

**Barton Community College  
College Department Information**

**Academic Division**

Main Office – Fine Arts Building, F-142, ext. 391

**Communication**

- **English-**  
[bartonccc.edu/instruction/programs/curriculum/english](http://bartonccc.edu/instruction/programs/curriculum/english)
- **Journalism-**  
[bartonccc.edu/instruction/programs/curriculum/journalism](http://bartonccc.edu/instruction/programs/curriculum/journalism)
- **Modern Languages-**  
[bartonccc.edu/instruction/programs/curriculum/modernlanguages](http://bartonccc.edu/instruction/programs/curriculum/modernlanguages)
- **Speech Communication-**  
[bartonccc.edu/instruction/programs/curriculum/speechcomm](http://bartonccc.edu/instruction/programs/curriculum/speechcomm)

**Fine and Performing Arts**

- **Art /Photography–**  
[bartonccc.edu/instruction/programs/departments/art](http://bartonccc.edu/instruction/programs/departments/art)  
[bartonccc.edu/instruction/programs/art](http://bartonccc.edu/instruction/programs/art)
- **Dance –**  
[bartonccc.edu/instruction/programs/departments/dance](http://bartonccc.edu/instruction/programs/departments/dance)  
[bartonccc.edu/instruction/programs/dance](http://bartonccc.edu/instruction/programs/dance)
- **Graphic Design-**  
[bartonccc.edu/instruction/programs/graphicdesign](http://bartonccc.edu/instruction/programs/graphicdesign)
- **Music –**  
[bartonccc.edu/instruction/programs/departments/music](http://bartonccc.edu/instruction/programs/departments/music)  
[bartonccc.edu/instruction/programs/music](http://bartonccc.edu/instruction/programs/music)
- **Theatre –**  
[bartonccc.edu/instruction/programs/drama](http://bartonccc.edu/instruction/programs/drama)  
[bartonccc.edu/instruction/programs/departments/theatre](http://bartonccc.edu/instruction/programs/departments/theatre)

**Developmental Education –**

[bartonccc.edu/instruction/programs/departments/developmental](http://bartonccc.edu/instruction/programs/departments/developmental)

**General Studies -**

[bartonccc.edu/instruction/programs/curriculum/generalstudies](http://bartonccc.edu/instruction/programs/curriculum/generalstudies)

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**Humanities, Behavioral and Social Sciences**

- **Anthropology-**  
[bartonccc.edu/instruction/programs/anthropology](http://bartonccc.edu/instruction/programs/anthropology)
- **History-**  
[bartonccc.edu/instruction/programs/curriculum/history](http://bartonccc.edu/instruction/programs/curriculum/history)
- **Philosophy & Religion-**  
[bartonccc.edu/instruction/programs/curriculum/philosophyreligion](http://bartonccc.edu/instruction/programs/curriculum/philosophyreligion)
- **Political Science-**  
[bartonccc.edu/instruction/programs/curriculum/politicalscience](http://bartonccc.edu/instruction/programs/curriculum/politicalscience)
- **Psychology-**  
[bartonccc.edu/instruction/programs/curriculum/psychology](http://bartonccc.edu/instruction/programs/curriculum/psychology)
- **Sociology-**  
[bartonccc.edu/instruction/programs/curriculum/sociology](http://bartonccc.edu/instruction/programs/curriculum/sociology)

**Science and Math**

- **Biology-**  
[bartonccc.edu/instruction/programs/biology](http://bartonccc.edu/instruction/programs/biology)
  - **Chemistry-**  
[bartonccc.edu/instruction/programs/chemistry](http://bartonccc.edu/instruction/programs/chemistry)
  - **Engineering and Physics-**  
[bartonccc.edu/instruction/programs/engineering](http://bartonccc.edu/instruction/programs/engineering)  
[bartonccc.edu/instruction/programs/curriculum/physics](http://bartonccc.edu/instruction/programs/curriculum/physics)
  - **Geology-**  
[bartonccc.edu/instruction/programs/curriculum/geology](http://bartonccc.edu/instruction/programs/curriculum/geology)
  - **Physical Sciences-**  
[bartonccc.edu/instruction/programs/curriculum/physicalsciences](http://bartonccc.edu/instruction/programs/curriculum/physicalsciences)
  - **Wildlife Science-**  
[bartonccc.edu/instruction/programs/curriculum/wildlifescience](http://bartonccc.edu/instruction/programs/curriculum/wildlifescience)
  - **Mathematics-**  
[bartonccc.edu/instruction/programs/curriculum/math](http://bartonccc.edu/instruction/programs/curriculum/math)
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**Admissions**

Kirkman Building, ext. 286

[bartonccc.edu/prospective](http://bartonccc.edu/prospective)

- Visitor Center
- Recruiting Students
  - High School recruiting visits
  - Attend College Planning Conferences
  - Coordinate campus visits
  - Correspondence with potential and admitted students
- Student Ambassador program
- Facilitate and assist with enrollment
  - Receive and process applications and test scores

**Advisement Center**

Learning Resource Center – North End, L-134, Ext. 225

[bartonccc.edu/instruction/academicadvising/advisorinfo/handbook/advisementvision](http://bartonccc.edu/instruction/academicadvising/advisorinfo/handbook/advisementvision)

- Change of Major and /or Advisor
- Graduations Checks
- General Advisement

**BARTON**  
*Cougars*

# Barton Community College College Department Information

## Athletic Department

Physical Education Building, ext. 377  
[bartonccc.edu/athletics](http://bartonccc.edu/athletics)

- **Director**—supervises Athletic Staff, serves as a liaison for Athletic Dept. and BCCC Cougar Booster Club, member of BCCC President’s Staff, work with Kansas Jayhawk Community College Conference, Region VI and National Junior College Athletic Association
- **Administrative Assistant**—assists Athletic Director, works with Athletic Staff, works with BCCC Cougar Booster Club
- **Assistant Athletic Director/Sports Information Director**—assists the Athletic Director in all facets of the department as well as; promotes BCCC athletics by news releases, coordinates sports publications, maintains statistics, develops and prints pictures relating to athletics, maintains the College’s Athletic web site
- **Athletic Trainers**—recruits advises and supervises women and men student athletic trainers, works with all sports during practices and competitions, teach in HPER division
- **Athletic Coaches**—recruit, advise, supervise and coach respective athletic teams, teach in the HPER division
  - Baseball ext. 373
  - Asst. Baseball ext. 262
  - Basketball (Men’s) ext. 279
  - Asst. Basketball (Men’s) ext. 236
  - Basketball (Women’s) ext. 265
  - Asst. Basketball (Women’s) ext. 111
  - Cheerleader ext. 311
  - Dance Line ext. 139
  - Golf ext. 171
  - Soccer (Women’s) ext. 191
  - Soccer (Men’s) ext. 397
  - Softball ext. 293
  - Asst. Softball ext. 248
  - Tennis ext. 379
  - Track & Cross Country ext. 370
  - Volleyball ext. 374
  - Asst. Volleyball ext. 374
  - Asst. Volleyball ext. 148



