

Date: January 14, 2014 Time: 2:00 – 4:00 p.m.		Facilitator: Vicki Wilson Recorder: Bonnie Nicholson (for Paul Turner who will record February 11 th)
Present: Marty Baxter, Greg Feeney, Susan Hayes, Dave Hellmich, Debbie Holt, Jenny Jones, Angie King, Tammy Liles, Bonnie Nicholson, Ruth Simms, Rebecca Simms, Vicki Wilson, Ben Worth, and Michael Franklin		
TOPIC	DISCUSSION	ACTION
ALT Minutes from 12/10/13	Minutes from December 10 were approved.	
Follow-up from ALT minutes	<p>Ongoing: <u>Peer Observation Proposal</u>: Greg working with Ben. Brent has agreed to act as managing coordination of this initiative.</p> <p><u>Disability Support Services</u>: Ben asked for feedback r/t a video that Veronica had shared for others to watch. Comments, good, informative information.</p> <p><u>Focus Areas</u>: Dave met with Melanie Williamson as Transfer is the focus. Melanie is to access the web for how the college presents itself. Discussion followed related to premajors and/or pathways. Angie will connect with Melanie.</p> <p><u>Promoting Open-access Textbooks</u>: Ben is leading this and will be contacting faculty for discussion with specific courses.</p>	<p>Greg will invite Brent to a ALT meeting for further discussion.</p> <p>Encourage faculty to view video. Offer during division meetings an option.</p>
Essential Agenda Additions	Ruth Simms – 2 Jenny Jones-1	See below
MY OH MY Budget Discussion - Dave	<p>FY 14 (2013 – 2014) Deficits: Fall \$1 million; Spring \$2.2 million (current), \$ 1.2 (estimated), Summer \$ 1/2 million (estimated) FY 14 Nonrecurring cut due 2/18</p> <p>FY 15 Recurring cut of \$650,000 from Academics due by 3/11/2014</p> <p>After explanation of the challenges that the college now faces and the reality that BCTC is the lowest funded of the KCTCS colleges, Dave explained how this situation leads to difficult issues and ALT’s role. He explained that BCTC is not in a freeze but a really hard frost! Travel and food are curtailed immediately. However, may be</p>	<p>Dave will be getting an update on budget from Mindy that he will share with ALT next week</p> <p>Dave will send form with all faculty listed and AD’s are to complete by putting actual teaching load in columns as explained per Dave.</p> <p>Workforce as overload and other outside the college work</p>

	<p>exceptions. No spending unless ESSENTIAL!</p> <p><u>Considerations:</u> (what is on the table and everything is on the table)</p> <ol style="list-style-type: none"> 1. Programs – everything on the table 2. Courses – efficiency, lean, some may be cut 3. Personnel – may relocate, reassign, look at release time, and workload. Workload policy is back on the table. 4. Staff Assignments – VP, Deans, DOM’s, and administrative Assistants assigned duties/responsibilities will be revisited. <p><u>Operating and Capital Budgets</u></p> <p><u>Process:</u> ALT will follow due to budget deficit.</p> <ol style="list-style-type: none"> a. Special ALT Meeting (with Val Zeps included), January 23, 2014 b. Divisions discussions in January and February meetings c. Faculty Council Discussions in February and March 	<p>is Not included on the form that is to be turned back to Dave at next Tues. ALT meeting.</p> <p><u>Dave to convene and charge a group to examine duties of DOM’s.</u> Chad Muller to chair an ad hoc group that will include other departments, i.e., Business, HR, and possibly others to possible reconfigure these staff members’ jobs if warranted.</p> <p>Greg and Bonnie are to meet with their individual AD’s for discussion and planning. Then AD’s will share at upcoming Division Meetings.</p>
<p>Revised Fall 2014 Schedule Planning Calendar – Dave</p>	<p>Dave stated some deadline dates have changed so review the attached calendar, especially focus on summer.</p>	<p>Make changes and give changes to Julie electronically.</p>
<p>New Assistant Deans – Dave</p>	<p>ALT welcomes:</p> <p><u>Jackie Wiseman</u> - Math (from Ashland, transferred to BCTC, one child, Full professor</p> <p><u>Kevin Dunn</u> – replaces Mike and Paul, Trades and Technology and Manufacturing Industrial Technology merge July 1, 2024 and are then Advanced Manufacturing Technology</p> <p>Not New but Reinvented</p> <p><u>Debbie Holt</u> – CSIS and the Business Division merge effective July 1, 2014, with Debbie at the reins!</p>	

	<p><u>Michael Franklin</u> – reassigned – Henry Ford Grant (pays salary for Mike), Perkins and other assigned duties</p> <p><u>Paul Turner</u> - coordinator of new IET (Integrated Engineering Technology) via VLI</p> <p>Will be announcing coordinator to replace Mr.(soon to be EdD.) Kevin Dunn soon.</p>	
BCTC Adjunct Faculty Waiver Pilot - Dave	Hell's Bells – have been some issues with charges being sent to faculty and have to pay taxes if they report. The group is hopeful that Right will reign. Presently 8, soon 9 adjunct faculty takers.	
Reading at Cardinal Valley Elementary School - Dave	Readings for 1 st and 2 nd graders. Dave came begging and Debbie Holt, Bless her Heart, succumbed to his requests for Friday. Thank you, Debbie. Dave promised her lunch and will drive her. Wonder how she is going to get home???	
Goodwill Industries – Greg	Greg met with Palisa and other college representatives with Goodwill reps who have some money and are seeking ways to educate some of their workers. Meeting did not progress enough to know exactly what will transpire or how BCTC may help them. Let Greg know if you or any of your faculty are interested to work with Goodwill. They are interested in a variety of our educational offerings.	Announce to your faculty and if you are they are interested please email Dr. Feeney for more information.
Student Evaluation of Instruction - Ben	All faculty should now have access via ITES. Let Ben know if you do not have access to the evaluations. Thomas and Dana Brown are responsible for the content for the evals. Greg Riker has worked with them as well. Ben will work with Thomas to be sure coordinators can access their faculty student evals of Instruction. ALT and faculty council will review and evaluate the form/data. Ben wishes to know if issues.	
Start of Semester Issues - Tammy	Sunday classes at Cooper – Bldg locked no security. Academic calendar and PeopleSoft were different. Jan. 12 & 13. BIO classes have these problems. How do we fix this? Need a committee? Other issues? KCTCS down, Bb down. Solution? Make a list of what needs to be checked at the beginning of the semester.	
Program Health Reviews - Dave	Dave announced that the Level 1 Program Health Reviews are to be completed and submitted to him by January 17 th .	

Essential agenda items	<p>Ruth – three new math classes for fall 2014. Lots of modes of delivery so let your divisions know there are new classes for student enrollment. She and her faculty are willing to attend the division meetings and let faculty know about new math and how to access. Contact her for this help, please.</p> <p>Ruth is going to be unable to do the Coordinator Training on Feb. 7, as she will be at a CPE meeting. Vicki volunteered to lead. Dave commented that the math additions should be part of the agenda as should the budget.</p> <p>Jennie – asked if AD’s were responsible for any credit hrs or work outside BCTC for the form Dave will be sending with all faculty listed for actual workload. No, that information is not necessary at this time for the form that AD’s will return to Dave at the next ALT meeting.</p>	
Adjournment	<p>Meeting adjourned at 3:55 pm. Next meeting Tuesday, January 21, at 2 pm Newtown campus.</p> <p>Facilitator: Bonnie Nicholson; Recorder: Jennie Jones</p>	