



# NORTHWEST FLORIDA STATE COLLEGE

## BOARD OF TRUSTEES

### POLICY MANUAL

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# NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY MANUAL

## PREFACE

The ***Northwest Florida State College Policy Manual*** contains Board of Trustee adopted policies. The policies covered within this manual are established by Florida Statute, State Board Rules, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policy, and the Office of the President.

The Board of Trustees is the policy-making body of the institution. The President's Advisory Council is the internal organization of the College that enables College employees to participate in the policy-making process. This policy book was developed through a process that included the review of policies and revision by the College Administration, review/revision by Board members, advertising for adoption by the Board of Trustees, and adoption by the Board of Trustees at the subsequent meeting.

Policy-making is an on-going process and as a result, policies will be added, deleted, and modified, as needed.

The Board of Trustee Policy Manual is available on the NWF State College Web Site: <https://www.nwfsc.edu/about/leadership/board-of-trustees/>

If assistance is needed in understanding policies or making recommendations for suggested policy changes, please contact the President's Office at 850-729-5360 or [board@nwfsc.edu](mailto:board@nwfsc.edu).

(Revisions: 01/10; 03/19)





# **NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY MANUAL**

## **STATEMENT OF PHILOSOPHY AND ACADEMIC FREEDOM**

All professions are characterized by special, rigorous educational and experiential preparation which is objectively documented; dedication to the wider purposes of the profession; standards of honor; and a continuing curiosity about the profession.

Given these qualifications, the professional educator is a member of a profession distinguished by several unique characteristics, including stringent educational preparation and frequent updating; expertise in a special discipline encompassed by the profession; unswerving loyalty to the profession; a commitment to lifelong learning and development; adherence to self-imposed high standards in intellectual, moral, and social matters; and a sense of responsibility to the profession, to those served by the profession, and to society as a whole. Professionalism thus entails behavior and attitudes characterized by pride in one's self and one's chosen career, respect for the people served, and commitment to the continuing development of skills in the pursuit of excellence. Standards provide the framework within which the professionals carry out their obligations to each other, to the people they serve, and to society in general.


Northwest Florida State College personnel recognize that the best way to put this philosophy into action is through the leadership of professional educators and support personnel, working together with students, in a collegiate environment that is both challenging and nurturing. Critical elements of such relationships and such an environment are the freedom to exercise professional judgment; cooperation; broad-based participation in decision-making which includes all levels of professionals; open, honest communication; trust; a harmonious atmosphere; and attitudes which both promote and cultivate the development of potential in students, in faculty and staff, and in the community.

Northwest Florida State College personnel are committed to the highest ideals of professionalism as practiced within the legal framework of Florida Statutes, State Board of Education Rules, and policies established by the College's Board of Trustees.

(Revisions: 08/11; 03/19)



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Establishment and Corporate Status	<b>NUMBER:</b> GP 1.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS1001.63</a> ; <a href="#">FS 1004.67</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 03/08 <b>REVISED:</b> 11/12; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To establish the local operating authority of the College Board of Trustees and the College President as Chief Executive Officer


### LOCAL LANGUAGE

Florida College System institutions are operated by local Boards of Trustees as provided in Florida Statute [FS 1001.63](#). The College President shall serve as the Executive Officer and Corporate Secretary to the Board of Trustees and shall be responsible to the Board of Trustees for setting the agenda for meetings of the Board of Trustees in consultation with the Board Chair. The President also serves as Chief Administrative Officer of Northwest Florida State College and all components of the institution. All aspects of its operation are responsible to the Board of Trustees through the President.

The name of the board of this College, which serves the region is “The Board of Trustees of Northwest Florida State College.”



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Policy Adoption Guidelines	<b>NUMBER:</b> GP 2.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 120</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 05/96 <b>REVISED:</b> 11/12; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To document the process for the establishment and/or revision of Board Policy for the College

### LOCAL LANGUAGE


Policies will be adopted in accordance with pertinent sections of Florida Statute [Chapter 120](#). The following principles will serve as guidelines to the Board in consideration of recommended policies:

- The President will recommend, in writing, policies to be considered by the Board. Policy recommendations initiating from any and all sources will be referred to the President for advice, counsel, and administrative recommendations prior to consideration by the Board.
- Policies that are direct State Board of Education Rules or Florida Statutes have previously been advertised; therefore, local advertisement is not necessary. These policies are taken to the Board for information and for Board acceptance as part of the Board Policy Manual. Policies that require changes in local language are presented for Board authorization to advertise for public response. The policies are advertised twenty-one (21) days prior to the next regularly scheduled meeting at which the policies are considered for adoption by the Board.
- Policies will be authorized for advertisement and recommended for adoption only after the Board has had access to all reasonably available pertinent facts and has determined to its own satisfaction how the policy will operate and what its effect will be.
- Policies will be formally approved or disapproved by vote of the Board.
- Policy statements, upon adoption by the Board, will be recorded and incorporated into the Board Policy Manual or its supplements, as appropriate.

- Policy revisions will follow these same guidelines.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Service Area and Interagency Relationships	<b>NUMBER:</b> GP 3.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1001.02(4)(a)</a> State Board Rules: <a href="#">SBR 6A-14</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 08/08 <b>REVISED:</b> 11/12; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To identify the authority by which the College operates and its service area

### LOCAL LANGUAGE

Northwest Florida State College is organized and operated under the provisions of Florida Statutes as interpreted through the State Board of Education [SBR 6A- 14](#). The College is an integral part of the system of public education of the State of Florida, being a comprehensive postsecondary institution of higher education and the area vocational school facility for the Okaloosa and Walton counties which comprise the Northwest Florida State College District.

It is the intent of the Board that the College shall focus its services principally upon those persons who are from the two counties of Okaloosa and Walton-- the cooperating counties which comprise the Northwest Florida State College district who are high school graduates or legally out of the public school systems; or eligible for dual or concurrent enrollment at the College; and, who are reliant upon the College for higher education, for technical and semi-professional collegiate studies, and for those vocational and technical education.

The Board shall have primary responsibility for determining which programs and services are needed to serve the educational needs of the District and for determining the effectiveness and efficiency of the programs and services in meeting those needs.

Liaison with the State Board of Education on matters relative to Northwest Florida State College shall be through the State Department of Education via the Florida College System.


The Board of Trustees and the President of the College shall work cooperatively with the Superintendent of Schools of the cooperating counties, Okaloosa and Walton, to correlate the operations of the College with

those of the county school systems. Relationships of the College with the County School Systems shall be coordinated through the President of the College and the respective Superintendents.

The President is authorized, per Florida Statute [FS 1001.02\(4\)\(a\)](#), to approve such enrollments of pupils from grades 10-12 in the public school districts as may be feasible on a space available and eligibility basis upon request from the respective Superintendents of the Okaloosa and Walton public school systems.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Board of Trustee Members	<b>NUMBER:</b> GP 4.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1001.61</a> ; <a href="#">FS 112.061</a> State Board Rules: <a href="#">SBR 6A-14.024</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 05/89 <b>REVISED:</b> 08/08; 11/12; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To identify Florida Statute regarding the appointment and service of Trustees


### LOCAL LANGUAGE

The Governor of the State of Florida appoints members of the Board of Trustees, per Florida Statute [FS 1001.61](#). Per State Board Rules [SBR 6A-14.024\(4\)](#), "Trustees shall be appointed for terms of four (4) years and may be reappointed. Terms shall expire on May 31 of the year of expiration, or as soon thereafter as the successors shall be qualified to serve." Members of the Board of Trustees serve without compensation, but are entitled to reimbursement for expenses as provided for in Florida Statutes [FS 1001.61](#) and [FS 112.061](#).

Composition of Trustees is determined by State Board Rule [SBR 6A-14.024](#) in which subsection 1(b) states that for a two-county district there will be five (5) trustees from the county of location and four (4) from the cooperating county; however, if the county of location has more than five (5) times the population of the cooperating county as determined by the US Census, there shall be three (3) trustees from the cooperating county.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Powers and Duties of the Board	<b>NUMBER:</b> GP 5.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1001.64</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 11/12 <b>REVISED:</b> 03/19; 1/20	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To identify Florida Statute [FS 1001.64](#) that establishes the Northwest Florida State College Board of Trustees powers and duties

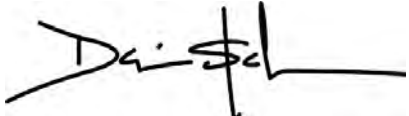
### LOCAL LANGUAGE

The Board of Trustees are responsible for policy decisions of the College. The Trustees approve and uphold the Mission, Vision, and Values of the College in their decision-making process. Trustees' specific duties are outlined in Florida Statute FS 1001.64 and summarized in the Trustee Handbook.





## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Board of Trustees Responsibility for the Common Good and Prohibited Disruption of College Operations	<b>NUMBER:</b> GP 6.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1001.64</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 05/89 <b>REVISED:</b> 11/12; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To clarify responsibility of the Board, the President, and the overall College community with respect to operating the College for the common good, the need for cooperation, and the prohibition of behavior disruption to the operation of the College for its purposes

### LOCAL LANGUAGE

#### Common Good

Northwest Florida (NWF) State College is a public institution committed to serve, in particular, the citizens of the State of Florida by whose actions and at whose pleasure the institution exists.

Legal responsibility for the College, its activities, its programs, and its personnel will rest with its corporate board, the Board of Trustees of Northwest Florida State College.

Administrative responsibility for the College will rest with the President of the College as the executive officer and corporate secretary to the Board.

The overall productivity of the College and its programs is dependent upon effective, unified involvement of the total College community -- faculty, students, staff, administration, and Board -- in the mission and common good of the College.

In the decision-making process relative to matters of concern to the citizens and to the members of the College community, the Board recognizes and accepts its ultimate responsibility for representing the College and the public interest. This responsibility is implemented by the delegation of responsibility for such matters to the President of the College, with the Board holding itself as the ratifying body upon recommendations from the President.

The President will provide structural means within the College organizational pattern for cooperative faculty, staff, student, and community involvement in seeking and reaching through advisory consultation,

mutually satisfactory decisions on matters of concern to the various members of the College community and on the general welfare and integrity of the and the institution itself -- Northwest Florida State College.

### **Prohibited Disruption of College Operations**

Disruption of normal College operations, solicitation and distribution of unauthorized materials on the NWF State College campus, and any behaviors or actions judged by the Board of Trustees or its duly designated authorities to be inroads upon the integrity and common good of NWF State College are prohibited.


By virtue of its responsibility for the common good of Northwest Florida State College and the legal responsibility which it holds for the College, its activities, its programs, and its personnel, the Board of Trustees of Northwest Florida State College recognizes and accepts its ultimate responsibility for representing and protecting the College and its interests. On this basis, the Board elects to exercise its prerogative of choice and judgment with respect to the suitability and permissibility of any behaviors, of any activities, of any kind within the boundaries of the College campus, whether by employees of the college, by Northwest Florida State College students, or by persons not affiliated with NWF State College.

The responsibility for fulfilling the intent of this policy and the authority on behalf of the Board to make decisions as to such suitability and permissibility and to take action to alleviate violations of this policy is delegated to the President of the College and those members of his staff to whom he may delegate responsibility for observance of this policy.

The position of the Board of Trustees with respect to enforcement of this policy is that rational and prompt resolution of any disruptive behavior, disruptive activities, or any other inroads upon the integrity and common good of NWF State College should be pursued with all diligence. Per Florida Statute [FS 1001.64](#), NWF State College is dedicated to the concepts of equity and equal opportunity. It is the specific intention of the College not to discriminate on the basis of age, color, ethnicity, disability, marital status, national origin, race, pregnancy, religion, genetic information, or gender, in its employment practices or in the admission and treatment of students in its programs or activities.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Accountability Standards	<b>NUMBER:</b> GP 7.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1008.31</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 03/04 <b>REVISED:</b> 11/12; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY


To identify the State Statute governing the maintenance of accountability standards

### LOCAL LANGUAGE

Per Florida Statute [FS 1008.31](#), the College will conduct evaluations and assessments for quality improvements and accountability.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Employment of a President	<b>NUMBER:</b> GP 8.00
<b>AUTHORITY:</b> State Board Rule: <a href="#">SBR 6A-14.026</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 03/04 <b>REVISED:</b> 11/12; 03/19; 1/20	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To document the authority of the Board of Trustees to appoint, suspend, dismiss, and evaluate the College President


### LOCAL LANGUAGE

Per State Board Rule [SBR 6A-14.026](#), notification will be given to the State Board of Education of any appointments, suspension, or dismissal of the President immediately upon such action. The President will be evaluated on an annual basis and the evaluation results sent to the Chancellor of the Florida College System for review.

Procedures for Presidential succession will be outlined in the Trustee Handbook.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Trustee/Board Attorney	<b>NUMBER:</b> GP 9.00
<b>AUTHORITY:</b> State Board Rule: <a href="#">SBR 6A-14.026</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 11/12 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To identify the Board and Board Attorney relationship and provide a common process for using attorney services

### LOCAL LANGUAGE

Having determined that it is in the best interest of the Board of Trustees of Northwest Florida (NWF) State College to adopt policies regarding contact with and the request for oral and written opinions from the Board Attorney, it is resolved that:


- All requests from Board members for legal advice regarding matters of common concern to the Board and NWF State College shall first be directed to the College President to determine if the matter has been previously resolved by opinion of the Board Attorney, or which may be a matter clearly covered by the Florida Statutes, State Board Rule, or existing Board Policy.
- Any requests for legal opinions or advice regarding the President of the College shall be directed to the Board Attorney by the Chair of the Board, either with or without consultation of the College President, at the Chair's discretion.
- Any request for legal opinions or advice made by a Board member which is in regard to any matter concerning only the Chair of the Board, may be made directly, in writing, to the Board Attorney.
- Any request for legal opinions or advice regarding the Chair and the President may be directed by a Board member to the Chancellor of the Florida College System.
- All opinions or advice given by the Board Attorney shall be communicated directly to the President of the College, except for matters strictly concerning the President and requested by the Board Chair, in which case the opinion or advice shall be communicated directly to

the Chair of the Board. The President may allow direct communication between the Board Chair and Board Attorney, at his/her discretion.

- As the conduct of each Board member in regards to the business of the Board or the College directly affects each Board member, it is not anticipated that any Board member will request personal advice regarding their own conduct or the conduct of another Board member directly from the Board Attorney.
- It is recognized that all written requests from a Board member, the Chair and the President of the College for opinions or advice from the Board Attorney may be subject to the Florida Public Records Laws, and except where an exception to that law applies, it is not anticipated that any such communication can be held as confidential.
- Nothing contained herein shall be construed to imply that any person other than an attorney employed by the Board will be advising the Board on matters of common interest to the Board or the College. And further, nothing contained herein shall be construed to imply that the College President, the Chair of the Board, or any Board member shall interpret any opinion of the Board Attorney, the Florida Statutes, or the Rules of the Department of Education nor attempt to give legal advice on any such matter.
- The President is authorized to allow direct contact by the College Staff with the Board Attorney on matters involving administration of the affairs of the College after the staff member has received permission from the President. Likewise, the President of the College is authorized to make direct contact with the Board Attorney and to request opinions or advice concerning the affairs of NWF State College.
- Nothing contained herein shall prohibit direct contact by a Board member with the Board Attorney, but on any such event not specifically provided herein which allows such direct contact, the Board Attorney shall direct the requesting Board member to this policy, without first giving any opinion or advice to such member, and the Board Attorney shall request that the Board member follow the procedures defined herein.
- Except where the request for an opinion or advice directly concerns the conduct of the Chair, and where the procedure is not otherwise provided for herein, the Board Attorney is authorized to contact the Chair for instructions on how to proceed with the matter.
- The Board of Trustees shall evaluate the need to seek RFP's for legal services at least every five (5) years.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Official Facsimile Signatures	<b>NUMBER:</b> GP 10.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 116.34</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 05/89 <b>REVISED:</b> 11/12; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To document the acceptance of facsimile signatures on checks and other College authorizations

### LOCAL LANGUAGE


In accordance with Florida Statute [FS 116.34](#), official signatures for checks and legal documents shall be those of the President of the College and the Chairperson of the Board. Either facsimile or manual signatures may be used on checks.

The official signature for commitment of expenditures including, but not limited to, procurement of materials and/or services shall be that of the President of the College, or his/her designee.

The President, or designee, is authorized to sign any documents, agreements, contracts, instruments of payment and conveyances which reflect action approved or authorized by the Board.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Reproduction and Destruction of Records	<b>NUMBER:</b> GP 11.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 119.021</a> ; <a href="#">FS 257.36</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 05/89 <b>REVISED:</b> 11/12; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To identify State Statutes governing the reproduction and destruction of College records

### LOCAL LANGUAGE

Public and official records of Northwest Florida State College will be the custodial responsibility of the President or his designee. Public records will be administered in accordance with Florida Statute [FS 119.021](#). Provisions for preservation or destruction of official and public records will conform to Florida Statute [FS 257.36](#).






# NORTHWEST FLORIDA STATE COLLEGE

## BOARD OF TRUSTEES

### POLICY

<b>TITLE:</b> AIDS Policy (Acquired Immune Deficiency Syndrome)	<b>NUMBER:</b> GP 12.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1006.68</a> ; <a href="#">FS 381.004</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 05/88 <b>REVISED:</b> 05/03; 02/12; 03/19	<b>BOARD SECRETARY:</b> 

#### PURPOSE OF POLICY

To guide College actions and reactions to the presence of persons who are HIV positive

#### LOCAL LANGUAGE

Per Florida Statute [FS 1006.68](#), it is the policy of Northwest Florida State College to balance the rights of persons who have been medically diagnosed with or who are suspected of having the AIDS (Acquired Immune Deficiency Syndrome) with an education and gainful employment against the rights of students and employees to an environment in which they are protected from contracting the disease. In the belief that accurate information can be instrumental in controlling the spread of the disease and can help prepare the College community to respond in an appropriate manner, NWF State College is committed to providing the College community with information on the nature and transmission of the disease and the legal right of its victims.

The College will be guided in its actions by the most recent medical evidence, federal regulations under the Rehabilitation Act of 1973 and ADA, State regulations under Florida Statute [FS 1006.68](#) and guidelines suggested by the Center for Disease Control, the State Board of Education, the American College Health Association and the Department of Children and Family Services.

#### Definitions

For the purpose of this policy and the procedures outlined, an AIDS virus-related condition refers to the following:

- An individual who is diagnosed as having AIDS.
- An individual who is determined to be HIV positive but has not yet developed the symptoms of AIDS.
- HIV - Human Immunodeficiency Virus infectious agent that causes acquired immunodeficiency syndrome (AIDS), a disease that leaves a person vulnerable to life-threatening infections.

## **Student Guidelines**

Admission will not be denied to a qualified individual solely on the grounds that the person has AIDS or is HIV- positive. The College cannot ask if an individual HIV-positive on any admission application forms.

No HIV-positive student will be required to discontinue attending the College on the basis of their HIV diagnosis. A decision to discontinue enrollment will be made only after reasonable accommodations have been made and an examination of the facts on a case-by-case basis show that the student can no longer perform as required, or that the student presents a health risk to himself/herself or the College community.

**Confidentiality:** Any student who informs the College that he/she is HIV-positive will be accorded confidentiality regarding disclosure of medical condition in accordance with established statute or case law. No person to whom the results of a HIV antibody test have been disclosed may disclose the test results to any other person except as authorized by Florida Statute [FS 381.004](#). Whenever disclosure is made pursuant to said Florida law, it will be accompanied by a statement in writing which includes the following or substantially similar language: "This information has been disclosed to you from records whose confidentiality is protected by State law. State law prohibits you from making any further disclosure of such information without the specific written consent of the person to whom such information pertains, or as otherwise permitted by State law. A general authorization for the release of medical or other information is NOT sufficient for this purpose." If oral disclosure of test results or the medical condition is made pursuant to the authority of Florida Statute [FS 381.004](#) then said oral disclosure will be accompanied by oral notice of the language quoted above, and then will be followed by written notice of the language quoted above within ten (10) days.