## Audio Visual Services

Library, ext. 369

- LCD projectors and portable screens
- Projection bulbs
- A-V cables and connectors
- Sound systems
- Video equipment
- All smart classroom equipment
- ITV systems
- Repair/Research
- Systems Design

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## Barton Office Professionals

[bartonccc.edu/administration/facultystaff/b-op](http://bartonccc.edu/administration/facultystaff/b-op)

- A service organization which offers assistance to our college and students through friendly help and support, projects, and scholarships
- Members are education support personnel, including supervisors, whose primary work assignments are non-instructional
- Member of the Association of Kansas Community College Office Professionals organization

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## Bookstore

Union, ext. 229

[bartonccc.edu/instruction/bookstore](http://bartonccc.edu/instruction/bookstore)

- Sell books and school supplies to students on campus and in outreach sites
- Supply and sell books for BCCWeb courses but **not** EDUKAN and BARTonline
- Office supplies for College offices (through requisitions)
- Print Shop supplies (small quantities)
- Printer cartridges

# Barton Community College College Department Information

## Business Office

Kirkman Building, ext. 321

- Requisition processing
- Check payment/distribution
- Cash receipt processing
- Returned checks
- Parking fines
- Petty cash transactions
- Change box preparation
- Refunds from vending machines
- Student account transactions/payments-including child care charges
- Scholarship processing received for student accounts
- Third party contracts for students
- Third party contracts for veterans affairs
- Accounts receivable processing
- Collection activity
- Bank deposit preparation
- Bank reconciliation
- Feeds from all BANNER modules to BANNER finance
- New funds and accounts setup
- BANNER accounting structure
- Budget information
- Calls for main campus
- Travel Advances
- New Vendor Setup
- Update phone directory

## Camp Aldrich

Camp Aldrich, ext. 340

[bartonccc.edu/community/relationships/business/campaldrich](http://bartonccc.edu/community/relationships/business/campaldrich)

- Two miles north of Highway 156 between Claflin and the Cheyenne Bottoms Wildlife Area
- Relaxing setting for summer camps, business retreats, reunions, receptions, conferences, limited hunting opportunities, and recreational events
- 290 acres of rolling sand hills and wilderness areas
- Fully equipped, industrial kitchen, covered patio with fireplace and large barbecue grill
- ABLE Course
- Hay-rack rides
- Horseback rides
- Swimming pool

## Campus Safety Department

Facility Maintenance (T-Building), ext. 217

[bartonccc.edu/instruction/security/index](http://bartonccc.edu/instruction/security/index)

- campus emergencies – medical and criminal
- Safety – secure campus buildings
- Open and lock buildings
- Patrol campus buildings and housing units

## Career Services

Learning Resource Center – North End- L-133, ext.

[bartonccc.edu/instruction/careercenter](http://bartonccc.edu/instruction/careercenter)

- Career exploration and information
  - Videos and book library covering career opportunities, interviewing, networking information, resume preparation, job applications, and other job searching skills
  - Assistance with resumes, cover letters, and job applications
  - Mock interviews
  - Internships and Cooperative Education
  - On and off campus employment opportunities
  - Career Fair
  - Four-year college transfer information
- College catalogs, admissions applications, and scholarship applications

## Center for Adult Education

1025 Main Street, 793-5794

[bartonccc.edu/instruction/adulted](http://bartonccc.edu/instruction/adulted)

- Kansas State High School Diploma (GED) preparation and exams
  - Adult Basic Education (ABE)
  - English as a Second Language (ESL)
  - Citizenship preparation
  - Workplace literacy
- Basic math, reading, English, and keyboarding skills

## Child Development Center

Adjacent to Cottonwood Hall, ext. 360/131

[bartonccc.edu/careers/resources/studentsvcs/cdc](http://bartonccc.edu/careers/resources/studentsvcs/cdc)

- Child Care services for children 2 weeks old to twelve years old.
- Child Care observation opportunities for individuals in the child care profession
- Practicum and Internship opportunities for students in the Child Care program
- Licensing and certification programs available

## Computer Lab

Learning Resource Center– North End, ext. 363

[bartonccc.edu/careers/resources/studentsvcs/computerlab](http://bartonccc.edu/careers/resources/studentsvcs/computerlab)

- 21 Windows 7 computers available for use
- Internet access
- Student email accounts
- Microsoft office software: Microsoft Word, Access, and Excel
- Scanner
- Various academic instructional software
- Power Point

## Barton Community College College Department Information

### Disability Services

North End of the Learning Resource Center

620-786-1102 Great Bend Campus

785-784-6606 Fort Riley Campus

1-855-509-3367 Bartonline Students

[disabilityservices@bartonccc.edu](mailto:disabilityservices@bartonccc.edu)

- Accommodations for students with documented learning or physical disabilities
  - Academic accommodations
  - Electronic academic support
  - Referral for testing for disabilities

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### Educational Opportunity Center

1025 Main Street, Great Bend KS, 793-8164

1012 A West Sixth, Junction City, 785-238-1281

[bartonccc.edu/instruction/eoc](http://bartonccc.edu/instruction/eoc)

- EOC Serves 33 Kansas Counties
- Great Bend main office with outreach sites in Junction City (Full-Time Office Hours), Hays and Salina (Part-Time Office Hours)
- Assessments of educational and financial needs
- Referral to GED & High School diploma programs coupled with retention assistance
- Career guidance and exploration
- Academic & Financial Aid Advising
- Provide Post-Secondary & Vocational education school and program information
- Provide campus visits to participants anywhere in the state of Kansas
- Provide Financial Literacy to individuals and groups
- Various workshops on financial aid and college preparation
- GED and college preparation
- Provide assistance with college application and enrollment processes
- Provide Financial aid and scholarship information and assistance



### eduKan

1105 Main Street Ste. C, Great Bend, KS:620-603-0870

Toll-free call – 877-433-8526,

[bartonccc.edu/current/paths/career/learningonline/edukan](http://bartonccc.edu/current/paths/career/learningonline/edukan)

- One of the best online education programs available
- Offers great educational opportunities for –
- Students returning to complete a degree, high school students wanting early college credit, people looking for a career change.
- Vast selection of coursework, all available online, convenient, affordable, earn degree at own pace, financial aid is available
- Faculty is professional and experienced
- Consortium schools are all accredited, Kansas learning institutions:
  - Barton Community College
  - Colby Community College
  - Dodge City Community College
  - Garden City Community College
  - Pratt Community College
  - Seward Community College

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### Enrollment Services BC Campus

Kirkman Building P-107A

Extensions: 212, 216, 243, 252, 328

[bartonccc.edu/instruction/enrollmentsvcs](http://bartonccc.edu/instruction/enrollmentsvcs)

- Process transcript requests – paper and electronic
  - Enroll students
  - Process schedule changes and withdrawals
  - Process and enter High School transcripts
  - Evaluate and input transfer hours from other colleges
  - Maintain all student records (name changes, address changes, grade changes, etc.)
  - Process academic clemency appeals
  - Enrollment reporting for funding
  - Provide letters of verification and works with the National Student Clearinghouse for deferments for students
  - Concurrent and outreach enrollments
  - Generate low grade reports
  - Graduation Degree Audits
  - Process graduation applications
  - Coordinate all graduation activities
  - Residency appeals
  - Honors reporting
  - Assist students with eCollege accounts
  - Assist students with PAWS accounts
  - International Student Admissions
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# Barton Community College College Department Information

