

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 minimize local tax reliance.
- Services and locations will compliment growth of student learning services.

Workforce Training & Economic Development Division (WTCE) END #6 - Barton Services & Regional Locations-Dean Kathleen Kottas

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
- Bi-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 and explore 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 services must accompany the education and training 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 students 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.
- Division activities make sure to involve Students Services personnel. All are invited to participate in division activities specific to recruitment/retention, high school advisement, career fair, etc.

**Military Academic, Technical Education and Outreach Programs (MATEOP) Division
END #6 - Barton Services & Regional Locations-Dean Kurt Teal**

1. The Military Academic, Technical Education and Outreach Programs Division uses the following criteria to ensure services and locations are compatible with the college mission.
 - a. Maintain a solid working relationship within the Education Services Officer and Consortium of College representatives at both military installations; attend/participate in monthly/scheduled meetings.
 - b. Cross training of staff in more than one area to assist students during high volume enrollment/student service times.
 - c. Hire faculty possessing qualifying credentials eligible for instruction across all campuses.
 - d. Provide a one stop shop (Academic Services) for students at the Fort Riley campus (Advising, enrollment assistance, Financial Aid, VA advising and financial servicing).
 - e. Provide face-to-face advising and VA related services to Fort Leavenworth students via quarterly visits from Fort Riley Academic Services representatives.
 - f. Develop industry supporting technical programs.
 - g. Facilitate advisory committee meetings for each technical program.
 - h. Partner with regional business and/or industry organizations.
 - i. Provide industry/regionally recognized certificates for students.
 - j. Participate in regional conferences and workshops and serve on committees and advisory boards when afforded the opportunity.
 - k. Provide a variety of educational formats to include fully online programs.
2. The Military Academic, Technical Education and Outreach Programs Division uses the following criteria to ensure resources are available.
 - a. Position the Military Academic Services at Fort Riley and Fort Leavenworth at key locations on each military installation.
 - b. Design Academic and Technical programs with soldiers, civilians, and their family members' educational needs in mind.
 - c. Work closely with Education Service Center representatives to ensure maximum utilization of available resources (classrooms, technology, office space, etc.).
 - d. Employ hiring practices that strive for faculty and staff that are functional experts in more than one program/discipline/area.
 - e. Cross training of staff to create functional experts in more than one department/ area.
 - f. Conduct monthly divisional staff meetings to facilitate planning, operation, and resource allocation across the division.
 - g. Use of standard cost vs. revenue worksheets are required for use in contract and technical for-credit classes.
3. The Military Academic, Technical Education and Outreach Programs Division is anchored to fiscal accountability and the following criteria is in place to meet this responsibility.
 - a. Bi-annual program reviews are conducted that include fiscal reports.

- b. Budgetary funds are watched closely by each program/department Director; all requisitions require Dean approval.
 - c. Academic schedules are created by utilizing past data, student needs, student surveys and regular discussions with the Education Services Office representatives with a focus of minimizing expenses and maximizing the student experience.
 - d. Non-budgetary expenditures are sourced with external revenue streams/opportunities.
 - e. Contract training and non-credit services are pursued to provide revenue streams for the department/division/college.
 - f. Grant opportunities are sought out where applicable/available.
 - g. Identify, evaluate, and pursues restructure options when/where applicable and/or directed.
4. The Military Academic, Technical Education and Outreach Programs Division uses the 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. Promote to the military community Barton's face-to-face and online courses to generate enrollments.
5. The Military Academic, Technical Education and Outreach Programs Division uses the following criteria to ensure student learning services can accommodate growth.
 - a. Cultivate and maintain a solid working relationship with Education Service Center representatives at both military installations.
 - b. Identify and address new student services opportunities/requirements in monthly one-to-one and group program/department meetings.
 - c. Continue cross training of administrative and enrollment staff to assist during peak enrollment and personal absences of staff.
 - d. Key department personnel participate on the College's PTP committee and other learnig service related committees.

Respectfully Submitted:

Dean Kurt Teal – Military Academic, Technical Education, and Outreach Programs
Dean Kathleen Kottas – Workforce Training & Community Education