

**Barton Community College  
College Department Information**

**Academic Division**

Main Office – Fine Arts Building, F-142, 792-9391

**Communications**

[bartonccc.edu/academicprograms/communications](http://bartonccc.edu/academicprograms/communications)

- English
- Journalism
- Modern Languages
- Speech Communication

**Fine and Performing Arts**

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

- Art /Photography
- Dance
- Graphic Design
- Music
- Theatre
- Art Education
- Music Education

**Developmental Education –**

[bartonccc.edu/academicprograms/developmentaled](http://bartonccc.edu/academicprograms/developmentaled)

- English for Speakers of Other Languages (ESOL)

**Education Programs**

[bartonccc.edu/academicprograms/education](http://bartonccc.edu/academicprograms/education)

**Health, Physical Education and Recreation**

[bartonccc.edu/academicprograms/healthphysed](http://bartonccc.edu/academicprograms/healthphysed)

**Humanities, Behavioral and Social Science**

[bartonccc.edu/academicprograms/humanities](http://bartonccc.edu/academicprograms/humanities)

- Anthropology
- General Studies
- History
- Liberal Studies
- Philosophy & Religion- Political Science
- Psychology
- Sociology

**Math and Sciences**

[bartonccc.edu/academicprograms/mathscience](http://bartonccc.edu/academicprograms/mathscience)

- Biology
- Chemistry
- Engineering
- Geology
- Math
- Physical Sciences
- Physics
- Wildlife Science

**Pre-Professional**

[bartonccc.edu/academicprograms/preprofessional](http://bartonccc.edu/academicprograms/preprofessional)

- Architecture & Architectural Engineering
- Chiropractic
- Dental Hygiene
- Dentistry
- Engineering Tech
- Health Information Management
- Law
- Medicine
- Mortuary Science
- Occupational Therapy
- Optometry
- Pharmacy
- Physical Therapy
- Physician's Assistant
- Public Administration
- Radiology Tech
- Respiratory Therapy
- Social Work
- Veterinary Medicine
- Wildlife Science

**Admissions**

Kirkman Building, 792-9286

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

- 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,

800-748-7594 ext 225

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

- Change of Major and /or Advisor
- General Advisement
- Degree Planning

**BARTON**  
*Cougars*

# Barton Community College

## College Department Information

### Athletic Department

Physical Education Building, 792-9377

[bartonsports.com/landing/index](http://bartonsports.com/landing/index)

- **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
- **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
- **Athletics Auxiliary Services Manager – Compliance** – assists the Athletic Director in all facets of the department related to facility scheduling, student employment, eligibility, compliance, and game day management.
- **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
  - Dance Line & Cheerleader ext. 139
  - Asst. Dance Line & Cheerleader ext. 311
  - Golf ext. 171
  - Soccer (Men's and Women's) ext. 191
  - Asst. Soccer (Men's and Women's) ext. 397
  - Softball ext. 293
  - Asst. Softball ext. 248
  - Tennis ext. 379
  - Track & Cross Country ext. 288
  - Assistant Track & Cross Country ext. 190
  - Assistant Track & Cross Country ext. 370
  - Volleyball ext. 374
  - Asst. Volleyball ext. 148



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### Barton Office Professionals

[internal.bartonccc.edu/bop/index.html](http://internal.bartonccc.edu/bop/index.html)

- 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, 792-9229

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

- Sell books and school supplies to students on campus and in outreach sites
- We DO NOT sell EDUKAN and BARTonline books. They must be purchased online from the online book company.
- Office supplies for College offices (through requisitions)
- Print Shop supplies (small quantities)
- Printer cartridges

**Barton Community College  
College Department Information**

## **Business Office**

**Kirkman Building, 792-9321**

- Requisition processing
- Accounts Payable processing
- 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 activity
- 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
- Travel Advances
- New Vendor Setup

## **Camp Aldrich**

**Camp Aldrich, 792-9340**

[bartonccc.edu/publicresources/campaldrich](http://bartonccc.edu/publicresources/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 and large barbecue grill
- Hay-rack rides
- Horseback rides
- Swimming pool

