About Butler County Community College

Butler has embarked on a journey, which places Learning at the heart of our institution. This is the journey of the Learning College, an institution driven by quality and dedicated to engaging its students in learning experiences which expand their minds and spirit. We are driven by the desire to bring out the best in our students.

Established in 1927 in El Dorado, Kansas, Butler now stands as the second largest community college in Kansas, serving more than 13,000 credit students a year through its numerous community-based sites located within a state designated five-county service area, of Butler, Chase, Greenwood, Marion and Morris counties. Building on our rich history of student-centered and teaching-centered values, at any given moment our students are learning at more than 25 different locations, as well as around the globe online. In addition, Butler works collaboratively with area private and public universities to enhance learning opportunities for South Central Kansas.

Offering one- and two-year degree options, Butler is a comprehensive college with solid transfer programs, life enrichment and noncredit programs, vocational-technical programs, and a Business and Industry Institute providing quality business assistance and training.

We are a Learning College. Learning is at the heart of what we do.
Dear Butler Employees,

As we strive to be the Learning College of Choice for our region, we want this handbook to serve as a resource for you. The handbook encompasses current policies, procedures and practices to help ensure the consistent operation of the college across our many divisions and sites. It also is a work in progress and as we identify more effective and/or efficient ways of doing things, appropriate changes will be developed, circulated for comment and then approved by our Board of Trustees.

You are our most valuable resource as we focus our efforts on developing responsible, involved lifelong learners and contributing to the vitality of the communities we serve. We could not be the college we are nor serve our students in the exceptional manner we do if it were not for your contributions. As such, we are committed to creating and maintaining the best possible working environment, so you can realize your potential.

Within this handbook is a description of professional development opportunities that our Board has made available for you. They, too, realize the value you add to our efforts. The professional development program is a means of expressing their appreciation for your work as well as a way to help you achieve your professional goals.

Research shows that organizations with the best environments are those that have clear and consistent guidelines for operation. Through this employee handbook, it is our goal to provide you with such guidelines. However, it also is our goal to achieve an optimal balance between giving you necessary direction to perform your job functions successfully while allowing sufficient autonomy and flexibility for you to apply your unique talents and abilities.

In closing, thank you for all that you do for our students and the rest of us at Butler, the Learning College of Choice. You are indeed our most precious resource.

Sincerely,

Jackie Vietti
President
BCCC Mission
Butler County Community College exists to develop responsible, involved lifelong learners and to contribute to the vitality of the community it serves.

“Voices with Vision”
Introduction
Butler has embarked on a journey, which places Learning at the heart of our institution. This is the journey of the Learning College, an institution driven by quality and dedicated to engaging its students in learning experiences, which expand their minds and spirit. As a Learning College, we focus not on what instructors do, but on what our students accomplish.

When students and stakeholders choose Butler, we choose them. We are dedicated to their success. We are driven by the desire to bring out the best in those we serve. When they succeed, so do we. We are a Learning College. Learning is at the heart of what we do.

Butler’s Voices with Vision Strategic Plan is a reflection of how we will fulfill our commitment to become this Learning College of Choice.

Strategic Vision Statement
In the next five years, Butler will be the Learning College of Choice for the region. We will engage our students and other stakeholders in exceptional instructional programs and services directly related to their needs. Our commitment to organizational performance management will be the means to achieve our Learning College outcomes, as evidenced by student and stakeholder satisfaction and preparedness for success.

Strategic Priorities
To serve as the Learning College of Choice for the region, Butler will focus its efforts over the next five years upon the following strategic priorities:

- Measure the success of the college and its employees in terms of documented improvements in learning that occur within the classroom, outside the classroom and within the workplace setting.

- Develop partnership learning systems to meet the needs of an increasingly diverse and growing population in Western Butler County and the Wichita metropolitan area, particularly for underserved groups.

- Build student engagement by creating multiple learning pathways and learning methods to address the needs of students seeking postsecondary education today.

- Create virtual learning services and programs to meet growing student demands and that lead to student success.
• Promote cultural awareness among all our stakeholders and promote diversity within the college's faculty and staff to support the growing diversity of the college’s students.

• Implement the college’s Learning PACT for all instructional programs, seek national accreditation of technical programs to certify learning and emphasize the relevance of general education to student and other stakeholder needs.

• Create alternative revenue streams through corporate, public and private partnerships and entrepreneurial endeavors to address fluctuations in funding from traditional sources such as state aid.

BCCC’s Learning PACT With Our Students
BCCC prepares students to be principled, productive individuals who are responsible, involved lifelong learners.

In order to fulfill its mission, the college has established a Learning PACT for the skills that learners acquire during their career.

The Learning PACT Skills are vital for any adult to function successfully in the ever changing world of the 21st century. The BCCC Learning PACT consists of:

P = Personal Development Skills
A = Analytical Thinking Skills
C = Communication Skills
T = Technological Skills

A productive future in the global marketplace depends upon having developed these skills.

