President's Staff Meeting
8:30 a.m. – A-113
June 19, 2023

Present X Absent 0		Present X Absent 0		Present X Absent 0	
Amye Schneider	X	Todd Mobray	X	Mark Dean	X
Carl Heilman	X	Brian Howe	X	Angie Maddy	X
Renee Demel	X	Krystall Barnes	0	Lindsey Bogner	X
Myrna Perkins	X	Kurt Teal	X	Jenna Hoffman	X
Elaine Simmons	X	Claudia Mather	X	Trevor Rolfs	X
Maggie Harris	X	Kathy Kottas	X		

1. **New/Revised Policy and Procedures**
   ➢ First Reading – Jenna
      • 2492 – Telecommuting (See supporting documents with changes linked within the procedure.)
   Discussion on this topic will continue. Recommendations for further revision were identified. At the next staff meeting a copy with all current recommended changes will be accepted to provide a clean copy moving forward and to show additional revisions of the current administrative recommended changes. The procedure will return next month for continued discussion with a recommendation for supervisor training moving forward.
         ✓ Employee Questions/Comments were discussed.

2. **Grants & Contracts**
   • Krystall Update – Lindsey reviewed the linked document.
   • Kurt Update – Kurt reviewed the linked document. He identified 1, 2, and 10 as being new initiatives with 3 – 9 as recurring. The office moves at Ft. Riley went smoothly. Juneteenth holiday is recognized at Ft. Riley, Ft. Leavenworth and GVP.

3. **HLC Accreditation Update** – Myrna reported that at this time there are no substantive reporting with HLC at this time. Jo Harrington is working as a mentor for the HLC Assessment Academy. Myrna is developing a schedule for the new cycle with HLC and working on a charter for the Accreditation Committee. A writing group, an Evidence Repository group and a group for HLC archives have been established for work this summer. The full Accreditation Committee will meet again in the Fall.

4. **College Archives** – Elaine, on behalf of Darren is creating an awareness of archiving at the College. The linked document provides a couple of options to begin for administrators on President's staff. Please forward to Darren using one of the examples.

5. **Institutional Research** – Todd
   • Partners List – Todd shared the latest live version. A form for updates (additions/deletions) of the list can be forwarded at any time a known change occurs or IR will send a reminder in September or October, annually with a request to provide updates. A column for donations & values can be so that it can be used a tool in the Economic Impact study. If you would like to view past Power BI for historical purposes, please see Todd.
   • Noel Levitz Student Comments – Comments were reviewed and are to be kept confidential within President's Staff.

6. **Information Services** – Renee
   • Information Services Projects – Renee shared current status of projects in IS.
   • OneDrive Shared Files – When sharing OneDrive files, make sure you designate who you share with so it is not public. Training opportunities will be developed.
   • Groups in M365 – You can create work groups in M365 – they are created as private but can be made public. Students can do the same with M365 and there is concern that they seem to be sharing more documents publicly instead of keeping them private. IS department is working on cleaning up groups and will be providing training opportunities in the future.
   • Flickr Account – Please contact IS if you have a Flickr account that you are using for College business.
   • DropBox Accounts – Please contact IS if you have a Flickr account that you are using for College business.
   • Verizon Mobile List – Please contact IS of any College issued Verizon devices you have, i.e. phones, MiFis…
   • BTAC – is being reevaluated as to need/necessity of being an Institutional team.

7. **President** – Carl
   - Board of Trustees Regular Meeting – Dr. Heilman provided a brief overview of topics to be presented.
   - Transparency Act Messaging – Dr. Heilman advised that as a result of a post legislative audit, and for transparency, PR has been asked to move the Barton Transparency page to the top of the Barton main page.

8. **Miscellaneous/Announcements**

ENDS:

FUNDAMENTAL SKILLS (END 1)	**WORKPLACE PREPAREDNESS (END 2)**
ACADEMIC ADVANCEMENT (END 3)	**BARTON EXPERIENCE (END 4)**
REGIONAL WORKFORCE NEEDS (END 5)	**BARTON SERVICES & REGIONAL LOCATIONS (END 6)**
STRATEGIC PLANNING (END 7)	**CONTINGENCY PLANNING (END 8)**

Barton Core Priorities/Strategic Goals

Drive Student Success
   1. Advance student entry, reentry, retention, and completion strategies.
   2. Foster excellence in teaching and learning.
Cultivate Community Engagement
   3. Expand partnerships & public recognition of Barton Community College.
Optimize the Barton Experience
   4. Promote a welcoming environment that recognizes and supports student and employee engagement, integrity, inclusivity, value, and growth.
Emphasize Institutional Effectiveness
   5. Develop, enhance, and align business processes.