## Facility Management

Technical Building, T-154

- Travel and facility requests
- Key requests
- Web-viewer
- Camp Aldrich Scheduling
- Work Requests
- Academic scheduling and special event scheduling
- General Maintenance/Carpentry/Locks
- Custodial Services
- Maintenance, Repairs/Environmental Control
  - Plumbing, HVAC, Electrical
- Grounds Services
- Shipping and Receiving
- Mechanics

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## Financial Aid

Kirkman Building, ext. 270

[bartonccc.edu/instruction/financialaid](http://bartonccc.edu/instruction/financialaid)

- Federal Grants
- Federal Student Loans
- State Aid
- Institutional Scholarships

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## Food Service/Cafeteria

Union, ext. 224 (Kitchen) and 259 (office)

[bartonccc.edu/current/collegesvcs/oncampus/studentvcs/caferteria](http://bartonccc.edu/current/collegesvcs/oncampus/studentvcs/caferteria)

Catering service is available three meals a day, and seven days per week throughout the school year and summer. There are times when the College is closed and it is not feasible to provide catering service.

To assure that all food items that you have ordered are available, please allow ample time when scheduling your function.

A week to 10 days is usually sufficient; however you should book your event as far in advance as possible.

*Summer hours – Open Monday – Thursday, closed Friday.  
Meal times may vary.*



## Foundation

Student Union, ext. 367 or 136

[bartonccc.edu/community/foundation](http://bartonccc.edu/community/foundation)

- All fund raising activities and events of the Foundation
- Record all donations and endowments of the Foundation
- Manage all endowments and scholarships
- Solicit new endowments and annually funded scholarships
- Prepare yearly report on endowments and distribute to donors
- Implement the Foundation scholarship awarding process
- Cultivate current and new donors
- Maintain Foundation web site
- Acknowledge all gifts to Foundation
- Cultivate a core of volunteers
- Work with and under direction of Foundation Board of Directors
- Oversee the publication of all news releases concerning the Foundation
- Compile, print and mail Focus newsletter (Foundation quarterly newsletter)
- Distribute minutes, agenda, financial reports, and supporting documentation for monthly meetings of the Foundation board
- Speak at civic organizations
- Oversee and manage gifts of the Shafer Art Gallery
- Coordinate all activities and recruitment of Silver Cougar Club
- Maintain membership files of Silver Cougar Club
- Prepare and mail Comings and Goings (Silver Cougar Club semi-monthly newsletter)
- Process applications for all campus-wide fundraising
- Process funding proposals from campus departments
- Financially support specific capital improvements of the College with the approval of the Foundation Board of Directors.

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# BARTON Cougars

## Barton Community College College Department Information

### Grants

Administration Building, A-123

- Research, develop, write, and/or assist with grant proposals.
  - Monitor programmatic and fiscal records for all grant projects
  - Provide training, technical assistance, and consultation to all staff, faculty, and administrators as requested.
  - Act as a liaison with representatives from funding organizations as needed.
  - Supervise activities of all contractors and external evaluators when demanded by the specific grant.
  - Provide information regarding funding sources, grant writing, and data management.
  - Develop, coordinate, or assist with programmatic reporting and evaluation; data collection and analysis; monitoring visits; and re-applications.
  - Administer Title III project including project oversight and budget management.
  - Provide training, technical assistance, and consultation to community constituencies as time permits.
  - Consult with internal planning teams and councils to identify appropriate external funding resources.
- Consult with external planning teams and organizations to identify appropriate external funding resources and/or submit proposals.

### Health Services

Union 206, ext. 233

[bartonccc.edu/current/collegesvcs/oncampus/studentsvcs/health](http://bartonccc.edu/current/collegesvcs/oncampus/studentsvcs/health)

- First Aid
- Over the counter medications
- Blood pressure monitoring
- TB skin testing available
- Strep A test available
- Pregnancy test available
- UA test available
- Immunizations (limited vaccines available)
- Referrals for family planning
- CPR instruction
- Blood Drive

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### Housing/Intramurals

Kirkman, ext. 281 or 285

[bartonccc.edu/instruction/housing](http://bartonccc.edu/instruction/housing)

- Residence Hall requirements
- Housing costs
- Intramurals



### Human Resources

Kirkman Building, ext. 388

[hr.bartonccc.edu](http://hr.bartonccc.edu)

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|---|---|
| <ul style="list-style-type: none"> <li>➤ BANNER Human Resources software, including Web for Employees</li> <li>➤ College Directories (maintenance)</li> <li>➤ College Policy &amp; Procedure Manual (coordination)</li> <li>➤ Early Retirement</li> <li>➤ Employee Information Management</li> <li>➤ Personnel Laws &amp; Regulations</li> <li>➤ Student Employment (placement handled by Career Center)</li> <li>➤ Employee Compensation</li> <li>➤ Employee ID's</li> <li>➤ Employee Recruitment</li> <li>➤ Employee Relations</li> <li>➤ Human Resources section of College Website (maintenance)</li> </ul> | <ul style="list-style-type: none"> <li>➤ Job Descriptions (coordination)</li> <li>➤ Mandatory Online Employee Training Courses (coordination)</li> <li>➤ Professional Development Committee (co-facilitation)</li> <li>➤ New Employee Orientation</li> <li>➤ Staff Performance Appraisals</li> <li>➤ CDL Drug Testing</li> <li>➤ Employee Separation</li> <li>➤ Employee Exit Interviews</li> <li>➤ Employee Benefits</li> <li>➤ Course Work Grants</li> <li>➤ Employee Recognition</li> <li>➤ Unemployment</li> <li>➤ Worker's Compensation</li> </ul> |
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# BARTON

## COMMUNITY COLLEGE

245 NE 30 RD • Great Bend, KS 67530-9251

# Barton Community College College Department Information

## Information Services

Administration Building, ext. 258 - Help Desk – ext. 100  
[bartonccc.edu/administration/is](http://bartonccc.edu/administration/is)

### General Oversight of IT -

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| <ul style="list-style-type: none"> <li>➤ Database software</li> <li>➤ Computing system</li> <li>➤ Application software</li> <li>➤ Computer hardware</li> <li>➤ Hardware/Software support</li> <li>➤ Printers</li> <li>➤ Scanners</li> <li>➤ Data processing system</li> <li>➤ Training on network hardware and software</li> </ul> | <ul style="list-style-type: none"> <li>➤ Computer networks</li> <li>➤ Network hardware/software</li> <li>➤ Servers</li> <li>➤ Account administration and security</li> <li>➤ Network printing</li> <li>➤ Provides network technical support</li> <li>➤ Oversees computer equipment</li> <li>➤ Relational databases</li> <li>➤ Telecommuting</li> </ul> |
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### Need Help? Contact Informatio