The BCCC Learning PACT is integrated throughout all of the college’s academic and vocational programs in:

• Coursework
• Extra curricular activities
• All other learning opportunities

The BCCC Learning PACT
BCCC students’ work will demonstrate:

Personal Development Skills

• Self-Concept
  Self-evaluation in regard to self-image, values, attitudes, interests, goals, strengths and weaknesses
• Health Management
  An awareness of the components of health (emotional, physical, social, and intellectual) through the development of a plan of health-enhancing behaviors

• Time Management
  Behaviors that are effective in managing one’s time

• Coping with Change
  The ability to accept and deal effectively with change

• Effective Relationships
  An awareness of the skills and behaviors associated with the achievement of satisfactory relationships on an individual, community and societal level

• Teamwork
  Knowledge of the dynamics of group interaction, as well as the impact of individual behavior on groups

• Valuing Diversity
  An appreciation for the value in differences among people

• Effective Citizenship
  An understanding of the rights and responsibilities of participation in a democracy

• Ethical Conduct
  An understanding of the importance of accepting responsibility for one’s actions and an ability to make ethical decisions related to personal, family, and community issues

• Leadership
  An understanding of the principles of skillful leadership

Analytical Thinking Skills
• Problem Solving
  The ability to identify and define problems, gather information and determine its relevancy, develop workable solutions, select and communicate the best solution

• Critical Thinking
  The ability to identify and define a task, gather information, process the information according to established models, generate and communicate an appropriate response
• Historical Interpretation
  The ability to interpret human behavior and events in the historical context of the past, present, and future

• Aesthetic Response
  The ability to articulate an informed personal response to works of art

**Communication Skills**
• Reading
  The ability through reading to examine, question and interpret

• Writing
  Written communication appropriate to the situation which expresses ideas and convey needs

• Listening
  Accurate interpretation, evaluation and response to any aural communication

• Speaking
  Effective communication in interpersonal, small group, and public settings, both formally and informally

• Nonverbal Communication
  Knowledge of the dynamics and impact of nonverbal variables on communication

**Technological Skills**
• Computer Literacy
  Use of computers to create, file, retrieve and modify text documents

• Internet Use
  The ability to navigate the internet to find and evaluate required information, download or copy fields and search databases effectively

• Field Related Technology
  Use of specific technological skills related to specific fields and vocational tasks

**Timeless Institutional Values**
• Quality
• Integrity
• Service
• Caring
**Guiding Principles**

The Board has approved six guiding principles that describe the College as it strives to be the Learning College of choice. The six guiding principles are:

- **Learning**
  As a dynamic, responsive Learning College, we make decisions based upon whether they improve or expand learning and upon how we will determine that improvement or expansion has taken place.

As such, we embrace the following Learning College Principles:

- Principle I – Butler creates significant changes in individual learners to benefit their lifetimes.
- Principle II – Butler expects learners to be full partners in the learning process and as such to assume primary responsibility for their own choices.
- Principle III – Butler creates and offers as many options for learning as possible.
- Principle IV – Butler creates and engages learners in collaborative learning experiences within and outside the classroom setting.
- Principle V – Butler defines the roles of faculty and staff as learning facilitators to meet the needs of the learners.
- Principle VI – Butler succeeds when improved and expanded learning can be documented for learners.

- **Human Resources**
  As a college that values the dignity, worth and potential of each employee, we foster a climate of excellence through personal growth and professional development.

- **Learning and Working Environments**
  As a college which values an optimal learning and working environment, we support the development of safe, functional and inviting facilities to meet current and future needs and an integrated information system to facilitate student learning, effective decision-making and strategic planning.

- **Linkages**
  As a college committed to the vitality of its internal and external communities, we value linkages and partnerships for the economic and social well being of those we serve.
- **Fiscal Stability**
  As a publicly funded entity we acknowledge and accept our obligation to our constituents to be good stewards of the resources entrusted to us.

- **Future Based Planning**
  As the college approaches the gateway to a new millennium, we utilize a future-based strategic planning model that allocates limited resources for optimum effectiveness, productivity and efficiency.
INTRODUCTION

This handbook is prepared and distributed to employees for informational purposes. This document is not a contract and should not be construed as such.

Knowledge of the organizational and administrative functions of the college and a clear understanding of the Board policies and personnel policies in force are highly desirable for cooperation and staff morale.

The policies of Butler County Community College, as adopted by the Board of Trustees, supercede anything contained in this handbook. Changes in policy are automatically implemented as part of the handbook. The College, at all times, reserves the right to change, delete from, alter, amend or waive the provisions contained in the handbook. Suggestions for changes, additions, and deletions should be made in writing to the President or Vice-Presidents.

Process for Revision of Policies and Procedures
All policy and procedure statements will be in writing and accessible to all college personnel, either in the employee handbook or the negotiated agreement for our Professional employees. Any new proposed policies will be circulated college-wide and, unless circumstances preclude it, a comment period will be provided to all employees. All matters that require a policy or procedure decision will be communicated in writing with a "policy announcement", "new policy" or "change in policy" notice to all college personnel.