Barton Community College establishes and follows policies and procedures to ensure fair and ethical behavior on the part of the Board of Trustees, administration, faculty, and staff. These policies allow the College to operate with integrity in its financial, academic, human resources, and auxiliary functions.

**Taxpayer and Student Transparency Data**

In compliance with Kansas House Bill 2144, the Board of Trustees publishes [taxpayer and student transparency data](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20P_Taxpayer%20and%20Student%20Transparency%20Data.pdf) annually on the institutional website.

**Financial Integrity**

Barton maintains its commitment to financial integrity through robust College policies and procedures that regulate financial practices and transparency. For example, the College has detailed [procurement policies and procedures](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPA_PROCUREMENT%20POLICY%20AND%20PROCEDURE.pdf) to ensure all procurement activities comply with state and federal laws and that students, staff, faculty, and taxpayers receive full value for each dollar of public funds spent. The policies address general procurement standards, methods of procurement, purchase of transmittal procedures, and:

1. Focus on the stewardship of public funds;

2. Advance and support the mission of the institution;

3. Promote a competitive and fair procurement environment; and,

4. Are open and transparent, including adherence to the Kansas Open Records Act.

Additional policies and procedures establish guidelines for financial operations, including, standard practices for:

* [1305 Fiscal Management](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20P_1305%20Fiscal%20Management.pdf)
* [1310 Fiscal Expenditures](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20P_1310%20Fiscal%20Expenditures.pdf)
* [2109 Contracts, Agreements, MOU](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPA_2109%20Contracts,%20Agreements,%20MOU.pdf)
* [2112 Information Technology Purchases and Projects](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20CIO_2112%20IT%20Purchases%20and%20Projects.pdf)
* [2307 Federal Payments](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPA_2307%20Federal%20Payments.pdf)
* [2308 Cash Management for Federal Grant Awards](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPA_Cash%20Management%20for%20Federal%20Grant%20Awards.pdf)

The College’s annual A-133 audit includes the financial aid office and Foundation fiscal operations. (The Foundation is also required to conduct a [separate yearly audit](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20BCCCF_ANNUAL%20AUDIT.pdf).) Auditing of the administration of federal funds, including grant funds, is required by the U.S. Department of Education (ED); in compliance, the College submits a copy of the audit report to ED. The [audit results](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPA_2020-21%20AUDIT%20REPORT.pdf) from the past two years have revealed no material weaknesses or other compliance exceptions.

In addition to an [annual program review](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPSS_ANNUAL%20FINANCIAL%20AID%20PROGRAM%20REVIEW.pdf), the financial aid office conducts a federal compliance assessment every five years to assess federal compliance and best practices using tools provided by the U.S. Department of Education and the National Association of Financial Aid Administrators. Barton also has policies [(2123- Title IV Student Aid Fraud)](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPSS_2123%20TITLE%20IV%20STUDENT%20AID%20FRAUD.pdf) and a mechanism for reporting federal student aid fraud.

Supervisors or their designees are responsible for providing customized training for financial policies and procedures relative to the specific office or department.

**Academic Integrity**

Regarding academics, Barton has developed and published [Academic Integrity policies and procedures](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPI_Academic%20Integrity%20Policy%20and%20Procedures%20(1).pdf) expressing expectations regarding student work. The policy defines basic violations of academic integrity, sanctions for the violations, and student responsibilities. Academic integrity is also discussed on page 29 of the [college catalog](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPI_Academic%20Integrity%20College%20Catalog.pdf) as well as page 59 of the [student handbook](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPI_Academic%20Integrity%20Student%20Handbook.pdf). Barton’s other [instructional policies](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPI_Instructional%20Policies.pdf) provide guidance on all aspects of academic activity including [credit hour allocation](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPI_2540%20Credit%20Hour%20Allocation.pdf), [grade and degree revocation](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPI_Grade%20and%20Degree%20Revocation.pdf), [proctored examinations](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPI_2510%20Proctored%20Examinations.pdf), [grade and attendance reporting](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPI_2511%20Grade%20and%20Attendance%20Reporting.pdf), and [course attendance](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPI_2530%20Course%20Attendance.pdf).

**Human Resources**

The Board of Trustees, administrators, faculty, and staff at Barton recognize a shared responsibility to protect the institution’s integrity and to conduct business according to the highest legal and ethical standards. Barton has published operating [policies and procedures](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPA_Barton%20Policies%20and%20Procedures.pdf) on the College website, available for all constituencies to access. The policies and procedures specifically ensure the integrity and protection of any person affiliated with or representing the college: [employee conduct](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPA_1435%20Employee%20Conduct%20and%20Discipline.pdf), [ethical behavior](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPA_2451%20Ethical%20Behavior.pdf) expectations, [Civil Rights Equity Resolution for all Students, Employees, Guests, and Visitors (Title IX)](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPSS_1132%20Civil%20Rights%20Equity%20Resolution.pdf), and [Ethical Behavior](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPA_2451%20Ethical%20Behavior.pdf) available to all current employees. [Other policies and procedures](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPA_Human%20Resources%20Integrity.pdf) further evidence Barton’s commitment to ethical conduct and expectations.

The College’s [New Employee Guide](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPA_New%20Employee%20Information.pdf) is online. During the Human Resources (HR) orientation session (including student employees), an HR staff member identifies the guide’s location and the [President’s expectations](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20P_Message%20from%20the%20President.pdf) that all employees will read, understand, and comply with the College’s Administrative Policies and Procedures. Employees sign an [acknowledgment form](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPA_Acknowledgement%20Form.pdf) that is maintained in their personnel file.

Annually, officers of Barton Community College, Board of Trustee members, all employees at with the responsibility of maintaining financial records must complete an [Annual Conflict of Interest Disclosure Form](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPA_Annual%20Conflict%20of%20Interest%20Form.pdf).

As required by the U.S. Department of Education (ED), Barton’s financial aid office publishes two codes of conduct, the [Financial Aid Employee Code of Conduct](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPSS_Financial%20Aid%20Employee%20Code%20of%20Conduct.pdf) intended to instill expectations regarding administration of federal funds, and the [Alternative Loan Code of Conduct](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20VPSS_Code%20of%20Conduct%20for%20Alternative%20Student%20Loans.pdf), addressing ethical handling of non-federal student loan funds. Financial aid staff members are provided an annual reminder of these during staff meetings as required by ED.

**Auxiliary Functions**

Two Auxiliary Funds, the Student Dormitory Fund and the Student Union Fund including Bookstore Operations, are included in the [annual A-133 audit](https://docs.bartonccc.edu/accreditation/2022%20CRITERION%202/2.A%20EVIDENCE%20UPLOADED/2.A.2/2.A.2%20BCCCF_ANNUAL%20AUDIT.pdf). Both of these functions operate outside of the general fund and are self-supported.

Other Auxiliary Functions

The Barton County Community College Foundation is a nonprofit 501(c)(3) organization with the sole purpose of supporting the mission of Barton County Community College, and the Board ENDS policies through fund development. Audited Financial Statements for the Foundation are posted annually. Although a large portion of the Foundation’s financials are incorporated into the College’s audit, the Foundation also is required to have a separate audit.