



HLC Accreditation Evidence

Barton Community College Policies and Procedures

URL: <https://policies.bartonccc.edu/>

Office of Origin: Vice President of Administration

Contact(s):

- Director of Human Resources

Barton Community College Policies and Procedures

Policy & Procedure #	Policy/Procedure Title	Corresponding Policy or Procedure(s)	Policy/Procedure Manual Section
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1101	Policies/Procedures	2101	College Operations
1102	Institutional Focus and Direction	2102	College Operations
1105	College Closing	2100	College Operations
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1107	Contracts and Other Institutional Commitments	2107, 2109	College Operations
1108	College Logos and Other Representations	2106	College Operations
1109	Phone and Mail Systems	2110	College Operations
1110	Use of Computers/College Computing and Information Systems	2111	College Operations
1111	Information Technology Purchases and Projects	2112, 2113	College Operations
1115	Professional Liability Protection		College Operations
1120	Tuition Scholarships	2115	College Operations
1125	Equal Employment Opportunity, Equal Education Opportunity and Affirmative Action	2121, 2123	College Operations
1126	Drug Free Environment		College Operations
1127	Freedom of Information	2120	College Operations
1129	Worker's Compensation and General Liability Insurance		College Operations
1131	Personal Relationships		College Operations
1132	Civil Rights Equity Resolution for all Students, Employees, Guests, and Visitors		College Operations
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1145	Purchasing	2130	College Operations
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1155	Fund Raising and Gift Solicitation	2145, 2146	College Operations
1160	Weapons		College Operations
1165	Conflict of Interest	2165	College Operations
1166	Copyright Law	2150	College Operations
1170	College Record Retention	2170	College Operations
1175	Campus Safety		College Operations
1200	College Facilities, Equipment, and Other Resources	2200, 2203, 2220	Facilities, Equip., & Other
1201	Inventory, Fixed Assets, Disposition	2201	Facilities, Equip., & Other
1202	Naming of College Buildings and Facilities	2202	Facilities, Equip., & Other
1205	Security Monitoring System	2205, 2206	Facilities, Equip., & Other
1210	Tobacco Use		Facilities, Equip., & Other
1215	Posters, Handbills, Solicitation and Other Activities	2210	Facilities, Equip., & Other

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1220	Service of Alcoholic Beverages for Special Events	2215	Facilities, Equip., & Other
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1305	Fiscal Management	2305, 2306, 2307, 2308, 2320, 2325, 2326	Fiscal Management
1310	Fiscal Expenditures	2310, 2315	Fiscal Management
1400	Benefit Plans	2400, 2401, 2402	Human Resources
1405	Kansas Public Employees Retirement System (KPERs)	2405	Human Resources
1406	Bloodborne Pathogens	2410	Human Resources
1407	Health Insurance Portability and Accountability Act (HIPAA)		Human Resources
1410	Employee Leave	2415, 2416, 2417, 2418, 2419, 2420, 2421, 2421A, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429	Human Resources
1415	Early Retirement	2430	Human Resources
1420	Employee Recognition	2435, 2436, 2437	Human Resources
1425	Employee Tuition Assistance	2440	Human Resources
1430	Employee Record Confidentiality and Protection	2445	Human Resources
1435	Employee Conduct and Discipline	2450, 2451, 2453	Human Resources
1436	Problem Resolution (Employee)	2452	Human Resources
1440	Employee Paperwork	2455, 2456, 2457	Human Resources
1441	Employee Attendance on Committees, Councils, Task Forces, and Teams		Human Resources
1442	Employee Training	2458, 2459	Human Resources
1450	Non-temporary Position Additions and Staff Selection		Human Resources
1451	Position Requirements	2465	Human Resources
1460	Policies and Procedures/At-will		Human Resources
1461	Nepotism		Human Resources
1463	Intellectual Property	2470	Human Resources
1464	Political and Volunteer Activities of Employees	2475, 2477, 2478	Human Resources
1465	Performance Evaluation	2480, 2481	Human Resources

