

Staff Council Meeting Minutes

11/12/2013

2:00 pm

Call to order:

Call for additional agenda items:

Approval of October meeting minutes:

Domestic Partner Benefits Support discussion:

2014 Climate Survey

New Employee Orientation Suggestions:

Board of Directors

Events Committee

Called to order by Kelli Reno at 2:02 pm.

No additional agenda items.

M. Pendleton motioned to approve minutes; Seconded by C. Dundon.

A motion was made by K. Frazier to poll BCTC staff as a whole to call upon the Administration to explore how to provide inclusive benefits to the domestic partners of its employees. Motion was seconded by E. Keck.

Larry laquinta attended the staff council meeting to discuss the climate survey and the revisions that have been/are being made. There will be 55 questions on the survey this year. It will be separated into different categories. If anyone has suggestions, email Larry. Feedback must be submitted by Tuesday, November 26.

The current mentoring system for new employees was discussed. New employees are asked to fill out a questionnaire at orientation to return to their supervisor. The supervisor then assigns a mentor. The mentor is support to contact the new employee 3 times over the course of the first year. Process is still fairly new, so they are working out the kinks. S. Simpson made a motion that staff council will investigate the mentoring process and how to improve it. Seconded by M. Pendleton.

Forming a sub-committee(chaired by K. Frasier) to figure out what we can do to improve the mentoring process, make it more effective, and support what is already in place. New employees need help getting started. They need someone there they can refer to once they are in their position. How do they use The Point, PeopleSoft, phone systems, copier functions, and voicemail? All in favor of investigating the process.

No update. Next meeting is 12/6/2013

Chili cook-off was held on October 25th at the Newtown Campus. Laura Parrish was the winner. November 15th, Staff Appreciation lunch at Leestown Campus. S. Simpson formed a sub-committee especially for Community Involvement Week. S. Simpson has been making calls to several organizations that may need assistance. Possibly the International Book Project. S. Simpson is looking for people who are interested in helping plan Community Involvement week.

United Way Committee

Campus and SO Updates
Cooper

Leestown

Newtown

Lawrenceburg

Winchester

Academics

Fundraising campaign is over. S. Simpson said she has not gotten all of the money in yet, but she thinks less than \$1,000 was made. Possible communication problems could be to blame.

M. Hudson shared an HR update. The 50 dollar benefit (2nd part of open enrollment) is available for those who selected single coverage, or waived coverage. This part of open enrollment was available from 11/11/13-11/22/2013. It was done through PeopleSoft.

Due to the issues BCTC was having with the email system, there are no updates for Leestown.

There is a push to make the Newtown Campus the primary location for all new and undecided students (Spring 2014). Newtown will also be home to evening and Saturday support courses. Also all the BCTC- Lexington basic summer courses. Construction: There is still about 2 months left of the Eastern State Demolition and abatement. Hoping to have Administration building done in late February. McGowan building will be finished late spring/early summer. Newtown North is being considered for Adult Ed. Also, looking for funding for Laundry building.

No Update

No Update

M. Pendleton said that on July 1, 2014, two divisions will be merging. CHLSS will be gaining Education and Interdisciplinary Early Childhood Education. Also, the CIT division will be merging with Business.

LRC will be getting a new director.

Cosmetology and Aesthetics will be going under Allied Health.

The Assistant Dean for Manufacturing and Industrial Technology will also be the Assistant Dean for Trades and Technology.

Finance and Operations

ITS

Multiculturalism and Inclusion

SDEM

WID

Chair Update

Faculty Council

APT

C. Dundon said that when BCTC got the new printers/copiers, they came with new software (Equitrack) to track student printing. They are just now getting to the point where they can track and charge students for printing. So, from July- 11/15, students were been able to print for free. Once all the software is downloaded, students will have to pay to print again. Every student will automatically have \$5.00 added to their printing account.

Moving staff from Leestown to Cooper. Energy saving: Lab computers will be programmed to go into "sleep" mode after an hour of no use. There is a push for faculty and staff to either have their computers to go into "sleep" mode or shut them down when leaving, instead of just logging off and leaving them running. IT would rather everyone just shut their computers down and start fresh in the mornings.

Mosaic Conference- December 5 & 6 at Embassy Suites. Cost to attend is \$50.

E. Keck is now the Testing Coordinator for Disability Support Services.

No update.

There is a concurrent art exhibit beginning the week of 11/11/2013 at Cooper/Newtown. There were 116 student submissions. Reception was held at Cooper on 11/14/2013, and there will be another in early December at the Newtown Campus.

K. Reno said Staff Council still needs an at large rep to help cover Newtown, Winchester, and Danville. Nathan Congleton from Admissions (parliamentarian) has accepted a position at EKU, so the committee needs a new parliamentarian.

Discussion of Domestic Partner Benefits was the main topic. Also the academic structural changes that M. Pendleton discussed.

The APT Committee discussed energy saving strategies. Faculty/ Staff need to be sure to shut down their computers on Friday before they leave for the weekend and on holidays.

Budget: Tuition revenue is down \$900,000 for where it was originally. BCTC is looking to put significant money into marketing campaigns. Alan Lawson has taken over the mechanics of grants. Dr. Julian is looking for someone who's interested in Grant writing and Grant proposal finding (possibly 3-4 people within the college) that would be willing to take on an overload or extra duty assignment.

Professional Development: PD funds are available. If funds are needed, you can apply (there is a form on the Professional Development page.)

APT (continued)

Distribution list

75th Anniversary

Staff Council T-shirts

Adjourn

Miranda Hines will be volunteering at God's Pantry on Tuesday, December 17th for those interested in helping.

If you're having issues with distribution list, email Mike Miller.

75th Anniversary Events are being scaled back. May not need as many volunteers. K. Reno will keep committee updated.

E. Keck suggested that K. Reno stop by the bookstore and check in with them for discounted or donated t-shirts. They were primarily for the 75th Anniversary, but they can be used for Community Involvement Week.

W. Specker motioned to adjourn; K. Frazier seconds. Meeting adjourns.