

AGENDA/MINUTES

Team Name	SMART Meeting
Date	September 8, 2016
Time	1:30-3:00 pm
Location	A-113/GTM (see calendar appt.)

Facilitator	Stephanie Joiner			Recorder	Teresa Zink	
Team members						Present X Absent O
X	Cathie Oshiro	O	Ashley Anderson	O	Dr. Robin Garrett	X Stephanie Joiner
X	Angie Maddy	O	Julie Knoblich	O	Jakki Maser	O Jim Ireland
O	Kathy Brock	X	Lucas Stoelting			

Guests						
X	Becky Davis – FCC					

Informational Items						

Topics/Notes						Reporter
<ul style="list-style-type: none"> • Family Crisis Center Update <ul style="list-style-type: none"> ○ See notes from meeting 09.02.16 for details ○ Regina spoke about having room for advocate, Angie will request a desk, chair, and phone. No laptop is necessary. 						Stephanie
<ul style="list-style-type: none"> • Student/Employee Training Update <ul style="list-style-type: none"> ○ Student Training: <ul style="list-style-type: none"> ▪ First major wave of invitations was sent August 12. And included identified freshmen, and those in mandatory group. ▪ The completion rate for students 23 and older is 1.7%, and the completion rate for students 22 and younger is 9.2% (133 total students). ▪ The Wrestling team is the first mandated group to have full completion – The SMART will recognize the coaches at the next athletic staff meeting. ○ Employee Training: <ul style="list-style-type: none"> ▪ New employees in the 2016-2017 school year are not currently scheduled to receive training until fall of 2017. There is concern about the liability that this wait period could create. ▪ Stephanie will work with Julie to identify new employees hired that work with the mandated training student groups. The SMART members will offer assistance to ensure at least these new employees can receive training. 						Maddy, Joiner, Knoblich
<ul style="list-style-type: none"> • Meeting Schedule <ul style="list-style-type: none"> ○ Stephanie proposes to meet every other week and use the off week for meetings with specific SMART team members. ○ Next meeting date is scheduled for September 22, 2016, however the time is TBD. 						Joiner
<ul style="list-style-type: none"> • Emergency Notification Process <ul style="list-style-type: none"> ○ With the new phone systems, there will hopefully be a proactive approach to reach someone when it is an emergency. ○ Stephanie requested Teresa to collect cell phone numbers from the SMART team, to be able to reach someone efficiently. ○ The update of the SMART card is to make it a fold card with important numbers for students including security's phone number. ○ Lucas clarified that the EOP has processes for emergency notification. 						Team

<ul style="list-style-type: none"> ○ The advocate for FCC will give out a hot line phone number that can reach someone 24/7 and once someone has been hired for the position, they will have their own phone number as well to converse with others. 	
<ul style="list-style-type: none"> ● ADVOCATE GTE software update <ul style="list-style-type: none"> ○ Stephanie is going to request some information from Randy and Mark regarding a comparison list to use two separate software, or just one. ○ Cathie suggested the next meeting regarding the software update to include Michelle Keiser and Charles Perkins so they are up-to-date on information. 	Team
<ul style="list-style-type: none"> ● Barton Chat <ul style="list-style-type: none"> ○ September 22, 2016 at 2:00pm, the topic is affirmative consent. ○ This Barton Chat is geared for faculty and staff ○ Becky is going to send Stephanie some clips regarding the “enthusiastic yes” and “cell phone space” awareness. 	Joiner/Team

ALWAYS KEEPING IN MIND:

Barton Core Priorities/Strategic Plan Goals

Drive Student Success

1. Increase student retention and completion
2. Enhance the Quality of Teaching and Learning

Cultivate Community Engagement

3. Enhance Internal Communication
4. Enhance External Communication

Emphasize Institutional Effectiveness

5. Initiate periodic review of the Mission Statement and Vision Statement.
6. Through professional development, identify and create a training for understanding and use of process improvement methodologies.

Optimize Employee Experience

7. Develop more consistent & robust employee orientation.
8. Enhance professional development system.