Preface

In compliance with the Board of Trustees Barton Governance Manual, “the President may not manage the College without adequate administrative policies for matters involving instructional services, administrative and financial services, human resources, marketing and economic development, and student services.”

This Administrative Policy and Procedural Manual has been developed to provide consistency throughout the College community in its internal and external practices. The information contained herein has been extensively researched and provides the foundation from which the College shall operate.

ALL employees are mandated to read, understand and abide by the contents of this Manual, as well as all future additions/revisions as may be communicated through the Office of Human Resources. Failure to do so may result in disciplinary action, up to and including termination.

The President has the SOLE authority to approve revisions of any policy, procedure, or guideline set forth within the Administrative Policy and Procedural Manual or to establish new College-wide policies, procedures, or guidelines as the need may arise. Likewise, any inter-departmental procedures/guidelines specific to an individual department/area shall be written to align with this Manual in order for the College to maintain consistency and integrity in its operations. This Manual contains specific processes through which new/revised policies, procedures, and guidelines will be considered for approval.

No policy manual can be written to address the myriad of extraordinary circumstances that may arise in the day-to-day operations of the College. Therefore, the President has the SOLE authority to make exceptions to the policies/procedures/guidelines set forth herein. However, it is understood that these exceptions will be rare indeed, and will be made only in those situations where an exception will be in the best interest of the College and the students that it serves.

Revised and approved by President on 07-01-09