## **Campus Safety Department**

**Facility Maintenance (T-Building), 792-9217**

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

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

## **Career Center**

**Learning Resource Center – North End- L-133, 792-9349**

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

- Career Assessment and Exploration
- Part-time Employment (on-campus, off-campus & temporary employment)
- Transfer College Information
- Internship/Job Shadowing
- Job Search Assistance
  - Assist with creating a Resume, Cover Letter and Thank You Letter
  - Assist with job hunting
  - Mock Interviewing

## **Center for Adult Education**

**1025 Main Street, D-108, 785-7560**

[bartonccc.edu/community/adulted](http://bartonccc.edu/community/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, 792-9360/786-1131**

[bartonccc.edu/publicresources/CDC](http://bartonccc.edu/publicresources/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

## **Computer Lab**

**Learning Resource Center– North End, 792-9363**

- 21 Windows 10 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)

[bartonccc.edu/supportservices/disabilityservices](http://bartonccc.edu/supportservices/disabilityservices)

- 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/community/CKEOC](http://bartonccc.edu/community/CKEOC)

- 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 application assistance



### Enrollment Services BC Campus

**Kirkman Building P-107A**

**792-9252**

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

The Office of Enrollment Services provides and maintains the accuracy, integrity, and confidentiality of academic records for all Barton students.

- Transcript Requests
- Request proof of enrollment
- Request a duplicate diploma
- Name and address changes
- Schedule changes
- PAWS information
- Grade information
- Transcript evaluation
- Graduation evaluations/ceremony information
- Residency paperwork
- Other requests related to your student records.

This office also ensures the privacy of your student records in accordance with the Family Educational Rights and Privacy Act (FERPA).

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# **BARTON** *Cougars*

# **Barton Community College**

## **College Department Information**

### **Facility Management**

**Technical Building, T-154, 792-9340**

- 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, 792-9270**

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

- Federal Financial Aid
- State Financial Aid
- Institutional Financial Aid
- External Scholarships and loans

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### **Food Service/Cafeteria**

**Union, 792-9224 (Kitchen) 792-9259 (office)**

[bartonccc.edu/studentlife/cafeteria](http://bartonccc.edu/studentlife/cafeteria)

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, 792-9367 or 786-1136**

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

- 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.
- 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, 792-9233**

[bartonccc.edu/studentlife/health](http://bartonccc.edu/studentlife/health)

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

## Housing/Intramurals

**Union, 792-9285**

[bartonccc.edu/studentlife/intramurals](http://bartonccc.edu/studentlife/intramurals)

- Residence Hall requirements
- Housing costs
- Intramurals



## Human Resources

**Kirkman Building, 792-9388**

[internal.bartonccc.edu/humres](http://internal.bartonccc.edu/humres)

- |  |  |
|--|--|
| <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                         <ul style="list-style-type: none"> <li>➤ Including personnel files</li> </ul> </li> <li>➤ Personnel Laws &amp; Regulations</li> <li>➤ Student Employment (placement handled by Career Center)</li> <li>➤ Employee Compensation                         <ul style="list-style-type: none"> <li>➤ Payroll processing</li> <li>➤ Raises</li> <li>➤ Employment forms/contracts</li> <li>➤ W-4, K-4, and W-2 forms</li> </ul> </li> <li>➤ Employee ID's</li> <li>➤ Employee Recruitment</li> <li>➤ Employee Relations</li> <li>➤ Human Resources section of the College's Websites (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                         <ul style="list-style-type: none"> <li>➤ BusDrivers</li> </ul> </li> <li>➤ Employee Separation</li> <li>➤ Employee Exit Interviews</li> <li>➤ Employee Benefits                         <ul style="list-style-type: none"> <li>➤ Medical and dental insurance</li> <li>➤ Life insurance</li> <li>➤ KPERS</li> </ul> </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**