[bartonccc.edu/administration/is/forhelpcontact](http://bartonccc.edu/administration/is/forhelpcontact)

- |   |                       |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
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| <ul style="list-style-type: none"> <li>➤ Banner/Paws               <table border="0" style="margin-left: 20px; width: 80%;"> <tr> <td>Coordinator</td> <td style="text-align: right;">ext. 323</td> </tr> <tr> <td>Technical Support Specialists</td> <td style="text-align: right;">ext. 246,<br/>383, 272</td> </tr> </table> </li> <li>➤ DNS Zone               <table border="0" style="margin-left: 20px; width: 80%;"> <tr> <td>Coordinator/Sr. Engineer</td> <td style="text-align: right;">ext. 145</td> </tr> </table> </li> <li>➤ Faculty/Staff email               <table border="0" style="margin-left: 20px; width: 80%;"> <tr> <td>Sr. Systems Analyst</td> <td style="text-align: right;">ext. 345</td> </tr> <tr> <td>Systems Engineer</td> <td style="text-align: right;">ext. 156</td> </tr> <tr> <td>Coordinator/Sr. Engineer</td> <td style="text-align: right;">ext. 145</td> </tr> </table> </li> <li>➤ Faculty/Staff PCs               <table border="0" style="margin-left: 20px; width: 80%;"> <tr> <td>Help Desk</td> <td style="text-align: right;">ext. 100</td> </tr> <tr> <td>Systems Analyst</td> <td style="text-align: right;">ext. 346</td> </tr> <tr> <td>Ft. Riley Technician</td> <td style="text-align: right;">ext. 725</td> </tr> </table> </li> <li>➤ Faculty/Staff Folder Storage               <table border="0" style="margin-left: 20px; width: 80%;"> <tr> <td>Sr. Systems Analyst</td> <td style="text-align: right;">ext.345</td> </tr> <tr> <td>Systems Engineer</td> <td style="text-align: right;">ext. 156</td> </tr> <tr> <td>Coordinator/Sr. Engineer</td> <td style="text-align: right;">ext. 145</td> </tr> </table> </li> <li>➤ IT Security               <table border="0" style="margin-left: 20px; width: 80%;"> <tr> <td>Security Analyst</td> <td style="text-align: right;">ext. 390</td> </tr> </table> </li> </ul> | Coordinator           | ext. 323 | Technical Support Specialists | ext. 246,<br>383, 272 | Coordinator/Sr. Engineer | ext. 145 | Sr. Systems Analyst | ext. 345 | Systems Engineer | ext. 156 | Coordinator/Sr. Engineer | ext. 145 | Help Desk | ext. 100 | Systems Analyst | ext. 346 | Ft. Riley Technician | ext. 725 | Sr. Systems Analyst | ext.345 | Systems Engineer | ext. 156 | Coordinator/Sr. Engineer | ext. 145 | Security Analyst | ext. 390 | <ul style="list-style-type: none"> <li>➤ Printers               <table border="0" style="margin-left: 20px; width: 80%;"> <tr> <td>Help Desk</td> <td style="text-align: right;">ext. 100</td> </tr> <tr> <td>Systems Analyst</td> <td style="text-align: right;">ext. 346</td> </tr> <tr> <td>Ft. Riley Technician</td> <td style="text-align: right;">ext. 725</td> </tr> </table> </li> <li>➤ Phones/Voice Mail Passwords               <table border="0" style="margin-left: 20px; width: 80%;"> <tr> <td>Coordinator of Telecommunications</td> <td style="text-align: right;">ext. 253</td> </tr> </table> </li> <li>➤ Smart Lab Equipment               <table border="0" style="margin-left: 20px; width: 80%;"> <tr> <td>Coordinator of. Audio/Visual/Multimedia</td> <td style="text-align: right;">ext. 369</td> </tr> </table> </li> <li>➤ Student Email Passwords               <table border="0" style="margin-left: 20px; width: 80%;"> <tr> <td>Systems Administrator</td> <td style="text-align: right;">ext. 146</td> </tr> </table> </li> <li>➤ Terminal Server Account/Queries               <table border="0" style="margin-left: 20px; width: 80%;"> <tr> <td>Sr. Systems Analyst</td> <td style="text-align: right;">ext.345</td> </tr> <tr> <td>Systems Engineer</td> <td style="text-align: right;">ext. 156</td> </tr> <tr> <td>Coordinator/Sr. Engineer</td> <td style="text-align: right;">ext. 145</td> </tr> </table> </li> <li>➤ Computer Help Questions               <table border="0" style="margin-left: 20px; width: 80%;"> <tr> <td>Help Desk</td> <td style="text-align: right;">ext. 100</td> </tr> </table> </li> <li>➤ Wiki Queries               <table border="0" style="margin-left: 20px; width: 80%;"> <tr> <td>Systems Administrator</td> <td style="text-align: right;">ext. 146</td> </tr> </table> </li> <li>➤ BartOnline Questions               <table border="0" style="margin-left: 20px; width: 80%;"> <tr> <td>Bartonline Help Desk</td> <td style="text-align: right;">877-740-2213</td> </tr> </table> </li> </ul> | Help Desk | ext. 100 | Systems Analyst | ext. 346 | Ft. Riley Technician | ext. 725 | Coordinator of Telecommunications | ext. 253 | Coordinator of. Audio/Visual/Multimedia | ext. 369 | Systems Administrator | ext. 146 | Sr. Systems Analyst | ext.345 | Systems Engineer | ext. 156 | Coordinator/Sr. Engineer | ext. 145 | Help Desk | ext. 100 | Systems Administrator | ext. 146 | Bartonline Help Desk | 877-740-2213 |
| Coordinator   | ext. 323              |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Technical Support Specialists   | ext. 246,<br>383, 272 |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Coordinator/Sr. Engineer  | ext. 145              |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Sr. Systems Analyst   | ext. 345              |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Systems Engineer  | ext. 156              |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Coordinator/Sr. Engineer  | ext. 145              |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Help Desk   | ext. 100              |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Systems Analyst   | ext. 346              |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Ft. Riley Technician  | ext. 725              |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Sr. Systems Analyst   | ext.345               |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Systems Engineer  | ext. 156              |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Coordinator/Sr. Engineer  | ext. 145              |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Security Analyst  | ext. 390              |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Help Desk   | ext. 100              |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Systems Analyst   | ext. 346              |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Ft. Riley Technician  | ext. 725              |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Coordinator of Telecommunications   | ext. 253              |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Coordinator of. Audio/Visual/Multimedia   | ext. 369              |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Systems Administrator   | ext. 146              |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Sr. Systems Analyst   | ext.345               |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Systems Engineer  | ext. 156              |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Coordinator/Sr. Engineer  | ext. 145              |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Help Desk   | ext. 100              |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Systems Administrator   | ext. 146              |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |
| Bartonline Help Desk  | 877-740-2213          |          |                               |                       |                          |          |                     |          |                  |          |                          |          |           |          |                 |          |                      |          |                     |         |                  |          |                          |          |                  |          |  |           |          |                 |          |                      |          |                                   |          |   |          |                       |          |                     |         |                  |          |                          |          |           |          |                       |          |                      |              |

