

March 3, 2014

NOTES

Web Update – Brandon reported that work continues with the website. Several of the satellite sites, have gone live.

Grants Update – Cathie reported that data collection as begun for SSS. Adult Education is nearing completion and waiting continues on news of the submissions for 8 correctional sites.

Accreditation Update – Penny identified that there would be more information available in April following HLC Conference in Chicago.

New/Revised Policy and Procedures

➤ **First Reading** –

The following procedure will be brought back for a second reading at the next staff meeting with recommended revisions.

- **2215-Service of Alcoholic Beverages for Special Events**

➤ **Second Reading** –

The following procedures were approved.

- **2435-Distinguished Instructor Award** – approved with one final revision.
- **2140-Camps**
- **2320-Capitalization**
- **2325-Allowance for Doubtful Accounts**
- **2460-Hiring Guidelines for Regular Non-temporary) Faculty and Staff**
- **2461-Hiring Guidelines for Associate Faculty**
- **2461A-Hiring Guidelines for Hourly Staff (Temporary) Positions**

➤ It was noted that the following procedure will be presented at a later date (May??) for second reading.

- **2611-Student Code of Conduct**

2013-2014 Yearly College Plan – Dr. Heilman asked that staff members, responsible for reporting in the Yearly College Plan, submit updates to Amye in preparation for Board of Trustee review in April.

Miscellaneous

- Board of Trustee Retreat Schedule was reviewed
- 2015 Budget was briefly discussed and it was noted that it could be tight as enrollments level out.
- Snow Days for remote employees was discussed. It was recommended that if an employee is scheduled to work remote and campus is closed, they do not get to take a snow day. Review of procedure(s) will be presented at the next staff meeting with recommended changes.
- “Sweet Charity” musical production will be March 7 & 8 at 7:30 and March 9 at 2:00 p.m.
- Replacement recommendation has been made for the Director of Fort Leavenworth Learning Services.
- Supervisors and employees are again reminded to be mindful of deadlines for time sheet approvals and leave reporting.
- With Bank of America leaving Great Bend, payroll may be affected as transition to First Kansas Bank occurs.