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President's Staff Meeting Notes
May 29, 2018

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HLC Accreditation – Myrna Perkins reviewed the list noting it is a living document. The Initial Focus items are topics that may take more time, are of importance or noted in previous HLC reviews.

Prosper Act: R2T4 – Myrna Perkins presented proposed changes in legislation and an overview of, Prosper Act: Return to Title Four.

Grants & Contracts – Kurt reported that he no updates. Cathie reported a promise of funding from the Downing Foundation to the campus food bank of $15,000 if there is a match of $5,000. TRIO programs received a 2% increase in their grant awards.

Academic Calendar – Elaine Simmons noted a change of dates for Spring Break 2019, with the calendar being updated and posted to the web. The approved years with the corrections are linked as approved. Approved August 2017-July 2020 The June 2018-May 2019 calendar format was updated to include BartOnline sessions. Other considerations for upcoming calendars years: 1) Spring breaks for USDs and universities/colleges will no longer align in 2020. 2) Paid 4th of July Holiday for 2020 and 2021 will require further discussion due to falling on a weekend. 3) Fort Riley and GVP calendars will be presented at future staff meetings. 4) Barton (GB) campus will bring August 2020-July 2021 for review/approval to maintain 3 years out of approved calendars and bring any proposed changes to approved calendars to staff meetings for review/approval.

Integrity Matrix – Elaine Simmons reported that following monthly evaluation, no changes were identified for this month.

New/Revised Policy and Procedures
    First Reading
        2511 – Grade and Attendance – Elaine Simmons and Julie Knoblich presented proposed initial changes and then additions and revisions following employee questions/comments. No concerns were identified. This procedure will come back for a second reading at the next meeting.
            Employee Questions/Comments
        1175 – Campus Safety – Mark Dean reviewed proposed changes to this policy and employee questions/comments. No concerns were identified. This policy will come back for a second reading at the next meeting.
            Employee Questions/Comments

Information Services – Michelle
Disclosure on website – dev.bartonccc.edu – Michelle Kaiser reviewed the Privacy Disclosure and asked for approval to add to bartonccc.edu. Following a brief discussion to clarify a few points, this was approved for the main website.

Information Storage – Michelle Kaiser asked that supervisors be clear with employees that personal documents are not to be stored on College computing and information systems. IT will not retrieve personal information when an employee leaves their position. A formal statement and revisions to existing policy and procedures will be updated to align with interdepartmental policy and procedures.

Posting Meeting Minutes – Carl Heilman asked that all [Institutional Teams](#) review and update their membership, agendas, notes and identify a note taker. Website updates should be sent to Zach Bauman. New team proposal of an Academic Integrity Council and a recommendation of training for note takers. Topic will be discussed again at the next staff meeting.

Miscellaneous/Announcements

Emergency security updates were completed over the Memorial Day break with unanticipated equipment failure which may cause intermittent email connectivity for the next couple of weeks until the replacement equipment can be set up and put in place. Critical operation employees are to be identified and can be assigned an IP address instead of a static address. Please let Michelle know.

Mark Dean reminded staff to purchase locally if possible.

Trevor reviewed recent athletic accomplishments:
       Men's track – National Champions
       Women's Golf – 9th in the Nation
       Baseball made it to the NJCAA World Series

ENDS:

ESSENTIAL SKILLS	**WORKPLACE PREPAREDNESS**
ACADEMIC ADVANCEMENT	**"BARTON EXPERIENCE"**
REGIONAL WORKFORCE NEEDS	**BARTON SERVICES & REGIONAL LOCATIONS**
STRATEGIC PLANNING	**CONTINGENCY PLANNING**

Barton Core Priorities/Strategic Plan Goals
Drive Student Success
1. *Improve Student Success and Completion*
2. *Enhance the Quality of Teaching and Learning*

Cultivate Community Engagement
3. *Cultivate and Strengthen Partnerships*
4. *Reinforce Public Recognition of Barton Community College*
5. *Provide Cultural and Learning Experiences for the community*

Emphasize Institutional Effectiveness
6. *Develop, enhance, and align business processes*
7. *Provide a welcoming and safe environment*

Optimize Employee Experience
8. *Support a diverse culture in which employees are engaged and productive*