Information that a student has AIDS, or is HIV-positive will not be entered into non-medical, educational records which are open to any employee of the College other than the AIDS Counselor and the Dean of Student Services.

Students disabled with HIV disease may request special services for disabled individuals.

Students of laboratory Classes: Instructors will follow guidelines based upon the recommendations of the Public Health Service and the American College Health Association.

## **Employee Guidelines**

No employee will be removed from his/her position solely on the basis of an HIV diagnosis. An HIV-positive employee not needing accommodation will be treated in the same manner as any employee diagnosed as having any other illness, injury or disability.

In instances where an HIV-positive employee is unable to fulfill all of his/her regular responsibilities, or portions of these responsibilities, the College will, if requested, make a reasonable effort to accommodate the employee's disability within ADA law.

If an employee with an AIDS condition requests job accommodation for his/her medical condition, the employer must obtain a written medical opinion that he/she (a) is medically able to work and (b) needs reasonable job accommodation in order to maintain employment.

Any employee who informs the College that he/she is HIV-positive will be accorded confidentiality regarding disclosure of the medical condition, in accordance with established statute or case law.

Any HIV-positive employee will be allowed to use accrued sick or annual leave as needed, per college Sick Leave Policy.

Information that an employee has AIDS is confidential and will not be entered into personnel records of the employee which are open to any employee of the College other than the President, his designee, or the Office of Human Resources. No person to whom the results of a test have been disclosed may disclose the test results to any other person except as authorized by Florida Statute [FS 381.004](#).

Whenever disclosure is made pursuant to said Florida law, it will be accompanied by a statement in writing which includes the following or substantially similar language: "This information has been disclosed to you from records whose confidentiality is protected by State law. State law prohibits you from making any further disclosure of such information without the specific written consent of the person to whom such information pertains, or as otherwise permitted by State law. A general authorization for the release of medical or other information is NOT sufficient for this purpose." If an oral disclosure of test results is made pursuant to the authority of Florida Statute [FS 381.004](#), then said oral disclosure will be accompanied by oral notice of the language quoted above, and then will be followed by written notice of the language quoted above within ten (10) days. Any request for information regarding test results of a particular employee or the need for testing of a particular employee will be directed only to the President or his designee.

#### **Safety Precautions:**

Employees who may be required to provide first aid and/or cardiopulmonary resuscitation will abide by Public Health Service infection control procedures. These employees will be given access to equipment such as disposable plastic/rubber gloves, mouthpieces or resuscitation bags.

Maintenance and custodial workers will wear plastic rubber gloves when cleaning or repairing restrooms so that they will be protected from infection through cuts on their hands. Custodial workers will use appropriate disinfectants in cleaning facilities.

Custodial workers will be instructed on the modes of transmission of HIV and the importance of safety precautions to be used in handling potentially contaminated objects and in cleaning up blood or other fluids from accidents, etc.


The Personnel Handbook will identify the location of the AIDS Counselor and where information related to AIDS can be found.

#### **Education**

The College shall strive to maintain a library of accurate and current information concerning the transmission and prevention of AIDS.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Violent Behavior	<b>NUMBER:</b> GP 13.00
<b>AUTHORITY:</b>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 06/92 <b>REVISED:</b> 02/12; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To prohibit violent behavior on all Northwest Florida (NWF) State College-owned, operated or controlled property

### LOCAL LANGUAGE

Northwest Florida State (NWF) College prohibits violence against students, employees or guests of the College. Violence in any form among persons who are guests, visitors, students, faculty, or staff is prohibited on all NWF State College-owned, operated or controlled property; or at any location where a College-sponsored event, program, or activity is taking place.

Should a student or NWF State College employee bring to the attention of the College a complaint claiming that violence was committed against them by a student or college employee regardless of where the incident occurred, this matter will be considered a violation of the College's policy prohibiting violence and handled according to the procedures stated in College policy.

Violent acts include, but are not limited to, the following: sexual assault, robbery, murder or battery.

If the College becomes aware that a student or college employee is charged with a violent act or that a visitor has engaged in a violent act while on NWF State College-owned, operated or controlled property or at a College-sponsored event, the President and/or designee will act as appropriate after consultation with the law enforcement agencies to safeguard other members of the College community from possible harm.


The College will make no attempt to shield members of the NWF State College community from law enforcement agencies nor will it intervene in legal proceedings against a member of the College community. In addition to criminal prosecution, the College will pursue disciplinary action through its own channels when there is reason to believe that the College's prohibitions against violence have been violated. A member of the NWF State College community may be prosecuted by the state and disciplined by the College at the same time. Even if criminal authorities choose not to prosecute, the College may pursue disciplinary action.

The College will survey on an annual basis all of its facilities to determine if a reasonably safe and secure environment exists.

Employees have a duty to report any violent behavior on all NWF State College-owned, operated or controlled property to the Human Resources Department.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Copyright	<b>NUMBER:</b> GP 14.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1004.726</a> US Copyright Law <a href="#">Title, 17, U.S. Code</a> US Higher Education Law <a href="#">Title, 20 U.S. Code, Section 1092</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 01/94 <b>REVISED:</b> 02/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To provide guidance related to trademarked, copyrighted, or other patented materials (to include but not limited to print, video, electronic data, performances, music, and computer software), and compliance with U.S. laws

### LOCAL LANGUAGE

It is the policy of the Board to recognize and encourage the development and production of work products related to educational endeavors that are subject to trademark, copyright, or patent statutes. Per Florida Statute [FS 1004.726](#), trademarks, copyrights, or patents will be appropriately secured by the college for work products produced by the Board of Trustees and/or an employee of the college and will enter into binding agreements with such personnel, organizations, corporations, or government entities, which will establish the percentage of ownership of such trademarks, copyrights, or patents.


Additionally, all personnel and students will comply with the U.S. Copyright Law ([Title 17, U.S. Code, Section 101](#)). Employees and students may use, perform, or reproduce copyrighted works when authorized by:

- licenses or written permission from the copyright owner,
- the fair-use guidelines,
- the principle of fair use, and/or,
- specific documented exemptions in state and federal law.

All requests in person or via the College network that constitute violations of copyright will be refused. Employees and students who willfully disregard this policy will be subject to College disciplinary action as noted in Board Policy. The College combats unauthorized distribution of copyrighted materials with technological deterrents and enforces penalties and disciplinary actions.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Use and Consumption of Alcohol on Campus	<b>NUMBER:</b> GP 15.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1001.64</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 03/19 <b>REVISED:</b>	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To establish reasonable restrictions on the use and consumption of alcohol on campus


### LOCAL LANGUAGE

Consumption of alcohol and alcoholic beverages (of any kind) shall be prohibited from use at all Northwest Florida State College facilities, property, boats, and vehicles, owned or leased, regardless of location. This policy shall apply to all students, faculty, staff and other persons on campus, regardless of the purpose for their visit. This prohibition on the consumption alcoholic beverages is subject to very limited exceptions as set forth below:

1. The President has the authority to approve or disapprove of submitted written requests to allow use, sale, and/or consumption of alcoholic beverages for special community events held on College-owned property. Provided, any such approved event:
  - a) Must be in strict adherence to all local, state and federal laws;
  - b) Must be managed by a licensed and insured vendor responsible for serving all alcoholic beverages;
  - c) State funds shall not be used to purchase alcoholic beverages or the services to dispense and manage its consumption other than for pre-approved official instructional purposes;
  - d) Events where alcohol is served, must also serve non-alcoholic beverages and food; and
  - e) Compliance with all procedures associated with this policy must be met.
2. The President has the authority to approve or disapprove submitted written requests to allow “wet labs” within the Criminal Justice Training Academy or the use of alcohol in other College programs which may require the use of alcohol strictly for educational purposes.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Organization of the Board, Procedures for Meetings and Public Comment	<b>NUMBER:</b> GP 16.00
<b>AUTHORITY:</b> Florida Statute <a href="#">FS 120.525</a> ; <a href="#">FS 286.011</a> ; <a href="#">FS 286.0114</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 03/05 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To provide guidance for conducting Board meetings, meetings of Board sub-committees, and the selection of Board officers.

### LOCAL LANGUAGE

The Board of Trustees shall elect a Chair and Vice Chair, set a meeting schedule for the year, and specify the meeting place in June of each year. The schedule for meetings will be posted on the College's website. The organization of the Board will be forwarded to the Florida College System. Special meetings may be called by the Chair and President when needed. A majority of the total board membership shall constitute a quorum. A quorum will consist of a majority of active and engaged board members. Board members who have resigned, relocated out of the college's service area, are incapacitated (i.e. hospitalized), or are deceased, will not be considered as active and engaged. All other Board members, even if their appointed term of service has expired, will be included for Board quorum calculation purposes.

### Electronic/Telephone Attendance at Board Meetings by Board Members

(1) Any member of the Board of Trustees may participate and vote in a regular or special meeting of the Board or any of its committees under the following circumstances:

- a) A quorum of the Board is physically present at the meeting site, and
- b) The absence of the Board member is due to extraordinary circumstances, and
- c) The absent member is able to participate in all discussions at the meeting, is able to be heard by the physically present members and the public, and is able to hear all discussions at the meeting by use of telephone conferencing devices or other interactive electronic technology.

(2) Interruptions in communication, such as power outages, signal interference, illness and other such events shall not operate to interrupt or delay the conduct of the meeting in question. The board member wishing to so participate must notify the Office of the President of the College prior to the meeting to arrange for equipment to be present at the meeting.



## **Guidelines for Addressing the Board**

The Board recognizes its responsibility to provide a reasonable opportunity to members of the public to be heard on propositions before the Board, the following shall apply to public appearances before the Board:

(1) The public shall be given a reasonable opportunity to be heard on a proposition before the Board. For purposes of this policy, a “proposition before the Board” means an item on the Board’s Agenda for the meeting at which members of the public are requesting to be heard.

(2) The portion of the meeting during which the participation of the public is invited shall be limited to thirty (30) minutes, unless extended by the Board Chairperson (or other presiding member in the absence of the Board Chairperson).

(3) It is anticipated that a board member will make every effort to attend meetings in person. The determination of whether “extraordinary circumstances” exist is a determination that must be made in the good judgement of the board members at the meeting in question. At the start of a meeting in which a member requests to participate by electronic means, and upon motion and second by members physically present, a vote of the members physically present and constituting a quorum, after hearing the facts constituting “extraordinary circumstances,” shall be taken and an affirmative vote of a majority of those physically present is necessary to allow the participation of the absent member. There shall be no appeal from the vote described herein. A board member shall not be considered present at the meeting unless and until the members physically present approve the participation as stated above.

(4) The opportunity to be heard may or may not occur at the same meeting at which the Board takes action, as long as the opportunity occurs at a meeting during the decision-making process and is within reasonable proximity in time before the Board takes official action. Such persons or groups shall be advised, in writing, by the President of the date and time at which they can appear before the Board.

(5) All statements shall be directed to the Board as a whole, and not to individual members. Staff members shall not be expected to answer questions from members of the public unless called upon by the Board Chairperson or the President.

(6) The opportunity to be heard shall be limited to five (5) minutes for an individual or for a Representative of a group or faction. The time periods may be extended at the sole and absolute discretion of the Board Chairperson. Persons allowed to make public comment may not cede all or part of their allotted time to other individuals or representatives.

(7) Individuals and representatives will generally be permitted to speak in the order in which their requests are received, however the Board Chairperson shall have the authority to arrange the order of speakers in any manner deemed appropriate for the orderly conduct of the meeting. The Board Chairperson may inquire as to whether the person making a public comment is there to speak for, or represent, an organization, group, or third party. The Board Chairperson may decline to hear any matter determined by the Chair not to relate to a particular agenda item or that is outside the Board’s jurisdiction, or because it is not practicable for a particular meeting.

(8) The use of audio/visual equipment to make or supplement public comment is not permitted absent prior authorization of the Board Chairperson or the President.

(9) College Matters shall be brought before the Board by the President of the College, or, at his/her request, by appropriate members of the administrative staff, the instructional staff, or appropriate students of the College.

(10) Members of the Northwest Florida State College faculty, staff, or student body who desire to appear before the Board shall follow the procedures for general citizen participation.

(11) The opportunity to be heard is subject to all College policies and procedures, and does not prohibit the Board from maintaining orderly conduct or proper decorum in a Board meeting. In order for meetings to proceed in an efficient and orderly manner, the Board Chairperson may in his or her absolute discretion:

- a) Limit the number of speakers, shorten or lengthen the time allowed to speakers, or designate a representative to speak on behalf of a group or faction consisting of 5 or more individuals.
- b) Interrupt, warn, or terminate public comment when a person's allotted time has elapsed, or is unrelated to the Agenda item identified by the person's request, or when it is personally directed, abusive, obscene, or irrelevant.
- c) Request any individual to leave the meeting when that person does not observe reasonable decorum.
- d) Request the assistance of security and/or law enforcement in the removal of a disobedient person when that person's conduct interferes with the orderly progress of the meeting.
- e) Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

(12) Persons or groups desiring to address the Board concerning items **not** on the Board's Agenda shall file with the President's office, ten (10) days before the regular meeting in which they desire to address, a written request for appearance before the Board that shall include the following information: Name and address of person(s) desiring to appear before the Board, the group or organization or individual whom they represent, the nature of the matter to be discussed, and specifics as to questions to be answered or actions to be taken by the Board. Such requests shall be evaluated by the Board Chairperson. Unless required by applicable law, such requests shall be denied with respect to any ongoing legal or personnel matter, or any matter that has not been fully exhausted through internal administrative channels. In reaching a decision to grant or deny such requests, the Board Chairperson shall consider the following:

- a) the number of items on the Board's Agenda;
- b) the number of requests made or anticipated to speak on Agenda items;
- c) the substantive nature of the requested matter;
- d) the prior presentation or consideration of the matter by the Board;
- e) the likelihood of disruption if the request is granted; and
- f) whether the interests of the College would be advanced by granting the request.

(13) No signs, placards, or banners will be allowed in the Board meeting. Disrespectful behavior or distractions such as clapping, cheering, heckling, and outbursts in support or opposition to a speaker's comments, is discouraged and may subject a person to warning by the Chair, as well as expulsion from the meeting should the behavior continue.

(14) The opportunity to be heard does not apply to the following:

- a) An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the Board to act.
- b) An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations.
- c) A meeting that is exempt from Florida Statute [FS 286.011](#), as may be amended (the Public Meetings Law).
- d) A meeting at which the Board is sitting in its quasi-judicial capacity.

**Agendas**

Agendas for Board meetings, Committee meetings and Workshops will be posted and distributed in compliance with requirements of Florida Statute [FS 120.525](#).

**Appeals**


If a person decides to appeal any decision made by the Board with respect to any matter considered at a meeting or hearing, he/she will need a record of the proceedings, and for such purpose he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

**Committee Meetings**

The Board Chair shall appoint appropriate Board Committees and shall be, along with the President, ex-officio members of all Board Committees. Minutes shall be taken at each Committee meeting and presented at the following regular Board meeting.



## NORTHWEST FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES POLICY

<b>TITLE:</b> NWF State College Campus Police Department	<b>NUMBER:</b> GP 17.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1006.66</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 10/15 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To empower the NWF State College Campus Police Department to maintain a comprehensive set of law enforcement policies and procedures; such documentation is needed to ensure that officers in the department have appropriate departmental standard operating procedures that guide their behavior and actions as officers

### LOCAL LANGUAGE


The NWF State College Campus Police Department will maintain a comprehensive set of law enforcement policies and procedures that are readily available to officers of the department. These policies and procedures are to be used by officers to ensure that their actions and behaviors are within the law, their training, and the policies and procedures of the department. Furthermore, NWF State College Campus Police Department will serve as the regulation authority of campus traffic violations as stated in Florida Statute [FS 1006.66](#).

This documentation of policies and procedures shall be maintained to a minimum standard set forth by standards and practices of current law enforcement agencies. Every effort will be made to maintain this material to national law enforcement accreditation standards.

Changes, additions, and deletions to the departmental policies and procedures shall be approved by the Executive Director of Campus Safety and Security and by the President of the College or his/her designee. Such changes, additions, and deletions shall be for the purpose of clarification of a policy or procedure, to reflect changes in law, court rulings, and/or national or state law enforcement official's expectation of law enforcement behavior, or to improve the College's internal control processes as they relate to the operation of a professional and effective law enforcement department.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Board of Trustee Self-Assessment	<b>NUMBER:</b> GP 18.00
<b>AUTHORITY:</b>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 08/18 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To establish guidelines for Board of Trustee self-evaluation and assessment

### LOCAL LANGUAGE


The Board of Trustees is committed to assessing its own performance as individual Trustees and as a Board as a whole in order to identify its strengths and opportunities to improve its function.

To that end, the Board has established the following processes:

- The evaluation instrument will incorporate criteria contained in current Board policies in addition to criteria defining Board effectiveness by recognized practitioners and associations in the field.
- Board Members will engage in regular self-evaluations.
- Aggregate data will be provided to Board members at the meeting following the administration of each self-evaluation. Feedback from the evaluations will be used as one tool to guide the direction of the Board and to identify goals for the upcoming year.
- The process for self-evaluation shall be recommended to and approved by the Board of Trustees.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Free Expression on Campus	<b>NUMBER:</b> GP 19.00
<b>AUTHORITY:</b> Florida Statute <a href="#">FS 1004.097</a>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 03/19 <b>REVISED:</b>	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY


To establish reasonable restrictions on freedom expression on campus in accordance with Florida Statute [FS 1004.097](#) (2018)

### LOCAL LANGUAGE

Northwest Florida State College values the freedoms of speech, thought, expression, and assembly as part of its core educational and intellectual mission. The College is committed to creating a learning and working environment that supports these values, champions diversity, and encourages the free exchange of ideas, while also maintaining the integrity of the academic environment and the security of students, employees, visitors and college property. The College reserves the right to establish and enforce reasonable, viewpoint - neutral restrictions on the time, place, and manner of expressive activities in outdoor common areas to achieve these goals. The content of expressive activities will not be considered in regulating speech in outdoor areas, except to the extent permitted by law.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> DSO – Northwest Florida State College Foundation	<b>NUMBER:</b> GP 20.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1004.70</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 03/19 <b>REVISED:</b>	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

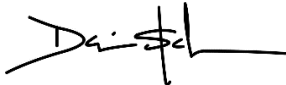
Pursuant to Florida Statute [FS 1004.70](#), the Northwest Florida (NWF) State College District Board of Trustees certifies the NWF State College Foundation as a Florida College System Direct-Support Organization (DSO)

### LOCAL LANGUAGE

The NWF State College Foundation is certified as a DSO and is to operate in a manner consistent with the goals of NWF State College and in the best interest of the state. The NWF State College Foundation is authorized the use of College property, facilities, and personnel services as outlined in the memorandum of understanding executed annually.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Receipt of Official Notification of Applicant/Student/ Employee as Sexual Offender/Sexual Predator	<b>NUMBER:</b> GP 21.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 775.21</a> ; <a href="#">FS 943.0435</a> ; <a href="#">FS 1001.64</a> ; <a href="#">FS 1001.64(8)(a)</a> ; <a href="#">FS 1001.64(46)</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 10/19 <b>REVISED:</b>	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

The College Board of Trustees reserves the right to deny enrollment to any applicant/student, or to deny or terminate employment with the College, whose record of behavior indicates that he or she may disrupt the orderly process of the College's programs or may interfere with the rights and privileges of other students, including the falsification of the admissions application and/or the submission of fraudulent documents

### LOCAL LANGUAGE


The presence of students or employees officially designated as Sexual Offenders/Sexual Predators, as defined under Florida Statutes [FS 943.0435](#) and/or [FS 775.21](#) on campus would be disruptive of the orderly process of the College's programs and/or would interfere with the rights and privileges of other students. In accordance with Florida Statute [FS 1001.64\(8\)\(a\)](#), the College may consider the past actions of any person applying for enrollment and will deny enrollment to an applicant because of past misconduct, if determined to be in the best interest of the College. In accordance with Florida Statute [FS 1001.64\(46\)](#), the College may consider the past actions of any person applying for employment and will deny employment to a person because of misconduct if determined to be in the best interest of the College.

