Staff Council Meeting: 3/11/2014 Call to order (Kelli Reno) Call to order at 2:05 pm Call for additional agenda items No additional items. **Approval of February Meeting Minutes** No approval of February minutes due to recording discrepancy. Jane Goatley will try to stop by a meeting. H.R is working on revising the supervisor evaluations, and she would like Staff Council's input. Faculty/Staff meeting on March 28<sup>th</sup> at 1:30pm at Board of Directors Meeting Updates Leestown to discuss budget. Full Staff Council meeting March 17<sup>th</sup> at 9am at Cooper. Dr. Julian will attend and give a general overview on the budget. Marketing committee is up and running. 75<sup>th</sup> Anniversary activities/ Community Involvement Week will begin March 17<sup>th</sup>. Mission Statement review survey is ongoing; Dr. Julian has sent it out to selected parties. Important dates: May 10<sup>th</sup>, graduation ceremony, back in Frankfort this year at 5:00pm. May 14<sup>th</sup>, end of year service awards and recognitions. May 28th, last board meeting for the academic year, will probably be at Winchester Campus. Events Committee /Community Involvement Week E. Keck was sick, but spoke with K. Reno and told her that everything is set for the Community Involvement week kickoff breakfast and closing lunch. E. Keck ordered bagels from Panera, and received a large donation from Donut Days. K. Reno sent out an email with a calendar of the week's events. 75<sup>th</sup> Anniversary Decade Costume Luncheon will be held on Friday, March 21<sup>st</sup> along with the Community Involvement Week closing luncheon. S. Simpson said she had 6 people sign up to volunteer for the different activities going on during Community Involvement Week. S. Simpson has talked with Mark Stapleton and Rob Knight about a space for the Career Clothing Closet. They have a utility closet in the Oswald Building at Cooper, which can be used for right now, until they find something bigger. M. Pendleton will be getting with M & O and taking measurements so S. Simpson can do a floor plan of where everything will go. S. Simpson asked everyone to look in their closets for gently used clothing that could be worn to an interview

(to donate.) There are drop off locations in E. Keck's office in Oswald, M. Pendleton's office in Maloney,

Events Committee/ Community Involvement Week (cont'd)	and in the M. Building at Leestown. Donations for the International Book Project can also be dropped off in those locations. Also, on Friday, March 21, S. Simpson said that someone will be stopping by from the Healing Arts Academy to talk about stress reduction methods, and classes they have. This will also be held in the Conference Center at Leestown. S. Simpson said they want to incorporate art work (collage, can be old photos) into the 75 <sup>th</sup> Anniversary celebration. It can be done by Faculty/Staff/ Students. Submissions must be received by March 26. The exhibit will start out in the Learning Commons at the Newtown Campus. Artist reception will be April 3 <sup>rd</sup> from 4:30 to 6 at Newtown as well. S. Simpson is hoping to display the artwork at the other campuses as well.
New Employee Orientation	K. Frazier was unavailable to attend the meeting. But the New Employee Orientation Committee has met twice. Will have updates at next meeting.
Campus and SO Updates	
Cooper	M. Hudson doesn't have any updates for Cooper Campus.  Getting ready for Spring 2 late registration.
Lawrenceburg Campus Update	No updates.
Leestown Campus Update	Skills USA took place on 3/7. M. Campbell said it was a big success.
Academics	M. Pendleton sent in an Academics update. Proposed Academics recurring budget reductions were sent out the week of March 3 <sup>rd</sup> , they include possible program changes, possible program campus consolidations, and possible reductions of recurring statements. These changes, if made, won't take effect until fiscal year 2015 and beyond. Any other information will be released at the budget meeting on March 28 <sup>th</sup> .
Finance and Operations	No new updates
ITS	Doing some updates during spring break. Connie Rine is in A Building now.

Adult Education (and Danville)	Super Someday at the end of February was a success.
	M. Rowe said the only update she has is for Adult Ed. All four regional campuses are now up and running. Scott County began in January.
SDEM	No new updates. In the middle of late registration and preparing for Stop By, Get Started on April 25 <sup>th</sup> . Will have 500 new students attending on the Cooper Campus.
Workforce and Institutional Development	S. Simpson said that sometime during the first week of May, Workforce Solutions in partnering with the Bluegrass Workforce Investment Board, to have a Career Fair/ Job Fair for veterans. It will be in the Leestown Conference Center. Probably a 10a-2p time frame. Those who aren't veterans are also welcome.
Chair Update	K. Reno gave update from APT meeting. She said that Mark Manuel gave them an overview of the meeting with Creative Alliance (KCTCS outside marketing firm). Creative Alliance had a lot of ideas, but the Marketing Committee said they weren't quite there yet.  Marketing committee passed out a sample of the survey results. They asked everyone 3 questions:
	1.) If you could have any 2 ads created for TV/Cable/Radio, what should the 2 topics be? (With limited funds, what will have the biggest impact. What topic would get the best response?)
	2.) If you had to rank your choice of media in value and importance, is there any one (TV/Cable/Radio/Website/Social Media) that stands out to you? M. Rowe suggested radio (it has helped Adult Ed.), since it's free and people listen to it while driving, getting ready for school, etc.
	3.) Giving current budget realities, if we could choose one weakness to address within the college that would most support student access and retention, what would we choose (more toward PD side of things)? Taking customer service to the next level to compete with other schools. Go above and beyond for students to help them get enrolled. S. Simpson said communication needs to be more specific (too general).
	Full staff council meeting (on 3/17) will be addressing

customer service. Meeting available on Lync.

Chair Update (cont'd)	K. Reno gave meeting agenda for the Full staff meeting on 3/17. Also, at the meeting, there will be a discussion on fostering positive customer services across the college and what we are lacking to provide the service students need. Several staff members from throughout the college will be speaking.
	Miranda Hines wants to provide more PD sessions for faculty/staff and it has been suggested she offer one on customer service and technology training. She is also working with system's office about hosting an institute on professional development at BCTC this summer.
Adourn	M. Campbell motions to adjourn; W. Specker seconds. All in favor. Meeting adjourns at 3:22pm.