2125 – Solicitation of Employees/Students

Internal Solicitation (Solicitation by Employees and Students):

Without a student's or employee's direct expression of interest, employees and students shall not be permitted to sell or purchase goods, products, and/or services directly to/from faculty, staff and/or students via broadcast e-mail or campus solicitation for personal, business, or commercial gain or interest. Employees or students wishing to offer products for sale to, or purchase items from, each other may do so through the College's "Classifieds" folder, or by following the regulations for placing notices on the campus bulletin boards as established by the Director of Student Life. E-mail communication for the above purposes with students and employees shall be limited to those who have specifically indicated an interest in the product or service and given permission to be included on the seller's distribution list or have signed up for the classifieds@bartonccc.edu distribution list by contacting Information Services. Further, use of the College's electronic communication system for personal interests, such as the above, shall abide by the Use of Computers/College Computing and Information Systems procedure and shall not be used during the staff member's normal working hours for personal purposes.

External Solicitation (Solicitation by non-employees and students):

The College, its employees, and students shall not release lists of employee and/or student addresses and/or telephone numbers to vendors who are not specifically authorized to receive that information.

Solicitation is not permitted on College property unless authorized by the President or his/her designee. Solicitation is defined as, but not limited to, an approach or request by an individual, business, or commercial organization for the purpose of selling goods, products and/or services directly to faculty, staff and/or students for personal, business or commercial gain. Vendors may not solicit business nor buy from or sell any products or services to faculty, staff, and/or students on College property or through the use of the College's communication systems. This procedure shall not prohibit vendors from providing information to College employees which may be intended for, or necessary to, conducting College business.

Contact(s): Director of Student Life, Chief Information Officer

Related Form(s):

- None

References:

Relevant Policy or Procedure: 1140 – Solicitation of Employees/Students

Approved by: President

Date: 8/27/02

Revision(s): 9/14/07; 3/9/10; 4/1/19 (minor revision)