The President shall establish procedures regarding receipt of official notification of applicant/student/employee as a sexual offender/sexual predator.





## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Powers and Duties of the President	<b>NUMBER:</b> GP 22.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1001.65</a> ; SACSCOC Principles of Accreditation (Dec 2017)	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 01/20 <b>REVISED:</b>	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To document the powers and duties of the College President


### LOCAL LANGUAGE

The College President has ultimate responsibility for advancing Board-approved mission, goals, and priorities. The College President, whose primary responsibility is to the institution, shall be the chief executive officer and corporate Secretary of the Board of Trustees with ultimate responsibility for appropriate control over the following: Northwest Florida State College's educational, administrative, and fiscal programs and services; intercollegiate athletics programs; and fund-raising activities. The College President oversees an organizational structure that includes key academic and administrative officers and decision makers with credentials appropriate to their respective responsibilities.

The President shall have all powers and duties granted by law in Florida Statute [FS 1001.65](#) and as delegated by the Board of Trustees. The President shall advise the Board of Trustees and recommend board action; recommend and enforce rules of the Board of Trustees; perform duties and exercise responsibilities assigned by law, by rules of the State/Florida Board of Education and by the Board of Trustees; and delegate authority necessary to ensure that laws and rules are executed effectively and efficiently.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Bank Depositories	<b>NUMBER:</b> BS 1.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 136.01</a> , <a href="#">FS 280.02</a> State Board Rule: <a href="#">SBR 6A-14.075</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 05/89 <b>REVISED:</b> 09/96; 05/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To provide for authorization for the establishment of College Bank Depositories


### LOCAL LANGUAGE

Upon recommendation of the President, the Board shall establish such bank depositories, in the manner prescribed in Florida Statute [FS 136.01](#) and defined by Florida Statute [FS 280.02](#) as are necessary for the efficient operation of the College.

The Current Fund demand deposits of the College shall be placed with local depositories in accounts that conform to state and federal regulations and offer the College the greatest interest income potential.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Bonds for Board Members, College Employees, and Contractors	<b>NUMBER:</b> BS 2.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1001.64</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 05/13 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To provide authorization for the payment of bonds for Board members and College employees

### LOCAL LANGUAGE

The College is authorized to pay, from College funds, the bonds required by Florida Statutes for Board members and for College employees. The amounts of bond for each Board member (exclusive of the required \$10,000 surety bond for board members) and for college employees are provided for through the Risk Management Program of the College (i.e., the Florida College Risk Management Program).


- Board members will be provided with a surety bond in the amount required for their position.
- College employees responsible for monies or property shall be bonded as appropriate.

Bonds for contractors:

- Construction and performance bonds: At the time of the signing of a formal contract for College construction, contractors shall furnish bonds in accordance with Florida Building Code requirements.
- Equipment and service contract vendors will also be required to furnish performance bonds if it is deemed advisable by the President.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Annual College Budget	<b>NUMBER:</b> BS 3.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1001.02</a> ; <a href="#">FS 1011.012</a> ; <a href="#">FS 1011.02(3)</a> ; <a href="#">FS 1011.30</a> ; <a href="#">FS 1011.84</a> ; <a href="#">FS 1013.61</a>  State Board Rule: <a href="#">SBR 6A-14.0715</a>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 07/88 <b>REVISED:</b> 09/92; 03/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To provide authorization for the Submission of an annual College Budget


### LOCAL LANGUAGE

The Board of Trustees shall account for revenues and expenditures of all state, local, federal, and other funds in the manner described by the Department of Education. Each fiscal year, the College President shall present the College budget for approval to the Board of Trustees in compliance with Florida Statutes [FS 1001.02](#); [FS 1011.012](#); [FS 1011.02\(3\)](#); [FS 1011.30](#); [FS 1011.84](#); [FS 1013.61](#); and State Board Rule [SBR 6A-14.0716](#). Required copies and documentation shall be submitted to the State Board of Education College Chancellor as designee of the Commissioner of Education by June 30<sup>th</sup> of each year. The original or facsimile signature of the President shall certify board approval.

Pursuant to State Board of Education Rule [SBR 6A-14.0716](#), the College President or designee may reallocate funds between organizational units or within a fund and between object codes within a class of expenditures for each fund.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Collection of Delinquent Unpaid Accounts	<b>NUMBER:</b> BS 4.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1001.63</a> ; <a href="#">FS 1010.03</a> ; <a href="#">FS 1009.95</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 05/89 <b>REVISED:</b> 03/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To provide authorization for collection of delinquent unpaid obligations


### LOCAL LANGUAGE

Due diligence will be exercised in the collection of outstanding obligations owed to the College prior to designating accounts as uncollectible and requesting Board write-off approval in compliance with Florida Statute [FS 1009.95](#). The Vice President of Business Operations and Finance will utilize external collection services when necessary to collect delinquent accounts, subject to the approval of the President.

Procedures relative to the payment of dishonored checks, fines, penalties, student loans, and other indebtedness will be published in the College Catalog.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Expenditures	<b>NUMBER:</b> BS 5.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1001.64</a> ; <a href="#">FS 287.017</a> State Board Rule: <a href="#">SBR 6A-14.0734</a>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 07/88; <b>REVISED:</b> 09/11; 03/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To authorize the College President or his/her designees to purchase commodities and services for the benefit of the College

### LOCAL LANGUAGE

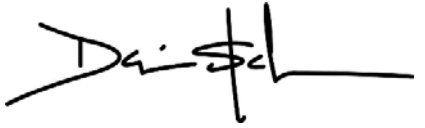
The President, or his/her designee, is authorized to approve the purchase of commodities and services not to exceed the amount specified in Florida Statute [FS 287.017](#), to be expended only for the purpose of supporting the College and College Programs.

All purchases shall be made by requisition, purchase order, purchasing card, or petty cash procedures.

Contractual agreements entered into by the College requiring the expenditure of College funds will require the signature of the President, Vice President of Business Operations and Finance, Director of Purchasing, or his/her designee as specified in writing.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Facilities Use and Rentals	<b>NUMBER:</b> BS 6.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1001.64 (5)</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 07/96; <b>REVISED:</b> 03/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To provide authority for non-College use and rental of College facilities and equipment


### LOCAL LANGUAGE

It is the intent of the Board of Trustees that the facilities, equipment, and properties of the College shall be used for educational purposes that enhance the image of the College and that are appropriately related to the mission of the College. Facilities may be available for use by the public; however, needs of the College supersede public use. Utilization of facilities is a privilege and not a right.

The Board shall establish, upon recommendation by the President, fees for use of College facilities, equipment, and properties as deemed appropriate. No cost or liability to the College shall accrue from usages other than for official college or college-sponsored functions. The President or his/her designee may waive fees or parts of fees for usage that is deemed to be of benefit to the College.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Financial Records and Reports	<b>NUMBER:</b> BS 7.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1001.02</a> ; <a href="#">FS 1010.01(1)</a> ; <a href="#">FS 1010.02(1)</a> State Board Rule: <a href="#">SBR 6A-14.072</a> ; <a href="#">SBR 6A-14.076</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 07/88; <b>REVISED:</b> 03/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To acknowledge the responsibility to maintain data and provide reports to the Commissioner of Education

### LOCAL LANGUAGE


All required financial records and reports will be maintained and submitted in accordance with Florida Statutes [FS 1001.02](#), [FS 1010.01\(1\)](#), [FS 1010.02\(1\)](#), Florida State Board of Education Rules [SBR 6A-14.072](#), [SBR 6A-14.076](#) and the "Accounting Manual for Florida's Public Colleges".

Enrollment related financial records shall be kept for all instruction so as to facilitate verification, confirmation, and comparison.





## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Property Control (Inventory)	<b>NUMBER:</b> BS 8.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1001.64</a> ; <a href="#">FS 1013.28</a> ; <a href="#">FS 274.05</a> ; <a href="#">FS 274.06</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 05/89; <b>REVISED:</b> 07/98; 09/08; 03/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY


To define authority and procedures for inventory control

### LOCAL LANGUAGE

All property acquired with College funds or accepted by the District Board of Trustees through donations shall be properly accounted for through inventory procedures as specified in Florida Statutes [FS 1001.64](#), [FS 1013.28](#), [FS 274.05](#), and [FS 274.06](#).



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Investment of Surplus Funds	<b>NUMBER:</b> BS 9.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 218.415</a> ; <a href="#">FS 215.45</a> ; <a href="#">FS 215.47</a> ; <a href="#">FS 1010.02</a> ; <a href="#">FS 215.475</a> State Board Rule: <a href="#">SBR 6A-14.072</a> ; <a href="#">SBR 6A.0765</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 05/89 <b>REVISED:</b> 11/95; 03/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To authorize the President to approve the investment of surplus funds


### LOCAL LANGUAGE

The investment of funds by colleges shall be in accordance with the classification of funds in the accounting manual incorporated in State Board of Education Rules [SBR 6A-14.072](#) and [SBR 6A-14.0765](#).

- Current funds, plant funds, and agency funds may be invested as authorized in Florida Statute [FS 218.415](#). These funds may also be invested with the State Board of Administration and Florida Special Purpose Investment Fund.
- The Board of Trustees shall have authority to designate that funds be placed for investment in its account with the State Board of Administration, rather than be deposited. The Board of Trustees may direct those persons having money due to the Board of Trustees to pay such funds to the State Board of Administration to make authorized investments for its accounts.
- Loan, endowment, annuity, and life income funds may be invested in securities in which the State Board of Administration is authorized to invest retirement funds pursuant to Florida Statutes [FS 215.45](#) and [FS 215.47](#). To make such investments, the Board of Trustees shall adopt and adhere to an investment plan as described in Florida Statute [FS 215.475](#). The investment plan shall be submitted to the State Board of Administration for review and comment. The College shall make all records of the entire investment operation available to the Auditor General for annual audit. Loan, endowment, annuity, and life income funds also may be invested pursuant to subsection (1) herein.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Petty Cash Fund	<b>NUMBER:</b> BS 10.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 216.271</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 11/88 <b>REVISED:</b> 11/04; 03/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To authorize designated petty cash fund custodians and maximum daily payment amounts

### LOCAL LANGUAGE


In accordance with Florida Statute [FS 216.271](#), the Niceville and Ft. Walton Beach College Business Offices will maintain petty cash funds not to exceed funds necessary to provide services and change funds for events and minor expenditures to support college education programs and departments.

The petty cash fund custodians shall be the Business Office Managers and/or their designees at each NWF Campus and sites.

The petty cash fund is an impressed fund and will be maintained with an accounting of receipts and cash on hand equal to the beginning balance each fiscal year. Receipts will be reconciled with the finance office for proper accounting to College department budgets. Payments from the petty cash fund shall not exceed \$75 per day to any employee and must be approved and authorized by the employee's supervisor and budget manager.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Receipt, Deposit, and Withdrawal of Funds	<b>NUMBER:</b> BS 11.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1001.64</a> ; <a href="#">FS 215.85</a> State Board Rule: <a href="#">SBR 6A-14.075</a>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 03/13 <b>REVISED:</b> 02/15; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To authorize the receipt, deposit and withdrawal of funds

### LOCAL LANGUAGE


All funds will be receipted and deposited in appropriate accounts with a qualified public depositor. Funds received electronically into either the designated qualified public depositor or the State Board of Administration investment account will be receipted at the College with a cash receipts voucher. The College bank depositories shall be in the name of Northwest Florida State College Board of Trustees and shall be approved by the Board of Trustees. All money drawn by check from a depository shall be upon a pre-numbered check signed by two persons authorized by the Board of Trustees who are adequately bonded after being approved through established internal controls and evidenced by an invoice or other approved documentation.

The Board of Trustees may authorize, as provided in Florida Statute [FS 215.85](#), Florida Administrative Code, the transfer of funds from one depository to another or to a governing agency, to pay allowable expenses, expenditures, or other disbursements, evidenced by an invoice or other appropriate documentation. Such transfer may be made by electronic, telephonic, or other medium. Each transfer shall be authorized by the designee of the College President.

The President shall designate employees to be responsible for insuring compliance with the provisions of State Board Rule [SBR 6A-14.075](#).



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Signature Authority	<b>NUMBER:</b> BS 12.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 668.006</a> ; <a href="#">FS 1001.64</a> ; <a href="#">FS 1010.11</a> State Board Rule: SBR 6A-14.0261; SBR 6A-14.075	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 05/89 <b>REVISED:</b> 06/09; 09/13; 02/15; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To designate signature authority for disbursed funds and contracts

### LOCAL LANGUAGE

Monies drawn from any depository shall be upon pre-numbered checks or such proper instruments as may pertain, when signed by the College President and the Chairman of the Board. When funds are drawn by approved electronic funds transfers (ACH, EFT) or bank wire transfers, the College President shall designate individuals authorized to initiate ACH, EFT and wire transfers in accordance with Florida Statutes [FS 668.006](#) and [FS 1010.11](#) after being approved through established internal controls and evidenced by an invoice or other approved documentation, such as pre-numbered checks.

The Board of Trustees shall constitute the contracting agent of the College. The Board shall approve all inter-governmental agreements, as well as all contracts in excess of that authorized to be approved by the President by appropriate statute and rule. The Board authorizes the use of facsimile signatures on checks, personnel contracts, and when permissible, other College documents.

The Board authorizes signatory authority on College banking accounts to the Board Chair and the President. Such signatory authority will remain in effect until changed, for example: following the election of a new Board chair or appointment of the President. There shall be four signatures on file with the Depository of Funds to allow for uninterrupted College business, should the Board Chair or College President no longer function in their position, until the Board of Trustees meet to elect a new Chairman or appoint a new President or Interim President. The Board Vice-Chair and a College Vice President are to have signatures on file.


The President may negotiate and sign contractual agreements with outside agents in accordance with applicable statutes and rules.

The President may delegate the authority to negotiate contracts and to provide signatory authority as established by procurement guidelines stipulated in college administrative procedures.

The President may delegate to appropriate administrators the responsibility to maintain in safekeeping the facsimile signatures of those authorized by the Board to sign checks, personnel contracts, and when permissible, other College documents.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Student Fees and Refunds	<b>NUMBER:</b> BS 13.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1009.23</a> ; <a href="#">FS 1009.28</a> ; <a href="#">FS 1009.285</a> ; <a href="#">FS 1010.03</a> ; <a href="#">FS 1009.22(3)(b)</a> ; <a href="#">FS 1009.21</a> State Board Rule: <a href="#">SBR 6A-14.0541</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 05/89 <b>REVISED:</b> 05/13; 01/14; 04/16; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To authorize the establishment and publication of student fees and refund of fees

### LOCAL LANGUAGE

In accordance with Florida Statutes [FS 1009.23](#), [FS 1009.28](#), [FS 1009.285](#), [FS 1010.03](#) and State Board Rule [SBR 6A-14.0541](#), a schedule of student fees and refund of these fees shall be established by the Board of Trustees and published in the College budget and College Catalog.

A class schedule listing student fees and the time frame for refund of fees will be published each term and communicated in various media outlets to students.

The Business Office and the Vice President for Student Success will establish procedures to work together for students to request tuition and fee refunds. A request for a full 100% refund will be accepted during the schedule adjustment period during the first week of classes for each term.

Thereafter, a student can request a refund in writing as part of the appeal process to the Vice President for Student Success. The request for refund must include documentation of the circumstances determined to be beyond the control of the student, involuntary call to military duty, or serious illness. A refund request can only be considered during the currently enrolled.


In accordance with Florida Statute [FS 1009.22\(3\)\(b\)](#), the continuing workforce education program shall be self-supporting, but individual courses will not necessarily be self-supporting. Excess revenue from some courses can be used to subsidize other courses for which there is a reason to keep fees at a low cost to students. Authority to establish continuing workforce education program individual course fees is hereby delegated to the College President. A report of continuing workforce education program activities, including a listing of course fees shall be presented annually to the Board of Trustees.

In accordance with Florida Statute [FS 1009.23\(6\)\(b\)](#), Northwest Florida State College may charge a differential out-of-state fee for a student who is enrolled in a distance learning course offered at the College and who has been determined to be a nonresident for tuition purposes pursuant to Florida Statutes [FS 1009.21](#). The fee shall be applicable only to distance learning courses such that the sum of the tuition and the differential out-of-state fee is sufficient to defray the full cost of instruction.





## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Transfer of Funds between Fund Groups	<b>NUMBER:</b> BS 14.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1010.01</a> ; <a href="#">FS 1010.02</a> ; <a href="#">FS 1011.30</a> ; <a href="#">FS 1011.84</a> State Board Rule: <a href="#">SBR 6A-14.0715</a> ; <a href="#">SBR 6A-14.0716</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 05/13 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To authorize and limit transfer of funds between fund groups

### LOCAL LANGUAGE

The College President will present changes to the College's budget, including transfer between College funds, to the Board of Trustees for approval in accordance with Florida Statutes [FS 1010.01](#), [FS 1010.02](#), [FS 1011.30](#), [FS 1011.84](#) and State Board Rules [SBR 6A-14.0715](#) and [SBR 6A-14.0716](#).


Transfer of funds from the debt service funds to other funds is not authorized.

Transfer of funds from the unexpended plant fund to other funds is not sanctioned except as authorized in State Board Rule [SBR 6A-14.0715](#) to return funds temporarily advanced to encumber projects.

Transfer of funds from the Current Unrestricted Fund requires review by the Chancellor as authorized in State Board Rule [SBR 6A-14.0716](#).



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Authorized Travel and Reimbursement	<b>NUMBER:</b> BS 15.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 112.061</a> ; <a href="#">FS 1001.64</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 05/89 <b>REVISED:</b> 03/09; 05/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY


To authorize the College President or his/her designee to approve authorized travel and reimbursement of travel expenditures

### LOCAL LANGUAGE

With prior approval, Northwest Florida State College shall reimburse Board members, employees, and other authorized persons, for reasonable travel expenses incurred while traveling in the performance of their official duties. Reimbursable expenses include: transportation, lodging, meals, and related incidental costs. Reimbursements for travel funded by Federal, State, special project, or grant funds shall be made in accordance with the project budget but will not exceed the limits established within Florida Statute [FS 112.061](#).



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Purchasing Goods and Services	<b>NUMBER:</b> BS 16.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 287.084</a> ; <a href="#">FS 1010.02</a> State Board Rules: <a href="#">SBR 6A-14.0734</a>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 05/89 <b>REVISED:</b> 01/10; 05/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY


To authorize the College President or his/her designee to approve the purchase of goods and services

### LOCAL LANGUAGE

In accordance with Florida Statute [FS 1010.02](#) and State Board of Education Rule [SBR 6A-14.0734](#), the President will be responsible for all purchasing contracts for the College. Expenditures from all revenues, regardless of the source from which derived, shall be subject this policy. No obligations for materials or services for use by the College or for which payment would be made from funds administered by the College are permitted without proper authorization in advance of the purchase. The President or his/her designee may authorize purchases and approve contracts that do not exceed the amount of \$250,000 and may approve all purchases for items that are exempt from the bid requirements of State Board of Education Rule [SBR 6A-14.0734](#). Consideration shall be given to language in Florida Statute [FS 287.084](#).



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Grants Management	<b>NUMBER:</b> BS 17.00
<b>AUTHORITY:</b>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 09/01 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To ensure appropriate and consistent grant administrative procedures and an approval process are in place for Northwest Florida (NWF) State College grant opportunities

### LOCAL LANGUAGE


The College President will be responsible for implementing effective and efficient grant administration and approval procedures.

While the College may assertively pursue grant-funding opportunities, it is important that effective and efficient grant administrative procedures are in place. The College President shall establish procedures to assure timely application and processing of grant proposals and that the grants directly support the mission of the College. A grant administrative manual approved by the President will be developed and implemented to support the College's mission.

The Board of Trustees shall be notified of grant activity at each regularly scheduled Board Meeting.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Risk Management	<b>NUMBER:</b> FG 1.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1001.64(27)</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 02/13 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY


To express the Board's intent to provide adequate insurance for the College through the Florida Colleges Risk Management Consortium

### LOCAL LANGUAGE

The College will obtain adequate insurance through the Florida Colleges Risk Management Consortium. The Board of Trustees is responsible for managing and protecting real and personal property owned by the College per Florida Statute [FS 1001.64\(27\)](#).



