

Board END 6 Barton Services and Regional Locations

The College Mission will be supported by the strategic development of Barton service and regional locations.

- Services and locations will be compatible to the institutional mission of the College.
- Services and locations will be in accordance to available resources.
- Services and locations will maximize revenues and minimize expenses.
- Services and locations will generate revenue to meet their locational expenses.
- Services and locations will compliment growth of student learning services.

Fort Riley & Fort Leavenworth

END #6 - Barton Services & Regional Locations-Dean Ashley Anderson

1. Compatibility of Services and Locations to Instructional Mission of College:

- a. Barton is the largest member of the Education Consortium compiled of nine colleges at Fort Riley. We recently received news one of the Consortium members, University of Kansas, will be leaving the Fort Riley location on 24 May, 2019 due to low enrollment over the time they were part of the Consortium.
 - We anticipate over 110 total graduates with about 75-80 students walking at this year's graduation; all schools have suffered from the multiple brigade deployments and some have only a handful of graduates. Although our numbers are also lower this year, we are well-ahead of the rest of the consortium in total and walking graduates.
- b. Team members are cross trained in many areas to assist students more effectively, and participate in ongoing professional development. Staff and faculty at both of our locations understand the importance and focus we have put on professional development, and have attended and created different activities throughout the year to facilitate in these sessions. This will continue to be a focus in 2019-2020.

Faculty members have qualifying credentials required to teach (per HLC Guidelines), and truly enjoy giving back to the Soldier and Family Member, Veteran, Retiree, or DOD employee. All faculty and staff understand this is a trying time with all the deployments from Fort Riley, but we are looking forward to late 2019/early 2020 to see increases in enrollments for all different programs. This includes not only Active Duty, but all the family members who have left the area temporarily while their loved one is downrange.
- c. The LSEC (Leader Skill Enhancement Course) program is unique at both locations and offered nowhere else in the world. We are able to scholarship classes and books to any participating student during this day program. Our classes are not semesters, rather catered to the Army needs of shorter classes (objective is to keep the Soldiers in class the least amount of time possible). Students are able to complete their Associate degree in one year if they adhere to their degree plans and do not take time off. Last, LSEC offers every class needed, so essentially the student is getting an Associate degree at no cost to them. This has been extremely successful over the years and does not appear to be slowing down.
- d. The main office for Military Academic Services is a one stop shop for all students. Students are able to meet with their advisor, sign up for classes, meet with Financial Aid, talk to their Veteran Administrative Representative, visit with the Dean, pay any past due balances, and walk down the hall to Education Services should they need any additional information or assistance.

2. Locations are aligned in accordance to available resources:

- a. Military Academic Services in Fort Riley and Fort Leavenworth are both located in the heart of the Installations. New soldiers and family members coming to Fort Riley must go through a series of events before “signing in” to their Unit (called in-processing). One of these events is a briefing by the Education Center on the entire Consortium including a large segment dedicated to Barton and programs in LSEC, BSEP (Basic Skill Enhancement Program for Active Duty Only) and Night College.
- b. Barton’s Military Academic Services programs are designed with the Soldier’s needs in mind. We have been granted a large amount of space by the Army in order to achieve our goals, but more importantly the goals of the Soldier and family members. Most of our students live on the installations, with some living in the general vicinity and can get to classes quickly even on a large Military Installation such as Fort Riley.
- c. Fort Riley and Fort Leavenworth work closely with the Education Centers to ensure we are utilizing all available resources such as class space, technology, office space. The Fort Riley main office moved July 2016 into a new building; this new office space was fully furnished and given to Barton free of charge. All staff were given new office areas, desks etc., to assist in the overall customer experience. We continue to find new and exciting ways to improve the appearance and overall atmosphere of our locations and offices.

3. Locations & Services will maximize revenues and minimize expenses:

- a. Schedules are created in accordance with not only the students in mind, but also utilizing the most cost efficient means: Instructors, books and enrollments are watched closely to ensure the students are in the correct classes according to their degree plans.
- b. The budgets for Ft. Riley and Ft. Leavenworth are watched closely and maintained by the Dean; however, staff in both locations are all aware of expenses which need to be monitored including book costs and office/instructor supply orders. With lower enrollments, specifically in Fort Riley, all employees understand we need to decrease the amount we are spending.
- c. We have initiated a new form of creating schedules for the students/instructors by utilizing past data, information coming in from advisors (student needs), student surveys and weekly talks with the Education Services Officer. All of these streams of information help mold the schedules each cycle which in turn minimizes expenses and maximizes the overall student experience.

4. Services and Locations compliment growth of student learning services:

- a. The Barton Fort Riley and Fort Leavenworth staff have received high praise from outside vendors, instructors and students over the past year. We have developed a cohesive unit that are cross trained and can assist each other in most aspects of their positions. We have been called the “college to watch” by Consortium members who have new staff members trying to learn the entire Educational Services Consortium, and how all of us interact with each other and with the students. In addition, the amount of effective communication both given and received by the Dean’s office has increased dramatically over the last year. Faculty and staff, along with administration, are all working together to make policies and processes as transparent as possible across Fort Riley and Fort Leavenworth (as well as the entire college). As mentioned in the past year’s report, Faculty Council, new committees recently formed, and more specialized

Professional Development has continued to aide in achieving this level of communication which changes the entire employee and student experience at both locations.