Want to know who's who in IT? Go to -  
[bartonccc.edu/administration/is/ispersonnel](http://bartonccc.edu/administration/is/ispersonnel)

Help Needed in a Campus Building? Go to –  
[bartonccc.edu/administration/is/WhoToCall](http://bartonccc.edu/administration/is/WhoToCall)



## Barton Community College College Department Information

### Institutional Research

Administration Building, ext. 386  
[bartonccc.edu/administration/research](http://bartonccc.edu/administration/research)

- Gather, analyze, and report college data for internal and external purposes
- Develop research projects consistent with the mission, vision, values, objectives, priorities and resources of the institution
- Identify trends that may influence the success of the College
- Communicate orally and in writing to the campus and external constituents issues related to the College
- Provide consultation and research support services to faculty and staff who are conducting studies for the College
- Maintain a library of research and institutional effectiveness materials
- Work in conjunction with Computer Services and end-users to ensure data integrity is maintained within the BANNER software system
- Develop, coordinate, or assist with survey design, data collection and analysis, documentation and dissemination of findings for the following types of research projects:
  - Institutional assessment and effectiveness
  - Learning outcomes assessment
  - Program review
  - Financial analyses
  - Student demographics and enrollment patterns
  - Enrollment management and retention studies
  - Optimization of class schedules
  - Teaching load analyses
  - Climate and satisfaction surveys
- Membership on various teams as related to planning and data collection and analyses

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### Kansas State at Barton - 2+2's

Science Building, S-106, ext. 188  
[dce.k-state.edu/affiliations/barton](http://dce.k-state.edu/affiliations/barton)

Kansas State University and Barton Community College have joined together to form a K-State at Barton partnership. The two institutions are working together to provide high quality, full service educational opportunities to people in Central Kansas and beyond, through the use of online education delivery systems.

The K-State at Barton Partnership brings education closer by:

- Offering distance education courses, bachelor's degree and master's degree programs to Central Kansas
- Developing 2+2 partnerships between Barton and K-State  
[www.dce.ksu.edu/affiliations/2+2programs](http://www.dce.ksu.edu/affiliations/2+2programs)
- Assisting current Barton students with admission to Kansas State University
- Providing area residents opportunities for certification and degree completion as well as professional development

### Instruction & Student Services

Administration Building, ext. 312  
[bartonccc.edu/administration/iss](http://bartonccc.edu/administration/iss)

- Full-time faculty contracts
- Overload/Associate Faculty Pay (employment forms)
- Student evaluations (paper only)
- Full-time faculty handbook - online
- BCC master course list
- Out of district course offerings
- Business & Industry approvals
- Instructional Staff and Student Services Staff and Faculty
- Course curriculum approval
- Time logs
- Academic calendar
- Finals schedule
- Grade appeals
- Academic clemency in coordination with Enrollment Services
- Course Inventory, Program Inventory, Courses within Program
- License agreements
- Academic information in catalog (includes web page)
  - Pick-up point for Ft. Riley correspondence
- Instructional Support

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### Library

Learning Resource Center, ext. 362  
[bartonccc.edu/instruction/library](http://bartonccc.edu/instruction/library)

- Newspapers (local-Great Bend, Hutchinson, Hays)
- Books
- Popular magazines
- Professional journals (Chronicle of Higher Education, Teaching Professor)
- Computers for research (Internet)
- Interlibrary loan services
- Faculty reserve area (at Murphy's Landing)
- Faculty Resource Room
- VCR for use at the LRC
- Microfilm and Microfiche reader/printer
- Fax machine (free)
- ITV classes
- iPad printer
- Online databases (on and off campus access)
- College archival records
- Plaza de Cavanaugh (community room for special events and meetings)
- Cohen Center for Kansas History



**Barton Community College  
College Department Information**

**President's Office**

Administration Building, ext. 302/304

[bartonccc.edu/administration/presidentsoffice](http://bartonccc.edu/administration/presidentsoffice)

Although the President has responsibility for the overall operation of the College, the following is a list of specific duties or areas of responsibilities which are generated from the President's office:

➤ **Board of Trustees (President reports directly to the BOT's)**

- Disseminates information to the BOT's
- Schedules all monthly Board meetings, study sessions, and advances
- Prepares, posts to web and emails link to monthly Board book
- Records meeting minutes
- Schedules Trustee's travel
- Assists Trustees in preparation for speaking engagements
- Coordinates KBOR, KACCT, and ACCT meetings/conferences
- Updates the Board's governance policies as required
- Assists/Coordinates Board development activities
- Coordinates meetings with legislators
- Keeps current on Kansas laws pertaining to community colleges
- Assures Board compliance with the Kansas Open Meeting Act
- Facilitates election process
- Facilitates orientation for newly appointed Board members
- Coordinates/approves monitoring reports to BOT's

➤ **President's Staff**

➤ **Other Teams**

The President has established certain on-going teams that keep with the Barton Governance Policies and the Higher Learning Commission accreditation standards.

➤ **Special Events**

The President's Office is responsible for special events associated with:

- Superintendent meetings
- Student Holiday Reception
- Graduation Reception
- Elected Officials
- Education leaders
- Employee Professional Development and Collaboration
- Student Recognition
- Business & Industry Leaders

➤ **Legal Consultation**

- Consults with legal counsel on Board/College issues

➤ **Various Meetings**

- Schedules all meetings for the President
- Authorizes coordination of Student Disciplinary Appeal Hearings

➤ **Travel Arrangements**

- Coordinates, schedules, and finalizes all travel arrangements for the President and members of the Board of Trustees

*What drives you?*  
**BARTON**  
COMMUNITY COLLEGE

## Barton Community College College Department Information

### Public Relations and Marketing

Classroom Building, ext. 309

[dev.bartonccc.edu/community/pr](http://dev.bartonccc.edu/community/pr)

- Generates and prepares all news releases and photographs going out from the College to the news media
- Reviews branding elements on publications and other printed materials for College departments
- Produces promotional publications and materials for college departments
- Produces the *Community Report*, the College's annual report to stakeholders
- Coordinates Cougar Pause Radio program on KVGB-AM
- Puts out a monthly Calendar of Events, listing College activities open to the public
- Produces the Barton Profile
- Records college events and activities and creates short videos for promotional purposes
- Facilitates major changes to the website and works to improve its functionality
- Operates and monitors the college's social media efforts
- Produces the college's marketing plan and controls the advertising budget



