

AWD Leadership Team (ALT) Minutes

AWD Leadership Team		
11.28.2017	1:30 – 4:00 p.m.	Newtown Conference Room CB123
Meeting	Dr. Greg Feeney	
Type of meeting	AWD Leadership Team (ALT)	
Facilitator	Karen Mayo	
Recorder	Barbara Thomas	
Attendees	Robert Campbell, Yasemin Congleton, Kevin Dunn, Greg Feeney, Pam Hatcher, Angie King, Tammy Liles, Laura Lynch, Karen Mayo, Kausha Miller, Rebecca Simms, David Sturgill, Steve White, Melanie Williamson	
Guest	Erin Tipton	
Danville Campus Update		
Erin Tipton		
Discussion		
<p>The facilitator welcomed Erin Tipton, Campus Director at Danville. Erin said she was pleased to report the Danville Campus will be celebrating 16 years of service to the community in February. She talked about the growth and development of the campus and the full-time faculty at Danville. She noted that she has worked at Danville for 16 years and has served as Campus Director for eight years. She said the campus provides online support services as well as in-person services. She stated that Student Support Services are provided for a number of students, and she added that Adult Education, GED testing, and nurse aid testing is available for the community. She talked about the customized services and workforce testing provided to business and industry in the community by Workforce Solutions. Erin said that Danville serves a six county area and there is a large transfer population. She talked about Danville’s community partners and their support for the new Advanced Manufacturing Center that will be located on the Danville Campus. She said community partners have raised another \$400,000 for it since the Work Ready Skills Initiative Grant was accepted, and she noted that others may be able to help in early 2018. Erin stated the project will allow for state-of-the art training and job preparation in advanced manufacturing, electrical technology, and industrial maintenance fields. She noted that it will provide much more lab space which is needed to meet local demand. Erin said that she is most proud of partnerships with people in the community, hospitals, local government, and industry. She said that she would like to continue to work with community partners to plan for future programs. Dr. Feeney commended Erin for her work on the Work Ready Skills Initiative Grant, and he thanked her for presenting an informative update.</p>		
Conclusions		
Action Items	Person	Deadline
Leadership Highlight		
Discussion		

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The facilitator gave an overview of the selected online Franklin Covey video, <i>Big Rocks – 7 Habits</i> . Then the group shared their thoughts about the video.		
Conclusions		
Action Items	Person	Deadline
Essential Agenda Additions		
Everyone		
Discussion		
Kausha Miller inquired about the guidelines for staff PPEs. Dean Mayo noted there is a new staff PPE. A discussion about staff PPEs followed. Then Kausha inquired about the procedures for registering students into classes at other KCTCS campuses. She said the MS Division gets many such requests through the online enrollment request. A discussion followed. Afterwards it was agreed that coordinators are not expected to enroll students in non-BCTC classes and should instead refer the student to contact the college of the desired course directly.		
Conclusions		
Action Items	Person	Deadline
ALT Minutes (11/21/17)		
Everyone		
Discussion		
Minutes from the meeting held on 11/21/17 were approved as amended.		
Conclusions		
Action Items	Person	Deadline
Follow up from previous ALT minutes:		
Everyone		
Discussion		
Dean Mayo reminded everyone that updates or notification about courses to schedule once per year are due to her by December 8th.		
Dean Mayo said that faculty who want to move into a cubicle at Newtown for Fall 2018 should send their names to their AD by December 1st.		
Dean Mayo requested that ADs forward her the names of faculty who want to move into a cubicle at Newtown for Fall 2018 by December 1st.		
Kevin Dunn thanked everyone for emailing him comments/suggestions on the Quality Assurance documents, and he requested that any others be sent to him.		
Melanie Williamson thanked everyone for getting the word out about signing up to volunteer for the 2017 Hour of Code at Newtown (December 11-13th).		
ALT changed the date of the next ALT Open Meeting to Friday, April 13, 2018.		
Dean Simms reported that she sent ALT an event poll on behalf of the ALT Scholarship Committee. A brief discussion about the events followed. Dean Simms said she would check with Regina Shank, BCTC Student Activities Coordinator, on upcoming student activities and get back to ALT.		
Conclusions		

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Action Items	Person	Deadline
Check with Regina Shank on upcoming student activities and get back to ALT.	Rebecca Simms	
SACS – General Discussion		
Discussion		
Dean Simms discussed new faculty transcripts and the process for adding them to the files. She asked everyone to contact Karen Dearborn if there are missing transcripts. A discussion followed. When concluding, Dean Mayo stated that educating everyone on the process and the requirements is important. Dr. Feeney added that a periodic review is listed on the ALT Calendar.		
Conclusions		
Action Items	Person	Deadline
Division/Area Updates		
All Divisions and Areas		
Discussion		
Kevin Dunn inquired about a program in the area of AHNS, and Yasemin Congleton provided feedback about it.		
Angie King announced the upcoming play, <i>Great Expectations</i> , will be showing from November 30th to December 2nd at 7:30 p.m. and December 3 rd at 2:00 at the Downtown Arts Center. She encouraged everyone to see the play.		
Dean Mayo reported that, effective January 2018, Gerry Adair will be the BCTC Academic Ombud. She said BCTC is extremely grateful to Jake Gibbs, who has served as the Academic Ombud for the last eight years, and she noted that Jake will mentor Gerry in Spring 2018.		
Melanie Williamson said a few volunteers are still needed for the Hour of Code (December 11-13th). She noted there are a couple of spots at each time slot available for volunteers.		
Conclusions		
Action Items	Person	Deadline
Division/Area Updates		
Professional Development		
Discussion		
Conclusions		
Action Items	Person	Deadline
Division/Area Updates		
Workgroup		
Discussion		
Student Development and Enrollment Management (SDEM) – (Kevin Dunn):		

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Marketing – (Tammy Liles): Dean Liles reported that Marketing will be meeting at 8:30 a.m. on Tuesday, December 5th.			
Finance and Operations – (Laura Lynch): Laura Lynch announced that Finance and Operations will be meeting at 8:30 a.m. on Thursday, November 30th.			
Conclusions			
Action Items		Person	Deadline
LET/Academic Council Updates			
Dr. Feeney			
Discussion			
<ul style="list-style-type: none"> • Dr. Feeney announced that commencement will be held at Eastern Kentucky University on Sunday, May 6, 2018. • Dr. Feeney announced the Graduation Awards and Recognition (GAR) reception will be held at the Leestown Campus on Thursday, April 26, 2018. • Dr. Feeney reminded everyone about APT on December 7th, and he noted there will be area reports and professional development utilizing the Franklin Covey materials. • Dr. Feeney announced the SACSCOC Reaffirmation Kick-Off Skype meeting will be held Friday, February 9, 2018. <p>Dr. Feeney stated that he will be attending the 2017 SACSCOC Annual Meeting from December 1-5, 2017.</p>			
Conclusions			
Action Items		Person	Deadline
Awards			
Woohoo, The			
Discussion			
Angie King gave one Woohoo Award to Rebecca Simms for her work on faculty credentials.			
Greg Feeney gave the other Woohoo Award to Melanie Williamson for hosting and organizing Hour of Code again this year.			
Laura Lynch presented the Doll to Kausha Miller for all of her work on advising.			
Conclusions			
Action Items		Person	Deadline
Meeting was adjourned at 2:45 p.m.			
Next Meeting			
Tuesday, Dec. 12, 2017	1:30 – 4:00 p.m., Newtown Campus Conference Room – CB123, Facilitator: Kausha Miller		
Discussion			
Conclusions			
Action Items		Person	Deadline
Send ALT online Franklin Covey training topic.		Kausha Miller	