

**September 23, 2013**

**NOTES**

**Medical Coding** – Jane Howard provided an overview of the executive summary; there were no concerns. This will be presented at the October Board Study Session.

**Medical Assisting** – Jane Howard provided an overview of the executive summary; there were no concerns. This will be presented at the October Board Study Session.

**New/Revised Policy and Procedures**

➤ **Second Reading** –

- **Procedure 2485-Separation from Employment** – Julie Knoblich

This procedure was approved.

**Web Update** – Samantha reported that they have met with a company where coding could be outsourced for the main site, attended training on Muse and building of external sites is progressing.

**Grants Report** – Cathie reported she attended the TRIO National Conference. SSS programs will have flat funding with future continued cuts. Data collection changes will also take place.

**Accreditation Update** – Penny identified that alignment with Open Pathways is scheduled for review in the spring. Work will continue with the current projects already developed.

**SSN** – Mark identified that the College will pay a \$25,800 fine to the IRS for reporting incorrect SSNs in 2011. A verification process of these numbers will be reviewed to help eliminate incorrect reporting.

**Out of State Employment** – Mark identified that due to laws and reporting for each state that out of state employments need to be stopped or limited. Following discussion, it was determined that hiring outside the State of Kansas will cease. Exceptions will be considered on a case by case basis by the President.

**Introduction of New Employees** – Carl reminded that notices of new hires within your departments of regular and regular part-time employees cannot take place until employees have been officially approved by the Board of Trustees. Should there be a need for an introduction prior to official Trustee action, the notice will reference that employment is conditional to Trustee approval.

**Ombudsperson** – Carl identified this topic is postponed pending further review as a result of Title IX training attended by Penny, Julie, Angie and Cathie.

**Miscellaneous**

- “A Piece of My Heart” performed by Barton Theatre will be presented.