**Help Desk – 786-1100**

[internal.bartonccc.edu/it/](http://internal.bartonccc.edu/it/)

- |                   |          |  |
|-------------------|----------|--|
| ➤ All IT Services | ext. 100 | 620-786-1100   |
|                   |          | <a href="mailto:computerhelp@bartonccc.edu">computerhelp@bartonccc.edu</a> |
| ➤ BartonOnline    |          | 844-711-0949   |
| ➤ Phone Services  | ext. 100 | 620-786-1100   |
| ➤ Tech Classroom  | ext. 100 | 620-786-1100   |

**Audio Visual Services**

**Library, 792-9369**

- Projectors and portable screens
- Projection bulbs
- Cables and connectors
- Sound systems
- Video equipment
- Systems Design

**Telecommunications**

**Learning Resource Center, 792-9253**

[internal.bartonccc.edu/it/phone-help.html](http://internal.bartonccc.edu/it/phone-help.html)

- Telephone Administration including:
  - phone systems and phone sets
  - cell phones and MiFi cards
  - fax machines
- Data Communication Services including:
  - network wiring and switches and infrastructure equipment
- Security Camera Systems
- emergency paging system

**Institutional Research**

**Administration Building, 792-9386**

[internal.bartonccc.edu/ir](http://internal.bartonccc.edu/ir)

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>➤ Gather, analyze, and report college data for internal and external purposes</li><li>➤ Develop research projects consistent with the mission, vision, values, objectives, priorities and resources of the institution</li><li>➤ Identify trends that may influence the success of the College</li><li>➤ Communicate orally and in writing to the campus and external constituents issues related to the College</li><li>➤ Provide consultation and research support services to faculty and staff who are conducting studies for the College</li><li>➤ Maintain a library of research and institutional effectiveness materials</li><li>➤ Work in conjunction with Computer Services and end-users to ensure data integrity is maintained within the BANNER software system</li></ul> | <ul style="list-style-type: none"><li>➤ Develop, coordinate, or assist with survey design, data collection and analysis, documentation and dissemination of findings for the following types of research projects:<ul style="list-style-type: none"><li>• Institutional assessment and effectiveness</li><li>• Learning outcomes assessment</li><li>• Program review</li><li>• Financial analyses</li><li>• Student demographics and enrollment patterns</li><li>• Enrollment management and retention studies</li><li>• Optimization of class schedules</li><li>• Teaching load analyses</li><li>• Climate and satisfaction surveys</li></ul></li><li>➤ Membership on various teams as related to planning and data collection and analyses</li></ul> |
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## Barton Community College College Department Information

### Instruction & Student Services

Administration Building, 792-9312

[internal.bartonccc.edu/admin/index](http://internal.bartonccc.edu/admin/index)

- Full-time faculty contracts
- 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
- 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

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

Science Building, S-106, 786-1188

[global.k-state.edu/affiliations/barton](http://global.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 [global.k-state.edu/affiliations/2+2/barton](http://global.k-state.edu/affiliations/2+2/barton)
- Assisting current Barton students with admission to Kansas State University
- Providing area residents opportunities for certification and degree completion as well as professional development

### Library

Learning Resource Center, 792-9365

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

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|---|---|
| <ul style="list-style-type: none"> <li>➤ Newspapers: Great Bend, Hutchinson, USA Today</li> <li>➤ Books</li> <li>➤ Interlibrary loan services</li> <li>➤ Periodicals, 87+: popular magazines and scholarly journals</li> <li>➤ Databases, 127+ collections plus e-periodicals, e-books, and e-textbooks</li> <li>➤ Computers, 16</li> <li>➤ Printer, BW and Color: print, copy, and scan</li> <li>➤ Printer: for Apple devices</li> <li>➤ Electronic Devices: iPads, iPad minis</li> <li>➤ Fax machine: send and receive</li> <li>➤ Social Media: Facebook and YouTube</li> </ul> | <ul style="list-style-type: none"> <li>➤ Special Collections: Children (includes DVDs), Reference, College Life, Research and Writing, Kansas (includes KS authors and KS Notable books), and Professional</li> <li>➤ Quiet Rooms (2): no reservation, on a first-come, first-serve basis</li> <li>➤ College Archives</li> <li>➤ Cohen Center for Kansas History, non-circulating</li> <li>➤ Plaza de Cavanaugh, L116: community room for special events, reserve via Facilities/R-25</li> <li>➤ Jo Kopke Bushnell Meeting Room, L111: reserve via Facilities/R-25</li> <li>➤ Sunflower Classroom, L117: 10 computers, reserve via Facilities/R-25</li> <li>➤ Coffee Cove: coffee machine, microwave, snack and beverages, TV, and news center</li> </ul> |
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# Barton Community College

