

AGENDA/MINUTES

Team Name	SMART Meeting – Clery Report Discussion
Date	September 29, 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	X	Dr. Robin Garrett	X	Stephanie Joiner
O	Angie Maddy	O	Julie Knoblich	O	Jakki Maser	X	Jim Ireland
O	Kathy Brock	X	Lucas Stoelting				
Guests							
O	Becky Davis – FCC	O	Christie Flores –FCC	X	Caicey Crutcher	X	Virginia Fullbright
Informational Items							
Topics/Notes							

- The statistic that is locked in our website is dated from calendar year 2015. To be unlocked before the due date (October 12), is doable. Caicey is the one who locks the report after Jim states it is completed. (It is currently locked) However, there might be other stats that need to be updated from the other campuses that Barton has. (Grandview Plaza, Ft. Leavenworth, and Ft. Riley)
- Discussion about all policies and procedures should be tied in the same place online and in one report. The statistics and policies should be all in one report.
- Stephanie is going to email the following people and ask if they have any reports that should be included in locked statistic:
 - Angie Maddy
 - Cathy Oshiro
 - Julie Knoblich
 - Jakki Maser
 - Kathy Brock
- Cathy explained that in the past couple of years there only have been employment or student harassments that did not go through security, but it was not Clery incidents.
- Jim has a list of policies that he is going to email to Cathy and she is going to check them against the criteria needed to be in compliance. She will check off the ones we have, and then email to everyone the list that we have, and the list that we still need to complete. (See Policy Statements included in the digital folder)
- Once we have all the policies that are required, then the next step is to look at each policy and check their quality.
- The next agenda discussed is the variety of campuses. Are we to have a separate statistic/form for each campus? No one stated they knew. Cathie suggested looking at Wichita's military base and see which college is covering their property (if any) and also K-State at Ft. Riley, or Hutchinson.
- Any CSA's on the other campuses should be aware to report incidents to the security department here in Great Bend, unless it is something the military police are handling. A question was asked if they should report to both the MP and security here in Great Bend. No one responded with affirmative or negative response.
- Jim requested that Lee, Ashley, and Bill should be aware to report anything to our security department.
- Stephanie is also going to email Lee, Ashley, and Bill to let them be aware of this.
- The security department decides if each incident is a Clery incident.
- Discussion about MOU with law enforcement:
 - Local sheriffs for Great Bend and Grandview Plaza
 - Military Police for Ft. Riley and Ft. Leavenworth
- Jim and Lucas are going to draft a MOU and bring it to the next Clery Discussion meeting scheduled within the next two weeks.

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.