **Attendance:**

Executives: Ryan, Sam, Jennifer, Gagan, Marlon, Amanda, Mike

Absent: Racheal (excused)

Advisors: Malcolm and Nicole

Clerical support: Linda

Future Executives in attendance: Dimitriy Solovey

➤ **Reading and Approval of Minutes:**

❖ Motion to approve minutes for June 12, 2014 meeting by Ryan, 2nd Mike, 1 abstention, approved.

➤ **Funding Requests:**

➤ **Guest:**

Kip Zwolenski – Funds used for the 2013 – 2014 year were line item Basic Skills Scholarship (was \$12,500 originally) \$6,250 was proposed. GED testing series changed, \$7,545 spent, includes bus passes. No GED celebration this year, the proposed \$1,200 will not be used for that. Tutoring Center - \$20,000. \$10,000 Basic Skills tutoring. Coach Program – will not be continuing, the grant ended. Asking for an additional \$6,750 for next year's budget.

Karen Bade – Student Ambassador Program now has 3 students participating. Time spent in position will be 20 Hrs/wk between the 3 students. They will be paid \$10.84/Hr. They will be using Connect to track potential students participating in the campus tours.

Try a Trade event is going to be much bigger this year.

New student orientation – Planning for a BBQ every quarter.

➤ **Committees:**

Events/EOY BBQ:

- Grad night – Cupcakes have been ordered from Fred Meyers. They will be ready for pick up June 24, 2014 at 11 am and delivered to the Mt. Baker Theater before 3 pm. Payment cannot be made over the phone. Dimitriy will be paying for cupcakes and getting reimburse (total to be less than \$330), he will also be picking and delivering the cupcakes up. There will be 2 tables in the foyer for the cupcakes. Sam has offered to help if needed.

Policy & Procedures:

- During the July Executive meetings the team will discuss dates and times of this years meetings.

Budget:

- Ryan supplied the most recent copy of the 2013- 2014 budget.

❖ **Discussion:**

- Ryan will have plaques for Employee of the Quarter done by Bay Engraving. He will also print out the certificates.
- Volunteers are needed at 1:30 pm at the Mt. Baker Theater to help at commencement.
- Cusp Trip will be September 3, 4, and 5, 2014.
- Jennifer will put up fliers for the Go Fund Me request for Adria.

➤ **Employee of the Quarter :**

Winners for Fall 2014 – Barry Potter and Tim Martinson/Evan Walker

Winners for Spring 2014 – Danielle Newton and Jason Kefover

- ❖ Motion by Gagan for \$1,000 from AMB line item be moved to Perspective Executive Participation to cover costs of leadership training, 2nd Jennifer, all approved.
- ❖ Motion by Gagan to approve leadership training June 25, 2014 from 2 – 5pm for the 2014 -2015 executives, Amanda 2nd, all approved.
- ❖ Motion by Sam to purchase 10 new frames for the Employee of the quarter awards, Amanda 2nd, all approved.

➤ **Advisors Recap:**

- **Malcolm** – Leadership training for 2014- 2015 Executives will cost \$1,000 for the speaker.

• **Linda –**

Dental Hygiene - had a funding request from April 24, 2014 for \$300 EOY BBQ, was approved but not in the minutes.

PTech - \$1,500 remaining from the TWIC cards will be transferred to the College in the Mainland trip.

❖ Amanda made a motion to approve transfer of funds, Ryan 2nd, 1 abstention, approved.

Electronics - Field trip taken to Intel Oregon caused students to personally incur charges they were unaware of. They were informed once on site steel toed boots were needed, requesting reimbursement if possible. There is \$442.30 remaining from funds for trip. Per the Constitution we are unable to refund for this.

CUSP – September 3 - 5, 2014 has open registration until August 15, 2014. Need to know who is going as Linda will be gone as of July 15, 2014. Malcolm will be booking the hotel and taking care of transportation.

Summer Retreat - Cabins have been reserved for July 18 - 20, 2014.

• **Nicole** – Since there was an extra Senate meeting added, it is recommended that this only be used to help Senators with their attendance and not hurt them if they missed it.

❖ Ryan motioned to have the June 18, 2014 Senate meeting help with attendance, but not make attendance of that meeting mandatory. Gagan 2nd, all approved.

➤ **Adjournment:**

❖ Mike made a motion to adjourn, Gagan2nd, all others approved. Meeting adjourned at 5:10 p.m.

Executive Meeting Minutes Approved By:

Jennifer Oakes – Director of Administrative Affairs - Minutes

Marlon Jennings –ASBTC President

Program:
Senator:
Instructor:
Date: