BCTC/Staff Council Meeting Minutes

June 18, 2008

Call to order

Kathy Shoemaker called to order the meeting of the BCTC Staff Council at 2:00p.m. in Conference Room 210 of the Oswald Bldg., on the Cooper Campus.

Roll call

A sign-in sheet was passed around. **The following members were present:** Kathy Shoemaker (Chair), Sarah Rutledge (Co-Chair), Jocasta Gardner, Larry Porter, Carolyn Sams, Tammy Satterly, Cody Davidson, Kim York, Larry Iaquinta, Lucinda White. **Other attendees were:** Dr. Julian (President), Mike Binzer, Barbara Hoskins & Ellen Biddle.

Open issues

a) Budget/Contracts/Layoffs – Dr. Julian stated that BCTC is between \$500,000 and \$1 million dollars in the hole for this year's budget, that we ended last year \$2.7 million in the red and that we will probably begin next year's \$1 million out of balance. She stated that if we do not make tuition revenues needed for fall (we should know this by mid October) there will be nowhere left to go but layoffs (hence the new stipulation in contracts). She informed us that layoffs will not be based on seniority but on individual jobs and the responsibilities/duties of Term/Contract employees.

New business

- a) **End of Term Processing/Calendar Change** Mike Binzer & Dr. Julian both addressed the situation and gave an updates on what was going on so far with what Faculty Council decided and dialogue She has had with the Systems Office Personnel.....(please see attachment to email).
- b) **Listserv** After discussion it was concluded that since we already have other venues (ITES, Blackboard) for discussions to take place that are not being utilized, it doesn't make sense to create another one. Everyone just needs to use what we have. It was also suggested that an "email etiquette" message be sent out to all faculty and staff at the beginning of each semester or year reminding individuals of what is acceptable use of email and what is not.

Adjournment

Kathy Shoemaker adjourned the meeting at 3:30 p.m.

Minutes submitted by: Jocasta Gardner Minutes approved by: Kathy Shoemaker