

Executive Committee Staff Council

10/09/12
2:00 PM
Leestown Campus Board Room M128

Note taker:
Marlene Campbell

Attendees: Kelli Reno, Arion Jett, Nathan Congleton, Donna Heath-Johnson, Diana Barkley, Marlene Campbell, Dikiea Elery, Luv' Robertson, Bruce McDonald, Dawn Runyon, Shannon Bentley, Emily Keck, Alex Kinder, Arlene Ross

Agenda

Call to Order	2:00pm
Approval of minutes (September)	Two revisions were made by Donna Heath Johnson: Next BOD meeting on Wednesday not Friday; and Lisa Bell not Lisa Johnson giving budget update. Motion made by Emily Keck to accept; seconded by Luv' Robertson and approval passed.
Call for Additional Agenda Items	No additions
BCTC Board of Directors Staff Representative	<p>Donna Heath-Johnson – BOD meeting was held on Sept. 12, 2012.</p> <p>Election of officers for 2012-2013: Chair, Florence Huffman (Attorney with Huffman Law Office); Vice Chair, Anissa Franklin (Lexington Urban League); Secretary, Bob Rowland (Retired superintendent of Danville Independent Schools).</p> <p>Mary Forbes provided a departmental overview of IPRE, and a demonstration of the AIM system.</p> <p>Budget update by Lisa Bell. As of September 10, the college is \$270,000 short of making budget; however, the hope is that this amount will decrease after Fall 2 enrollment. An additional \$416,939 has been moved to the college's contingency reserve fund in anticipation of the state mandated</p>

budget cut. This would leave our remaining balance in Required Reserves at \$1.6M.

Enrollment update by Palisa Williams Rushin. Fall enrollment is down by 2.2% or 180 students. Expecting 500-1,000 students for Fall 2 session. 13 of the 15 KCTCS colleges are down in enrollment for the fall session.

Next BOD meeting scheduled for Wednesday, December 5, and will be held at one of the regional campuses.

Committee Updates

- Committee Liaison

Arion Jett- no report

- Events Committee

Emily Keck- We had Regency event Sept. 28th. We served fried chicken, chips, potato salad and dessert. They also watched Netflix. We had 15 people participate. Our next Staff Appreciation is at Leestown on Oct. 19th. We will be serving sandwiches and sides. We will have a dessert contest like the Chili cook off to help raise money for United Way.

- Climate Committee

Arlene Ross- Sent email for participation and received back approximately 6 respondents. Meeting date targeted for Oct. 16th and the work climate survey will be reviewed.

- Bereavement/Sunshine Fund

Luv' Robertson- Meeting with Linda Epling to discuss Foundation policies and guidelines scheduled for 10/17/12 at 9.

The purpose of this meeting is to get a clear understanding of what guidelines and stipulations we must follow in establishing this foundation.

Meeting with Melissa Jones to discuss guidelines we must adhere to in order to possibly make the donations eligible as a tax write-off to be scheduled after meeting with

Linda.

Meeting with IT to see what steps we must take to create a notification system that will alert BCTC. I plan to discuss this matter with Bruce McDonald for assistance.

I will present my findings to ECSC at our November meeting for a motion to proceed with creating the proposal and advisory statement.

Area Updates

Cooper Campus

Lisa Johnson- no report

Danville Campus

Renada Boone- no report

Lawrenceburg Campus

Dianna Barkley- no report

Leestown Campus

Marlene Campbell- Reported that Robert Knight is checking to see if BCTC would want to fund and support baby changing stations in the women's and men's restrooms.

A request was presented to post signs in the restroom areas that phones and other communication devices be turned off stating it is a violation of privacy when someone is on the phone or FaceTime. With current technology, one doesn't know who is listening or viewing what should be private.

Regency Campus

Dikiea Elery- reported there was a very positive response to the Staff Appreciation luncheon.

Winchester Campus

Arlene Ross- reported due to budget cuts they have lost a Financial Aid position and an Advising position; therefore, the Cooper campus is sending help during the month of October. Priority registration and AdvisorTrac is keeping them busy.

