



# ASBTC

Associated Students of Bellingham Technical College

*Striving for Student Success*

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

## EXECUTIVE MEETING MINUTES

April 8, 2015

- **Call to Order:** Meeting called to order by President Ryan at 3:13 pm
  
- **Attendance:**
  - Executives: Ryan, Binh, Jen, Jason, Robbie
  - Absent: Lyzz, Sam (present at 3:25 pm)
  - Advisors: Mark
  - Clerical support: Linda
  
- **Reading and Approval of Minutes:** Motion to approve minutes pending change by Jason pending changes, and 2<sup>nd</sup> by Robbie, approved.
  
- **Visitor:** Jeff from IT – Gave handout on tracking changes and restrict editing in Word 2013
  
- **Funding Requests:**
  - ❖ Accounting - \$499 for Washington Society of CPA's meeting May 14, 2014. Will be held at Bellingham Golf and Country Club. Motion to approve Robbie, 2<sup>nd</sup> by Jason, 2 abstentions, approved.
  - ❖ Accounting – up to \$4,548 for up to 12 students to attend the Finance and Accounting for non-financial manager's conference in SeaTac June 24 – 26, 2015. Funds to cover lodging. Motion to approve pending names of students attending, SID's, signature of dean and instructor by Jason, 2<sup>nd</sup> by Jen, 2 abstentions, approved. Student code of conduct is to be followed.
  - ❖ HVAC - \$650 for 15 first quarter students to obtain O6A training cards. Motion to approve pending signatures of instructor and dean by Jason, 2<sup>nd</sup> by Jen, 1 abstention, approved.
  - ❖ Malcolm/Diversity - \$1200 Presentation on the Misconception of the Sikh Culture May 21, 2015 in Settlemyer Hall 11 – 12:30 pm. Motion to approve Robbie, 2<sup>nd</sup> Binh, approved.

- ❖ Admin Assistants – Requesting amount of remaining original funds for a conference is Toronto, Canada May 19 – 24, 2015. Approximate amount will be \$3,000 for 2 students to attend. (Jason recommended asking the foundation to match their remaining funding amount, another suggestion given was to see if Legal Admin Assistants would combine funds) Motion to approve pending additional information by Robbie, 2<sup>nd</sup> by Jen, 1 abstention, approved.
- ❖ Mark - \$350 to attend Voice Academy May 8 – 9, 2015. Funds to cover \$100 registration fee, hotel and gas. Motion to approve pending further discussion with Administration by Robbie, 2<sup>nd</sup> Jen, 3 opposed, 3 for, motion denied.

➤ **Clubs:**

➤ **Discussion:**

- ❖ Dance – Will not be possible this year, will plan for next year.
- ❖ Money paid for the executive event by Jason – Bowling alley does not do itemized receipts unless it is a pre-booked event. Linda suggested a handwritten receipt from the bowling alley to attach to the original receipt along with a business card. Jason will follow up.
- ❖ Students of Color conference – Malcolm – 10 students going, need to rent two vehicles, drivers need to get driving abstract (Ryan and Jason are getting theirs), need forms done ASAP.
- ❖ Email to instructors to be sent out on Friday at the latest.
- ❖ Jen requested clean up/old items be removed from the agendas.
- ❖ No samples for new ASBTC shirts. Price ranges from approx. \$35 - \$65/shirt.
- ❖ Skills USA – No updates
- ❖ Mark will send a copy of the questions to give to senate for coming up with a mission statement.
- ❖ Next Tuesday Robbie will be doing Facebook promotion in the cafeteria. Jamie has offered to help and Jen will check her schedule and let Robbie know if she can help as well.
- ❖ EOY BBQ will be June 4, 9, or 11, 2015. Date needs to be decided on.
- ❖ Ryan will add a signature line to the agendas for senators reporting.
- ❖ Games for student lounge – Due next week so the executive team can vote. Jen offered to help Sam if needed.
- ❖ Wendy Riedy – will be coming to look at the chairs in the office (Friday) to see what we currently have. Order for new chairs will be placed after that.
- ❖ Old foosball table – has been moved to storage.
- ❖ Motion to approve funding request for new basketball hoop for HVAC area for an amount not to exceed \$1,700 by Jason, Sam 2<sup>nd</sup>, 1 abstention, approved.
- ❖ Constitution – Area covering attendance needs to be reviewed and fixed.

- ❖ Stipends – Concerns with executive members not meeting 90% attendance.
- ❖ Advisor’s time – Concerns with use of advisors time. Should be discussed with Linda to see how it will affect next year’s budget.
- ❖ Linda Fossen/HR – Agree with Ryan that an executive is a volunteer, not an employee of the school.

➤ **Advisor Recap:**

**Mark**

- Senators for needed Civil, Welding, Diesel, Legal Admin programs.
- Robbie has access to the H drive.

**Linda**

- Conference May 8 -9, 2015 will pick the best hotel available, will try to get one with an indoor pool. Hotels originally picked are out of our price range.
- Date for EOY BBQ needed ASAP so Settlemyer Hall can be booked.

➤ **Adjournment:**

- ❖ Motion to adjourn by Jason, 2<sup>nd</sup> Jen, approved. Meeting adjourned at 5:10 pm.

**Executive Meeting Minutes Approved By:**

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Jennifer Oakes – Director of Administrative Affairs - Minutes

\_\_\_\_\_  
Ryan Chapman –ASBTC President

Program: .....

Senator: .....

Instructor: .....

Date: .....