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Facilities Administration	<b>NUMBER:</b> FG 2.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1013.11</a> ; <a href="#">FS 1001.65</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 03/89 <b>REVISED:</b> 02/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To establish the Board's intent to efficiently utilize resources available to provide safe, properly-maintained facilities

### LOCAL LANGUAGE


Per Florida Statute [FS 1013.11](#), the College President shall make such recommendations to the Board as are necessary to make the most efficient use of capital outlay funding in correcting and maintaining quality facilities at Northwest Florida State College.

Periodic inspections of the facilities and grounds shall be made by qualified personnel, with a copy of such inspections and corrective actions taken therein, placed on file in the Business Office.

The College President will assure that adequate provisions are made for the on-going presence of quality facilities and a quality learning environment, per Florida Statute [FS 1001.65](#).



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Capital Outlay and Debt Service Funds	<b>NUMBER:</b> FG 3.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1011.84</a> ; <a href="#">FS 1010.58</a> ; <a href="#">FS 1013.61</a> State Requirement for Educational Facilities ( <a href="#">SREF</a> )	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 03/04 <b>REVISED:</b> 05/05; 02/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY


To recognize State Statutes governing the manner by which Capital Outlay and Debt Service funds are determined and how Northwest Florida State College shall use such funding

### LOCAL LANGUAGE

Capital Outlay and Debt Service funds are determined by the State in accordance with Florida Statutes [FS 1011.84](#) and [FS 1010.58](#). Funds received by the College shall be administered and expended in accordance with State Requirements for Educational Facilities ([SREF](#)) and as provided in Florida Statute [FS 1013.61](#).



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Building/Code Administration – Construction Board of Adjustments and Appeals	<b>NUMBER:</b> FG 4.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 553.80(6)</a> ; <a href="#">FS 468.604</a> Florida Building Code: <a href="#">Chapter 1, Section 113.1-113.3</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 01/04 <b>REVISED:</b> 02/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To identify the primary responsibility of the Building Code Administrator and to establish a Construction Board of Adjustments and Appeals to rule amendments and/or request variances to Code (this board will only be appointed when required)

### LOCAL LANGUAGE

This policy establishes the Construction Board of Adjustments and Appeals, further known as the “Panel,” and guidelines for the Panel to amend rules and request variances to the Florida Building Codes where (1) the Building Official has rejected or refused to approve the mode or manner of construction; (2) the provisions of the code do not apply in a particular case; (3) an equally good or more desirable form of installation can be employed; or (4) the true intent or meaning of the code has been misconstrued or misrepresented in accordance with Florida Statutes [FS 553.80\(6\)](#) and [FS 468.604](#). The following guidelines shall be followed:

- The Building Code Administrator shall serve as the final authority having jurisdiction over construction related issues and cannot be flexible in authorizing variances to code. This Panel shall allow that flexibility when necessary.
- The Panel shall consist of the members of the College's Safety Committee and one of the College's contracted architects. If a variance is being requested for a project designed by the College architect under the annual contract for smaller projects, one of the College's architects for a larger project shall serve on the panel to hear the request. If the variance is being requested for a project designed by one of the College's architect s for a major project, the College's architect under the annual contract for smaller projects shall serve on the panel to hear the request. It is the intent of the College that the architect for the project for which a variance is requested not serve on the panel hearing the request.
- A Chair and Vice-Chair shall be elected. The panel shall develop and vote on organizational and




operational rules following procedures defined in The Florida Building Code, [Chapter 1, Section 113.1-113.3](#).

- As a quasi-judicial board, the proceedings shall be publically announced by posting an annual legal advertisement in the local newspaper, and directing future meetings for that fiscal year to the address of a pre-designated URL WEB link.
- All meetings shall be advertised at least twenty -one days in advance.
- Petitions to the Panel shall be in writing.
- All parties requesting variances, including the College entities, must formally petition the Panel in person, and must cite the applicable parts of code(s) for which a variance is being requested, justifications for the request, and any benefits that may be provided.
- The Panel's decision is final.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Facility Naming	<b>NUMBER:</b> FG 5.00
<b>AUTHORITY:</b>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 02/13 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### **PURPOSE OF POLICY**

To provide for the naming, renaming, or removal of a name from campus facilities and grounds

### **LOCAL LANGUAGE**

The Board of Trustees reserves the right to name, rename, or remove the name from College facilities, locations, and grounds. The College President shall recommend such naming opportunities to the Board of Trustees for action.


In the event that a previously named facility or grounds is to be recommended for renaming, the Board will consider the basis upon which the facility was initially named prior to action. If a naming was originally provided primarily due to a financial donation to the College or its Foundation, such facility or location will not be renamed without the donor's or their heir's approval.

If a facility or location was given a general name, that naming shall be assumed to have been one of convenience and not intended as permanent.

If the facility or location has been named for an individual or organization and that entity either fails to complete the agreed upon financial obligation in order to secure the naming, or behaves in a fashion that the continued naming of the facility would potentially bring shame or ridicule to the College, the Board of Trustees reserves the right to remove the name from the facility or grounds.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Employment Provisions	<b>NUMBER:</b> HR 1.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1001.64</a> ; <a href="#">FS 1001.65</a> ; <a href="#">FS 1012.855</a> ; <a href="#">FS 1012.86</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 02/00 <b>REVISED:</b> 01/08; 01/13; 08/15; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To document the requirements and limitations associated with being hired by Northwest Florida (NWF) State College

### LOCAL LANGUAGE

The College President is authorized to recommend part-time and full-time personnel to the Board for employment. Personnel may report for duty prior to, but employment is subject to Board approval. Until such time as personnel employment is approved by the Board, any such person may be summarily dismissed from employment with or without cause and said person shall have no rights established by virtue of reporting for duty prior to Board approval. After Board approval, employees other than those on continuing contracts are still considered "At Will" employees.

### Fingerprints and Criminal Background Checks

Fingerprints of all new employees including: full-time, part-time, and associate faculty as well as adult volunteers who work in athletics, child development, Collegiate High School, Kids on Campus or in other programs as required by the President are required for the purpose of providing a safe and secure student and employee environment. The fingerprinting process will be done by an authorized law enforcement officer or an employee of the College who is trained to take fingerprints. The cost will be borne by the College.

The following categories of employees are exempt from fingerprinting:

- College Orchestra, chorale, or theatrical performers;
- Part-time employees or volunteers who have no student contact; and
- Adjuncts who are employed with local law enforcement agencies.

New employees shall be on probationary status pending fingerprint processing and evaluation.

Current administrators, counselors, librarians, educational advisors, faculty and staff members, who teach or serve students in NWF State College's Collegiate High School, are required to be fingerprinted for a criminal background check as required by Florida Statute [FS 1012](#).

Determination of the status of a current employee whose fingerprint results disclose a criminal record, not formally disclosed on the application of the employee, will be made by the College President based upon information and research from the Executive Director of Human Resources. Employees whose employment status is adversely affected by a criminal background check shall have the right to appeal. Employees that fail to disclose a criminal record on their application for employment are assumed to have falsely represented their qualifications for a position and may be dismissed regardless of the nature of the criminal record. Such dismissals will not be because of the criminal record, but rather for falsification of the application for employment and will not be subject to appeal.

### **Rescreening**

Employees who have a break in service more than 1 year will be re-fingerprinted and those teaching in the Collegiate High School will be fingerprinted ever 5 years, per Florida Statute [FS 1012](#).

### **Equal Opportunity and the Educational Equity Act.**

Per Florida Statute [FS 1001.64](#), NWF State College is dedicated to the concepts of equity and equal opportunity. It is the specific intention of the College not to discriminate on the basis of age, color, ethnicity, disability, marital status, national origin, race, religion, pregnancy, genetic information, or gender, gender identity or sexual orientation in its employment practices or in the admission and treatment of students in its programs or activities.

The President is authorized to designate a Coordinator for Equal Access/Equal Opportunity and for the Educational Equity Act.

### **Family Members**

Immediate family members such as spouse, father, mother, siblings, or children will not be employed where supervision, promotion, or evaluation decisions occur between two relatives or in situations in which the receiving and receipting of funds occur.

### **Relative of a Board Member**


A relative of a Board member may not be employed or promoted except upon prior approval of the Board of Trustees based on a recommendation by the College President and only after disclosure of the relationship of the employee to the Board members.

### **Job Descriptions**

Job descriptions for each position will be developed by department and maintained in the Human Resources Office.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Employee Code of Ethics	<b>NUMBER:</b> HR 2.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 112</a> Code of Federal Regulations: <a href="#">Section 34, s75.524-525</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 11/05 <b>REVISED:</b> 01/08; 01/13; 01/16; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To establish ethical expectations for all Northwest Florida (NWF) State College employees

### LOCAL LANGUAGE

NWF State College employees' ethical practices, in the performance of their College duties, are set by personal and professional standards, by adherence to the College mission and goals, and by Florida Statute [FS 112](#) that relates to public employees code of ethics.

College employees will not disclose confidential information about students or fellow employees.

Specifically, College employees are expected to perform their job responsibilities in an honest and ethical manner for the good of the College.

College employees are to avoid conflicts of interest and will not distribute, sell, use, or possess alcoholic beverages on campus, except when approved at authorized College activities. College employees will not distribute, sell, use, or possess illicit drugs.

College employees will not solicit or accept anything of value such as a loan, gift, reward, favor, service, or promise of future employment in exchange for granting a special favor or rendering a decision related to the employee's position at the College in exchange for the consideration.

College employees, or immediate family members, acting as private individuals will not rent, lease, sell any goods, services or property to the College without full disclosure and written permission of the College President.

College employees will not hold employment, contractual relationship, or ownership interest in any organization that is doing business with the College without full disclosure and written permission of the College President.


College employees will not use their College position to secure special private privileges or benefits not available to others at the College.

Grant-funded personnel must abide by federal grant management legislation regarding conflicts of interest, per [Section 34 of the Code of Federal Regulations, s75.524-525](#).

All College Employees are expected to treat each other with respect and professionalism in all aspects of their job.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Employee Assistance Program	<b>NUMBER:</b> HR 3.00
<b>AUTHORITY:</b>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 01/90 <b>REVISED:</b> 01/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To provide an avenue to employees needing professional assistance with personal problems impacting job performance

### LOCAL LANGUAGE

The Employee Assistance Program (EAP) is designed to provide confidential and professional help for employees with personal problems which may be affecting job performance. The Employee Assistance Program (EAP) encourages College employees to seek prompt, professional help to resolve personal problems before job performance becomes impacted.

The College recognizes that alcohol/drug or emotional/mental disorders are illnesses that can often be treated.

All regular full-time employees of NWF State College are eligible for help under this program. The College provides referral and assessment to a contracted agency. The cost of the counseling/treatment is the responsibility of the employee.

- The Employee Assistance Program (EAP) is managed by the NWF State College Executive Director of Human Resources.
- Referral to this program may be by the individual employee or the College.

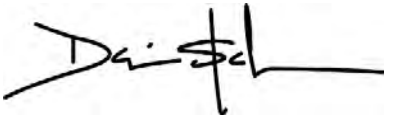
### Employee Responsibility

It is the employee's responsibility to maintain satisfactory work performance. If job performance falls below satisfactory levels because of personal reasons, it is the employee's responsibility to regain satisfactory job performance. If the employee's response to help is favorable and work performance is restored, no further contact about the issue is necessary by the Human Resources Office unless requested by the employee.

If the employee rejects assistance or does not respond to the counseling/treatment, and his/her job performance does not improve, the employee will be subject to normal channels of disciplinary actions as provided in Board Policy.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Drug-free Workplace	<b>NUMBER:</b> HR 4.00
<b>AUTHORITY:</b> <a href="#">Public Law 100-690</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 01/90 <b>REVISED:</b> 01/13; 05/14; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To establish a drug-free work environment for Northwest Florida (NWF) State College employees and students

### LOCAL LANGUAGE

NWF State College prohibits the unlawful manufacturing, distribution, dispensation, possession, or use of a drug in the work place, as defined in the Drug Free Work Place Act. Employees shall let the Executive Director of Human Resources know of any criminal drug statute conviction, including a Plea of No Contest, for a violation occurring in the work place no later than five (5) days after such conviction. Violations of this policy will be handled under Board Policy. Employee violations will be handled through the Human Resources Office. Students and all visitor violations will be handled through the Student Success Department.

The use of medically prescribed medications and drugs is not a violation of this policy. However, failure by the employee to let his/her supervisor know, before beginning work, that he/she is taking medications or drugs that have the potential to interfere with the safe and effective performance of duties or operation of equipment is a violation of this policy. Such a violation can result in disciplinary action up to, and including termination. If there is a question about an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician is required.

The College reserves the right to search with the employee/student, but without employee/student consent, all areas and property over which the College maintains complete control or joint control. Otherwise the College may notify the appropriate law enforcement agency that an employee or student may have illegal drugs in his/her possession or in an area not jointly or fully controlled by the College.

Any employee or student reasonably believed by College officials or law enforcement personnel to be under the influence of drugs or alcohol may be prevented from engaging in further activities and may be subject to disciplinary measures that could include up to termination of employment.


The unlawful manufacturing, distribution, dispensation, possession, of use of alcohol (unless it is a part of an official College-sanctioned activity) or a controlled substance is prohibited in/on all NWF State College owned, operated and controlled property. This policy applies to all employees, students, and visitors. Any person



violating this policy may be subject to disciplinary action that could include termination of employment or referral to law enforcement.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Employee Disciplinary Measures	<b>NUMBER:</b> HR 5.00
<b>AUTHORITY:</b>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 01/89 <b>REVISED:</b> 01/13; 09/16; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To document the process generally used for progress in disciplining of employees

### LOCAL LANGUAGE

Full-time employees are expected to perform their assigned jobs in a professional manner. In situations where an employee's job behavior is inappropriate, the following disciplinary measures are authorized and will be applied in progressive order from least to most severe unless the seriousness of the offense warrants stronger disciplinary action as determined by the President or his/her designee:


- Documented Verbal Reprimand: Verbal statement issued to employee. The meeting will be documented with a Memorandum of Record with a copy given to the employee and a copy in his/her personnel file.
- Written Reprimand: Memorandum to the employee and filed in his/her personnel file. The employee will be requested to sign a copy of the reprimand acknowledging receipt.
- Suspension from work: One to five days suspension without pay (paid leave may not be used)
- Termination from Employment: Immediate dismissal from work without pay with approval from the College President and with final action from the Board.

As deemed by the Supervisor, Dean, Vice President, or College President, any of the above steps may be skipped depending on the seriousness of the situation.

Where the College President determines the actions of the employees adversely affect the functioning of the College or jeopardize the safety or welfare of the employees, colleagues, or students, the employee may be suspended immediately with or without pay pending termination of employment.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Professional Services Review	<b>NUMBER:</b> HR 6.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1001.64</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 03/88 <b>REVISED:</b> 01/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To establish guidelines for the timely execution and regular review of Professional Service Contracts

### LOCAL LANGUAGE

Northwest Florida State College will, from time to time, engage outside entities for work at the College through the use of Professional Services Contracts. Such contracts are commonly used for work efforts including, but not limited to architectural services, auditing services, legal services, etc.

The Executive Director of Human Resources will evaluate the use of a professional services contract for an individual in lieu of regular employment status to make certain the College follows IRS expectations. He/She will make a recommendation to the College President or his/her designee.


The President is authorized to expedite professional services contracts and educational/training contracts for under \$65,000 without prior approval by the Board.

Any individual Professional Services Contract in excess of \$65,000 or any combination of Professional Services Contracts with one entity during a fiscal year that exceeds \$65,000 will be subject to Board approval.

All Professional Services Contracts that exist for multi-year periods shall be re-examined at a minimum of every three (3) years with a request for quote/proposal required at a minimum of every six (6) years.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Retiree Definitions and Benefits	<b>NUMBER:</b> HR 7.00
<b>AUTHORITY:</b>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 03/88 <b>REVISED:</b> 05/94; 04/98; 07/03; 01/13; 03/19	<b>BOARD SECRETARY:</b> 

### **PURPOSE OF POLICY**

To define the categories of normal retirement and early retirement and to identify College-provided retiree benefits

### **LOCAL LANGUAGE**

Any full-time employee who officially retires from the Florida Retirement System (FRS) Pension or Investment Plan; or retires from an Optional Retirement Program and meets the following criteria will be considered a retiree from Northwest Florida State College. This includes early retirees as well as those who retire normally.

#### **Retirement Criteria:**

- Be at least age 62 and have at least 20 years of full-time service with the College; or
- Employees with age and years of service, added together, totaling 75 or more combined years of service and draw a retirement benefit from one of the College plans.

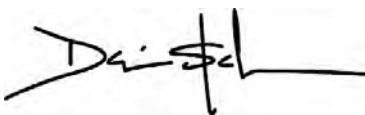
#### **Retiree Benefits:**

The following benefits shall be made available to each College retiree and/or surviving spouse:

- Use of College Learning Resources Center
- Use of College recreational facilities, including fitness center
- Participation in group insurance plan at employee expense as defined by State Law
- Eligibility for sick leave payout as referenced in Board Policy
- Eligibility for receipt of pension funds as determined by FRS or any optional plan in which an employee participates



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Personnel Records	<b>NUMBER:</b> HR 8.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1012.81</a> State Board Rule: <a href="#">SBR 6A-14.047</a>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 01/13 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

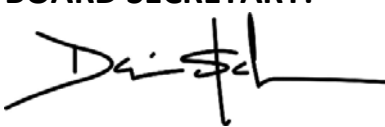
To establish the official custodian of personnel records

### LOCAL LANGUAGE

In accordance with Florida Statute [FS 1012.81](#) and State Board Rule [SBR 6A-14.047](#), the College President has designated the Human Resources Office as the custodian for all personnel records and adheres to Florida Statute and State Board Rule as the guide for handling personnel records.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Legal Cost of Civil Actions Against Officers, Employees, or Agents of the Board of Trustees	<b>NUMBER:</b> HR 9.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1012.85</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 01/13 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

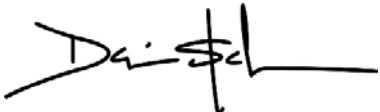
To identify State Statute governing Northwest Florida State College's liability for legal costs of civil actions

### LOCAL LANGUAGE

In accordance with Florida Statute [FS 1012.85](#), the College shall provide legal costs of civil actions against officers, employees, or agents of the Board of Trustees.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Suspensions, Terminations, or Resignations	<b>NUMBER:</b> HR 10.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1001.65(3)</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 05/98 <b>REVISED:</b> 01/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To document process to be used in the event of employee suspensions, terminations, or resignations

### LOCAL LANGUAGE

Per Florida Statute [FS 1001.65\(3\)](#), the College President is authorized to accept resignations of College personnel. The resignations will be reported on the Personnel Agenda in the next regularly scheduled Board of Trustees meeting.

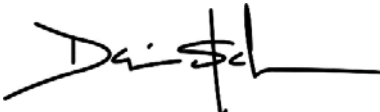
A College employee who resigns shall file his/her resignation on a timely basis with his/her supervisor, the Human Resources Office, or the College President. The Human Resources Office must receive a copy of the resignation in order for it to be included on the Personnel Agenda, under the Consent Agenda, at the next regularly scheduled meeting of the Board of Trustees.

Based on the recommendation of the College President, involuntary personnel terminations require action by the Board of Trustees.

The College President is authorized to suspend an employee with or without pay based on appropriate cause, pending final action by the Board of Trustees.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Substitute Personnel	<b>NUMBER:</b> HR 11.00
<b>AUTHORITY:</b>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 01/13 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To establish a policy regarding the coverage of classes when faculty members are on leave

### LOCAL LANGUAGE

Substitute personnel are authorized for faculty members on sick leave or professional leave. Substitute personnel must be approved by the President or the Vice President of Teaching and Learning.