## College Department Information

### President's Office

Administration Building, 792-9302, 792-9304

[internal.bartonccc.edu/admin](http://internal.bartonccc.edu/admin)

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 meetings for the Board of Trustees
- Prepares, posts to web and emails link to monthly Board meeting agendas
- 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
- 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**

- Prepares, posts to web and emails link to monthly staff meeting

➤ **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 coordinating special events associated with:

- Student Holiday Reception
- Elected Officials
- Business & Industry Leaders

➤ **Legal Consultation**

- Consults with legal counsel on Board/College issues

➤ **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

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

**Barton Community College  
College Department Information**

**Public Relations and Marketing**

Classroom Building, 792-9309

[internal.bartonccc.edu/pr](http://internal.bartonccc.edu/pr)

- Responsible for news releases and photographs going out from the College to the news media
- Enforces branding rules and guidelines, available at [brand.bartonccc.edu](http://brand.bartonccc.edu)
- 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 New@Barton – a semi-monthly publication featuring new hires
- Records promotional program videos and college events and activities
- Facilitates major changes to the website and works to improve its functionality
- Operates and monitors the college's social media efforts including live video streaming
- Produces the college's marketing plan and controls the advertising budget
- Produces and keeps up to date –College Crisis Communication Plan
- Ensures the Barton websites meet standards outlined by the W3C guidelines (WCAG) and Section 508 requirements in accordance with the Americans with Disabilities Act



**Barton Community College  
College Department Information**

**Print Shop/Copy Center**

**Technical Building, Rm. 109, 792-9105, 792-9343**

- All new publications need approval of the Public Relations Office
  - Print Requests available on Barton webpage in the Forms Center/Print Shop/Print Request, but form **MUST BE DOWNLOADED** to desktop to be able to work. Print requests cannot be filled solely online.
    - Fill in print request and either print/send thru campus mail or submit by email. Attach the job to email.
    - Print Request **REQUIRED INFORMATION** – Due Date (No ASAP please), FOAP number, Quantity
  - Turn-around time: 24 hour - classroom tests and hand out's
  - Turn-around time: 2 weeks - brochures, packets, and booklets - time will vary depending on the amount and complexity of the job
  - Ink colors – black and color
  - Copying will be black and white. 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
  - Copier paper sizes: 8½ x 11 in., 8½ x 14 in., 11 x 17 in., 12 x 18 in.
  - Poster paper sizes: 2 x 3 ft., 3 x 4 ft.
  - Banner paper sizes: 3 x 6 ft., 3 x 10 ft. or longer
  - 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, Laminating (max. width 23 in.)
- Pick up of finished job is responsibility of person ordering



# Barton Community College

## College Department Information

### Security

(see Campus Safety)

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### Shafer Gallery

Fine Arts Building, 792-9342

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

- L.E. "Gus" and Eva Shafer Memorial Gallery
- exhibits trending regional and national artists
- hosts science and art encounter series
- sponsors all ages workshops and seminars
- promotes art awareness through classroom outreach program
- houses L.E. Gus Shafer bronze collection
- collection focus on regional and academic artists
- meets AAM climate control standards
- 7,709 sqft flexible floor plan exhibition space