- b. Barton has a unique relationship with the Education Centers of Fort Riley and Fort Leavenworth. In Fort Riley, the Education Services Officer meets with the Dean a few times a week, sometimes daily when necessary, to discuss processes and services. There are in-service meetings often between the two offices as the CSR's/Advisors at Fort Riley work closely with the Counselors and Support Staff of the Education Center. All of these create a happier, friendlier, more enticing environment for all of our students, which ultimately drives student success and optimizes the overall employee experience at Barton. We are working toward the same high level of communication in Fort Leavenworth as well. We have a new Director of Learning Services who brings a unique outlook and new ideas, which serve to enhance our programs, and ultimately the customer experience.

**Workforce Training & Economic Development Division (WTCE)
END #6 - Barton Services & Regional Locations-Acting Dean Elaine Simmons**

The division aligns with Barton's mission by ensuring the institution is providing innovative programs delivered with quality services, experiences and resources. Resources and approaches include:

- Industry advisory boards
- Unique partnerships
- Environmental scanning for opportunities; monitoring the completion
- Industry credential opportunities for students
- Dedicated searches to identify good employee fits
- Professional development experiences for faculty and staff
- Customer service
- Annual program reviews
- Educational options in a variety of formats and locations including fully online programs available to students world-wide
- Community and economic development involvement

Fiscal responsibility is one of the division's strategic goals. The following represent methods to implement and/or maintain programs within fiscal and resource limitations.

- Cultivate partnerships which yield financial support
- Seek grant opportunities
- Identify training contracts that align with current resources, skills and abilities
- Program reviews Include fiscal reports
- Utilize program budgeting to price beyond standard college tuition & fee prices
 - Student fees
 - Non-credit fees
 - Registration fees
- Recognize strength, skills and network opportunities across the division's workforce

The division serves an instructional role within the institution; however, student service must accompany education and training – whether direct customer service and/or college services available to all students regardless of location, program and/or venue. Examples include:

- Assessment for course placement is conducted with high school students taking advantage of early college opportunities as well as student inmates at correctional facilities
- All WTCE faculty and select staff positions serve as program advisors.
- Advisement opportunities are available for high school students.
- Participation in College’s PTP committee - a cross sectional team of instruction, public relations, institutional research, admissions and student services members.
- Students Services personnel are invited to participate in division activities specific to recruitment/retention, high school advisement, career fair, etc.

**Technical Education and Military Outreach Training (TEMOT) Division
END #6 - Barton Services & Regional Locations-Dean Kurt Teal**

1. The Technical Education and Military Outreach Training Division uses the following criteria to ensure services and locations are compatible with the college mission.
 - a. Develop industry supporting programs that are regionally recognized.
 - b. Facilitate advisory committees for each program.
 - c. Partner with regional business and/or industry organizations.
 - d. Provide industry recognized certifications for students.
 - e. Participate in regional conferences and workshops and serve on committees and advisory boards when afforded the opportunity.
 - f. Provide a variety of educational formats to include fully online programs.
2. The Technical Education and Military Outreach Training Division uses the following criteria to ensure resources are available.
 - a. Require the use of standard cost vs. revenue worksheets for contract and for-credit classes.
 - b. Employ hiring practices that strive for Faculty and Staff that are functional experts in more than one program. Cross train those that are not functional experts in more than one program into areas with faculty vacancies.
 - c. Conduct monthly divisional meetings to facilitate planning and resource allocation across the division.
3. The Technical Education and Military Outreach Training Division is anchored to fiscal accountability and the following criteria is in place to meet this responsibility.
 - a. Conduct annual program reviews including fiscal reports.
 - b. Ensure non-budgetary expenditures are sourced with external revenue streams.
 - c. Provide a revenue stream for the division/college via contract training and non-credit services.
 - d. Seek grant opportunities where available.
 - e. Identify, evaluate, and pursue restructure options where applicable.
 - i. FY18 reduction in force – 1 FTE
 - ii. FY19 reduction in force – 4 FTE
 - iii. FY20 anticipated reduction in force – 1.5

4. The Technical Education and Military Outreach Training Division uses the above and following to ensure local tax reliance is considered.
 - a. Leverage national consortiums and partners to provide outside funding for equipment and professional development.
 - b. Contract/services revenue is used to fund unscheduled/budgeted training/services.
 - c. Promotes and generates military community online course enrollments.

5. The Technical Education and Military Outreach Training Division uses the following criteria to ensure student learning services can accommodate growth.
 - a. New student services requirements are identified and addressed in monthly instructional meetings.
 - b. Administrative and enrollment staff are cross trained to assist during peak enrollment and during personal absence.

Respectfully Submitted:

Dean Ashley Anderson – Fort Riley & Fort Leavenworth
Dean Kurt Teal – Fort Riley Technical Education & Military Outreach
Acting Dean Elaine Simmons – Workforce Training & Community Education