A full-time instructor who is absent from the College for reasons other than sick leave, illness-in-the-line-of-duty leave, or professional leave of absence shall have the responsibility to attend to the coverage of his/her obligations by a properly qualified person as judged by the Vice President of Teaching and Learning based upon the recommendation of the appropriate Dean/Program Chair.

For part-time personnel, if the College makes arrangements for a substitute teacher then the part-time faculty member's pay should be adjusted on a day-to-day basis to cover the substitute teacher's pay. Other substitute teacher arrangements will be approved in advance by the appropriate Dean.

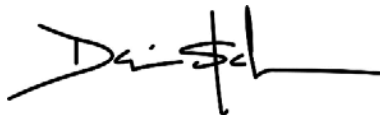
Full-time College personnel who are teaching during the summer terms on a part-time basis may have substitutes when the full-time faculty member takes appropriate leave.

Full and part-time faculty members are required to report any class cancellations to their respective Program Chair, as soon as possible. Program Chairs will ensure appropriate leave is taken by full-time faculty.





## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Employee Schedules	<b>NUMBER:</b> HR 12.00
<b>AUTHORITY:</b>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 05/88 <b>REVISED:</b> 04/98; 07/12; 01/13; 02/17; 03/19	<b>BOARD SECRETARY:</b> 

### **PURPOSE OF POLICY**

To establish the normal operating times of Northwest Florida (NWF) State College and the expectations of employees to work as scheduled or when needed during these times, and to establish expectation regarding the accrual and usage of compensatory time or overtime

### **LOCAL LANGUAGE**

NWF State College normally will be in operation from 7:30 a.m. through 11:00 p.m., Monday through Friday; therefore, these hours and days encompass the normal "working time" of the employees of the College. Personnel may be assigned to work before or after these hours, and/or on weekends, as needed in support of College activities.

Facilities will be used from Friday at 4:30 p.m. through Monday at 7:30 a.m. only for special, approved, scheduled activities or for individual office use.

Public events and special use of College facilities will require the approval of the College President or his/her designee.

"Working time" will be defined as that time in which an employee has any scheduled obligations, whether instructional or non-instructional, to perform with respect to his/her position at the College, including but not limited to, all such obligations as required office hours, committee work, conferences, and official meetings.

College personnel will not be subjected to solicitations by any groups or persons on campus when any person involved in the solicitation is on "working time" as defined above. Representatives of board-approved agents and organizations such as College-approved insurance carriers may solicit College employees on working time with prior arrangement for facilities through the College President or his/her designee.

Administrative or exempt employees who are required to work on a College holiday will be given an equivalent holiday within the same week or as soon as possible.

Employees covered by the Fair Labor Standards Act are entitled to overtime pay for any hours worked in a work week in excess of forty (40) hours, at a rate equal to 1.5 times their normal hourly rate. In lieu of wages, a public agency may provide time off at the rate of 1.5 hours for each overtime hour worked.

NWF State College twelve-month employees work 37.5 hours per week, during a work week which begins immediately after midnight on Sunday and ends at midnight the following Saturday (i.e., 12:01 a.m. Sunday through 11:59 p.m. Saturday night). Hours worked during that work week over 37.5 but less than 40 are compensable at one hour for each hour worked. Hours worked in excess of 40 hours during the work week are compensable at the rate of one and one-half hours for each hour.

### **Exception**

NWF State College Police (NWF-PD) Officers work 40 hours per week. NWF-PD officers are entitled to overtime pay for hours worked in excess of 40 hours during their normal work week.

### **Adjusted Work Schedule**

College practice is to arrange an adjusted work schedule for employees in every case practical, authorizing an employee to work his/her required 37.5 hours within the work week by adjusting hours worked on specific days.

The appropriate supervisor will work with his/her employees to develop adjusted work schedules, such schedules being reflected on the employee's monthly time reports. Supervisors will monitor the adherence to the adjusted schedule.

Adjusted work schedules requires prior approval and will only be allowed as it benefits the needs of the College.

### **Compensatory Time Off**

When an adjusted work schedule is insufficient to accomplish the tasks to be performed, the supervisor and the employee may reach an agreement relative to extended work hours, to be compensated at the rate of one hour off for each hour worked over 37.5 and less than 40 hours (over 40 hours for NWF-PD Officers), and at the rate of one and one-half hour off for each hour worked in excess of forty (40) hours during the work week.

Compensatory time off can be accrued to a maximum of 160 overtime hours (240 compensatory hours) and must be used in a "reasonable period" (not more than one year) at the mutual convenience of the supervisor and employee. Compensatory time off will be exhausted before vacation leave is taken.


### **Overtime Pay**

The employee will be authorized paid overtime work when alternate means for accomplishing the tasks cannot be suitably arranged and the tasks cannot be deferred; authorization being requested by the employee's supervisor(s) and approved by the appropriate Dean, Vice President, and/or College President.

Overtime pay will be included in the pay check next issued following performance of the overtime worked.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Outside Employment	<b>NUMBER:</b> HR 13.00
<b>AUTHORITY:</b>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 01/13 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To establish the primacy of full-time employment with Northwest Florida (NWF) State College and to require prior approval for such outside employment

### LOCAL LANGUAGE


Faculty, staff, and other full-time employees at NWF State College are expected to consider employment at the College as their primary vocational/professional pursuit. The primary responsibilities of NWF State College employees are the full and competent performance of all assigned duties arising from employment with the College. The College and the public have a right to expect sufficient dedication of time, energy, and talents to accomplish the requirements of each position. At the same time, the College recognizes the value to its employees, to the College, and to the community of the many types of external experiences in which members of the staff may engage.

1. If prior approval is granted, NWF State College faculty, staff, and other full-time employees may engage in outside employment or self-employment that does not:
  - a) Result in any conflict of interest between the outside employment activity and the College;
  - b) Inhibit the employee's duties and responsibilities at the College; or
  - c) Interfere with the College's normal hours of operation, as contained in Board Policy.
2. Prior to beginning any outside employment or self-employment, the President or his/her designee must approve all such requests for outside employment or self-employment (not to be designated below the level of the appropriate Vice-President). Requests for outside employment or self-employment must be submitted to the employee's immediate supervisor for review. It is the responsibility of this immediate supervisor to review and forward the submission, note any conflicts or concerns, and to raise any such concerns to the appropriate Vice-President.
3. If the outside employment is an ongoing activity, approval must be submitted annually by July 1st of each year. Such requests must include the employer, dates and/or projected time periods of

employment, projected amount of hours per week, and a brief description of the outside employment or self-employment job duties.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Solicitation	<b>NUMBER:</b> HR 14.00
<b>AUTHORITY:</b>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 01/88 <b>REVISED:</b> 01/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To identify the process to be used for any on-campus sale of merchandise or services; conditions under which the solicitation of employees may occur; limitations for employees profiting from the sale of personal services or products; and the approval process for posting or handing out materials on campus.

### LOCAL LANGUAGE

For the purposes of this policy, “campus” shall be defined to include all properties and facilities under the guidance, supervision, regulation, operation or control of Northwest Florida (NWF) State College or any of its direct support organizations, and all property thereof.

Solicitation is defined to be any act or event conducted for the purposes of personal, financial or commercial gain to the vendor, individual(s) or organization(s) for sale, lease, rental or offer for sale, lease, rental, or distribution of any property, product, merchandise, publication, information, or services whether for immediate or future delivery; or the distribution or display of printed material, merchandise, or products whether through printed or media advertising, sponsorships, or otherwise that is designed to publicize, advertise, encourage the purchase, use, or rental of any product, merchandise, publication or service to students or personnel of the College.

Solicitor is defined to be any person, individual, vendor, or business that engages or wishes to engage in solicitation on any NWF State College campus, center, or property.

Solicitation is prohibited on any campus, center, or property owned by NWF State College without prior approval by the President or his/her designee.

All approved solicitation must be appropriate for the College community, benefit the students, faculty and staff and must be conducted in a manner that will not:

1. Obstruct vehicular, bicycle, pedestrian, or other traffic;
2. Obstruct entrances or exits to buildings or driveways, or impeded entry to or exit from any

- buildings or parking lot or vehicular path;
- 3. Interfere with educational or administrative activities inside or outside any building;
- 4. Violate a law, rule, policy, regulation or ordinance; interfere with scheduled college ceremonies or events;
- 5. Interfere with or disrupt normal college operations;
- 6. Damage property, including grass, shrubs,, trees or other landscaping;
- 7. Harass, embarrass, or intimidate the person or persons being solicited; or
- 8. Violate or impair any existing College agreements.

No employee or official representative of NWF State College will give written or oral endorsement to any representative regarding preferential selection or use at NWF State College for any periodical, book or product which can be offered for sale to or through the College.

Such recommendations are intended to be departmental or to have the endorsement of a department. Publications and/or materials to be recommended in a course should be included in the master syllabus for that course and maintained in the Office of Teaching and Learning.

Proceeds above production and distribution cost from sale to NWF State College students or personnel of any approved, required manuscripts or materials which are written, prepared, or produced by any College personnel will accrue to the scholarship funds of the College, with a record of such proceeds and their disposition being accurately and fully shown in the official fiscal records of the College.

No full-time faculty member or administrator of NWF State College will accept any form of payment for tutoring students of NWF State College.

On-campus distribution of any literature or notices which are not official College business will not take place during working time, or in areas where actual work of public employees is normally performed unless approved by the President or his/her designee.

Posters and notices of interest to personnel of the College will be placed in/near the Human Resources Office.

The Vice President of Teaching and Learning or his/her designee will receive any other materials for posting and will assure that such notices will be posted properly and that outdated and obsolete notices are removed unless it is violation of this or any College policy.

College clerical services, postage, stationary (including envelopes), materials, graphic production services, telephones, and equipment are to be used only for official College business and will not be used in any way for solicitation, for personal purposes, or for promotion of unsanctioned activities or of organizations other than those which are official elements of the College or in which the College holds institutional membership.

Vendors must obtain prior approval and solicitation credentials and a processing fee may be assessed. Vendors must adhere to the requirements established by NWF State College for the safety and wellbeing of College employees and the College is not responsible for any loss, theft, or damage to vendor's equipment or goods. Vendors are responsible for the security of their own property.

Anyone found to be violating this policy will be instructed to cease and desist immediately and may be asked to leave the property. Additionally, a no-trespass warning by the NWF State College Police Department may be issued to violators.


Failure by officially-registered active student organizations to comply with this policy may result in student disciplinary action taken against the organization, including loss of the privilege to register as a student organization.

Any person or organization requesting the opportunity to solicit on College premises warrants that it may lawfully sell or promote its product, service, or idea and that such activity does not violate any law, trademark, copyright, or similar proprietary interest.

A Solicitor must obtain prior approval for printed material distribution and posting in College common areas. Posting or affixing information or items to any College buildings or property other than bulletin boards is prohibited. Those wishing to post academic related material on a bulletin board must have prior approval through the Vice President of Teaching and Learning. Those wishing to post non-academic solicitation material must be approved by the President or his/her designee. Posting or affixing printed materials or other items on vehicles parked on any College property is prohibited with exceptions approved by the College President or his/her designee.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Gratuities and Monetary Benefits	<b>NUMBER:</b> HR 15.00
<b>AUTHORITY:</b>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 01/88 <b>REVISED:</b> 01/13; 03/19	<b>BOARD SECRETARY:</b> 

### **PURPOSE OF POLICY**

To limit employee access to gratuities and other monetary benefits

### **LOCAL LANGUAGE**

#### **Gratuities and Proceeds from Sales**

No person on the payroll of Northwest Florida State College will accept a gratuity of any value or any proceeds from any merchandise sold on campus or on College time.

No proceeds will accrue to any NWF State College employee or member of his/her family from the sale to College personnel or students of any commodity required in fulfillment of their employment or scholastic obligations.

Acceptance of gratuities or proceeds - referenced above - will, upon substantiation, be basis for termination of employment and the termination of any business relationship with such person, agency, or organization that may be involved.

#### **Extra-College Monetary Benefits and Compensation**

No employee of the College may use his/her regular hours to earn compensation (including honoraria or educational stipends) from sources other than the Board of Trustees.

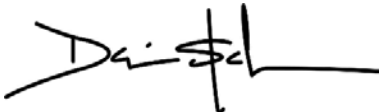
Services for which honoraria or educational stipends are to be received may be performed only if leave is taken to cover time away from duty, including travel time.

Exceptions must be signed by the College President or his/her designee.





## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Political Involvement	<b>NUMBER:</b> HR 16.00
<b>AUTHORITY:</b> Florida Statutes: <a href="#">FS 106.15</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 01/88 <b>REVISED:</b> 01/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To provide guidance concerning political involvement of Northwest Florida (NWF) State College employees

### LOCAL LANGUAGE

Current state laws and regulations prohibit state employees from using state resources to participate in political campaigns or activities, including lobbying and political solicitation of any kind. As individuals, College employees are encouraged to support candidates or issues of their choice and participate in the democratic process as a privilege of citizenship, but they must not in any way associate these activities as formal representation or endorsement by the College.

NWF State College employees shall not solicit support for, be solicited, or be involved in preparation, production, or dissemination of political materials of any candidate for public office during assigned work hours. Authorized College political clubs shall be exempt from this prohibition so long as such activities do not disrupt or interfere with duties of other employees.

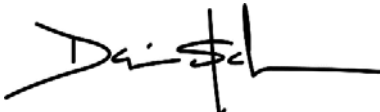
A College employee who may wish to seek an elected public office shall establish a specific agreement approved by the President and the Board of Trustees relative to his/her activities in campaigning for that office. Such an agreement will specifically note that the following conditions must occur.

1. Such activity shall not interfere with the employee's usual duties and responsibilities.
2. Before seeking election to and holding such public office the employee must establish that no conflict of interest exists between this activity and the responsibility of the individual to the College and to the State of Florida.

Nothing contained in this policy shall be construed as restricting the right of a College employee to hold membership in and/or support a political party; to vote in accordance with the employee's individual choice; to express individual opinions on political subjects and candidates; to maintain political neutrality; to attend political meetings after working hours; or to campaign during off duty hours.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> College Leave	<b>NUMBER:</b> HR 17.00
<b>AUTHORITY:</b> Florida Statutes: <a href="#">FS 1001.64</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 01/13 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To establish employee leave categories, their limits, and to notify employees that an absence without leave is not permitted

### LOCAL LANGUAGE

#### Absence from Duty

Rules of the Board of Trustees will provide for the absence of Northwest Florida (NWF) State College personnel from duty. Such rules will assure continuation of efficient service and uniform treatment of employees within the same classifications. Absence with leave will forfeit the employee's compensation for the time of absence and will be subject to disciplinary actions per Board Policy.

All personnel will be obligated to be on duty throughout their scheduled and/or obligated hours of service, unless specifically on proper, authorized leave of absence.

Per Florida Statute [FS 1001.64](#), NWF State College sets forth the following leave policies:

#### Administrative Leave

Administrative Leave, approved by the College President, is time allowed by the College which does not affect an employee's accrued or earned leave.

#### Injury in the Line of Duty Leave

Any full-time employee will be entitled to injury-in-the-line-of-duty leave (maximum 12 days per calendar year) when he/she has to be absent from duties because of personal injury received in the discharge of duty. Such personal injury must be reported promptly to the employee's immediate supervisor and proper injury report forms must be completed. Personnel who are being paid by Worker's Compensation because of an on-the-job injury are not authorized to use sick leave or annual leave to cover such absence.

**Family and Medical Leave Act of 1993**

The Family and Medical Leave Act of 1993 requires the College to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked 1,250 hours over the previous 12 months. Employees will follow FMLA Procedures provided in the Human Resources Office.

**Internal Administrative Leave**

Persons currently on continuing contract who wish to accept or to continue in an administrative assignment will be granted internal "Administrative Leave" from their prior continuing contract status during the period of the administrative assignment.

Administrative leave will be an interim, annual status applicable automatically to persons who have previously been on continuing contract who accept or continue in such position(s) as may be categorically designated by the Board as administrative. There is no obligation on the part of the College to assign an employee to the same position or responsibility as they held prior to taking internal administrative leave.

A person on administrative leave may request return to or may be assigned to his/her prior continuing contract status by approval of the Board on recommendation of the President.

**Leave for Court Purposes**

When on jury duty or when subpoenaed as a witness when not a principal in the litigation, community college personnel will receive court related leave with pay, can retain any fees earned, and will not be paid by the College for meals, lodging, or travel.

When a principal in personal litigation, an employee will not receive court related leave.

When involved in litigation on behalf of the college or due to action in line of duty as an employee, college personnel will be considered on duty and will turn over to the college any fees received from the court.

**Military Leave**

Full-time NWF State College employees called to extended active military service will be granted leave of absence from their assigned duties. The first thirty (30) days of such leave will be with full pay.

Beginning on the thirty-first (31st) work day, College pay to employees on extended active military service, will supplement the base military pay to an amount equal to the level of salary earned by the employee at the time of being called to active military duty. All other existing benefits will be provided to the employee if he/she desires.

Employee pay raises given college-wide will be provided to full-time employees on extended active military service for determining the supplement to military base pay.

**Leave Without Pay**

The College President will grant leave without pay to College employees when, in his/her estimation, such leave is justified.

### **Professional Leave**

Professional leave will be approved by the Board. Professional leave should meet the requirements of the Staff, Program, and Development Plan as part of the annual budget of the College. Extension or renewal for a period beyond one year of any leave will be by action of the Board on recommendation of the President.

### **Temporary Duty Assignment**

The College President can approve, upon mutual agreement of the College and the employee, temporary assignment of an employee to be absent from his/her regular duties and place of employment for the purpose of representing the College and for performing such other educational services or educational activities as will be for the benefit of the College.

Employees on temporary duty assignments will receive their regular pay and may receive per diem and travel reimbursement (except when paid or reimbursed from other sources) as authorized by Board Policies.

### **Vacation Leave - 12-month Personnel**

NWF State College full-time 12-month employees will earn vacation leave, per calendar month, at the following rates based on service in any Florida College not to exceed:

1 through 5 years of service:	1 day
6 through 10 years of service:	1 and 1/4 day
above 10 years of service:	1 and 1/2 day

Unused vacation leave credit may accumulate, but credit in excess of forty-four (44) days (352 hours) on December 31st will be transferred to sick leave. Such vacation leave transferred to sick leave will be without compensation and cannot be used in the calculation of terminal sick leave pay as authorized in Florida Statute [FS 1012.865](#).

Unused vacation leave will be paid upon termination or retirement on a lump sum basis as of the last day of work performed and at the rate of compensation to the employee (or to his/her beneficiary, estate or as provided by law) on that last day of employment or last day prior to retirement.

The minimum leave period will be one-half hour (30 minutes).

### **Vacation Leave - Grant Personnel**

Vacation leave for grant personnel will accrue and may be carried forward into a future year, but no payment for accrued leave will be made.

### **Vacation Leave - Deferred Retirement Option Program (DROP)**

Persons participating in the Deferred Retirement Option Program (DROP) will earn one and one half (1-1/2) days of vacation leave per calendar month. Unused vacation leave earned by persons participating in the Deferred Retirement Option Program (DROP) will not be paid upon termination.

**Annual Leave Payout**


Accrued vacation pay will be paid only if the employee leaves under favorable circumstances, is in good standing, and not if the employee is being dismissed by action of the Board.

**Worker's Compensation**

Employees who are required to attend regularly scheduled extended therapy sessions due to a job-related injury are allowed to use leave. Supervisors may request a physician's statement. Requests must be submitted in writing to the Human Resources Office.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Sick Leave	<b>NUMBER:</b> HR 18.00
<b>AUTHORITY:</b> Florida Statutes: <a href="#">FS 1012.865</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 01/13 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To establish Northwest Florida (NWF) State College's sick leave policy and sick leave pool

### LOCAL LANGUAGE

Each full-time employee shall earn one day of sick leave with pay for each calendar month, or major fraction (51% of the work days) of a calendar month, of full-time service within each fiscal year.

Any employee of the College may request that he/she be allowed to draw upon the potential sick leave entitlement which he/she reasonably anticipates he/she may earn under his/her current contract (or employment agreement) at such time as an illness or accident causes his/her accumulated sick leave to become over-extended.

