

Q&A Summary
Barton County Campus
March 11, 2013

VP Quinn

1. Q&A Survey Overview

- Dr. Quinn emphasized that Q&A sessions are purely voluntary. The purpose of Q&A sessions is to share information college-wide
- Survey results/comments:
 - 73% of employees at the Great Bend campus desire to continue the Q&A sessions
 - Q&A survey comment regarding Q&A being a “farce”: It is intended that all employees feel comfortable bringing up issues of concern in any instance; proper process:
 - **General questions/concerns**
 - Appropriate for Q&A, although the established Chain of Command is always available
 - **Specific questions/concerns related to individual problem resolution**
 - Inappropriate for Q&A; instead should follow the Chain of Command.
 - Dr. Quinn encouraged employees to be up-front and open with their supervisor, regardless of the issue, in order to insure that issues are resolved effectively.
 - Employees may use [Procedure 2452-Problem Resolution](#) if they feel that following the Chain of Command has not been successful.

2. Other Procedures

- a. Telecommuting ([Procedure 2492](#))
 - i. Supervisors need to ensure each telecommuting arrangement is reviewed annually
 - ii. Supervisors must reinforce the need for confidentiality of information, materials, and web-based information
- b. Anti-Harassment ([Procedure 2122](#))
 - i. Reminded audience that all employees are protected from Harassment

- ii. Identification of development of a new Procedure addressing 'Hostile Work Environment'. Target date for new Procedure is Fall 2013

3. Sequestration

- a. Kansas will lose \$79 million for military bases, plus \$11 million to Education if Congress and President don't reach an agreement to stop the automatic cuts – should know more by the end of the month
- b. Tuition Assistance has been suspended for military students.

4. Reverse Transfer

- a. Concept – Barton transfer students who fail to complete their Barton degree will be notified of the agreement, and encouraged to transfer back to Barton the coursework necessary to complete their Barton degree. Working on a formal agreement with WSU and FHSU.
- b. It's key that faculty & staff reinforce to students the value of completing their BCC degree. Advantages for students to complete a Barton degree were discussed

5. Reminder regarding Grading and Last Day of Attendance (LDA)

a. LDA

- i. Recently a sister KS CC was cited and fined by HLC due to a lack of LDA record keeping
- ii. LDA verification is a work in progress but a very important one. It is vital that tracking records are kept.
- iii. Records should be maintained for 3 years in case of an audit by HLC. Records also need to be retained with BCC if a faculty member ceases employment.
- iv. Below is a beginning list of examples that would qualify as forms of LDA justification. Other ideas/current practices may be submitted to Myrna Perkins (perkinsm@bartonccc.edu) for verification of validity as per federal regulation.

1. Face to Face (F2F)

- a. Daily attendance roster where instructor noted who was present in a face-to-face class.
- b. Attendance roster for a study group that was required by the course.

- c. Notation of a submitted assignment by date of acceptance, if this occurred outside of a scheduled class time where attendance was kept.
- d. Notation of exam completion, if this occurred outside of a scheduled class time where attendance was kept.
- e. Email thread discussing course content between the instructor and student

2. Online

- a. Notation of a submitted assignment by date of acceptance (captured in the course shell, as long as submitted through the course shell).
- b. Notation of exam completion, (captured in the course shell, as long as completed through the course shell).
- c. Documentation of participation in an online interactive tutorial.
- d. Email thread discussing course content between the instructor and student.
- e. Participating in an online discussion about the course content. (I assume this would be captured in the course shell as well.)
- f. Notation by the instructor of that the student was provided with computer-assisted instruction.

6. Grandview Plaza Expansion

- a. Construction is taking place to allow room for new OSHA Institute status & program growth. EMS will be housed in the new expansion & OSHA will move into spaces currently used by EMS.

Dean Dean

1. Question: Vending Machines

- Vendors are limited
- Product determined by sales
- “Healthy” items don’t sell well & therefore expire

- If machines need to be restocked, contact Heather Helvie (helvieh@bartonccc.edu) or Mark Dean(deanm@bartonccc.edu)
2. Question: Bookstore Hours
- Alternate hours were attempted in the past, but business was insufficient—therefore no plan to adjust hours at present
 - Bookstore Hours are:
 - 7:30AM - 6PM Monday-Thursday
 - 7:30AM - 5:30PM Friday
3. Question: Donated Sick Leave Eligibility
- Eligibility guidelines to receive donated sick leave will not change
 - Reduced restrictions on eligibility were attempted in the past but the less restrictive system was abused, resulting in lack of willingness to donate.
 - see [Donated Leave Program-Procedure 2420](#)
4. Healthcare Reform:
- New plan for healthcare reform will require BCC to change current practices
 - Many questions still exist and more info will be shared as decisions are made
5. Other:
- The *Flexible benefit* option will move from “WageWorks” to “BMI” mid-year due to continuing problems

Dean Perkins

Time ran out to allow for full discussion of topics by Dean Perkins during Q&A session.

Topics that were planned for discussion are listed below. An [addendum](#) with more information on these points will be posted after Spring Break on the same webpage as this summary.

- Windows 8/Office 2013
 - Plan to hold off deploying Windows 8 as long as possible

- Windows 8 will change things dramatically
- Next Year's Budget
- Enrollments
- Affordable Health Care Act
- EMS Title III
- Flexible Student Registration
- Portal Update
- Large Screen TV's for Labs
- Blackboard Collaborate/GoToMeeting
- Rave

Dean Maddy
[Absent]