### Print Shop/Copy Center

Technical Building, Rm. 109, Ext. 105 & 343

- All new publications need approval of the Public Relations Office
- [Print Request](#) available on the T-drive, Temp Shared, under Print Shop, Print Request
- Save the file to desktop or someplace for handy retrieval for use next time.
- Fill in information either print and send campus mail or submit by email attach the work and send
- Print Request Required Information - Date (No ASAP please), FOAP number, Quantity, Turnaround time:
  - 24 hour - classroom tests and hand out's
  - 2 week - brochures, packets, and booklets - time will vary depending on the amount and complexity of the job
- Ink colors - almost any, Pantone Matching System
- Color copying available only upon request
- Paper colors: various colors of copy paper and card stock available
- Printed examples of jobs available in the Print Shop
- Paper sizes: 8½ x 11, 8½ x 14, 11 x 17, 12x18
- Paper weight:
  - regular copy paper - standard colors
  - card stock – standard colors
  - white paper in 50#, 60#, 70#
  - cover paper in 65# & 80#
  - glossy 80# & 100# smooth text and cover
- We make:
  - Business cards
    - send or email the following information for front of card: Name, Department, Title, Office Phone Number, Office Fax Number, Cell Phone Number (if desired), Home Phone Number (if desired), Office E-mail ([lastnamefirstinitial@bartonccc.edu](mailto:lastnamefirstinitial@bartonccc.edu)).
    - Print Shop will email a PROOF of business card before it is printed. The back of the business card has several formats available. The back options are sent with the PROOF and then sent back to the Print Shop.
  - Letterhead
  - Carbonless forms
  - Brochures
  - Books
  - Notepads
  - Envelopes - Please send sample when ordering
    - #10 letter size (regular or window)
    - #9 (business reply)
    - (6x9), (9x12), (9-1/2x12-1/2)
- Additional services available:
  - Paper Cutting
  - Folding
  - Plastic Comb Binding
- Pick up of finished job is responsibility of person ordering

## Barton Community College College Department Information

### Retired Senior Volunteer Program (RSVP)

1025 Main, D114 – 792-1614

[bartonccc.edu/community/relationships/rsvp](http://bartonccc.edu/community/relationships/rsvp)

Recruits and places individuals 55 and over in meaningful volunteer opportunities such as:

- Working to support educational systems in our communities
- Working to support educational
- Working in nutrition programs, such as Meals on Wheels, Friendship Meals and Food Banks
- Improving access to necessary health care through the Medical Transportation Program or working at local health care providers
- Working to increase environmental awareness by working at the Kansas Wetland Center and the GB Beautification Committee
- Working with veterans and military families through local veterans groups
- Assisting community groups and agencies with special one-time projects as needed



**Security**  
(see Campus Safety)

### Shafer Gallery

Fine Arts Building, ext. 342

[bartonccc.edu/community/artsentertainment/shafergallery](http://bartonccc.edu/community/artsentertainment/shafergallery)

- L. E. "Gus" and Eva Shafer Memorial Art Gallery
  - The Shafer Gallery promotes and preserves the artistic traditions of the Prairie Heartland
  - 7,709 square feet of exhibit space
  - Facility can change configurations to accommodate many different sizes and types of exhibits
  - Provides the necessary temperature, lighting and security requirements to qualify for exhibits from the Smithsonian Institution; Exhibits USA; Mid-America Arts Alliance; and Smith-Kramer.
  - Hosts educational and cultural awareness events and programming.
  - Exhibits – Barton Faculty & Staff, National Quilt Museum, High School League, Traveling National, Barton Student and Selected regional artists
- 

### Student Activities

Student Union 126, ext. 271

[bartonccc.edu/current/campuslife](http://bartonccc.edu/current/campuslife)

- All Student Activities
- Student Senate - [bartonccc.edu/current/campuslife/studentlife/student senate](http://bartonccc.edu/current/campuslife/studentlife/student senate)
- Homecoming
- Hawaiian Luau
- Student Orientation
- Other events: Bingo, Late Night Breakfast, Casino Night, Halloween Dance and More!
- Barton TV stations (channel 52 housing residents-Movie Channel & channel 17 off campus advertisement)
- Intercom – weekly electronic newsletter for students [bartonccc.edu/current/campuslife/studentlife](http://bartonccc.edu/current/campuslife/studentlife)

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### Student Services

See Department for Location and Extension

**Departments** (Please go to individual departments for location and more information)

- Admissions and Promotions
- Child Development Center
- Enrollment Services
- Financial Aid
- Food Service
- RSVP – Retired Senior Volunteer Program
- Testing, Advisement and Career Services (see individual areas within this department)
- Title III
  - Student Services Concierge
- Trio Programs
  - Educational Opportunity Center
  - Barton County Upward Bound
  - Central Kansas Upward Bound
  - Student Support Services
- Student Life and Activities
  - Health Services
  - Student Housing/Intramurals

**Services** – North end of the Learning Resource Center, Ext. 282

- Alpha Sigma Lambda (non-traditional student academic honor society)
- Mental health counseling
- Tutoring lab
- Wellness Team



# Barton Community College

## College Department Information

### Student Support Services

Title IV Grant Program serving 200 qualified participants  
North end of Learning Resource Center, Ext. 240

- Peer and professional tutoring
  - Writing lab
- Mental health counseling
- Academic counseling/advising
- Financial aid counseling
- Cultural enrichment activities
- Career exploration
- Transfer exploration
- College visit planning
- Scholarship information
- Mentoring

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### Testing Center

Learning Resource Center –North End, L-131, ext. 344  
[bartonccc.edu/prospective/gettingin/assessment](http://bartonccc.edu/prospective/gettingin/assessment)

- ACT tests
- CLEP & DANTES exams
- ASSET and Accuplacer placement tests
- Instructor assigned testing
- Make up exam proctoring
- Exam proctoring for other colleges
- CASAS test given to CNA students
- Study guides available for TOEFL and PPST
- Nursing NET testing

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### Telecommunications

Learning Resource Center, ext. 253  
[bartonccc.edu/administration/is/phonehelp](http://bartonccc.edu/administration/is/phonehelp)

- Telephone Administration including:
  - phone systems and phone sets
  - paging systems
  - cell phones and MiFi cards
  - fax machines
  - plant wiring, system design, and monitoring
  - Coordinates with toll and local, cell, and equipment vendors
- Data Communication Services including:
  - network wiring and switches and infrastructure equipment
  - data ports, VLANS, and wiring in rooms
  - data circuits for off campus sites
  - system design, monitoring, and repair
  - Coordinates with data communication and equipment vendors
- Video and Audio Communication Services including:
  - cable TV plant and coordinates with cable provider
  - Security Camera Systems
  - emergency paging system

### Title III

[bartonccc.edu/military/campuslife/title\\_ii\\_services](http://bartonccc.edu/military/campuslife/title_ii_services)

- Strengthening Academic and Student Services related to Distance Learning
- Awareness and Satisfaction surveys to all ecourse students
- Early Academic Alert Systems
- Advising
- Communications to students
- Tutoring
- Customer Inquiry Management
- Customer Support Training

*Online Scheduling for Support Services*

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### Upward Bound

Learning Resource Center – North End, ext. 172 & 182

#### Barton County Upward Bound

- Established in 1999
- Serves Great Bend, Hoisington and Ellinwood High Schools
- Ext. 172
- [www.bcub.bartonccc.edu](http://www.bcub.bartonccc.edu)

- Academic support for high school students
- Tutoring in all subject areas
- Summer 6 week instructional component
- College visits
- Career guidance and exploration
- Scholarship and financial aid information
- Academic advising
- Personal counseling
- Opportunities to earn college credit