The number of additional days of sick leave requested shall not exceed the maximum entitlement the employee would attain upon fulfillment of his/her current contract (or employment agreement) in the given fiscal year involved.

Should an employee for any reason fail to complete his/her contracted period of service, his/her final compensation shall be adjusted (or repayment made by the employee) in such amount as is necessary to ensure that payments made to a person by the College for sick leave days shall not have exceeded the actual earned days of sick leave.

Sick leave shall be cumulative from year to year, including sick leave for the current year. Accumulated sick leave may be transferred per Florida Statute [FS 1012.865\(2\)\(a\)](#) provided that at least one half of the sick leave accumulated at any one time is established at NWF State College. Each employee may use up to four (4) days of his/her accumulated sick leave for personal reasons during each fiscal year.

Terminal pay to a full-time employee for unused sick leave at the time of retirement or death shall be granted in accordance with the provisions of Florida Statute [FS 1012.865\(2\)\(d\)\(e\)](#), not to exceed the daily rate of pay multiplied by fifty percent (50%) times the number of days of accumulated sick leave, provided the person at the time of retirement shall have been a full-time employee and shall have initiated his/her retirement within one calendar year of the last day of actual full-time service (including any authorized annual or sick leave) to the College. Persons employed under the Retirement Incentive Plan Employee Agreement shall be compensated for accumulated sick leave as specified in the executed agreement. The rate of pay for such terminal sick leave days shall be at the rate as of the final day of actual full-time service to the College.

The President, or his/her designated representative, may at his/her discretion, require at any time a physician's statement or other appropriate documentation for any illness which resulted in the use of more than three (3) days of sick leave.

#### **Terminal Sick Leave Payout**


A terminal sick leave payout shall be available only once in a lifetime. Any individual who retires from employment with NWF State College and returns will not be eligible for a second sick leave payout.

#### **Sick Leave Pool**

The Board of Trustees authorizes the establishment of a Sick Leave Pool.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Workers Compensation	<b>NUMBER:</b> HR 19.00
<b>AUTHORITY:</b> Florida Statutes: <a href="#">FS 1001.64(18)</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 11/96 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To establish policy regarding using Worker's Compensation for on-the-job injuries

### LOCAL LANGUAGE

Employees requiring emergency room treatment for on-the-job injuries will be referred to the emergency room at a nearby hospital.

Injuries not requiring emergency treatment or injuries requiring follow-up treatment will be referred to Northwest Florida State College's designated Worker's Compensation provider.

Injured employees are expected to be off work while under heavy medication and while unable to perform College duties. At such time as the attending physician indicates, the employee will return to appropriate light-duty work in an area other than his/her normal assignment during the recuperation period.

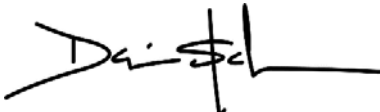
Injuries resulting from employee participation in the NWF State College wellness program or the NWF State College intramural, extramural and intercollegiate programs do not qualify for treatment under the Worker's Compensation program.

Drug Free Work Place Testing Procedures will apply to all post-accidents.





## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Harassment	<b>NUMBER:</b> HR 20.00
<b>AUTHORITY:</b>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 01/13 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To forbid harassment of any form toward employees or Northwest Florida (NWF) State College constituents and to establish the mechanism for investigating claims of harassment

### LOCAL LANGUAGE

NWF State College is committed to an academic and working environment free of harassment. Harassment of College employees or other constituents is against College Policy and will not be tolerated.

Harassment is considered to be any repeated or unwelcome verbal, visual, or physical abuse which causes the recipient discomfort or humiliation; interferes with the recipient's job performance, employment opportunities; or creates a hostile working environment. Harassment related to an employee's race, color, gender, religion, national origin, age, ethnicity, marital status, disability or genetic information is a violation of this policy.

Harassment consists of any oral, nonverbal, written, graphic, or physical conduct directed at an individual based on any of the above categories.

Unwelcome sexual harassment such as advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment; or
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.

### Complaint Procedures

NWF State College requires any person who believes that he/she has been subjected to harassment to report, in writing, within sixty (60) working days the incident to the Executive Director of Human Resources. The Executive Director of Human Resources, or the President's designee(s), will interview the accused employee, or any other person thought to have significant information relevant to the complaint regarding the nature of the complaint. Upon completion of the investigation, the Executive Director of Human Resources or the President's designee, will prepare a written report of the investigation and submit to the President within fifteen (15) working days.

The President will make a recommendation as to whether disciplinary action should or should not be pursued within fifteen (15) working days.

**Confidentiality**

The College assures prompt and impartial consideration of complaints of harassment. Confidentiality shall be maintained to the greatest extent possible within the law and the requirements for conducting appropriate investigations.

**Retaliation**


Retaliation against employees who have filed a charge or participated in an investigation or opposed any unlawful practice is prohibited.

Sanctions for those found to have engaged in harassing behavior, those who are found to have intentionally made a false claim of harassment, or those who engage in retaliatory behavior will be subject to sanctions covered by Board Policy.

Any employee who is made aware of another's concern that harassment is occurring has a duty to report that information to the appropriate College Vice President or to the Human Resources Office.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Smoking/Tobacco Products Use	<b>NUMBER:</b> HR 21.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 386.201</a> <a href="#">Florida Clean Air Act</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 01/13 <b>REVISED:</b> 05/14; 09/18; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To establish regulations regarding smoking and the use of tobacco products at Northwest Florida (NWF) State College


### LOCAL LANGUAGE

Smoking and the use of all tobacco products (including E-cigarettes, vaping and smokeless tobacco) shall be prohibited from use at all NWF State College facilities, properties, and vehicles, owned or leased, regardless of location.

This policy shall apply to all students, faculty, staff and other persons on College property, regardless of the purpose for their visit. Further, no tobacco-related advertising or sponsorship shall be permitted on NWF College property, at NWF State College-sponsored events, or in publications produced by NWF State College, with the exception of advertising in a newspaper or magazine that is not produced by NWF State College and which is sold, brought, or distributed on NWF State College property.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Child Abuse Reporting	<b>NUMBER:</b> HR 22.00
<b>AUTHORITY:</b> Florida Statute: F.S. 39.01; <a href="#">F.S. 39.201</a> ; <a href="#">F.S. 39.205</a> ; <a href="#">SBR 6A-14.099</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 01/13 <b>REVISED:</b> 03/19; 04/20	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

Ensure the responsibility for all persons to report suspected or known incidents of abuse, sexual abuse, abandonment, or neglect of a child and to ensure the safety and well-being of minors on Northwest Florida State College property, or during an event or function sponsored or hosted by the College.

### LOCAL LANGUAGE

It is the policy of the Board that Northwest Florida State College shall provide a safe environment for all faculty, staff, students, volunteers and other guests at all College locations, events, or functions. Child abuse, abandonment, or neglect committed on the property of the College or during an event or function sponsored by the College shall not be condoned or tolerated.


College employees are required to report any known or suspected information from faculty or staff regarding known or suspected abuse, sexual abuse, abandonment, or neglect of a child committed on the property of the College or during an event or function sponsored by the College. NWF State College employees are prohibited from knowingly or willfully preventing another person from making such a report. Failure to report any such cases may result in referral to law enforcement.

The terms “abuse,” “abandonment,” “sexual abuse of a child” and “neglect” shall have the same meaning as in section F.S. §39.01. College Administrators, as defined by SBOE Rule 6A-14.099, that are responsible for implementing and/or reporting any portion of this policy will receive annual training on issues relating to sexual harassment, sexual assault, and sexual misconduct and in understanding the processes of reporting such incidents that also protect the safety of reporting parties and promote accountability.

The President shall establish written procedures to implement this policy.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Qualifications of College Personnel	<b>NUMBER:</b> HR 23.00
<b>AUTHORITY:</b> Southern Association of Colleges and Schools Commission on Colleges	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 01/13 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### **PURPOSE OF POLICY**

To align with the requirements of the Southern Association of Colleges and Schools Commission on Colleges

### **LOCAL LANGUAGE**

Administrative personnel shall possess educational credentials or work experience which supports competence in their assigned administrative area. Administrative personnel will meet Standards of the Southern Association of Colleges and Schools Commission on Colleges.

Faculty personnel will at minimum have qualifications in compliance with the Standards of the Southern Association of Colleges and Schools Commission on Colleges.


Northwest Florida State College will develop and maintain a personnel professional development system with annual evaluation of all full-time personnel.

Each employee shall be compensated on the basis of his/her classification as contained in the position description and in accordance with the salary schedule for the position involved.

A current personnel file will be maintained for each employee. Appropriate documentation of degrees and work experience will be in each file.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Sexual Abuse/Violence Prevention	<b>NUMBER:</b> HR 24.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1001.64(23)</a> ; <a href="#">SBR 6A-14.099</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 04/20 <b>REVISED:</b> 10/20	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

Ensure the responsibility for all persons to report known or suspected incidents of sexual abuse, other forms of sexual violence, and other crimes of violence by, or upon, any member of the College community, specifically including college students, employees, and guests.

### LOCAL LANGUAGE

It is the policy of the Board that Northwest Florida State College shall prohibit, as being incompatible with the mission of the College, the commission of all forms of sexual abuse or violence, as well as any other crimes of committed against any member of the College community, in particular the student body.

The President shall establish written procedures to implement this policy. These procedures shall include, but are not limited to:

- (a) Information identifying such laws and legislation that prohibit such misconduct;
- (b) Proper reporting requirements and responsibilities for College faculty and staff;
- (c) Information regarding the rights of complainants, victims, and the respondents and the services available to them;
- (d) Administrative procedures for the investigation by the college of cases involving sexual abuse or sexual misconduct and other crimes of violence;
- (e) Administrative proceedings, disciplinary actions, and penalties that may be imposed;
- (f) Annual training for all College Administrators, as defined by State Board Rule [SBR 6A-14.099](#), that are responsible for implementing and/or reporting any portion of this policy on issues relating to sexual abuse, other forms of sexual violence, and other crimes of violence and in understanding the processes of reporting such incidents that also protect the safety of reporting parties and promote accountability.

## **Title IX of the Education Amendments of 1972**

Northwest Florida State College is an equal access/equal opportunity institution which does not discriminate on the basis of sex, race, color, marital status, age, religion, national origin, disability, veteran's status, ethnicity, pregnancy, gender identity, sexual orientation, or genetic information.

As such Northwest Florida State College is in compliance with Title IX and in the event a formal complaint is filed with the Title IX Coordinator, the college will offer supportive measures as required under Title IX to the complainant and respondent in a case.

Annual training for Title IX will be given to all employees with specialized training given to those who are asked to serve in the role of Investigator, Advisor or Decision Maker as applicable. These roles may or may not be outsourced including should an appeal be filed by either party.

### **Key terms:**

**Title IX Coordinator:** The Title IX Coordinator is the person who takes a complaint from a student or employee. They will explain the process to the Complainant regarding how a hearing will be conducted, Respondents rights to due process, offer supportive services and determine if the complaint meets the criteria for a Title IX complaint. The Title IX Coordinator will inform both the Complainant and the Respondent of the process and ensure that each party is given a copy of the complaint.

**Investigator:** Once the college receives a formal complaint as verified by the Title IX Coordinator, the Investigator will conduct a thorough unbiased investigation into the allegations by interviewing all witnesses and gathering all statements of fact and evidence. Once that has been completed the Investigator will submit a copy of the investigative report to the Decision Maker and both parties along with a copy of all evidence or statements from witnesses submitted.


**Advisor:** Either party in a formal Title IX complaint may chose an advisor. The Advisor's role in a formal complaint is to cross examine a witness with relevant questions to the complaint only. The college will provide guidance to those individuals who are asked to serve as Advisors in the event an employee is chosen to serve by either party.

**Decision Maker:** Decision Makers will be responsible for reviewing evidence and the investigative report submitted by the investigator. They will serve in the role as the decision maker, in the event a formal complaint is filed, in a hearing setting, make determinations regarding relevancy of questions, serve as an impartial and unbiased listener with no prejudgment of a complainant or respondent in a case and make decisions regarding whether college policy was violated. They will also ensure rules of decorum are followed in a hearing. This role may or may not be filled by an individual outside of the college. If an employee of the college is chosen to serve in this role, proper training will be given.

**Hearing:** Under Title IX rules any individual filing a formal complaint will be required to participate in a "live hearing". This is to allow the Complainant and Respondent both due process to address any allegations of sexual harassment. Both the complainant and respondent will be allowed an Advisor to cross examine the other party in the hearing before a Decision Maker. The Decision Maker will make the decision as to whether any questions are deemed relevant in the case before either party is permitted to answer. Each party is allowed to present relevant evidence and witnesses in the hearing they believe supports their case. Any such evidence or names of witnesses must be submitted to the Title IX Coordinator before the hearing is to take place.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Accreditation/Substantive Change	<b>NUMBER:</b> TL 1.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1004.65</a> State Board Rule: <a href="#">SBR 6A-14.060</a> <a href="#">SACSCOC Principles of Accreditation</a>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 05/89 <b>REVISED:</b> 04/13; 04/15; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To establish the Board's intent to remain an accredited institution and to establish the requirements necessary to ensure timely coordination and notification of substantive changes to Northwest Florida (NWF) State College's regional accrediting body, the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC)

### LOCAL LANGUAGE


It is the intention of the Board of Trustees that NWF State College shall continue to maintain accreditation by the Southern Association of Colleges and Schools. The policy complies with the SACSCOC Principles of Accreditation: Foundations for Quality, as well, as the Commission's policies and guidelines. This policy is applicable to all campuses, centers, divisions, and departments.

To that end, the College shall establish a procedure for compliance with substantive change requirements.





## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Instruction and Awards	<b>NUMBER:</b> TL 2.00
<b>AUTHORITY:</b> State Board Rule: <a href="#">SBR 6A-14.030</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 05/89 <b>REVISED:</b> 04/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To recognize Florida Statute and State Board Rules governing the types of degrees, certificates, and diplomas which may be conferred by a State College

### LOCAL LANGUAGE

Northwest Florida (NWF) State College follows the uniform approval process for degrees, certificates and diplomas, as outlined by the Florida Department of Education. The College Catalog outlines NWF State College's official policies relating to the objectives, programs, activities, and related operational provisions authorized by the Board for any given fiscal and/or academic year.


Furthermore, the policies which relate to instructional program standards and regulations including but not limited to admission requirements, program length, conditions for continuance in the programs, and requirements for program completion shall be published, annually, in the official College Catalog, including acceleration mechanisms for program completion.

College policy regarding student performance standards for the award of degrees and certificates, articulation, and general education curricula can be found in the College Catalog.

Policy regarding effective catalog year is located in the College Catalog.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Occupational and General Adult Education Programs	<b>NUMBER:</b> TL 3.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1004.65</a>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 03/89 <b>REVISED:</b> 01/04; 04/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY


To recognize the Northwest Florida (NWF) State College's designation as an area vocational educational school authorized to operate an adult basic education program

### LOCAL LANGUAGE

In accordance with Florida Statute [FS 1004.65](#), NWF State College is a comprehensive college being designated as an area vocational educational school facility and being authorized to operate an adult basic education program, in addition to providing collegiate transfer programming and community services programming. The College Catalog shall contain those programs offered in occupational and adult education authorized for each fiscal and/or academic year.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Vocational Education	<b>NUMBER:</b> TL 4.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1001.02(4)(a)</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 03/89 <b>REVISED:</b> 04/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To recognize the Northwest Florida (NWF) State College's authority to establish a Vocational and Adult Education Coordinating Council


### LOCAL LANGUAGE

In accordance with [FS 1001.02\(4\)\(a\)](#), NWF State College, as a designated area vocational school facility, shall assume primary responsibility for services to persons 19 years of age or older, and shall actively participate in the establishment and effective continuation of a vocational and adult education coordinating council serving the NWF State College area.

The College President is authorized to approve such enrollments of pupils from grades 10-12 in the public school districts as may be feasible on a space available and eligibility basis upon request from the respective superintendents of the Okaloosa and Walton public schools systems.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Baccalaureate Instruction and Awards	<b>NUMBER:</b> TL 5.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1007.33</a> State Board Rule: <a href="#">SBR 6A-14.095</a>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 01/13 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To recognize Florida Statute and State Board Rules governing baccalaureate degree proposals and offerings

### LOCAL LANGUAGE

Northwest Florida State College follows the uniform approval process for new baccalaureate degrees as outlined by the Florida State Department of Education. The College President shall make recommendations to the Board for new Baccalaureate Degree Programs.


Furthermore, the policies which relate to instructional program standards and regulations including but not limited to admission requirements, program length, conditions for continuance in the programs, and requirements for program completion shall be published, annually, in the official College Catalog, including acceleration mechanisms for program completion.

College policy regarding student performance standards for the award of degrees, articulation, and general education curricula can be found in the College Catalog.

Policy regarding effective catalog year is located in the College Catalog.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Deletion of Courses	<b>NUMBER:</b> TL 6.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1007.24</a> State Board Rule: <a href="#">SBR 6A-10.0331</a>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 12/05 <b>REVISED:</b> 04/13; 03/19	<b>BOARD SECRETARY:</b> 

### **PURPOSE OF POLICY**


To delete courses from the College Catalog and Statewide Course Numbering System which are no longer offered

### **LOCAL LANGUAGE**

The College President shall annually certify to the Board that the College has deleted courses as required in Florida Statute [FS 1007.24](#) and further outlined in State Board Rule [SBR 6A-10.0331](#).



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> College Calendar	<b>NUMBER:</b> TL 7.00
<b>AUTHORITY:</b> State Board Rule: <a href="#">SBR 6A-10.019</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 03/89 <b>REVISED:</b> 12/05; 04/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY


To provide guidance for establishing an annual calendar for the College

### LOCAL LANGUAGE

The Calendar of Northwest Florida State College shall conform to the requirements of State Board Rule [SBR 6A-10.019](#) and shall be published, annually, as part of the official College Catalog. Any amendments to the Calendar shall be approved by the Board, on recommendation of the College President and become effective upon adoption or such date as may be specified in the approval action.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Acceleration Mechanisms	<b>NUMBER:</b> TL 8.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1007.27</a> State Board Rule: <a href="#">SBR 6A-10.024</a>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 03/89 <b>REVISED:</b> 06/04; 04/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY


To identify approved acceleration mechanisms to shorten the time necessary for program completion

### LOCAL LANGUAGE

Articulated acceleration mechanisms of Northwest Florida State College shall be published, annually, in the College Catalog and shall include, but are not limited to, dual enrollment and early admission, and credits earned through alternative means of study such as Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Military Service School Credits, the NWF State College's Course Challenge Exam option and credits earned through prior learning assessment, in accordance with Florida Statute [FS 1007.27](#) and State Board Rules [SBR 6A-10.024](#).



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Advisory Committees	<b>NUMBER:</b> TL 9.00
<b>AUTHORITY:</b>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 03/89 <b>REVISED:</b> 04/13; 03/19	<b>BOARD SECRETARY:</b> 

### **PURPOSE OF POLICY**

To enable the College President or his/her designee to appoint advisory committees as needed


### **LOCAL LANGUAGE**

On behalf of the Board, the College President or his/her designee, shall appoint such general and specific advisory committees as may be beneficial to assist in counseling Northwest Florida State College regarding development, operation, and evaluation of occupational, adult, and community service programs for the College.





## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Pre-Apprenticeship Programs	<b>NUMBER:</b> TL 10.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 446.052</a>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 03/89 <b>REVISED:</b> 10/94; 04/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY


To recognize Northwest Florida (NWF) State College as a provider of pre-apprenticeship programs

### LOCAL LANGUAGE

Upon request from an apprenticeship council serving the NWF State College District and upon compliance with Florida Statute [FS 446.052](#), Pre-apprenticeship Programs may be offered upon Board approval.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Course Substitutions for Students with Disabilities	<b>NUMBER:</b> TL 11.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1007.264</a> ; <a href="#">FS 1007.265</a> State Board Rule: <a href="#">SBR 6A-10.041</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 02/00 <b>REVISED:</b> 03/00; 06/04; 06/07; 04/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To recognize the Northwest Florida (NWF) State College's obligation to accommodate students with disabilities with course substitutions when appropriate

### LOCAL LANGUAGE


NWF State College recognizes that certain disabilities may preclude a student from successfully completing a specific course requirement for a degree even with appropriate accommodations. NWF State College recognizes its obligation to accommodate students with disabilities without compromising the integrity of the academic program; therefore, in accordance with State Board of Education Rule [SBR 6A-10.041](#), the following policy is established for providing reasonable course substitutions for eligible students with disabilities as required by Florida Statutes [FS 1007.264](#) and [FS 1007.265](#) and consistent with the Americans with Disabilities Act and other appropriate laws.

