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BOARD OF TRUSTEES

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Board Policy Manual as of April 2016

Click a policy number or name to download the associated PDF document.

Preface

| Rule | Description |
|------|---|
| 1 | Preface |
| 2 | Statement of Philosophy and Academic Freedom of Northwest Florida State College |

Vision 2020

| Rule | Description |
|------|-------------|
| 1.2 | Vision 2020 |

Organizations & Administration

| Rule | Description |
|------|-----------------------------------|
| 3 | Organizational Charts for 2016-17 |

Academic Affairs

| Rule | Description |
|------|---|
| 1.00 | AScreditation/Substantive Change |
| 2.00 | Instruction and Awards |
| 2.01 | Occupational and General Adult Education Programs |
| 2.02 | Vocational Education |
| 2.03 | Drug Abuse Education |
| 3.00 | Baccalaureate Instruction and Awards |
| 4.00 | Deletion of Courses |
| 5.00 | College Calendar |
| 6.00 | Acceleration Mechanisms |
| 7.00 | Advisory Boards |
| 8.00 | Preapprenticeship Programs |
| 9.00 | Course Substitutions for Students With Disabilities |

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|-------|---|
| 10.00 | Common Placement Testing |
| 11.00 | Exceptions to Full Cost Requirement for Repeating College Prep and College Credit Courses |
| 12.00 | Employment Contracts for Full-Time Faculty |
| 13.00 | Definition of a Credit Hour |
| 13.00 | Definition of a Credit Hour |

Financial Affairs

| Rule | Description |
|-------|---|
| 1.00 | Auxiliary Service Operations |
| 2.00 | Band Depositories |
| 3.00 | Bonds for Board Members, College Employees, and Contractors |
| 4.00 | Annual College Budget |
| 5.00 | Collection of Delinquent Unpaid Accounts |
| 6.00 | Transfer of Gifts to College Foundation |
| 7.00 | Event Prices |
| 8.00 | Expenditures |
| 9.00 | Facilities Use and Rentals |
| 10.00 | Financial Records and Reports |
| 11.00 | Fraud and Theft Prevention/Internal Control |
| 12.00 | Property Control (Inventory) |
| 13.00 | Investment and Surplus Funds |
| 14.00 | Petty Cash Fund |
| 15.00 | Receipt, Deposit, and Withdrawal of Funds |
| 16.00 | Signature Authority |
| 17.00 | Student Fees and Refunds |
| 18.00 | Textbook Affordability |
| 19.00 | Transfer of Funds Between Fund Groups |
| 20.00 | Authorized Travel and Reimbursement |
| 21.00 | Resale prices |
| 22.00 | Purchasing Goods and Services |
| 23.00 | Grants Management Policy |

Human Resources

| Rule | Description |
|------|---------------------------------------|
| 1.00 | Employment Provisions |
| 2.00 | NWFSC Employee Code of Ethics |
| 3.00 | Employee Assistance Program |
| 4.00 | Drug-Free Work Place |
| 5.00 | Employee Disciplinary Measures |
| 6.00 | Professional Services Contract Review |
| 7.00 | Retiree Definitions and Benefits |
| 8.00 | Personnel Records |

| | |
|-------|--|
| 8.00 | Personnel Records |
| 9.00 | Legal Costs of Civil Actions Against Officers, Employees, or Agents of the Board of Trustees |
| 10.00 | Retirement Incentive Plan |
| 10.00 | Personnel Contracts |
| 11.00 | Instructional Obligations |
| 12.00 | Suspensions, Terminations, or Return to Annual Contract Status |
| 13.00 | Substitute Personnel |
| 14.00 | Working Time |
| 15.00 | Outside Employment |
| 16.00 | Solicitation |
| 17.00 | Trademarks, Copyrights, or Patents (Intellectual Property) and Gratuities; Monetary Benefits |
| 18.00 | Political Involvement |
| 19.00 | College Leave Policies - Absence from duty |
| 20.00 | Sick Leave |
| 21.00 | Florida's Worker's Compensation |
| 22.00 | Harassment |
| 23.00 | Smoking/Tobacco Use |
| 24.00 | Protection of Vulnerable Persons |
| 25.00 | Qualification of College Personnel |

Library

| Rule | Description |
|---------|-------------------|
| 6Hx17-6 | General Statement |

Student Affairs

| Rule | Description |
|------|---|
| 1.00 | College Admission, Articulation, and Access to Students |
| 2.00 | FERPA and Student Records |
| 3.00 | Student Code of Conduct and Grievances |
| 4.00 | Student Religious Observance |
| 5.00 | Student Life and Ombudsman |
| 6.00 | Student Testing |

Facilities and Grounds

| Rule | Description |
|------|---|
| 1.00 | Risk Management |
| 2.00 | Facilities Administration |
| 3.00 | Capital Outlay and Debt Service |
| 4.00 | Building Code Administration, Construction Board of Adjustments and Appeals |
| 5.00 | Facility Naming |

General Policies

| Rule | Description |
|-------|---|
| 1.00 | Establishment and Corporate Status |
| 2.00 | Policy Adoption Guidelines |
| 3.00 | Service Area and Interagency Relationships |
| 4.00 | Board of Trustees Members |
| 5.00 | Powers and Duties of the Board |
| 6.00 | Board of Trustees Responsibility for the Common and Prohibited Disruption of College Operations |
| 7.00 | Accountability Standards |
| 8.00 | Employment of a President |
| 9.00 | Policy for Trustees/Board Attorney |
| 10.00 | Official Facsimile Signatures |
| 11.00 | Reproduction and Destruction of Records |
| 12.00 | AIDS Policy |
| 13.00 | Violent Behavior |
| 14.00 | Copyright Policy |
| 15.00 | Reporting Child Abuse |
| 16.00 | Organization of the Board and Meetings |
| 17.00 | NWFSC Campus Police Department |

Appendices

| Rule | Description |
|------|---|
| D | Sick Leave Pool Procedures |
| H | Retirement Incentive Plan |
| Q | Procedures for Reporting Child Abuse |
| R | Procedures of Lab/Special Fee Process |
| S | Procedures for Reporting and Investigating Fraudulent Activities or Theft |
| T | Procedures for Internal Control |

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Location



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