#### Central Kansas Upward Bound

- Established in 2007
- Serves Central Plains – Claflin & Wilson, Lyons, Ellsworth and Chase High Schools
- Ext. 182
- [www.ckub.bartonccc.edu](http://www.ckub.bartonccc.edu)

- Academic support for high school students
- Tutoring in all subject areas
- Summer 6 week instructional component
- College visits
- Career guidance and exploration
- Scholarship and financial aid information
- Academic advising
- Personal counseling
- Opportunities to earn college credit

**Barton Community College  
College Department Information**

**Workforce Training & Community Education**

Main Office – Science Building, ext. 324, S-146  
[careers.bartonccc.edu](http://careers.bartonccc.edu)

**Department -**

- Meets workplace needs for industry
- Certification Courses, Certificate Programs, Associate Degrees, Transfer Programs
- Courses at Great Bend Campus, Surrounding Areas
- Career Programs -  
[bartonccc.edu/careers/programsclasses/careerprograms](http://bartonccc.edu/careers/programsclasses/careerprograms)
- Online Courses -  
[bartonccc.edu/careers/programsclasses/online](http://bartonccc.edu/careers/programsclasses/online)

**Business, Technology & Communication –  
Technical Building, T-137, ext. 358**

- Business – Career & Transfer
- Business Administrative Technology
- Business Management & Leadership
- Computer Aided Drafting
- Corrections
- Criminal Justice
- Graphic Design
- Information Technology
- Medical Administrative Technology
- Medical Assisting
- Medical Coding
- Medical Transcription
- Pension Management
- Technical Accounting

**Off-Campus Programs –**

- BASICS (Ellsworth Correctional Facility & Larned Juvenile Correctional Facility) – ext. 244
- Outreach – ext. 294  
[bartonccc.edu/careers/programsclasses/outreach](http://bartonccc.edu/careers/programsclasses/outreach)

**High School Programs – ext. 294**

- [bartonccc.edu/careers/programsclasses/highschool](http://bartonccc.edu/careers/programsclasses/highschool)
- Get Ahead Program (GAP)
  - College Advantage

**Short Term Courses/Youth Camps – ext. 294**

- Breaking Traditions Camp
- Mini Non-Credit Courses
- RYLA Leadership Camp – ext. 332

**Nursing & Healthcare Education –  
Technical Building, T-94, ext. 357**

- Adult Healthcare
- Certified Nurse Aide (CNA)
- Certified Medication Aide (CMA)
- Certified Medication Aide Update
- Home Health Aide Program
- Activities Director/Social Service Designee (AD/SSD)
- Rehabilitation Aide
- Nursing Continuing Education
  - Clara Barton Colloquium
- Dietary Manager/Dietetics
- Medical Laboratory Technology
- Nursing – PN, RN
- Pharmacy Technician
- Phlebotomy

**Workforce Training & Economic Development – Technical  
Building, T-198, ext. 255**

- Agriculture
- Automotive Technology
- Early Childhood
- Emergency Medical Services Education
- Gas Measurement
- Natural Gas Transmission & Distribution Technology

**Physical Capacity Profile® Testing, ext. 332**

- Workfit  
[bartonccc.edu/careers/workfit](http://bartonccc.edu/careers/workfit)

**Training Opportunities –**

- [bartonccc.edu/careers/programsclasses/trainingopp](http://bartonccc.edu/careers/programsclasses/trainingopp)
- Customized Training  
[bartonccc.edu/careers/programsclasses/trainingopp/customized](http://bartonccc.edu/careers/programsclasses/trainingopp/customized)
    - Case New Holland Technical Program  
[bartonccc.edu/careers/programsclasses/trainingopp/customized/case](http://bartonccc.edu/careers/programsclasses/trainingopp/customized/case)
  - Adventure Based Leadership Education (ABLE)  
[bartonccc.edu/careers/programsclasses/trainingopp/able/learning](http://bartonccc.edu/careers/programsclasses/trainingopp/able/learning)
  - Continuing Education  
[bartonccc.edu/careers/programsclasses/trainingopp/continuinged](http://bartonccc.edu/careers/programsclasses/trainingopp/continuinged)
  - National Association of Corrosion Engineers (NACE)  
[bartonccc.edu/careers/programsclasses/trainingopp/muptyc/nace](http://bartonccc.edu/careers/programsclasses/trainingopp/muptyc/nace)
  - Command Spanish  
[bartonccc.edu/careers/programsclasses/trainingopp/commandspanish](http://bartonccc.edu/careers/programsclasses/trainingopp/commandspanish)
  - Child Education Fair  
[bartonccc.edu/careers/programsclasses/trainingopp/continuinged/cef](http://bartonccc.edu/careers/programsclasses/trainingopp/continuinged/cef)
  - Lee Turner Lectureship  
[bartonccc.edu/careers/programsclasses/trainingopp/continuinged/leeturner](http://bartonccc.edu/careers/programsclasses/trainingopp/continuinged/leeturner)
  - Midwest Utility & Pipeline Training Center  
[bartonccc.edu/careers/programsclasses/trainingopp/muptyc](http://bartonccc.edu/careers/programsclasses/trainingopp/muptyc)

*What drives you?*  
**BARTON**  
COMMUNITY COLLEGE

**Barton Community College  
College Department Information**

**BARTonline - Distance Learning**

24 hour helpdesk – 877-740-2213

[bartonline.org](http://bartonline.org)

**CONTACT INFORMATION**

Associate Dean of Distance Learning	ext. 719
Distance Learning Effectiveness Manager	ext. 721
Distance Learning Coordinator	ext. 761
Distance Learning Inquiry & Retention Coordinator	ext. 720
Instructional Specialist	ext. 760
Multimedia Specialist	ext. 718
Webmaster BartOnline. (PT)	(785)784-6606
Distance Learning Bookstore Manager (PT)	(785)784-6606
Academic Advising	ext. 704, 705, 706, 707
Transcript Evaluation	ext. 704, 705, 706, 707
Credit Transfer	ext. 704, 705, 706, 707
SOCAD	ext. 704, 705, 706, 707
HZMT/EMHS Advising	ext. 743
Enrollment	ext. 709
Tuition Payment, Fee Questions	ext. 712
Financial Aid	(866)257-2574

Financial Aid Information [financialaid@bartonccc.edu](mailto:financialaid@bartonccc.edu)  
 BARTonline Bookstore [bartonccc.textbookx.com](http://bartonccc.textbookx.com)  
 BARTonline Bookstore Information [bartonline.org/index\\_real?action=Services&subaction=Bookstore](http://bartonline.org/index_real?action=Services&subaction=Bookstore)

**QUALITY ASSURANCE**

- Provide professional development opportunities for faculty and instructors on instructional design, instructional methods, instructional technology, and other areas that serve to improve course quality for distance courses.
- Certify new and existing distance faculty.
- Ensure faculty and instructors are prepared and capable of distance instruction.
- Provide training opportunities for faculty and instructors on instructional design, instructional methods, instructional technology, and other areas that serve to improve course quality courses.
- Conduct data collection, analysis and reporting for all reports and inquiries regarding BARTonline courses, programs, students, instruction, and other related areas.