Students seeking a course substitution shall present appropriate documentation to the Director of Accommodations. Requests for course substitutions will be considered on an individual basis based on the disability documentation and academic record of the student making the request. Documentation needs "to substantiate that the disability can be reasonably expected to prevent the individual from meeting requirements for admissions to the institution, admissions to a program of study, or graduation." The course substitution approval or denial will be made in conjunction with the Executive Director of Academic Records and Enrollment.

Procedures for obtaining accommodations are maintained in the College Catalog, the orientation program, academic advisement, the College website, and printed materials available through the Student Success Department.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Placement in Developmental Education and Instruction	<b>NUMBER:</b> TL 12.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1008.30</a> ; <a href="#">FS 1008.02</a> State Board Rule: <a href="#">SBR 6A-10.0315</a>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 10/98 <b>REVISED:</b> 06/04; 06/08; 04/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

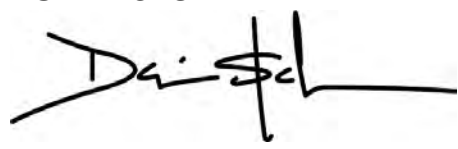
To recognize Florida Statute and State Board Rules governing developmental education delivery and common testing requirements for academic placement into appropriate courses

### LOCAL LANGUAGE

In accordance with State Board Rule [SBR 6A-10.0315](#) and Florida Statutes [FS 1008.30](#) and [FS 1008.02](#), the Board of Trustees directs and authorizes the College President or his/her designee to establish procedures related to the implementation of college preparatory instruction in accordance with state law and State Board of Education Rules.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Exceptions to Full Cost Requirement for Repeating College Prep and College Credit Courses	<b>NUMBER:</b> TL 13.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1009.28</a> ; <a href="#">FS 1009.285</a> ; <a href="#">FS 1001.64(10)</a> ; <a href="#">FS 1004.93(3)(d)</a> State Board Rule: <a href="#">SBR 6A-14.0301(3)</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 11/97 <b>REVISED:</b> 01/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To document exceptions to the assessment of the full cost of instruction for students who enroll in the same college-credit or college preparatory course more than twice

### LOCAL LANGUAGE


Exceptions to the assessment of the full cost of instruction for repeating college preparatory courses and college-credit courses will be granted in accordance with the following guidelines:

- Exceptions will be granted only in the case of extenuating circumstances or financial hardship and only after the student has demonstrated reasonable effort to succeed in the course.
- Extenuating circumstances are those circumstances determined by the College to be exceptional and beyond the control of the student, which may include, but are not limited to:
  - Serious illness;
  - Documented medical condition preventing course completion;
  - Death of an immediate family member;
  - Involuntary call to active duty military;
  - Documented learning disability;
  - English as a second language background;
  - Documented change in employment status, including TDY military orders;
  - Natural disasters;
  - College error; or
  - Other emergency circumstances or extraordinary situations, as determined by the appropriate party(ies) reviewing the request

- Financial hardship includes, but is not limited to, qualification for Federal need-based financial aid, qualification as displaced/economically disadvantaged homemaker/worker, or other documented financial emergency.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Employment Contracts for Full-time Faculty	<b>NUMBER:</b> TL 14.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 120</a> State Board Rule: <a href="#">SBR 6A-14.0411</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 10/13 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To define the structure, initial award process, and post award processes relating to continuing contracts for full-time faculty members

### LOCAL LANGUAGE

The Board directs and authorizes the College President or his/her designee to establish procedures related to appointment, employment, and regular evaluation of faculty members. Procedures will address frequency and methodology of assessment, designation of faculty rank, and dismissal or return to annual contract status.

### Definition of Terms

**Review:** annual assessment of faculty members' performance, conducted in every year before the Continuing Contract Evaluation.

**Evaluation:** the assessment of faculty members' performance is conducted every five years. The first Evaluation determines whether the faculty member is recommended to the College President and Board for continuing contract.

**Continuing contract:** a contract that is renewed annually unless a compelling cause prevents renewal.

### Definition of Continuing Contract

A continuing contract award represents a change in contract status. Most initial faculty appointments are annual contracts that may be renewed or not renewed without cause. A continuing contract is a contract that is renewed annually unless a compelling cause prevents renewal. Compelling causes that could prevent renewal of a continuing contract are discussed below.

The award of continuing contract status is intended to express that the College President and Board have trust and confidence in a faculty member's performance and an expectation that good performance will continue in the future. This expectation of excellence does not end with the continuing contract award. After the award,

faculty members must formally demonstrate a continued commitment to the welfare of students, their own professional development, and the advancement of the College mission.

Candidates for continuing contract status are required to present quantifiable and measured evidence of effectiveness in all areas of the faculty job description. Continuing contracts are awarded to full-time faculty members who exhibit excellent performance, successfully complete annual reviews, and pass a continuing contract evaluation. The President will verify continued performance through post-award evaluations occurring at five-year intervals after the initial award and through reviews occurring in years two and four after continuing contract is awarded and at the same intervals in subsequent cycles. For details, see below.

The purpose of continuing contract awards is to create an environment of trust, cooperation, and collegiality between faculty members and college administration. This relationship is vital to the growth and development of the college. Honest debate and critique without fear of reprisal or negative repercussions are crucial to the continued enhancement of all aspects of the college's mission. Continuing contract also reinforces the integrity of the teaching and learning process. Faculty members may proceed with academic freedom to develop course content, present it in the classroom, and hold students to the highest standards.

#### **Eligibility Process for Awarding Continuing Contract**

1. At the end of each academic year during the initial five-year service period\*, a review of the faculty member's performance will occur. This review is conducted by the Department Chair or Program Director and approved by the appropriate Dean.
2. Full-time faculty members in continuing contract-track appointments become eligible for consideration for a continuing contract award during their fifth year of service after successfully completing four annual reviews.\*
3. During the fifth year of service\*, after successful completion of four yearly reviews, a faculty member applies for the award of continuing contract. Upon receipt of the application, the Department Chair or Program Director will coordinate with the appropriate Dean and the Vice President of Teaching and Learning (VPTL) to form a continuing contract evaluation committee. A faculty member may opt to forgo or delay application for continuing contract status. In so doing, the faculty member will remain on an annual appointment and receive annual performance evaluations.
4. If the evaluation committee concurs that the faculty member has shown excellent progress and performance in the yearly reviews and in the continuing contract evaluation, a recommendation to award continuing contract will be made to the President.
5. If the President concurs with the recommendation, he or she will recommend to the Board of Trustees that a continuing contract be awarded.
6. If the Board of Trustees concurs, the Board and President will formally notify the faculty member that the award has been made.
7. Each employee issued a continuing contract shall be entitled to continue in his or her respective full-time faculty position at the college without the necessity for annual nomination or reappointment until the individual resigns from employment, unless the employee is dismissed or returned to annual contract status as described in section F.

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\*Three years for those hired prior to July 1, 2013.

### **Yearly Review Process**

At the end of each academic year, full-time faculty members in a continuing-contract track appointment will participate in a review of their performance conducted by their Department Chair or Program Director. A full-time faculty member's primary duties fall into five broad categories: teaching, professional development, advising students, service to the college, and community outreach. Teaching is considered the faculty member's primary responsibility at Northwest Florida State College. Faculty members are expected to devote approximately 80% of their time and energy toward teaching excellence. Professional development, advising students, service to the college, and community outreach together should occupy the remaining 20%. The ratio of each of these areas is intended to be flexible as appropriate to the discipline and will be determined upon consultation among faculty members, the Department Chair or Program Director, the Dean, and the VPTL.

At the time of the yearly review, faculty members will describe and document their activities and discuss their performance in the following areas:

1. **Quantifiable and measured effectiveness in the performance of the primary teaching responsibility.** The measurement of a faculty member's teaching performance may include demonstrated learning gains, student success rates in courses taught by the faculty member, observations made by the supervisor, student evaluations, course completion rates, continuing success in subsequent and additional courses or educational pursuits, and, where necessary and applicable, graduation and/or certification rates, job placement rates, applicable assessments from colleagues, and employer surveys.

This data may be assessed in relationship to department, college and system performance metrics. If student learning outcomes and student evaluations of the faculty member are below department, college, and system norms for an extended period, the Department Chair or Program director will notify the Dean and determine the cause. If the cause is determined to be deficiencies in teaching, preparation, or behavior toward students and colleagues, this determination will be conveyed in good faith to the VPAA, who will decide what action should be taken.

2. **Continuing professional development and currency in the subject matter.** Faculty members are expected to participate in activities that advance their knowledge and skills in ways that enhance student learning. These may include research, participation in conferences and other continuing education opportunities related to the faculty member's subject area, or other relevant projects undertaken in coordination with the Department Chair or the Program Director. These activities should be documented and presented at the time of review.
3. **Service to the college.** Full-time faculty members are expected to serve on college committees and/or in activities that advance the achievement of the mission of the college. Service activities will be determined to be appropriate by the Department Chair or Program Director upon review.
4. **Student advising.** Faculty members are expected to participate in the process of advising students as they pursue their academic goals. A faculty member's experience and advice can prove invaluable to students as they chart a course for their lives.



5. **Community engagement.** Faculty members are expected to provide service to the community. Outreach activities help the college form valuable relationships with the community. These relationships can lead to many enhanced learning opportunities for students, help faculty to develop professionally, and greatly improve the public's understanding of and appreciation for all the college has to offer. Similar reviews occur following award of continuing contract. See below.

### **Continuing Contract Evaluation**

After successful completion of four annual reviews, during the fifth academic year following appointment to a continuing-contract-track position, the faculty member applies for the continuing contract award. To apply, the faculty member will present a professional portfolio of materials collected for each of the previous yearly reviews conducted by the Department Chair or Program Director. Additional materials supporting the application may be required as determined by each department. Upon receipt of this application, the department chair will coordinate with the appropriate Dean and the VPTL to form a continuing contract evaluation committee. The continuing contract evaluation will proceed as follows:

1. The faculty member applies for a continuing contract award and submits required professional portfolio materials to the Department Chair or Program Director.
2. The Department Chair or Program Director notifies the Dean of the application.
3. The Dean forms a continuing contract evaluation committee (the Dean does not participate on the committee). This committee will include up to seven members:
  - a. The Department Chair or Program Director chairing the committee.
  - b. At least two full-time, continuing contract status faculty members from outside the candidate's own department.
  - c. If possible, two continuing-contract status faculty members from inside the candidate's own department for peer review.
  - d. One faculty member on annual appointment from outside the candidate's own department.
  - e. A senior staff representative.

One of the committee members will be an equity representative trained to maintain equity and fairness in all aspects of the process. If the integrity of the process is breeched in any way, the equity representative shall report the nature of the breech to the Director of Human Resources immediately.

4. Members of the committee evaluate the application materials.
5. A continuing contract evaluation interview may occur with the faculty member present to respond to any questions or concerns from committee members.

6. An anonymous vote is taken. If the committee believes that the faculty member has demonstrated excellent performance and the Dean concurs, the Dean will notify the VPTL and the President that the faculty member is recommended for continuing contract award. The committee's vote is confidential and will only be revealed to the appropriate Dean. The committee and its members are not authorized to discuss their decision or their rationale for that decision with the candidate or others until a final decision regarding continuing contract status has been made by the Board of Trustees. Upon Board action, the President will notify the faculty member of the decision. If the committee's vote indicates that a continuing contract should not be awarded, this result is transmitted to the Dean. The committee's vote is confidential and will only be revealed to the appropriate Dean. The committee and its members are not authorized to discuss their decision or their rationale for that decision with the candidate or others until a final decision regarding continuing contract status has been made by the Board of Trustees. The Dean will notify the VPTL and the President that the committee has declined to recommend the faculty member for continuing contract. Upon Board action, the President will notify the faculty member of the decision.
7. If the Dean does not concur with the vote, written notice will be given to the VPTL and the President of the committee's vote, and the Dean will identify his or her concerns. Upon Board action, the President will notify the faculty member of the decision.
8. If the Dean recommends the award of continuing contract status, and the VPTL and President concur, the President will recommend to the Board of Trustees that the faculty member be awarded continuing contract status.
9. In the case of a continuing contract evaluation committee vote against awarding a continuing contract, the VPTL and President may elect either to extend the faculty member's annual contract for up to two years, or not to reappoint the faculty member at the end of his or her current annual appointment. If the annual contract is extended, the faculty member will receive one opportunity to re-apply for continuing contract status. If the faculty member is unsuccessful in this second attempt, or if he or she chooses not to re-apply, the faculty member's employment will cease at the end of the extension period.
10. When the President recommends awarding continuing contract, a continuation of annual contract status, or termination, and the Board concurs, the President will officially notify the faculty member of the Board's decision in writing. The candidate for continuing contract status shall not seek to influence the deliberations of the review committee or unduly influence any of the individuals on the evaluation committee outside of the bounds of the deliberation process. The candidate's application portfolio is the proper avenue for the candidate to present his/her case. Improper contact with the committee or one of its members may result in denial of continuing contract status.

The faculty member may appeal the decision as outlined below.

#### **Post-Award Assessment of Faculty**

After continuing contract status is awarded, faculty members will continue to participate in annual reviews of their activities with their Department Chair or Program Director. These will follow the same process as yearly reviews prior to the continuing contract award.

A post-award evaluation will be conducted by the Department Chair or Program Director and the Dean during the fifth year of the cycle. If significant problems are observed during the two-year intervals, the Department Chair or Program Director may notify the Dean of these problems, and corrective action may be prescribed. If

significant cause is determined at the time of a post-award evaluation or before, the faculty member may be returned to annual contract status or dismissed according to the procedures outlined below.

### **Dismissal or Return to Annual Contract Status**

Faculty on annual contracts may be dismissed without cause. The college is not obligated to provide a reason for dismissal of a faculty member on an annual contract prior to the award of continuing contract.

After continuing contract has been awarded, the VPTL may determine that dismissal is warranted in cases of documented moral turpitude, dereliction of duty, failure to meet post-award performance criteria, or institutional financial exigency. The VPTL will send a written recommendation to the President for dismissal, inclusive of the reason(s) for dismissal. The President may then consult with any relevant parties at his or her discretion. The President may then make a recommendation for termination to the Board of Trustees. If the Board of Trustees agrees that termination is warranted, the President will notify the faculty member in writing.

In situations where performance problems are less severe but still demonstrably significant, the VPTL may consider a return to annual contract status for a faculty member using the review process outlined above. The VPTL will implement a professional development plan with input from the faculty member, the Department Chair or Program Director, and the appropriate Dean. When the faculty member has completed the activities outlined in the plan, he or she applies to the VPAA to have continuing contract status reinstated by the Board of Trustees. The time between a return to annual contract status and reinstatement will not exceed two academic years. If the VPTL determines that the faculty member is unable to make effective corrections during this two-year period, the VPTL may recommend dismissal to the President.

Upon recommendation of the President, the Board may also terminate a faculty member with continuing contract status upon consolidation, reduction, or elimination of an academic program. Every effort will be made to notify a faculty member as soon as possible in this situation. This notification shall occur no later than January 30th, if the termination is to occur before the fall semester begins and no later than June 30th if the termination is to occur before the spring semester begins.

### **Appeals**

Faculty members have the right to appeal any decision resulting in denial of continuing contract status, dismissal, or a return to annual contract status within twenty-one calendar days of being notified of the decision. The faculty member will appeal in writing to the VPAA and the President. In the case of denial of continuing contract status, an internal appeal may be made. In the case of a return to annual contract status or termination, the faculty member may choose either an internal appeal to the President or a formal administrative hearing in accordance with Florida Statute [FS 120](#).

Internal appeals to the President will be heard by an appeal committee within twenty-one calendar days of receipt of the written appeal. The committee membership will be similar to that of an evaluation committee. An equity representative will preside as chair of the internal appeal process. The faculty member may present evidence to the appeal committee, and the VPAA and/or President may present a rebuttal. The appeal committee will deliberate in private.

The committee will convey its written opinion to the faculty member, the VPTL, and the President. The Board of Trustees will make a final determination of the status of the faculty member upon receipt of the opinion of the appeal committee. The President has the right to provide a supplemental opinion to the Board of Trustees. In the case of a return to annual contract status or termination, faculty may request a formal administrative hearing in accordance with Florida Statute [FL 120](#), by filing a petition with the board within twenty-one (21) days of receipt of the recommendation of the President.

### Other Faculty Contract Considerations

Upon hiring, faculty members are notified whether or not he/she is eligible for continuing contract status subject to conditions of college policy and procedure.

1. Faculty positions filled as a result of a competitive hiring process may be eligible for continuing contract.
2. Temporary positions shall not be eligible for continuing contract. Under the conditions described below, the President may recommend to the Board of Trustees a temporary faculty position for a semester, a year, or up to three years:
  - a. In the case of an emergency situation due to extended illness, death, or unexpected resignation where adjunct faculty members are not available or where no other full-time faculty members teach in the discipline. The temporary position will be terminated once the emergency situation is resolved.
  - b. Grant-supported, short-term programs intended to fill a temporary need.
  - c. Other short-term needs, such as completing a teach out plan for a discontinued program or degree
  - d. Other emergency or temporary situations.
3. If a temporary faculty position is needed beyond three years, a new continuing-contract-track position may be created. If interested in this position, the employee serving in the temporary position must apply for the continuing-contract-track position in a competitive hiring process. The years in the temporary position may be counted toward the probationary five-year time period leading to a continuing contract award at the discretion of the President.

Faculty members holding continuing contract status who are appointed to administrative positions may be granted a leave of absence from their faculty positions during the time they are serving in the administration. If administrative service is discontinued by either the faculty member or the administration, with or without cause, the faculty member may return to continuing contract status and resume full-time teaching responsibilities. No loss of rank, seniority, or privilege shall result from such an appointment.

### Academic Rank

Academic ranks exist to define a faculty member's status in the hierarchy of the profession. Academic rank specifications represent a faculty member's progression through major landmarks in his or her career. Northwest Florida State College recognizes and awards the following academic ranks:

1. **Adjunct Instructor:** A faculty member appointed to a part-time, non-continuing contract-track teaching position.
2. **Visiting Professor:** A faculty member appointed to a temporary, non-continuing contract-track appointment.
3. **Assistant Professor:** A faculty member appointed to a full-time, continuing contract-track eligible teaching position.
4. **Associate Professor:** A faculty member who has been awarded a continuing contract.
5. **Professor:** A faculty member who has been awarded a continuing contract, and who has successfully completed two post-award reviews.\* Faculty may not hold the rank of Professor with fewer than seven years of full-time teaching experience.

\*Faculty members hired before July 1, 2013 who have achieved the rank of Professor shall retain this rank following implementation of this policy.

## **Other, Special Academic Ranks Recognized and Awarded by NWF:**

**Distinguished Professor:** A rank given to a faculty member by the President in recognition of significant achievements.

**Professor Emeritus:** Academic rank awarded at Board discretion to faculty members who have retired holding the rank of Professor in expression of appreciation for their years of service and continuing commitment to the College mission.

### **Timeframe of Implementation of Policy and Procedures**

A schedule of implementation shall be produced that staggers post-award reviews and establishes the timeline for continuing contract evaluations of faculty currently appointed to continuing contract-track positions.

Generally, the timeframe of continuing contract evaluations and post-award evaluations and reviews will be based on the date a faculty member was hired.