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1475	Payroll	2490, 2491, 2493	Human Resources
1476	Employee Pay Schedules and Faculty Load	2466, 2467	Human Resources
1480	Loss of Personal Property		Human Resources
1500	Academic Assessment and Placement	2500	Instruction
1501	Academic Integrity, Quality, and Rigor	2501, 2502	Instruction
1502	Instructional Program	2540	Instruction
1503	Academic Clemency	2503	Instruction
1504	Course/Program Development and Management	2525	Instruction
1505	Grade and Degree Revocation	2505, 2506	Instruction
1506	Honorary Degree	2507	Instruction
1510	Examinations	2510	Instruction
1511	Grade and Attendance Reporting	2511	Instruction
1515	Arranged and Late Starting Classes	2515	Instruction
1516	Alternative Delivery Methods		Instruction
1517	Directed Independent Study	2517	Instruction
1520	Academic Freedom	2520	Instruction
1530	Course Attendance	2530	Instruction
1535	Children in the Classroom	2535	Instruction
1600	Course Attendance	2604, 2620	Students & Services
1605	Student Privacy Rights	2605, 2606	Students & Services
1610	Code of Conduct	2610, 2611	Students & Services
1611	Substance Abuse and Drug Testing	2612	Students & Services
1612	Immunization and Disease Screening	2613, 2613A	Students & Services
1613	Wellness Initiatives	2614	Students & Services
1615	Problem Resolution (Students)	2615	Students & Services
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2102	Institutional Planning and Effectiveness	1102	College Operations

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2106	College Logos and Other Representations	1108	College Operations
2107	Partnership Relations	1107	College Operations
2108	Social Media	1106	College Operations
2109	Contracts, Agreements, MOU	1107	College Operations
2110	Phone and Mail Systems	1109	College Operations
2111	Use of Computers/College Computing and Information Systems	1110	College Operations
2112	IT Purchases and Projects	1111	College Operations
2113	Information Services Data Backup	1111	College Operations
2115	Tuition Scholarships	1120	College Operations
2120	Freedom of Information	1127	College Operations
2121	Civil Rights Equity Officer	1125	College Operations
2123	Title IV Student Aid Fraud	1125	College Operations
2125	Solicitation of Employees/Students	1140	College Operations
2130	Requisitions	1145	College Operations
2140	Camps/Leagues	1150	College Operations
2145	Fund Raising and Gift Solicitation	1155	College Operations
2146	Gifts, Gratuities, and Unrelated Compensation	1155	College Operations
2150	Use of Copyright Materials	1166	College Operations
2165	Conflict of Interest	1165	College Operations
2170	Record Retention	1170	College Operations
2175	Barton Community College GLBA Required Information Security	1110, 1166, 1170, 2111, 2111A, 2150, 2170	College Operations
2176	Student E-mail Account Retention	1170	College Operations
2180	Barton Community College Missing Student Procedure	1175	College Operations
2200	College Facilities, Equipment, and Other Resources	1200	Facilities, Equip., & Other
2201	Inventory, Fixed Assets, Disposition	1201	Facilities, Equip., & Other
2202	Naming of College Buildings and Facilities	1202	Facilities, Equip., & Other
2203	Equipment Usage - Federal Awards/Sponsored Projects	1200	Facilities, Equip., & Other
2205	Security Monitoring and Recording	1205	Facilities, Equip., & Other
2206	Video Surveillance	1205	Facilities, Equip., & Other
2210	Posters, Handbills, Solicitation and Other Activities	1215	Facilities, Equip., & Other

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2215	Service of Alcoholic Beverages for Special Events	1220	Facilities, Equip., & Other
2220	Animals in College Facilities and in College Vehicles	1200	Facilities, Equip., & Other
2300	Travel	1300	Fiscal Management
2301	Interview Travel Expense Reimbursement	1300	Fiscal Management
2305	Online Payments	1305	Fiscal Management
2306	Identity Theft	1305	Fiscal Management
2307	Federal Payments	1305	Fiscal Management
2308	Cash Management for Federal Grant Awards	1305	Fiscal Management
2310	Individual Memberships/Certifications/Association Dues, Etc.	1310	Fiscal Management
2315	Procurement	1310	Fiscal Management
2320	Capitalization	1305	Fiscal Management
2325	Allowance for Doubtful Accounts	1305	Fiscal Management
2326	Allowable Costs - Federal Awards/Sponsored Projects	1305	Fiscal Management
2400	Flexible Benefit Plan	1400	Human Resources
2401	Health, Dental, and Life Insurance	1400	Human Resources
2402	Optional Benefits	1400	Human Resources
2405	KPERs	1405	Human Resources
2410	Bloodborne Pathogens	1406	Human Resources
2415	Accrual Chart for Vacation, Sick, and Personal Leave Benefits	1410	Human Resources
2416	General Leave Requirements and Information	1410	Human Resources
2417	Clarification of Medical Related Leaves	1410	Human Resources
2418	Bereavement Leave	1410	Human Resources
2419	Catastrophic Illness Leave of Absence	1410	Human Resources
2420	Donated Leave Program	1410	Human Resources
2421	Family and Medical Leave	1410	Human Resources
2422	General Leave of Absence	1410	Human Resources
2423	Military Leave	1410	Human Resources
2424	Personal Leave	1410	Human Resources
2425	Personal Sick Leave	1410	Human Resources
2426	Sabbatical Leave	1410	Human Resources
2427	Vacation Leave	1410	Human Resources
2428	Holidays and Breaks	1410	Human Resources
2429	Jury Duty	1410	Human Resources