**ADMINISTRATIVE**

- Conduct all course scheduling related activities including but not limited to term, course, and session creation.
- Monitor, track, and review all student payment transactions for BARTonline
- Manage Requisitions for BARTonline and verify all purchases are appropriately allocated, approved, and recorded in a timely manner.
- Ensure all military related activities are properly and efficiently handled including but not limited to GAE and grades.
- Review, maintain, and update the BARTonline website and ensure usability, accessibility, and best practices are utilized.
- Ensure policies and procedures align with Barton Community College policies and procedures.
- Review maintain, and update degree programs that are available online via BARTonline.
- Conduct other duties as assigned that support the administrative functions of BARTonline.

**STUDENT SUPPORT**

- Collect, review and respond to all student inquiries.
- Work to identify student service areas that can be improved in order to maintain or improve student retention for BARTonline.
- Ensure that the BARTonline Bookstore is accurate and reflects the current and upcoming course schedules.
- Manage, monitor and implement the Non-Census option for qualifying students.
- Utilize enterprise reporting to analyze and identify ways to improve student services and improve retention of BARTonline students.
- Actively communicate with students regarding issues they may be facing and ensure that all matters are resolved efficiently.
- Provide training materials to other Barton Community College staff to ensure BARTonline students receive accurate information regardless of the staff member contacted.

**Barton Community College  
College Department Information**

**Environmental Technology & Military Programs**

Grandview Plaza – Junction City – ext. 744

[bartonccc.edu/military/hmesti](http://bartonccc.edu/military/hmesti)

**Hazardous Materials & Emergency Services Training Institute – HMESTI - (785)238-8550**

- Emergency Medical Services Education – [bartonccc.edu/instruction/programs/emergencyservices](http://bartonccc.edu/instruction/programs/emergencyservices)
- Hazardous Materials/Occupational Safety – [bartonccc.edu/instruction/programs/departments/hazmat](http://bartonccc.edu/instruction/programs/departments/hazmat)
- Emergency Management/Homeland Security [bartonccc.edu/instruction/programs/departments/emergency mgmt](http://bartonccc.edu/instruction/programs/departments/emergency_mgmt)
- Motorcycle Safety Training – [bartonccc.edu/military/hmesti/mcycle](http://bartonccc.edu/military/hmesti/mcycle)
- Customized Training – [bartonccc.edu/military/prospective/customtraining](http://bartonccc.edu/military/prospective/customtraining)
  - Satellite member of Midwest OSHA Education Centers

**OSHA Training Institute Education Center  
Midwest OSHA Education Centers (855) 509-3376**

- OSHA Safety Training  
<http://www.bartonsafety.com>

**MOST – Military Onsite Training**

[bartonccc.edu/military/miltraining/MOST](http://bartonccc.edu/military/miltraining/MOST)

- Enhance readiness of US Army Reserve and National Guard
- Hands-on training
- Customized to meet specific needs of each command
- Designed to reduce unit's associated costs
- Training provided at Fort Sill, OK; Fort Knox, KY; Fort Leonard Wood, MO; Fort Leavenworth, KS; Fort Benning, GA; Fort Irwin, CA; Fort Gordon, GA; Fort Huachuaca, AZ; Wichita, KS; Kansas City, MO; Salina, KS; Sioux Fall, SD

**Military Schools (Fort Riley)**

[bartonccc.edu/military/miltraining/troopschool](http://bartonccc.edu/military/miltraining/troopschool)

- Fort Riley Campus (785) 239-9769
- Technical classes for the total army family

**Learning Services & Military Operations**

Fort Riley Programs Office – Ft. Riley – (785)784-6606

- Fort Riley website: [www.bartonccc.edu/military](http://www.bartonccc.edu/military)
- Facebook: [www.facebook.com/BartonFr](http://www.facebook.com/BartonFr)
- Admissions and Customer Service ext.701, 702, 703  
email - [FtRileyStudentServices@bartonccc.edu](mailto:FtRileyStudentServices@bartonccc.edu)
- Enrollment ext. 736
- Business Office ext. 712
- Student Advisement Services ext. 704, 705, 706  
email – [PrerequisiteAdvisor@bartonccc.edu](mailto:PrerequisiteAdvisor@bartonccc.edu)
- Transcript/Military Evaluations ext. 704, 705, 706
- Credit Transfer ext. 704, 705, 706
- SOCAD Agreements ext. 705
- Disability Services ext. 728
- Tutor Center ext. 763
- Veterans Administration Coordinator ext. 707
- LSEC, BSEP & VA Coordinator ext. 731
- College Program Coordinator ext. 762
- GED Program ext. 560

**College Program Courses –**

- Classes for all students, civilian and military
- Evening and weekend courses offered
- Five cycles per year, 8 weeks in length
- Traditional and hybrid courses

**BSEP – Basic Skills Education Program**

[bartonccc.edu/military/prospective/academics/bsep](http://bartonccc.edu/military/prospective/academics/bsep)

- College classes for Military service members and their families
- Designed to enhance Basic Math, Reading, and Writing skills
- Three weeks in length, classes held Monday-Friday
- Additional information contact the Army Ed Center at (785)239-6481

**LSEC – Leader Skills Enhancement Training**

[bartonccc.edu/military/prospective/academics/lsec](http://bartonccc.edu/military/prospective/academics/lsec)

- College daytime courses
- Training of Noncommissioned Officers and Soldiers
- Provides soldiers specific leadership training to meet unit needs
- On-duty program, mandatory attendance
- Open to the “Total Army Family”
- Seven cycles each year, each cycle is 6 weeks
- Most courses are 90 minutes in length

**GED-General Education Development Program**

- Opportunity to earn a Kansas State High School Diploma
- Available for active duty military and family members
- Must be 16 years of age
- Must present a valid military identification card



**Barton Community College  
College Department Information**

**Learning Services & Military Operations**

Fort Leavenworth Programs Office – Ft. Leavenworth – (785)784-6606 ext. 771  
PO Box 3369, Fort Leavenworth, KS 66442

- [Programs Office](#)
- Advisement
- Tutoring

**LSEC – Leader Skills Enhancement Training**  
[bartonccc.edu/military/prospective/academics/lsec](http://bartonccc.edu/military/prospective/academics/lsec)

- College daytime courses
- Training of Noncommissioned Officers and Soldiers
- Provides soldiers specific leadership training to meet unit needs
- On-duty program, mandatory attendance
- Open to the “Total Army Family”
- Seven cycles each year, each cycle is 6 weeks
- Traditional Courses

**BSEP – Basic Skills Education Program**

[bartonccc.edu/military/prospective/academics/bsep](http://bartonccc.edu/military/prospective/academics/bsep)

- College classes for Military service members and their families
- Basic Math, Reading, Writing
- Contact – Army Ed Counselor

**Military Program**

- Military Training
- Unit Level Classes

**College Program**

- Night and Weekend Classes
- Five cycles each year, each cycle is 8 weeks
- Traditional and hybrid courses