Academics

Luv' Robertson- Fall Break is October 11-14.

ITS

Bruce McDonald- Project Architect (replaces Bruce McDonald). The position reports to Chad Hayes Director, Project Analysis and Development, IT Services; is a Band 9; and is "not yet posted".

System Engineer (replaces Kevin

Griffis). The position reports to Ray Forsythe, Network Operations Manager, IT Services; is a Band 10; and “in hiring committee”.

PI&M/PO/M&I/F&O

Dawn Runyon- Multiculturalism & Inclusion

Mosaik Conference applications are now available.

Will be hosting a Flash Mob in the next week in honor of Latino Heritage Month.

Latino Outreach program just received 600k grant from Lumina to launch the K’LEA program.

Public Information & Marketing

MARS work order system is now Officially online-through ITES.

Working on college wide photo shoot – Oct 23-25; visiting Lawrenceburg, Danville, Leestown and Cooper campuses.

PIM Office has been notified that we have received several awards for marketing/design/social media to be presented during the NCMPR conference, Oct 21-24.

Regional Campuses

Shannon Bentley- no report

SDEM

Emily Keck- Working on Late Registration for Fall II and making appointments for students for Spring semester.

WID

Alex Kinder- no report

Chair’s Update:

- Position Vacancies

Kelli Reno

Bruce McDonald is leaving the college. There has to be 30 days to run a special election. Kelli would like to see a change in the by-laws for the chair to be able to appoint someone for the position and the council to vote.

Vice Chair Judy Craft has resigned and Kelli has received three nominations for the position. She will send an email to these persons to see if they are interested. She is going to contact James Hogan and

- APT notes

plans for the voting to take place October 27th.

The Admissions Department is putting together a Student Ambassador Program of 8 students. They will run tours of the campus; answer questions about student life; and represent students at KCTCS. They are seeking a name for the Ambassadors.

There is a Distance Learning concern that students are taking online classes from other KCTCS colleges instead of enrolling in BCTC online classes first.

LET talked about the budget and Dr. Julian will send her end of the month update.

Dr. Julian talked about group morale and asked what we can do to make it better at the college.

- Reminder: United Way

Kelli asked that we try to participate in the activities on each campus to support The United Way.

- Agenda items for October 26th All Staff Meeting

If you have agenda items turn them in to Kelli by Oct. 19th. She is going to preview the by-laws and remind people of the upcoming election for Vice Chair. The meeting will be available online and live in the Leestown Student Conference Center.

The 5th Friday event on Nov. 30th will be a half day session with breakfast at 8:00 followed by a meeting from 8:30-9:30. There will be 2 different 45 minute presentations after the meeting ending at 11:30. Miranda Hines is looking for session recommendations regarding how BCTC supports students to find success.

Discussion: Action to take regarding Staff Council PR issues

The discussion was to find a way to get word to the college about what Executive Staff Council actually does for staff. Some suggestions that were made: put out a bulletin to show what the council has done in

previous years; put an article in the BG Insider; talk it up at Events Staff Appreciation Day or other events; and talk it up one on one.

A question was asked as to whether we should establish a subcommittee to work on internal marketing for staff council. It was recognized that we need to address the issue quickly since members only serve a one year term. It was suggested we establish a Quick Action Committee. Nathan Congleton said it would be a “special committee” and would be dissolved upon delivering the report. A motion was made by Luv’ Robertson to establish an Internal Marketing Subcommittee and seconded by Dikiea Elery. There was discussion and the motion passed. Kelli will appoint a chair and the goal is to have a plan of action ready to be submitted by November at the Executive Meeting or at least by December.

Kelli updated the website and asked whether we want to post pictures of the committee. No resolution.

Kelli Reno- not further items

Kelli Reno- motion made by Bruce McDonald to adjourn and seconded by Dawn Runyon. Motion passed.

Agenda Call Items

Adjourn

Additional Information