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### Student Activities

Student Union 126, 792-9271

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

- All Student Activities
- Student Government Association –  
[bartonccc.edu/studentlife/sga](http://bartonccc.edu/studentlife/sga)
- Hawaiian Luau
- Student Orientation
- Other events: Bingo, Late Night Breakfast, Casino Night, Halloween Dance, Movie Night twice a month at local theater and More!
- Barton CATv : Streaming movies at:  
catv.bartonccc.edu/#/browse  
WiFi set to Cougar Password: BC255  
Portable devices use: Chrome or Safari  
Desk Top Computers: Internet Explorer or Firefox  
12 newly released movies every 30 days, Movie Library,  
Pool of 100 movies, 8 seasons of TV.
- Intercom – Monthly electronic newsletter for students

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### Student Support Services

Title IV Grant Program serving 200 qualified participants

North end of Learning Resource Center, 792-9240

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

- 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

### Student Services

See Department for Location and Extension

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

- Admissions
- Child Development Center
- Enrollment Services
- Financial Aid
- Food Service
- RSVP – (Retired Senior Volunteer Program)/Volunteers In Action & Meals on Wheels
- 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

- Mental health counseling
- Tutoring lab
- Wellness Team

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### Testing Center

Learning Resource Center –North End, L-131, 792-9344

[bartonccc.edu/academicadvising/testing](http://bartonccc.edu/academicadvising/testing)

- CLEP exams
- Accuplacer placement tests
- Instructor assigned testing
- Make up exam proctoring
- Exam proctoring for other colleges
- Study guides available for TOEFL and PPST (via respective websites)

# Barton Community College College Department Information

## Title III

**Science & Math Building, S-105, 792-9247**

- 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*



## Upward Bound

*Learning Resource Center – North End*

### Barton County Upward Bound

[bartonccc.edu/supportservices/bcub](http://bartonccc.edu/supportservices/bcub)

**786-1172**

- Established in 1999
  - Serves Great Bend, Hoisington and Ellinwood High Schools
- 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

[bartonccc.edu/supportservices/ckub](http://bartonccc.edu/supportservices/ckub)

**786-1182**

- Established in 2007
  - Serves Central Plains – Claflin & Wilson, Lyons, Ellsworth and Chase High Schools
- 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

## Volunteers In Action/ Retired Senior Volunteer Program(RSVP)

Serving Barton and Pawnee Counties

**Discover why some of the richest people in the world are not millionaires, they are volunteers.**

1025 Main, D114 – 792-1614

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

[bartonccc.edu/getinvolved/RSVP](http://bartonccc.edu/getinvolved/RSVP)

Volunteers In Action seeks to create an environment of focused volunteering to help extend the resources of those in our community who are trying to make a difference. People of all ages are encouraged to register and discover how their skills will enhance the lives of others as well as their own.

Ongoing programs include:

- Working to support educational systems in our communities
- 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

**Barton Community College  
College Department Information**

**Workforce Training & Community Education**

Main Office – Science Building, S-146 - 792-9324

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

**Division**

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

**Business, Technology & Communication**

**Technical Building, T-137, 792-9358**

- Business – Career & Transfer
- Business Administrative Technology
- Business Management & Leadership
- Business Management & Leadership Certification Program-Entrepreneurial Emphasis
- Corrections
  - BASICS (Building Academic Skills in Correctional Settings)
  - Corrections Officer Program
- Criminal Justice
- Medical Administrative Technology
- Medical Assisting
- Medical Coding
- Networking
- Technical Accounting
- Computer Science & Computer Information Systems

**High School Programs – 792-9294**

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

- Get Ahead Program (GAP)
- College Advantage
- Senate Bill 155

**Nursing & Healthcare Education –**

**Technical Building, T-94, 792-9 357**

[bartonccc.edu/careerprograms/healthcare](http://bartonccc.edu/careerprograms/healthcare)

- Adult Healthcare
- Dietary Manager/Dietetics
- Emergency Medical Services Education
- Medical Laboratory Technology
- Nursing – PN, RN
- Pharmacy Technician
- Phlebotomy
- Mental Health Technician
- Phlebotomy

