



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 28, 2015

➤ **Call to Order:** Meeting called to order by President Ryan at 3:39 pm

➤ **Attendance:**

Executives: Trevor, Binh, Jason, Sam (left at 5:30 pm), Lyzz. Jen present at 4 pm.

Absent:

Advisors: Mark

Clerical support: Linda

➤ **Reading and Approval of Minutes:** Motion to approve minutes by Jason, 2nd by Sam, approved.

➤ **Visitor:**

➤ **Funding Requests:**

- ❖ Precision Machining – Amount not to exceed \$4,000 to go to Northwest Machine and Tool Expo in Portland, OR from April 1 – 2, 2015. 16 – 20 students will be attending. Funding to cover Amtrak tickets and hotel. Student code of conduct to be followed. Motion to approve by Trevor, Lyzz 2nd, approved.
- ❖ Instrumentation - \$3,600 to attend the Instrumentation Rodeo in Calgary Canada. 6 students will be attending, all students have agreed on program funding being used for this. Funding to cover airfare. Motion to approve by Lyzz, 2nd Trevor, approved.
- ❖ Commencement Committee - \$7,600 for 2016 – 2018 diploma covers. They are \$7 each and the total for shipping is \$600, this price is guaranteed if order is placed now. Ryan recommends buying every year so a line item can be created. Motion to table until more information is given on price breaks and a decision can be made as to where funding will come from by Sam, Lyzz 2nd, approved.

- ❖ Commencement Committee - \$250 for bag piper for commencement, Motion to approve by Jen, 2nd Lyzz, 1 opposed, approved.
- ❖ Veterans support - \$350 was used to purchase a computer for their area.
- ❖ Diversity support - \$500 to cover accommodations and transportation for Malcolm to attend the Directors Council Winter Meeting in Yakima.

➤ **Clubs:**

- ❖ HVAC club – Requesting to re-instate their club and seed money for \$250 for supplies for their ice cream machine. They will be operating it at the welding rodeo and EOY BBQ. Meetings will be held Wednesdays 12:30 – 1 pm. 7 students are signed up so far. Advisor will be Dave. Motion to re-instate HVAC club by Lyzz, 2nd Jen, approved.

➤ **Discussion:**

- ❖ The charter buses and t-shirts have been ordered for the student rally.
- ❖ The rally is from 12 – 1 pm.
- ❖ Lyzz will make mini maps of the Capitol, Trevor will help cut them out.
- ❖ Trevor will make a student checklist.
- ❖ The winter welcome back is on track to finish Friday as planned.
- ❖ Mark and Jen will send an email out to the program instructors to ask how senator reporting is going.
- ❖ Someone used whiteout on ASBTC property in the office, this type of behavior needs to stop.
- ❖ Jason suggested the ASBTC gets their own Attorney General to have a non-biased opinion.
- ❖ Next week we will need to discuss money from the budget being used that was not approved by the ASBTC.
- ❖ Facebook and website – Budget is now on the website, photos and events have been updated on Facebook.
- ❖ Ryan would like to announce in the next senate meeting that all funding requests must be put on the agenda prior to the executive meetings.
- ❖ Facebook page promotion – Popcorn date needs to be set. Will be held outside of Settlemyer hall or cafeteria. Sandwich boards will need to be requested from facilities. Facebook currently has 120 likes.
- ❖ Student lounge items – tabled until next week.
- ❖ Computer for the ASBTC office is here. The monitors are not here, they may not have been ordered as of yet.
- ❖ Lyzz made a motion to cancel the order for the monitors pending additional info on the status of order, 1 abstention, approved.

- ❖ Motion to order a 32" T.V. to use as a monitor, pending confirmation that the other 2 monitors have not yet been ordered, not to exceed \$300, by Lyzz, 2nd Sam, approved.
- ❖ The basketball hoop is in the works.
- ❖ HDMI cables have been ordered.
- ❖ Still waiting on a bid for the new desk.
- ❖ Binh would like feedback at the next meeting on the new funding request forms.
- ❖ Ryan requested Mark out in a work order to have brown metal file cabinet moved out of the office.
- ❖ Surplus items – Linda has the form.
- ❖ Trevor requested that the advisor recap be moved to the beginning of the meetings so they have time to speak.

➤ **Advisor Recap:**

Mark

- Admissions/Advising – will be doing group advising for newly registered students. Students will need their schedules printed. Cost approx. \$50/quarter with fall quarter being around \$90, amount should not exceed \$500/year. Would the ASBTC like to sponsor this? ASBTC folders/brochures could be passed out with the schedules.

Linda

- Need January 15, 2015 minutes approved and signed. Motion by Trevor to approve, 2nd Binh, 1 abstention, approved.
- Car rental for the rally – is there still a need. Yes, Ryan would like a car for Lyzz and himself to drive back since they will be staying later. Ryan is also requesting Per Diem for them.
- Will be gone the next two Wednesdays.

➤ **Adjournment:**

- ❖ Motion to adjourn by Jen, 2nd Lyzz, approved. Meeting adjourned at 5:43 pm.

Executive Meeting Minutes Approved By:

Jennifer Oakes – Director of Administrative Affairs - Minutes

Ryan Chapman –ASBTC President

Program:
Senator:
Instructor:
Date: