



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

November 13, 2014

- **Call to Order:** Meeting called to order by President Ryan at 3:11 pm

- **Attendance:**
 - Executives: Ryan, Jen, Trevor, Jason Halverson, Lyzz, Sam
 - Absent:
 - Advisors: Malcolm
 - Clerical support: Linda

- **Reading and Approval of Minutes:** Motion to approve minutes pending changes by Sam, 2nd by Lyzz, approved.

- **Visitor:**
 - Jamie, Robert, Cynthia, Binh (all prospective executives)
 - *All prospective executives need to have a meeting with Malcolm before Wednesday November 19, 2014.

- **Funding Requests:**
 - Welding** - \$600 for AWS memberships for the first year students. \$15/student for 40 students. Membership includes a monthly magazine subscription. Motion to approve by Lyzz, 2nd by Trevor, approved.
 - Dental Assisting** - \$2,368.42 for the Sr. cohort to take two of their exams over winter break. 15 students, will be requesting reimbursement. Motion to approve pending budget approval by Jen, 2nd by Trevor, approved.

- **Discussion:**
 - ❖ Lyzz submitted a list of club info she has compiled.
 - ❖ Signs have been posted with the times the student lounge is open.
 - ❖ Sam has some ideas to update the website.

- ❖ Ryan – Website looks really good right now. Thank you Sam & Lyzz. Our website was one of the worst in the state & now in the top 10 best.
- ❖ ASBTC executive contact info has been updated in both areas on the website and executive pictures are up as well (currently there is an issue with the pictures loading).
- ❖ Facilities are to let Jason know what office furniture is currently in the office so he can find additional furniture items to match.
- ❖ Ryan is still waiting on ABC Billiards to let him know when they can come.
- ❖ Binder that was put together for the accreditation meeting is missing.
- ❖ Lyzz – Logo update: Christine loves the logo. She wants to put BTC mountains into Lyzz’s logo.
- ❖ We need high quality pictures for the executive pictures.
- ❖ Ryan will go to the Veteran’s luncheon to take pictures.
- ❖ Lyzz suggests promoting Facebook page by holding a raffle for a t-shirt once the page get 100 likes. She suggested asking senate to ask their program to submit ideas of how to improve Facebook page, winning ideas get a prize.
- ❖ Jason is requesting funds to print 5 – 9 pages on “C” size paper for BOT meeting presentation. Motion to approve amount not to exceed \$15 by Jen, 2nd by Jason, 1 abstention, approved. (Jason is willing to accept reimbursement if needed)
- ❖ Binders have been ordered.
- ❖ Trevor has completed the Club binder.
- ❖ Bring ideas to next week’s meeting for how we can promote the Facebook page.
- ❖ Ryan requesting a key to Settlemyer hall for the executive office. Malcolm will make request.
- ❖ BOT meeting to discuss proposed 2014 – 2015 budget November 20, 2014 at 9 am in the boardroom.
- ❖ Jason suggested we wear our name tags from now on.
- ❖ Craig has recommended a big screen T.V. be purchased for student lounge instead of a projector.
- ❖ T.V. that Jason found that seems to be the best deal is a Samsung 75” series 7 LED HDTV- UN75H7150.
- ❖ Motion by Sam to table T.V. discussion for 1 week to keep looking for better deals, Sam rescinded motion.
- ❖ Motion to approve purchase of large format T.V. not to exceed \$4,000 by Sam, 2nd by Lyzz, 1 abstention, approved.
- ❖ Monitors – Sam provided three different options. After review the executive team chose ASUS MX279H 27” Screen LED-Lit LCD Monitor.

Motion by Jason to purchase above monitor and 3 year warranty not to exceed \$350, 2nd by Lyzz, approved.

➤ **Executive session:**

- Jason has issued Sam a written warning in regards to absences, tardiness, phone activities during meetings, and stepping out of meetings. Jason has discussed the issue with Sam and Sam is working towards improving attendance. Next step will be a 2nd warning, 2nd write up could potentially affect stipend.
- Jason informed the executive team that senators have been saying a member of the executive team is saying the team is hiding things from the senate. Malcolm and Jason are currently investigating allegations. There is a zero tolerance policy with under current. If any member of the team has an issue it should be brought up to the team. Senators have been asked to treat this as gossip and to refrain from spreading the rumors.

➤ **Advisor Recap:**

Malcolm

- Recommending ASBTC 2014 – 2015 executive team be recipients of the quarterly award.
- Jerry will be in contact to hang the file holders in the ASBTC office.

Linda

- Keys for the car to drive to CUSP event will be available Thursday evening. Car needs to be returned Saturday.
- Confirmation papers given to executives attending the CUSP event.
- If special colored cords are wanted for graduation they will need to be ordered fairly soon. Linda will get a list of available colors.

➤ **Adjournment:**

- ❖ Sam made a motion to adjourn, Lyzz 2nd, all approved. Meeting adjourned at 4:27 pm.

Executive Meeting Minutes Approved By:

Jennifer Oakes – Director of Administrative Affairs - Minutes

Ryan Chapman –ASBTC President

Program:
Senator:
Instructor:
Date: