

	<p>*Once the Sunshine Fund is approved, an account will need to be set up with a florist that all funds are going to.</p> <p>*All donations to the fund will be tax-exempt and the Fund Designee will be responsible for drafting the letter or appreciation/thanks to donors for gifts.</p> <p>*When funds are low, Linda said it would be a good idea to send out a request for donations through Staff Council. She did not think having a distribution list established through IT would help or hurt but suggested we look into creating a link on ITES for individuals to request funds. Luv will contact Loren to see what steps should be taken to do this.</p> <p>*Barbara Thomas will be available to attend our Staff Council meeting on November 13 to answer any additional questions we may have about the fund.</p> <p>*Luv and Kelli will be meeting on October 29 to discuss the proposal more in-depth and will be following up with Jane Goatley in HR on November 12 to set parameters and stipulations for the fund. Once this is complete, the proposal will go forward for approval from Executive Committee of Staff Council and Dr. Julian (via LET).</p>	
<p>Climate Committee (Arlene Ross)</p>	<p>The Climate Committee met on October 19 at Leestown Campus to discuss the BCTC Work Climate Survey Trends and the Work Climate Survey. After discussing both, the Committee decided to focus on communication at BCTC since it seemed to be a big issue. 42% of those who participated in the survey said they were satisfied with the effectiveness of sharing of information between departments/work units. The Climate Committee wants to improve the communication between departments/work units so staff can do their jobs and help our students better. The Climate Committee decided to create a survey or a questionnaire to determine what department or program that individuals would need more information from to do their jobs more effectively. Leslie Leroy volunteered to type up the survey/questionnaire for the Climate Committee which would then be presented to the Executive Staff Council for approval. The committee plans to meet again on Nov. 2 to discuss the questions for the survey/ questionnaire. With the approval of Executive Staff Council, the survey/questionnaire could be distributed at the next 5th Friday. Depending on the results, the committee would research that area and get as much information as possible to compile the information (maybe on our website or Facebook page) to help staff with their jobs and assisting students.</p>	
<p>Staff Council Awareness-Temporary Committee (Kelli Reno)</p>	<p>According to the recent Climate Survey, Staff Council awareness is quite low within the college. As a result, Kelli has created a temporary committee of staff members to answer the following questions: How do we change? How</p>	

<p>Staff Voting (Kelli Reno)</p>	<p>do we improve our image? How do we communicate internally?</p> <p>Two elections will be held next week via ITES, Vice Chair of Staff Council and by-law revisions. Kelli reviewed the revisions and indicated the approval of the by-laws would help Staff Council run more efficiently. The by-laws revisions will be posted on ITES for review before voting and everyone was asked to encourage others to vote as it takes two third of the staff to approve the revisions.</p>	
<p>Adjourn</p>	<p>Shannon Cruz made a motion to adjourn, Dikiea Elery seconded. Meeting adjourned at 12:01 p.m.</p>	