To All Barton Community College Employees:

We are pleased that you have chosen to join Barton Community College and continue and contribute to our rich tradition of excellence in providing service to students and community. As colleagues and members of the Barton family, I wish you every success here at the College and look forward to working with you as we strive to fulfill the College's mission.

To achieve this end, all employees are expected to read, understand, and comply with our Administrative Policy and Procedures. These may be found on the College's web site www.bartonccc.edu. Simply click on "Administration" and then "Policies & Procedures". From time to time it may be necessary for the College to add, revise, supplement, or rescind any procedures or portions of its Administrative Policy. When changes occur, they will be posted within the "web manual". Employees are responsible for their awareness and understanding of all policies and procedures. To this end, please periodically review all posted policies and procedures at www.bartonccc.edu/administration/policiesprocedures/index.html. Should there be any changes, they will be brought to your attention. Through the development of these policies and procedures, the College hopes to provide a working and learning environment that is conducive to your personal and professional growth as well as its own long-term and continued success.

I hope you enjoy your experiences at Barton. Please realize that no matter what work you do, you're making a difference in the lives of our students.

Sincerely,

Carl R. Heilman
President

5/14/13