1. For those hired before July 1, 2013 who have not yet had a continuing contract evaluation, this evaluation will occur three years from the date of initial appointment to a continuing contract-track eligible position. The continuing contract evaluation portfolio for these faculty members will only be required to include artifacts collected after July 1, 2013. Post-award reviews will occur in years two and four of each cycle.
2. For those hired after July 1, 2013, the process described above will be followed with the continuing contract evaluation occurring during the fifth year after initial appointment to a continuing contract-track position. Post-award reviews will occur in years two and four of each cycle.
3. For those who were awarded a continuing contract prior to July 1, 2013, post-award evaluations will occur at no more than five-year intervals based upon the date of initial appointment to a continuing contract-track position. Post-award reviews will occur annually. The VPTL will create a schedule of post-award evaluations using the following process:
  - a. Determine the date of initial appointment to a continuing contract-track position.
  - b. Set a date five years from initial award of continuing contract for the first post-award evaluation. Subsequent evaluations would occur every five years after that. In the case of a faculty member who had completed ten years of service immediately prior to July 1, 2013, this faculty member would have a post-award evaluation in April 2018.

The VPTL reserves the right to request an evaluation of a faculty member at a date earlier than the maximum five-year interval. This may be the result of:

1. A concern regarding the ongoing performance of the faculty member.
2. A need to stagger a Department Chair or Program Director's evaluation workload because of the timing of reviews and evaluations.
3. Consideration of prior years of experience from another institution in the computation of a faculty member's total years of service.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Definition of a Credit Hour	<b>NUMBER:</b> TL 15.00
<b>AUTHORITY:</b> Code of Federal Regulation: 34 <a href="#">CFR 600.2</a> State Board Rules: <a href="#">SBR 6A-14.030</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 11/15 <b>REVISED:</b> 03/19; 04/20	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To define a credit hour and credit hour equivalency

### LOCAL LANGUAGE

In accordance with Federal Regulations 34 [C.F.R. 600.2](#), SACSCOC Policy, State Board Rule [SBR 6A-14.030](#), and the Carnegie Unit definition, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester for trimester hour of credit, or ten to twelve weeks for one quarter hour of credit or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.
3. All instruction will consist of regular and substantive interaction between the student and the instructor, either synchronously or asynchronously.

The College adheres to the federal regulations [34 C.F.R. 600.2](#) and the State Board Rule [SBR 6A-14.030](#) definition of an hour as a 50-minute period of classroom instruction.

The College's procedures defining credit hour apply to all instruction, regardless of course format, length, level, location, or mode of delivery.

The College follows the following guidelines for the number of hours awarded for a course:

**College Credit Courses:** College credit courses are composed of lecture and/or laboratory hours. A class that meets 15 lecture hours receives one semester hour's credit. A class that meets 30-45 lab hours receives one semester hour's credit. In most lab courses, 30 lab hours earns one semester hour's credit. A limited number of classes in the sciences and other disciplines require 45 lab hours for one credit.

**Distance Learning (Online) and Hybrid Courses:** Credits for courses that differ from the traditional lecture are derived from the standard definition and follow [34 C.F.R. 600.2](#). For example, distance learning and hybrid courses require the same student learning outcomes and the equivalent amount of work and preparation. However, the instructional delivery to students in these courses utilizes technology such as the internet and video conferencing to bridge the physical separation of the instructor and student which supports regular and substantive interaction between the students and the instructor, either synchronously or asynchronously.


**The College's Definition of a Clock Hour:** The College adheres to the definition of a hour as a 50 minute block of time as defined in [34 C.F.R. 600.2](#) and State Board Rule [SBR 6A-14.030](#).

**Continuing Education Courses:** Continuing Education courses do not earn college credit. These courses are scheduled for the appropriate number of lecture and/or lab hours to meet content requirements.

The College does not offer credit via any method or calculation that differs from commonly accepted practices in higher education.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Textbook Affordability	<b>NUMBER:</b> TL 16.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1004.085</a> State Board Rule: <a href="#">SBR 6A-14.092</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 03/09 <b>REVISED:</b> 05/13; 09/16; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To provide guidelines for the evaluation and adoption of textbooks; to allow for negotiation with vendors; and to provide for the ability to publish listings of required textbooks prior to the beginning of the term to enable students to shop for the lowest cost textbooks

### LOCAL LANGUAGE

Pursuant to Florida Statute [FS 1004.085](#), Northwest Florida (NWF) State College employees may not demand or receive any payment, loan, subscription, advance, deposit of money, service, or anything of value, present or promised, in exchange for requiring students to purchase a specific textbook or instructional material for coursework or instruction.

An employee may receive:

- Sample copies, instructor copies, or instructional materials. These materials may not be sold for any type of compensation if they are specifically marked as free samples not for resale.
- Royalties or other compensation from sales of textbooks or instructional materials that include the instructor's own writing or work.
- Honoraria for academic peer review of course materials.
- Fees associated with activities such as reviewing, critiquing, or preparing support materials for textbooks or instructional materials pursuant to guidelines adopted by the State Board of Education or the Board of Governors.
- Training in the use of course materials and learning technologies.




The Board shall, each semester, examine the cost of textbooks and instructional materials by course and course section for all general education courses offered at the institution to identify any variance in the cost of textbooks and instructional materials among different sections of the same course and the percentage of textbooks and instructional materials that remain in use for more than one term. Courses that have a wide variance in costs among sections or that have frequent changes in textbook and instructional materials selections shall be identified and a list of such courses sent to the appropriate academic department chair for review.

NWF State College shall post prominently in the course registration system and on its website, as early as is feasible, but at least 45 days before the first day of class for each term, a hyperlink to lists of required and recommended textbooks and instructional materials for at least 95 percent of all courses and course sections offered at the institution during the upcoming term. The lists must include the International Standard Book Number (ISBN) for each required and recommended textbook and instructional material or other identifying information, which must include, at a minimum, all of the following: the title, all authors listed, publishers, edition number, copyright date, published date, and other relevant information necessary to identify the specific textbooks or instructional materials required and recommended for each course. The State Board of Education and the Board of Governors shall include in the policies, procedures, and guidelines adopted under subsection (7) certain limited exceptions to this notification requirement for classes added after the notification deadline.

The NWF State College Board of Trustees shall report, by September 30th of each year to the Chancellor of the Florida College System the textbook and instructional materials selection process for general education courses with a wide cost variance identified pursuant to subsection (4) and high-enrollment courses; specific initiatives of the institution designed to reduce the costs of textbooks and instructional materials; policies implemented in accordance with subsection (6); the number of courses and course sections that were not able to meet the textbook and instructional materials posting deadline for the previous academic year; and any additional information determined by the chancellors. By November 1st of each year, the Chancellor shall provide a summary of the information provided by institutions to the State Board of Education.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Instructional Obligations	<b>NUMBER:</b> TL 17.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1012.82</a> State Board Rules: <a href="#">SBR 6A-14.0491</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 01/13 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To identify full and part-time instructor teaching and availability obligations

### LOCAL LANGUAGE

Per Florida Statute [FS 1012.82](#) and State Board Rule [SBR 6A-14.0491](#), individual daily schedules shall be established jointly each semester by each full and part-time instructor in cooperation with his/her department chair (with the appropriate Dean/Vice President in the case of department chairs) as follows:

#### Full-time Instructors

Sufficient time to constitute the instructor's full-time obligation consisting of a minimum of 34 scheduled hours per week shall be distributed appropriately throughout each week, and according to State Board Rule [SBR 6A-14.0491](#), such schedules shall contain as a minimum a combined total of 25 classroom contact hours and posted office hours available to students each week. The remaining nine (9) hours weekly which relate to a basic teaching load may be devoted to any combination of scheduled office hours, obligations for committee work, department meetings, general or specific faculty meetings, class preparation, special occasion obligations, etc. at the most appropriate location(s).

During these hours which constitute a full-time obligation to the College, the instructor shall be conveniently and promptly accessible to students for assistance and advisement and to other College personnel for general conduct of College business.

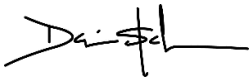
#### Part-time Instructors

All part-time instructors, including full-time instructors teaching classes on a supplemental load basis during the fall, spring, and summer, shall schedule time outside of class for advising students. Such time shall, if feasible, be immediately prior to or following the scheduled class(es) and at the same teaching location.

During the scheduled class and advising times, instructors shall be conveniently and promptly accessible to students for assistance and advisement and for general conduct of College business.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Faculty Credentials	<b>NUMBER:</b> TL 18.00
<b>AUTHORITY:</b>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 02/20 <b>REVISED:</b>	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To identify full and part-time faculty member credentials

### LOCAL LANGUAGE


Northwest Florida State College supports student success by employing highly qualified faculty members who are subject-matter experts dedicated to the mission of higher education and the best practices for instruction.

This policy shall apply to all faculty members, including full-time, part-time, and adjunct instructors.

The President shall implement procedures in accordance with this policy.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> College Admission, Articulation, and Access of Students	<b>NUMBER:</b> SS 1.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1007.263</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 04/89 <b>REVISED:</b> 02/03; 09/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To authorize the establishment of College admission, articulation, and access of students

### LOCAL LANGUAGE


In accordance with Florida Statute and rules, a policy shall be established by the Board of Trustees and published in the College Catalog.

Northwest Florida State College criteria for admissions, access, and articulation of postsecondary academic and career programs as stated in Florida College Statute [FS 1007.263](#) will be published in the annual College Catalog.

NWF State College will fulfill the primary mission to meet the needs of the community with open door admissions and outreach to the populations in Walton and Okaloosa County. Some College programs have additional admission requirements mandated by State and professional accrediting bodies, instructional standards, and regulations. The College will comply with all provisions of the statewide articulation agreements and provide associate and baccalaureate degree programs.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> FERPA and Student Records	<b>NUMBER:</b> SS 2.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1006.52.2</a>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 04/02 <b>REVISED:</b> 09/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To authorize the establishment and publication of Student Records and FERPA Policy

### LOCAL LANGUAGE

In accordance with Florida Statute and rules, a policy shall be established by the Board of Trustees published in the College Catalog.

#### Family Educational Rights and Privacy Act (FERPA), Buckley Amendment

Northwest Florida (NWF) State College upholds the federal law, The Family Educational Rights & Privacy Act (FERPA), which gives students the right to inspect, and review their educational records, to have some control over the disclosure of information from their educational records and seek to amend their educational records. In addition, the College will not release or disclose information, nor allow inspection of records without prior written permission from the student except under certain circumstances where, by law, prior consent is not required. Under FERPA, students have the right to file a complaint with the U.S. Department of Education if they feel their records have been inappropriately released.

The College will provide currently enrolled students annual notification of their rights available under FERPA each fall of the academic year. The Student Handbook is produced within the College Catalog on an annual basis and available to students by way of the College's website.

NWFSC will follow procedures that comply with FERPA, as follows:

#### Right to Review and Inspect

Students, or eligible parents of the student, have the right to review and inspect their permanent student records. A student desiring to review records may do so by submitting a request, in writing, to the Executive Director of Academic Records & Enrollment who will schedule such inspections within 45 college business days of the request. A student desiring copies of educational records may receive such after payment of a fee of \$1.00 per sheet. This is exclusive of normal transcript service.

### **Right to Amend Educational Records**

The student, or eligible parents of the student, may direct challenges related to the accuracy of the records to the Executive Director of Academic Records & Enrollment, who will schedule a hearing within 10 college business days of initial notification of the challenge to allow the student to present evidence relevant to the matter at such hearing. The student, or eligible parents of the student, will be notified in writing of the results. A student can insert a statement in his/her record after a hearing, if the college maintains, upholds or rules against the challenge.

### **Definitions**

Eligible Parent - A parent or guardian who provides documentation that supports the student is a legal dependent for tax purposes.

### **Disclosure**

There are two types of information distinguished under FERPA: personally identifiable information and directory information. Certain conditions exist with regard to disclosure of each kind of information. Northwest Florida State College complies as follows:

#### **1. Personally identifiable Information**

- a. Personally Identifiable Information is information that would include identifying data such as social security number, academic work completed, grades, achievement test scores, aptitude test scores, health data, or other personal characteristics or information which would make the student's identity easily traceable. Prior consent, in the form of a signed and dated document, must be provided by the student to authorize the College to disclose personally identifiable information. The consent must specify education records that may be disclosed, should state the purpose of the disclosure, and must identify party or class of parties to whom disclosure can be made.

#### **2. Directory Information**

- a. FERPA allows for the disclosure of directory information as identified by the institution. NWF State College has designated the following as directory information:
  - Name
  - Local and permanent address
  - NWF State College student email address
  - Major
  - Dates of attendance
  - Current enrollment status (FT/PT)
  - Degree(s) earned and date(s) awarded
  - Honors and awards
  - Prior postsecondary institution(s) attended
  - Participation in officially recognized activities and sports
  - Height and weight of student athletes

A student has the right to refuse designation of any or all of this directory information by notifying the Executive Director of Academic Records & Enrollment in writing at least 10 calendar days prior to enrolling in the term that the directory information block should

begin. Once a student obtains a confidential classification, it will not be removed until all signed authorization requesting it to be removed is received by the Office of Academic Records & Enrollment. A student's request to prevent the release of any informational items will result in preventing the publication of all items including graduation, honors, and awards.

**Exceptions:**

FERPA allows for the release of student records without written consent of the student under the following conditions:

1. To school officials with legitimate educational interest;
  - a. The College has designated school officials such as faculty, administration, professional employees, support staff, work-study students, or persons employed by or under contract to the College (example: an attorney or auditor) acting as an official agent of the College to perform a business function or service on behalf of the institution such as data collection.
  - b. A school official is determined to have legitimate educational interest if the information requested is necessary for that official to perform appropriate tasks that are specified in his or her position description or by a contract agreement; institution research and studies; perform a task related to a student's education; perform a task related to the discipline of a student; provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
2. Disclosure to a school official having a legitimate educational interest does not constitute institutional authorization to transmit, share, or disclose any or all information received to a third party. An unauthorized disclosure of personally identifiable information from the education record of the students is prohibited;
3. In compliance with a court order or subpoena;
4. To eligible parents of a dependent student or such parents as defined in Section 152 of the Internal Revenue Code of 1954;
5. To schools in which a student seeks or intends to enroll;
6. To the Comptroller General of the United States; Attorney General of the United States; Secretary of the Department of Education; and federal, state, and local educational authorities involving an audit or evaluation of compliance with education programs;
7. In connection with the financial aid process;
8. In the event of a health or safety emergency where the information is required to resolve the emergency;
9. In the event a student under the age of 21 has committed a drug or alcohol offense;

10. As the result of a disciplinary hearing where the student is the perpetrator of a crime of violence or a non-forcible sex offense. Under this exception, information may be released to anyone, including the media. No information on the victim or witnesses may be released.


A student has a right to file a complaint to The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605, the office responsible for enforcing and administering FERPA. There are two basic requirements for a complaint to be properly filed against an institution in relation to FERPA infractions:

- The complaint must be made within 180 days of when the infraction was discovered.
- There must be sufficient facts (evidence) to prove the violation.





## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Student Code of Conduct and Grievances	<b>NUMBER:</b> SS 3.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1006.50</a> ; <a href="#">FS 1006.60</a> ; <a href="#">FS 1006.62</a> ; <a href="#">FS 1006.63</a> State Board Rule: <a href="#">SBR 6A-19.008</a>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 09/93 <b>REVISED:</b> 09/13; 06/14; 08/14; 11/15; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To authorize the establishment and publication of Student Code of Conduct, Grievance, and Due Process


### LOCAL LANGUAGE

In accordance with Florida Statutes [FS 1006.60](#), [FS 1006.62](#), and [FS 1006.63](#), Northwest Florida (NWF) State College will annually compile and update a student handbook, which includes but is not limited to codes of conduct and appropriate penalties for violations of rules or regulations by students. Students are subject to federal and state law, respective county and municipal ordinances, and all rules and regulations of the State Board of Education. Violation of these published laws, ordinances, or rules and regulations may subject the violator to appropriate action by the institution's authorities.

In accordance with Florida Statute [FS 1006.50](#) and State Board Rule [SBR 6A-19.008](#), NWF State College will compile and annually update a student handbook that includes, but is not limited to student rights and responsibilities, appeals processes available to students, and a roster of contact persons within the administrative staff available to respond to student inquiries. The handbook shall also list the institution-specific sanctions that will be imposed upon students who violate institutional policies.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Student Religious Observance	<b>NUMBER:</b> SS 4.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1006.50</a> ; <a href="#">FS 1001.64(8)(g)</a> ; <a href="#">FS 1006.53</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 09/89 <b>REVISED:</b> 09/11; 09/13; 03/19	<b>BOARD SECRETARY:</b> 

### **PURPOSE OF POLICY**

To authorize the establishment of a student religious observance policy


### **LOCAL LANGUAGE**

In accordance with Florida Statutes and State Board Rules, a Student Religious Observance policy shall be established by the Board of Trustees and published in the College Catalog.

Northwest Florida State College's policy on recognized Student Religious Observance is listed in the College Catalog, which follows Florida Statute [FS 1001.64\(8\)\(g\)](#). It is updated on an annual basis and located on the College's website.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Student Life and Ombudsman	<b>NUMBER:</b> SS 5.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1006.66</a> ; <a href="#">FS 1006.51</a> State Board Rules: <a href="#">SBR 6A-14.057</a> ; <a href="#">SBR 6A-14.058</a> ; <a href="#">SBR 6A-19.004</a>	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>•</li></ul>
<b>DATE ADOPTED:</b> 09/89 <b>REVISED:</b> 09/13; 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To authorize the establishment and publication of a student life policy

### LOCAL LANGUAGE

In accordance with Florida Statutes and State Board Rules, a policy shall be established by the Board of Trustees and published in the College Catalog.


The NWF State College Student Development and Campus Engagement Department follows Florida Statue [FS 1006.66](#), and State Board Rules [SBR 6A-14.058](#) and [SBR 6A-14.057](#). The Director has the responsibility to ensure all student activities, events, clubs, organizations, Student Government Association (SGA), and intramurals have proper operations, designated student representatives, constitutions, and group advisors. Further, the funds and expenditures will be submitted in a yearly budget, disbursed, received and custodial accounting into College's fund.

The Student Development and Campus Engagement Department will represent the authority for the Student Ombudsman Office as stated in Florida Statute [FS 1006.51](#) for informally resolving student issues. The procedures are published in the College's Catalog on a yearly basis.

Intercollegiate Athletics are the responsibility of the Athletic Director and are conducted according to State Board Rule [SBR 6A-19.004](#) for currently enrolled students. All activities are inclusive of gender equity, scholarships, coaching, equipment, supplies, scheduling of games and practice times, promotion, support services, and recruitment of student athletes are in accordance to Florida College System Activities Association and the National Junior College Athletic Association regulations.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Student Testing	<b>NUMBER:</b> SS 6.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1008.22</a> ; <a href="#">FS 1008.24</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 09/13 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY


To authorize the establishment and publication of Student Testing Policy

### LOCAL LANGUAGE

In accordance with Florida Statute, a Student Testing Policy shall be established by the Board of Trustees published in the College Catalog.



## NORTHWEST FLORIDA STATE COLLEGE BOARD OF TRUSTEES POLICY

<b>TITLE:</b> Fee Waivers for Active Duty Military	<b>NUMBER:</b> SS 7.00
<b>AUTHORITY:</b> Florida Statute: <a href="#">FS 1009.23</a> ; <a href="#">FS 1009.26(15)</a>	<b>SEE ALSO:</b> •
<b>DATE ADOPTED:</b> 04/18 <b>REVISED:</b> 03/19	<b>BOARD SECRETARY:</b> 

### PURPOSE OF POLICY

To recognize Florida Statute authorizing the College President to waive all fees for active duty military students using Tuition Assistance

### LOCAL LANGUAGE

Northwest Florida (NWF) State College has one of the highest active duty military populations in the Florida College System and in the nation. We wish to be as “military friendly” and as affordable for our military students as possible.

To that end, as authorized in Florida Statute [FS 1009.26\(15\)](#), the NWF State College Board of Trustees authorizes the College President to waive all fees, approved in Florida Statute [FS 1009.23](#) for active duty military students using Tuition Assistance beginning July 1, 2018.