

February 3, 2014

NOTES

New/Revised Policy and Procedures

➤ **First Reading –**

The following procedures will be brought back for a second reading at the next staff meeting.

- **2435-Distinguished Instructor Award**

Mike Cox provided responses to employee comments; changes identified.

- **2140-Camps**

Proposed changes were a result of the audit.

- **2320-Capitalization**

Proposed changes were a result of the audit.

- **2325-Allowance for Doubtful Accounts**

Proposed changes were a result of the audit.

- **2460-Hiring Guidelines for Regular Non-temporary) Faculty and Staff**

This policy was reformatted to be consistent with other hiring guideline procedures.

- **2461-Hiring Guidelines for Associate Faculty**

This policy was reformatted to be consistent with other hiring guideline procedures.

- **2461A-Hiring Guidelines for Hourly Staff (Temporary) Positions**

This is a new procedure with new formatting.

- **2611-Student Code of Conduct**

Angie Maddy provided an overview of the changes resulting from a recent situation and Title IX training.

Web Update – Brandon, assisted by Samantha, gave overview of new web sites. The number of editors has been reduced. The website launch has been delayed but great progress has been made. Before going live, the sites will be reviewed with the President before further announcements of a launch date are made.

Grants Update – Cathie reported RSVP grant was submitted, PRSCEO revision submitted, Title III eligibility reviewed. Corrections RFPs submitted for 2 juvenile and 8 adult sites. Elaine provided additional comments; she received word that Barton was not awarded the bid at Larned juvenile facility; Topeka juvenile facility is pending.

Accreditation Update – Penny reconfirmed that spring vetting process from AQIP to Open Pathways will take place; but in the meantime, continue with action projects. HLC Spring conference in Chicago will be attended by a group of 8 with participants identifying sessions they plan to attend ahead of time so as to participate in as many sessions as possible.

Related Party Questionnaire – Mark identified that this questionnaire as a result of the audit. This will be sent to President's staff, as well as 20 other individuals for completion in June; afterwards, if auditors have questions, they will follow up.

Review of Audit Recommendations – Mark reviewed recommendations as a result of the audit.

Web Time Entry – Julie identified that supervisors need to be aware of recent changes for web leave reporting and web time entry, due to a Banner upgrade. It is recommended that supervisors set a deadline for their hourly employees to submit time worked and salaried employees of leave reporting. Hourly employees should not be submitting time in advance of the cut-off date for the pay period. Salaried employees need to communicate with their supervisor if no web leave is being submitted. Please see [email from Mark Dean](#) dated 01.07.2014.

OSHA Certificates – Bill Nash presented templates for OSHA certificates. The courses under 1 credit hour are not provided for Barton credit.

Information Services & Physical Plant – Charles announced that the dorms will be number one priority during the summer months along with Ft. Riley and Ft. Leavenworth areas. Move requests will be completed only as time permits.

Miscellaneous

- PTK honorees will be recognized in Topeka on February 13th.
- A new PTK chapter for Ft. Leavenworth is in the works.
- Julie reported that the applicant tracking system is up and running. Several positions are now available to apply online.
- Athletics –
 - [High School Basketball tournament](#) last weekend was a success.
 - [Cougar Basketball](#) guide available at games. Todd Moore is working on guides for all sports.
 - Saturday Hall of Fame Induction Ceremony, Saturday, February 8, 2014, 3:00 p.m. Kirkman Activity Center
- Senior Day events, Saturday, February 8, 2014 begin at 2:00 p.m., Student Union
- Summer theatre camp being planned for 2 weeks in June