

## AGENDA/MINUTES

|                  |                                |
|------------------|--------------------------------|
| <b>Team Name</b> | SMART Meeting                  |
| <b>Date</b>      | January 5, 2017                |
| <b>Time</b>      | 1:30-3:00 pm                   |
| <b>Location</b>  | A-113/GTM (see calendar appt.) |

|  |                 |                  |                 |   |                   |   |                  |          |
|--|-----------------|------------------|-----------------|---|-------------------|---|------------------|----------|
| <b>Facilitator</b>   |                 | Stephanie Joiner |                 |   | <b>Recorder</b>   |   | Teresa Zink      |          |
| <b>Team members</b>  |                 |                  |                 |   |                   |   | Present X        | Absent O |
| X  | Cathie Oshiro   | O                | Ashley Anderson | O | Dr. Robin Garrett | X | Stephanie Joiner |          |
| X  | Angie Maddy     | X                | Julie Knoblich  | X | Jakki Maser       | O | Jim Ireland      |          |
| X  | Kathy Brock     | X                | Lucas Stoelting | X | Mike Brown        |   |                  |          |
| <b>Guests</b>  |                 |                  |                 |   |                   |   |                  |          |
| X  | Christie Flores | O                | Becky Davis     |   |                   |   |                  |          |
| <b>Informational Items</b>   |                 |                  |                 |   |                   |   |                  |          |
| <b>Topics/Notes</b>  |                 |                  |                 |   |                   |   | <b>Reporter</b>  |          |
| <ul style="list-style-type: none"> <li>• Maxient software next steps                             <ul style="list-style-type: none"> <li>○ Next Thursday, there will be a meeting with the following people:                                     <ul style="list-style-type: none"> <li>• Angie Maddy</li> <li>• Julie Knoblich</li> <li>• Michelle Kaiser</li> <li>• Jakki Maser</li> <li>• Lucas Stoelting</li> <li>• Jonathan Dietz</li> </ul> </li> </ul> </li> </ul>   |                 |                  |                 |   |                   |   | Joiner           |          |
| <ul style="list-style-type: none"> <li>• Title IX Coordinator Position – update                             <ul style="list-style-type: none"> <li>○ Stephanie proposed a change in the experience time verbiage. It will be updated and re-approved.</li> </ul> </li> </ul>   |                 |                  |                 |   |                   |   | Joiner           |          |
| <ul style="list-style-type: none"> <li>• Investigators &amp; Training Opportunities                             <ul style="list-style-type: none"> <li>○ Re-evaluated current investigators and discussed potential investigators to be added to the list.</li> <li>○ There is a one-day training coming up, and if any are interested in becoming an investigator, Stephanie recommended they attend this training on January 19, 2017.</li> <li>○ There is a webinar on January 24, 2017 that Stephanie asked if any would be interested to attend. If there are some interest, she will get this set up for SMART to attend.</li> </ul> </li> </ul> |                 |                  |                 |   |                   |   | Joiner/Team      |          |
| <ul style="list-style-type: none"> <li>• Family Crisis Center Office Hours                             <ul style="list-style-type: none"> <li>○ FCC Office Hours are officially starting on January 9, 2017 at the BCC campus in Great Bend. Days of the week are Mondays and Thursdays afternoon.</li> <li>○ Christie will have a poster on her door explaining hours and what FCC is about.</li> <li>○ The SMART business cards will be updated with the 1-800 # for FCC.</li> </ul> </li> </ul>   |                 |                  |                 |   |                   |   | Joiner/FCC       |          |
| <ul style="list-style-type: none"> <li>• Student/Employee Training                             <ul style="list-style-type: none"> <li>○ Angie requested a list of new student employees from Julie, since Jenna is out on maternity leave. Julie will follow up on this. Once Angie has a list, she will compare the list to who have already had training.</li> </ul> </li> </ul>   |                 |                  |                 |   |                   |   | Team             |          |
| <ul style="list-style-type: none"> <li>• 1P1P New Policy Review (section 1 to be distributed for future review).                             <ul style="list-style-type: none"> <li>○ Access to 1P1P was given to Mike Brown</li> </ul> </li> </ul>  |                 |                  |                 |   |                   |   | Joiner           |          |

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| <ul style="list-style-type: none"> <li>○ Stephanie will send the 1P1P to Christie if she wanted to look through and check them as well.</li> </ul>   |  |
| <ul style="list-style-type: none"> <li>● Flow Chart <ul style="list-style-type: none"> <li>○ Cathie will send everyone a copy of the grievance process flow chart to discuss page two of the chart – appeals.</li> </ul> </li> </ul> |  |

**ALWAYS KEEPING IN MIND:**

**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*