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2435	Barton Distinguished Instructor Awards	1420	Human Resources
2436	Employee Service Recognition Award	1420	Human Resources
2437	Retirement Recognition	1420	Human Resources
2440	Course Work Grants	1425	Human Resources
2445	Personnel Files	1430	Human Resources
2450	Employee Conduct and Discipline	1435	Human Resources
2451	Ethical Behavior	1435	Human Resources
2452	Problem Resolution (Employee)	1436	Human Resources
2453	Whistleblower	1435	Human Resources
2455	Enrollment of New Employees - Oath	1440	Human Resources
2456	Immigration Law Compliance	1440	Human Resources
2457	Personnel Data Changes	1440	Human Resources
2458	Employee Training	1442	Human Resources
2459	Hazardous Materials	1442	Human Resources
2460	Hiring Guidelines for Regular (Non-temporary) Faculty and Staff	1470	Human Resources
2461	Hiring Guidelines for Adjunct Faculty	1470	Human Resources
2462	Student Employees/Supervision	1470	Human Resources
2463	Changes in Job Description/Title	1470	Human Resources
2464	Unsolicited Application Materials	1470	Human Resources
2465	Faculty Employment Qualifications	1451	Human Resources
2466	Adjunct Faculty Compensation	1476	Human Resources
2467	Compensation (Personnel Paid with Federal Funds)	1476	Human Resources
2470	Intellectual Property	1463	Human Resources
2475	Political Activities of Employees	1464	Human Resources
2476	Presence of Children, Other Family Members, or Friends in the Workplace	1470	Human Resources
2477	Volunteer Activities	1464	Human Resources
2478	Kansas Mentors: State Employee Mentoring Program	1464	Human Resources
2480	Performance Evaluation	1465	Human Resources
2481	Faculty Evaluation Process	1465	Human Resources
2485	Separation from Employment for Regular Faculty and Staff Positions	1470	Human Resources
2486	Employment Reference Checks	1470	Human Resources
2490	Payroll	1475	Human Resources

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2492	Telecommuting Guidelines	1470	Human Resources
2493	College Issued Cell Phone/Internet Card	1475	Human Resources
2500	Academic Assessment, Placement, and Re-testing	1500	Instruction
2501	Academic Integrity, Quality, and Rigor	1501	Instruction
2502	Academic Integrity	1501	Instruction
2503	Academic Clemency	1503	Instruction
2505	Grade Revocation	1505	Instruction
2506	Degree Revocation	1505	Instruction
2507	Honorary Degree	1506	Instruction
2510	Proctored Examinations	1510	Instruction
2511	Grade and Attendance Reporting	1511	Instruction
2512	Finals	1510	Instruction
2515	Arranged and Late Starting Classes	1515	Instruction
2517	Directed Independent Study Enrollees	1517	Instruction
2520	Academic Freedom	1520	Instruction
2525	College to University Articulation Agreements	1504	Instruction
2530	Course Attendance	1530	Instruction
2535	Children in the Classroom	1535	Instruction
2540	Credit Hour Allocation	1502	Instruction
2604	The Ability to Benefit	1600	Students & Services
2605	Student Privacy Rights (Family Education Rights and Privacy Act [FERPA])	1605	Students & Services
2606	External Requests for Student Directory and Graduate Lists	1605	Students & Services
2611	Student Code of Conduct	1610	Students & Services
2612	Substance Abuse and Drug-Testing Program (Temporarily pulled for review)	1611	Students & Services
2613	Immunization	1612	Students & Services
2614	Student Wellness Intervention Team	1613	Students & Services
2615	Problem Resolution (Students)	1615	Students & Services
2620	Active Duty/Deployment of Students	1600	Students & Services
2105A	Public Relations-Use of Photos/Video in Print and Electronic Media	1106	College Operations
2111A	Barton Community College Individual Email Address	1110	College Operations
2421A	FMLA Leave for Military Service Members' Families	1410	Human Resources
2461A	Hiring Guidelines for Hourly Staff (Temporary) Positions	1470	Human Resources

Policy & Procedure #	Policy/Procedure Title	Corresponding Policy or Procedure(s)	Policy/Procedure Manual Section
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2462A	Quick Rehire of Student Employees	1470	Human Resources
2613A	Tuberculosis Prevention and Control	1612	Students & Services