



ASBTC

Associated Students of Bellingham Technical College

Striving for Student Success

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

Guidelines for Submitting Minutes

1. The senators are required to obtain a copy of the minutes from their designated alternate or download/print from <http://www.btc.ctc.edu/CurrentStudents/ASBTC/indexasbtc.aspx>
2. Once the minutes are read in classroom, the senator must fill the given section on the minutes page.

Program:	Name of the Program
Senator:	Name
Instructor:	Signature
Date:	Minutes read in class

3. The signed copy of the minutes must be submitted **ON or BEFORE** the following Senate Meeting i.e. within five business days.
4. The minutes can be **submitted** in one of the following ways:-
 - Hand in person to the Director of Attendance, Gagan Kaur.
 - Drop in ASBTC Office, Room 301, Student Lounge, Level 3, Campus Center.
 - Scan and email to gkaur@btc.ctc.edu

Please Note: Minutes submitted after 5 business days (counting from the missed Senate Meeting day) will NOT be accepted. Late or No submissions may affect the program's attendance rate.

Concerns?

These guidelines have been formulated in order to keep the attendance records up-to-date and accurate. Please feel free to discuss your concerns/queries with ASBTC executives or email Gagan at gkaur@btc.ctc.edu.