



Associated Students of Bellingham Technical College

Striving for Student Success

Morse Center, Rm 221

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Meeting Minutes

Executive Meeting

Date: 09/29/2025

Time: 11:00am

Location: College Services 215

Call to Order

- Meeting called to order by Natalie Ramos at 11:00am

Attendance

- Executives: President Natalie Ramos, Ann Butma Director of Finance, Grayson Herriott Director of Clubs and Outreach, Sammy Jurenka Director of Administrative Affairs.
- Senators' Present: None
- Advisors Present: Ashley Misanes
- Quorum: Yes

Visitors or Guests

- Michele Waltz Vice President of Student Services.

Reading and Approval of Minutes

- Motion to approve previous minutes: Motion passed. Executive Meeting 09-29-2025
- Vote: [4 . 0]

- Grayson Herriott moved, Ann Butma seconded.

Overview of Previous Meeting

- Motion of Previous Meeting: Motion passed for approval and posting of executive meeting minutes from 09-22-2025.

Advisor Reports

- Time sheets are due by end of 09-28-2025.
- Information about Pass-down Packets in ASBTC canvas under resources... Notes from previous executives to current positions about tips on the job.
- Reminder that you can always ask questions to Ashley Misanes or Chris Eder.

Committee Reports

- ASC Committee Report – Operational guidelines, year at a glance.
- Meeting on 10/03/2025 at 9:30am in college services building room 215.
- Facilities requested funding for repairs on the basketball hoop by the HVAC building.

Funding Requests

- Basketball hoop repair – tabled.

New Business

- Basketball hoop repair – tabled.

Old Business

- No old business brought up.

Open Floor

- DEI retreat on 09-29-2025 reminder.

- P Card training reminder due 10/17/2025
- Campus Security Act head up from Michele Waltz.
- Gene Cleary Act is an annual requirement for BTC Staff from Michele Waltz.
- Department of Education information online in case of a government shut down.
- Questions that might arise from the potential government shutdown will be answered by College Services or Michele Waltz.
- Posters for all of Fall quarter are ready to be put up around campus. Individual posters are available upon request.
- Reminder that Grayson Herriott will be gone from October 3rd through October 10th.

Announcements / Upcoming Events

- ASBTC Staff Swag – This week on teams, will talk more about what to get on 10/06/2025. \$140 dollar limit for team.

Adjournment

- Meeting adjourned by Natalie Ramos at 11:32am

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