**Workforce Training & Economic Development –Technical Building, T-198, 792-9255**

[bartonccc.edu/careerprograms/technical](http://bartonccc.edu/careerprograms/technical)

- Adult Education
- Agriculture
  - Beef Cattle Production
  - Crop Production
- Automotive Technology
- Early Childhood
- Natural Gas Transmission & Distribution Technology
- Welding

**Workforce Development – 792-9332**

- Customized Training
- Workfit - [bartonccc.edu/workfit](http://bartonccc.edu/workfit)  
Physical Capacity Profile® Testing

# Barton Community College

## College Department Information

### BARTonline - Distance Learning

24 hour helpdesk – 877-711-0949

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

#### CONTACT INFORMATION

Associate Dean of Distance Learning	ext. 761
Distance Learning Accounts Manager	ext. 727
Distance Learning Effectiveness Manager	ext. 721
Distance Learning Coordinator	ext. 720
Distance Learning Inquiry & Retention Coordinator	ext. 720
Distance Learning User Interface Experience Coordinator	ext. 717
Instructional Designer	ext. 718
Multimedia Coordinator	ext. 760
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
Course Reviewer & Developer	ext. 716

Financial Aid Information [financialaid@bartonccc.edu](mailto:financialaid@bartonccc.edu)  
 BARTonline Bookstore [bartonlinebookstore.com](http://bartonlinebookstore.com)  
 BARTonline Bookstore Information [bartonline.org/bookstore.html](http://bartonline.org/bookstore.html)

#### 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**

<http://hmesti.bartonccc.edu/>

- Hazardous Materials Management Degree
- Emergency Management Degree
- Motorcycle Safety Training
- OSH Degree and Certificate Programs
- Emergency Medical Services Education

**Midwest OSHA Education Center (785) 238-8550**

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

- OSHA Safety Training and certificates

### MOST – Military Onsite Training

- 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, Fort Carson, Co, Fort Jackson, SC

### Military Schools (Fort Riley)

Fort Riley Campus (785) 239-9769

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

- Technical classes for the total army family

## Learning Services & Military Operations

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

[fr.bartonccc.edu/programs](http://fr.bartonccc.edu/programs)

- Fort Riley website: [fr.bartonccc.edu](http://fr.bartonccc.edu)
- Facebook: [www.facebook.com/BartonFr](http://www.facebook.com/BartonFr)
- Admissions and Customer Service ext.701, 702, 703  
email - [fr.bartonccc.edu/services.html](http://fr.bartonccc.edu/services.html)
- Enrollment ext. 736
- Business Office ext. 712
- Student Advisement Services ext. 706, 713  
email – [advising@bartonccc.edu](mailto:advising@bartonccc.edu)
- Transcript/Military Evaluations ext. 709
- Credit Transfer ext. 709
- SOCAD Agreements ext. 713
- Disability Services ext. 267
- Tutor Center ext. 763
- Veterans Administration ext. 715
- LSEC, BSEP ext. 715
- College Program Coordinator ext. 762

### 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

- 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, 3 hours per day
- Additional information contact the Army Ed Center at (785)239-6481

### LSEC – Leadership Skills Enhancement Training

- 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

**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

[fl.bartonccc.edu/programs](http://fl.bartonccc.edu/programs)

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

- Advisement ext. 704
- Bookstore
- CLEP/DSST Testing
- Disability Services ext. 267
- Library
- Military Evaluations ext. 709
- Military Support Resources ext. 771, 715
- Transcript Requests ext. 702

**Military Program**

- Military Training
- Unit Level Classes ext. 771

**College Program**

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

[fl.bartonccc.edu/programs](http://fl.bartonccc.edu/programs)

**LSEC – Leadership Skills Enhancement Training**

- 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**

- College classes for Military service members and their families
- Basic Math, Reading, Writing
- Contact – Army Ed Center (913) 684-2496